

Palm Beach County Board of County Commissioners
FY 2021 APPLICATION PACKET



INFORMATION GUIDANCE

U.S. Department of Housing and Urban Development
EMERGENCY SOLUTIONS GRANT PROGRAM

FY 2021

October 1, 2020 through September 30, 2021

Release Date: Monday, March 9, 2020

Application Due Date: Friday, April 10, 2020 by 12:00 p.m. (Noon)

Community Services Department
Division of Human and Veteran Services (DHVS)

Wendy Tippett, Director
810 Datura Street, Suite 350
West Palm Beach, Florida 33401

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In accordance with the provisions of ADA, this guidance and documents listed can be requested in an alternate format. Auxiliary aids or services will be provided upon request. Please contact the Division of Human and Veteran Services at (561) 355-9901 or ESGNOFO@pbcgov.org.

SECTION I: GENERAL INFORMATION

Program Overview

Palm Beach County Department of Housing and Economic Sustainability (HES) receives Emergency Solutions Grant (ESG) funds from the U.S. Department of Housing and Urban Development (HUD) annually. Palm Beach County Community Services Department (CSD), Division of Human and Veteran Services (DHVS) administers these funds. The focus of ESG is to improve the number and quality of emergency shelters for homeless families, help operate these shelters, provide essential services to shelter residents and rapidly re-house homeless individuals and families. For detailed information regarding ESG, applicants can visit the HUD Exchange web-page HEARTH: ESG Program and Consolidated Plan Conforming Amendments – ESG Program Interim Rule at <https://www.hudexchange.info/resource/1927/hearth-esg-program-and-consolidated-plan-conforming-amendments/>.

ESG is authorized by the McKinney-Vento Homeless Assistance Act as amended by S. 896 Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 for activities relating to street outreach, emergency shelter, homelessness prevention, rapid re-housing (RRH) assistance and Homeless Management Information System (HMIS). ESG assists people in quickly regaining stability in permanent housing after experiencing a housing crisis and/or homelessness.

Funding Available

Funding availability for fiscal year (FY) 2021 has not yet been determined but is estimated to be \$519,046. All dollar amounts are subject to Federal budget approval. ESG recipients are required to consult with the local Continuum of Care (CoC) when determining how to allocate ESG funds. Palm Beach County's (PBC's) CoC, known as the Homeless and Housing Alliance (HHA), has allocated FY 2021 ESG funds as follows:

- \$75,000 for PBC's HMIS activities;
- 7.5% of remaining funds (which is \$33,303) for PBC's administrative costs;
- Of the remaining funds (which is \$410,743) :
 - 60% (\$246,446) for emergency shelter activities
 - Priority to be given to emergency shelter for homeless families with children
 - 40% (\$164,297) for Rapid Re-Housing for individuals and families

Note:

- ONLY one (1) category per application will be accepted.
- ONLY one (1) application per agency will be considered for funding.
- Applications must achieve a score of 85 or above to be considered for funding.

Eligibility

Qualified entities submitting project applications for HUD ESG Program funding shall meet all statutory and regulatory requirements of the ESG Program Interim Rules. ESG Program Applicants can obtain a copy of the Rules on the HUD Exchange:

https://files.hudexchange.info/resources/documents/HEARTH_ESGInterimRuleandConPlanConformingAmendments.pdf

ESG Program funding applicants can be nonprofit organizations, states, local governments and instrumentalities of state and local governments. For-profit entities are not eligible to apply for grants or to be sub-recipients of grant funds. All sub-recipients must also meet the eligibility standards as described above.

ESG Program funding applicants must:

- Hold current and valid 501(c)(3) status as determined by the Internal Revenue Service.
- Be chartered or registered with the Florida Department of State, have been incorporated for at least one agency fiscal year, and have provided services for at least six (6) months.
- Create a Vendor Registration Account OR activate an existing Vendor Registration Account through Palm Beach County Purchasing Department's Vendor Self Service (VSS) system, which can be accessed at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>.
- Demonstrate accountability through the submission of acceptable financial audits performed by an independent auditor.
- Maintain contractual liability insurance as listed in Exhibit 1, if applicants are awarded ESG Program funding.

SECTION II: APPLICATION PROCESS

DHVS invites eligible entities to apply for FY 2021 ESG Program funding (October 2020 through September 2021).

Publish/Release Date

Monday, March 9, 2020

Deadline Date/Application Due Date:

Entities must complete and submit their applications packages to DHVS NOFO submission website by **12:00 pm (Noon), Friday, April 10, 2020**. Application packages must be submitted to:

<https://pbcc.samis.io/go/nofo/>

No application will be accepted after this deadline.

Technical Assistance

DHVS will hold a Technical Assistance Workshop for ESG Program applicants from 9:00 am to 10:30 am on **Monday, March 23, 2020** at CSD, 810 Datura Street, West Palm Beach 33401, 2nd Floor, Human Services Conference Room,

To maintain a fair, impartial and competitive process, additional requests for assistance must be made in writing and emailed to ESGNOFO@pbcgov.org. All questions and answers will be made available for the public to review on the HHA website at <http://discover.pbcgov.org/communityservices/humanservices/Pages/HHA.aspx>. DHVS will avoid private communication with applicants regarding this NOFO, other than via email as noted above, during the proposal preparation and evaluation period.

The deadline to submit ESG Program application questions by email to DHVS is **12:00 pm (Noon), Thursday, April 9, 2020**, which is one (1) business day before the project application submission deadline.

This NOFO Information Guidance is available at the following locations:

- <http://discover.pbcgov.org/communityservices/humanservices/Pages/HHA.aspx>
- <http://discover.pbcgov.org/BusinessOpportunities/Pages/default.aspx>

Paper copies of this NOFO are available upon request.

ESG Program NOFO Information Guidance is for reference purposes only since the proposal must be submitted through the DHVS NOFO submission website.

Anticipated Schedule of Events

ESG Program Application Timeline

DATE	ITEM	RESPONSIBLE
March 9, 2020	Publish/Release Date	DHVS
March 23, 2020	Technical Assistance Meeting 9:00 am to 10:30 am	DHVS Applicants
April 9, 2020	Deadline to Email application questions 12:00 pm (Noon)	Applicants
April 10, 2020	Deadline Date/Application Due Date 12:00 pm (Noon)	Applicants
April 20, 2020	ESG Non Conflict Grant (NCG) Review Meeting 1:00 pm to 5:00 pm	ESG NCG Review Committee DHVS
April 28, 2020	Deadline to Submit a Grievance (7 Business Days following the NCG Review Meeting)	Applicants
April 28, 2020	Funding recommendation forwarded to Housing and Economic Sustainability (HES) to include in Action Plan for BCC approval.	CSD
May 19, 2020	Final day for response to a grievance (15 Business Days following the Receipt of a Grievance)	CSD
September 1, 2020	Estimated Date the Cone of Silence Ends	HES to include in Action Plan. BCC Meeting to Approve

Cone of Silence

ESG Program funding applicants are advised of the following:

Lobbying “Cone of Silence”

This NOFO includes a Cone of Silence. Applicants are advised that the "Palm Beach County Lobbyist Registration Ordinance" (Ordinance), a copy of which can be accessed at: http://discover.pbcgov.org/legislativeaffairs/Pages/Lobbying_Regulations.aspx is in effect. The Applicant shall read and familiarize themselves with all of the provisions of said Ordinance, but for convenience, the provisions relating to the Cone of Silence have been summarized here.

"Cone of Silence" means a prohibition on any non-written communication regarding this NOFO between any Applicant or Applicant's representative and any County Commissioner or Commissioner's staff, any member of a local governing body or the member's staff, a mayor or chief executive officer that is not a member of a local governing body or the mayor or chief executive officer's staff, or any employee authorized to act on behalf of the Commission or local governing body to award a contract.

An Applicant's representative shall include but not be limited to the Applicant's employee, partner, officer, director or consultant, lobbyist, or any, actual or potential subcontractor or consultant of the Applicant.

The Cone of Silence is in effect as of the submittal deadline/application due date, April 10, 2020. The provisions of this Ordinance shall not apply to oral communications at any public proceeding, including pre-application conferences, oral presentations before selection committees and contract negotiations during any public meeting. The Cone of Silence shall terminate at the time that the BCC awards or approves a contract, rejects all proposals or otherwise takes action that ends the solicitation process.

SECTION III: SCOPE OF SERVICES

Contact Person

This NOFO is issued, as with any addenda, for BCC and HES by CSD, the ESG Program grant administrator. The contact for all ESG Program funding inquiries is Sonya McNair, (561) 355-9901 or ESGNOFO@pbcgov.org.

Funding Terms

ESG Program Funding Term: 12 months
 ESG Program Project Start Date: October 1, 2020
 ESG Program Project End Date: September 30, 2021

Terms and Conditions

1. **Proposal Guarantee:**
ESG Program funding Applicants guarantee their commitment, compliance and adherence to all requirements of the NOFO by submission of their proposal.
2. **Late Proposals, Late Modified Proposals:**
ESG Program funding Applicants shall save any unfinished proposals and continue to modify the proposals until the proposals are submitted. Once submitted, the proposals are final. Proposals and/or modifications to proposals submitted after the deadline are late and shall not be considered.
3. **Costs Incurred by Proposers:**
All expenses incurred with the preparation and submission of proposals to the County, or any work performed in connection therewith, shall be borne by ESG Program funding Applicants. No payment will be made for proposals received or for any other effort required of or made by ESG Program funding Applicants, prior to commencement of work as defined by a contract approved by the BCC.
4. **Public Record Disclosure:**
ESG Program funding Applicants are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection in compliance with the Florida Public Records Act.
5. **Palm Beach County Office of the Inspector General Audit Requirements:**
Palm Beach County has established the Office of the Inspector General in PBC Code Sections 2-421 through 2-440, as may be amended, which is authorized and empowered to review past, present and proposed County contracts, transactions, accounts and records. The Inspector General has the power to subpoena witnesses, administer oaths and require the production of records, and audit, investigate, monitor and inspect the activities of the winning Proposer's agency, officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud. Failure to cooperate with the Inspector General or interference or impede any investigation shall be in violation of PBC Code Sections 2-421 through 2-440, and punished pursuant to Section 125.69, Florida Statutes (F.S.), in the same manner as a second degree misdemeanor.
6. **Commencement of Work:**
The County's obligation will commence when the contract is approved by the BCC or their designee and upon written notice to the ESG Program funding Applicants. The County may set a different starting date for the contract. The County will not be responsible for any work done by the ESG Program funding Applicants, even work done in good faith, if it occurs prior to the contract start date set by the County.
7. **Non-Discrimination:**
The proposer must warrant and represent that all of its employees are treated equally during employment without regard to race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability or genetic information.

Additional terms and conditions will be included in the project contract/agreement and are contained in Exhibit 1.

Scope of Services

ESG Program funds may be used for five program components: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and HMIS; as well as administrative activities. The five program components and the eligible activities that may be funded under each are set forth in 24 CFR § 576.101 through § 576.107. Eligible administrative activities are set forth in 24 CFR § 576.108.

Street outreach component. Subject to the expenditure limit in 24 CFR § 576.100(b), ESG funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. For the purposes of this section, the term “unsheltered homeless people” means individuals and families who qualify as homeless under paragraph (1)(i) of the “homeless” definition under 24 CFR § 576.2. The eligible costs and requirements for essential services consist of Engagement, Case Management, Emergency Health Services, Emergency Mental Health Services, Transportation and Services for Special Populations.

Emergency shelter component. Subject to the expenditure limit in 24 CFR § 576.100(b), ESG funds may be used for costs of providing essential services to homeless families and individuals in emergency shelters, renovating buildings to be used as emergency shelter for homeless families and individuals, and operating emergency shelters. This consists of Essential Services, Renovations, Shelter Operations and Assistance required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA).

Homelessness prevention component. ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or another place described in paragraph (1) of the “homeless” definition in 24 CFR § 576.2. This assistance, referred to as homelessness prevention, may be provided to individuals and families who meet the criteria under the “at risk of homelessness” definition, or who meet the criteria in paragraph (2), (3), or (4) of the “homeless” definition in 24 CFR § 576.2 and have an annual income below 30 percent of median family income for the area, as determined by HUD. The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in the program participant’s current permanent housing or move into other permanent housing and achieve stability in that housing. Homelessness

Rapid re-housing assistance component. ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing. This assistance, referred to as rapid re-housing assistance, may be provided to program participants who meet the criteria under paragraph (1) of the “homeless” definition in 24 CFR § 576.2 or who meet the criteria under paragraph (4) of the “homeless” definition and live in an emergency shelter or other place described in paragraph (1) of the “homeless” definition. The rapid rehousing assistance must be provided in accordance with the housing relocation and stabilization services requirements in 24 CFR § 576.105, the short- and medium-term rental assistance requirements in 24 CFR § 576.106, and the written standards and procedures established under 24 CFR § 576.400.

HMIS component. The recipient or sub-recipient may use ESG funds to pay the costs of contributing data to the HMIS designated by the Continuum of Care for the area.

Additional details are provided in the ESG Program Interim Rules.

SECTION IV: WHERE TO FIND LOCAL PROJECT DOCUMENTS YOU MAY NEED

Timeline: Refer to Section II - ESG Program Application Timeline in this NOFO for deadline dates.

ESG Program Applicant shall electronically submit the following in their application package:

- Visit HHA website to access NOFO:

<http://discover.pbcgov.org/communityservices/humanservices/Pages/HHA.aspx>

- Visit DHVS NOFO Application Submission Website:

<https://pbcc.samis.io/go/nofo/>

1. Attachment 1 – ESG FY 2021 Application Cover Sheet

- See Attachment 1 in Section V of this NOFO

2. Attachment 2 – ESG Categories & Activities Form

- Use Attachment 2 in Section V of this NOFO to select your proposed eligible activities from the Emergency Shelter or Rapid Re-Housing categories. Eligible activities are defined by HUD in the ESG Program Interim Rules, 24 CFR §§ 576.102–576.106.

https://files.hudexchange.info/resources/documents/HEARTH_ESGInterimRuleandConPlanConformingAmendments.pdf

3. Attachment 3 – ESG Grantee Homeless and Housing Alliance Certification Form

- See Attachment 3 in Section V of this NOFO

4. Application

- a. Project Narrative
- b. Project Goals & Objectives

- See Section V of this NOFO

5. Attachment 4 - Site Control and Compliance with Zoning & Land Use

- Applicant's Finance Office

6. Attachment 5a – Budget Proposal and Narrative

- See Attachment 5a in Section V of this NOFO

7. Attachment 5b – Financial Audit

- Applicant's Finance Office

8. Attachment 5c - Monitoring Cover Letter and Report

- Applicant's Finance Office
 - DHVS or Other Funders
9. Attachment 6 – HMIS (ClientTrack)/CMIS/ESG CAPER Report/Domestic Violence-Comparable Report
- Applicant's Data/Program Office
10. HHA Membership Meeting Attendance
- See Exhibit 2 of this NOFO or visit HHA website at:
<http://discover.pbcgov.org/communityservices/humanservices/Pages/HHA.aspx>
11. HHA Sub-Committee Meeting Attendance
- See Exhibit 3 of this NOFO or visit HHA website at:
<http://discover.pbcgov.org/communityservices/humanservices/Pages/HHA.aspx>
12. Attachment 7 – Non-Profit Status Verification (IRS 501c3 Letter)
- Applicant's Finance Office
13. Attachment 8 – Agency Corporate Status Verification – SunBiz Form
- SunBiz.org Florida Department of State, Division of Corporations
<http://search.sunbiz.org/inquiry/corporationsearch/byname>
14. Emergency Solutions Grants Program Interim Rule
- https://files.hudexchange.info/resources/documents/HEARTH_ESGInterimRuleandConPlanConformingAmendments.pdf
15. Continuum of Care (CoC) Program Interim Rule
- https://files.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf
16. 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards
- https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

SECTION V: CONTENT OF PROPOSAL AND INSTRUCTIONS

Summary Instructions

All application questions shall be completed. Any missing or incorrect information will have a negative impact on applications. Use “N/A” only where a response is clearly not applicable.

Applications shall be submitted on or before the application deadline.

No waivers will be granted for applications submitted after the deadline. **Late applications will not be accepted. No exceptions.**

Submission of applications is final. Applications shall be evaluated as submitted. Additional information or documentation after applications have been submitted will not be accepted or considered.

Priority Description

- Emergency Shelter for families with children
- Rapid Re-housing for individuals and families

FY 2021 ESG Program Application

Except where noted, all ESG Program funding applicant shall complete and submit all items listed below.

The deadline for application package submission is **Friday, April 10, 2020 by 12:00 pm (Noon)**. Application Package shall be submitted on the Palm Beach County, Community Services Department, Division of Human and Veteran Services NOFO Application Submission Website:

<https://pbcc.samis.io/go/nofo/>

The Scoring meeting, during which the NCG Review Committee will review and score all applications, is scheduled to take place on Monday, April 20, 2020, from 1:00 pm to 5:00 pm at:

Division of Human and Veteran Services
Palm Beach County, Community Services Department,
Human Services Conference Room, Suite 350 (2nd Floor)
810 Datura Street
West Palm Beach, FL 33401

Fatal Flaws

The following flaws will automatically disqualify applicants from funding:

- Organization is ineligible to apply for funding as per HUD guidelines
- Organization’s application was submitted after the submission deadline
- Match requirement is not clearly identified in budget

- HHA attendance requirement for general meetings (60% attendance) not met
- HHA attendance requirement for sub-committee meetings (70% attendance) not met

HHA Meeting Attendance Requirement

In order to be considered for funding, organizations must meet the HHA attendance requirements: 60% attendance at the general HHA meetings; **and** 70% attendance at sub-committee meetings as defined in the HHA Bylaws, Article 3, Section 2 found at www.hhapbc.org. Attachments 4 & 5 certify agency attendance by the Continuum of Care (CoC) for the period October 1, 2018 to September 30, 2019.

Match Requirements

All applicants must provide match funds in an amount that, at minimum, equals the amount of funds requested. Documentation must be provided demonstrating match funds on a dollar-for-dollar basis. The source of matching funds must be clearly identified with your budget documentation. Detailed information regarding the requirements for matching ESG funds are described in the ESG Program Interim Rule, Section 24 CFR § 576.201 which can be found at <https://www.onecpd.info/resource/1927/hearth-esg-program-and-consolidated-plan-conforming-amendments>.

Unified Grant Guidance

Sub-recipients that receive ESG funding shall be required to comply with 2 CFR Part 200-*Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*.

Scoring Criteria

Palm Beach County makes ESG funds available to area non-profit organizations with programs currently serving the homeless and/or persons at risk of homelessness. Only Projects that demonstrate a definable program that serve the homeless and/or persons at risk of homelessness will be considered for funding. Applications will be scored based on the following criteria and must achieve a minimum score of 85 out of 100 to receive funding. The minimum score is calculated without regard to Bonus Points that may have been awarded.

Application Package

Attachment 1 - FY20 ESG Application Cover Sheet

No Points

Please complete this ESG Application Cover Sheet.

Project Name: _____ **Agency:** _____

Project Address: _____

Fatal Flaws:

1. Organization is ineligible to apply for funding as per HUD guidelines
2. Organization’s application was submitted after the submission deadline
3. Required Original Application and five (5) copies were not provided

4. Match Requirement is not clearly identified in budget
5. HHA attendance requirement for general meetings (60% attendance) not met
6. HHA attendance requirement for Sub-Committee meetings (70% attendance) not met

Requirements:

Please Note: Items must be marked with the corresponding #'s and in the same order. Points may be deducted from your total score if the packet is not turned in corresponding to the below order.

1. Attachment 1 – ESG Application Cover Sheet
2. Attachment 2 – ESG Categories and Activities
3. Attachment 3 – ESG Grantee HHA Certification
4. Project Narrative
5. Project Goals & Objectives
6. Attachment 4 – Site Control & Compliance with Zoning & Land Use
 - a. If you operate in a County-owned building, include letter with address of building
7. Attachment 5a – Budget Proposal & Narrative
8. Attachment 5b – Financial Audit
9. Attachment 5c – Monitoring Cover Letter and Report
10. Attachment 6 – HMIS (ClientTrack)/CMIS/ESG CAPER Report/Domestic Violence-Comparable Report
11. HHA Meeting Attendance
12. HHA Sub-Committee Meeting Attendance Requirement
13. Attachment 7 – Non-Profit Status Verification - IRS Documentation
14. Attachment 8 – Agency Corporate Status Verification – SunBiz Form

Attachment 2 - Categories & Activities

5 Points

Select Activities (under **one** Category) that you are requesting to be funded by ESG by placing an "X" in the designated column. Identify the dollar amount requesting and the total cost for each applicable ESG activity being selected.

Category	Activity	(X)	Amount Requesting	Total Cost
Emergency Shelter	Essential Services Activities:			
	Case Management			
	Child Care			
	Education Service			
	Employment Assistance			
	Outpatient Health Services			
	Legal Services			
	Life Skills Training			
	Mental Health Services			
	Substance Abuse Treatment			
	Transportation			
	Services for Special Populations			
	Shelter Operations Activities:			
	Maintenance			
	Rent			
	Security			
	Fuel			
	Equipment			
	Insurance			
	Utilities			
	Food			
	Furnishings			
	Supplies			
Hotel/Motel Vouchers				
Rapid Re-housing	Housing Relocation Activities:			
	Rental Application Fees			
	Security Deposits			
	Last Month's Rent			
	Utility Deposits			
	Utility Payments			
	Moving Costs			
	Stabilization Activity:			
	Housing Stability Case Management			
	Rental Assistance Activity:			
Short-term and Medium-term Rental Assistance				

NOTE: ANY ACTIVITIES CHECKED MUST BE REFLECTED IN YOUR BUDGET PROPOSAL AND PROJECT NARRATIVE.

Attachment 3 - ESG Grantee Homeless and Housing Alliance (HHA) Certification Form

Background: The Palm Beach County Continuum of Care (CoC), Homeless and Housing Alliance (HHA), and the Division of Human and Veteran Services (DHVS), who serves as the COLLABORATIVE APPLICANT, is charged by the U.S. Department of Housing and Urban Development (HUD) to operate and administer CoC activities and to monitor recipients' performance. To further CoC goals and to clarify expectations, HHA is describing ESG grant sub-recipient responsibilities in this document that shall be signed by an authorized representative of the grant recipient agency.

ESG grant sub-recipient is responsible for adhering to all requirements and obligations outlined by HUD. In the event that grant recipient responsibilities change, revisions will be made to this certification and will require a new signature.

Before applying for ESG funding, it is imperative that all project applicants read the Emergency Solutions (ESG) Grants Program Interim Regulations 24 CFR Part 91 and 576 as it provides the requirements for implementation and administration of the ESG Program.

Agency:	
Contact Person:	
Chosen HHA Committee(s):	

I have read and understand the expectations set forth in Attachment A of this certification.

Signature

Date

Printed Name

Title

Attachment A

HOMELESS & HOUSING ALLIANCE (HHA) INFORMATION

Committee Activities

- All sub-recipients must participate in at least 60% of general HHA meetings and 70% of at least one of the HHA Sub-Committee meetings in a 12-month period
- All sub-recipients must participate in at least one Sub-Committee
- All sub-recipients must present their ESG application(s) to the Non-Conflict Grant Review Committee for local review
- All sub-recipients must participate in the local coordinated assessment process, as approved by the HHA
- Sub-recipients are expected to support one (1) Committee(s) covered by grant activities as they achieve the following standards:
 - Meet minimum standards
 - HHA meetings & Sub-Committee Meetings
 - Participate in coordinated assessment
 - Participate in PIT/HIC
 - HMIS Entry
 - Follow Program Approved Standards (Coordinated Entry, ES, TH, PSH, RRH, Housing First, Housing-Focused Case Management)

HMIS Participation and Coverage

ESG grant sub-recipients must collect the following information on the persons served and services provided during the grant period and enter this information into PBC Homeless Management Information System (HMIS). Domestic violence service providers are prohibited from participation in HMIS but must demonstrate that they have a database comparable to an HMIS and are able to provide statistical information that does not compromise client privacy from that database upon request.

Universal Data Elements

Name
Social Security Number
Date of Birth
Race
Ethnicity
Gender
Veteran Status
Disabling Condition
Residence Prior to Project Entry
Project Entry Date
Project Exit Date
Destination at Project Exit
Personal ID
Household ID
Relationship to the Head of Household
Client Location
Length of Time on Street or in Emerg. Shelter

Program Specific Data Elements

Housing Status
Income & Sources of Income
Non-Cash Benefits
Health Insurance
Physical Disability
Developmental Disability
Chronic Health Condition
HIV/AIDS
Mental Health Problem
Substance Abuse
Domestic Violence
Residential Move-In Date (Rapid Rehousing)
Services Provided (Rapid Rehousing)
Financial Assistance Provided (Rapid Rehousing)

Project Parameters

- Permanent Supportive Housing projects will follow HUD guidelines for targeting and prioritizing PSH units for chronically homeless participants (HUD Notice CPD-16-11) and will follow the Palm Beach County Coordinated Intake and Assessment Standards and Housing First Program Standards.
- RRH projects will follow the Palm Beach County Coordinated Intake and Assessment Standards and Rapid Re-Housing Program Standards.
- Applications targeting youth will participate on the Unmet Needs Committee and in any youth demonstration project(s) in which Palm Beach County is selected to participate.

Grant Performance & Reports

- All sub-recipients must submit monthly ESG data to the DHVS.
- In the event that a sub-recipient can no longer administer their funds, the sub-recipient will consult the DHVS.

Project Narrative

25 Points

Describe, in detail, the activities for which funding is being requested. Include the following in your description:

- A. Specify the category and activities that will utilize ESG funds (as selected on Attachment 1). Describe the clients/population that will be served, as stated in the Federal Regulations 24 CFR § 576.2, and the process that will be followed to document their homelessness. Be very specific as to how these funds will be utilized.
 - Homeless Families with Children
 - Homeless Individuals
 - Victims of Domestic Violence
 - Homeless Youth
- B. For Rapid Re-Housing, include the following information in your narrative:
 - How clients will be selected for service
 - The maximum amount of assistance to be provided
 - The maximum period to receive such assistance
 - Types of services to be offered
 - Who will provide the service(s)
 - The process for procuring rental property for clients
 - How the CoC Rapid Re-Housing standards have been utilized in establishing/operating the program
- C. Specify the total number of unduplicated persons that will be served. Specify the number on a monthly and annual basis.
- D. How will your proposed activity coordinate with the Senator Philip D. Lewis Center (Homeless Resource Center)? Describe the support / coordination efforts.
- E. Describe key staff that will be working on your ESG project. The description should include position titles, education and experience required. Including specific staff names is optional.

F. Describe the capacity of your organization. Include the following in your description:

- Length of time in business
- Length of time undertaking activity for which funding is being requested
- Number of full-time, paid administrative and/or fiscal staff
- Number of full-time, paid programmatic staff
- Number of active volunteers

G. Ensure that the dollar amount requested for each applicable ESG activity being selected under the Emergency Shelter and Rapid Re-Housing categories have been completed in Attachment 2). If the requested ESG funding does not fully fund the activity, include the total cost for the activity and identify how the remainder of the cost will be covered by other funding sources.

H. Describe your organization's experience with federally funded programs other than ESG. Summarize the past five (5) years of funding, including the source, type of grant, award year, and performance.

I. Include an organizational chart with your project narrative.

Project Goals & Objectives

15 Points

Provide a narrative that states the goals and measurable objectives to be accomplished through the ESG funded eligible categories and activities during the FY 2020 period effective October 1, 2020 through September 30, 2021. If your agency serves families, provide an approximate number of households served for each objective including a breakdown of adults and children. Data is required in this format for reporting according to HUD protocols.

*For purposes of this question, **unduplicated individuals** and **unduplicated families** are defined as individuals or families who are counted only one time, regardless of how many times they are served during the ESG program year and regardless of how many services they may receive from your agency.*

Attachment 4 - Site Control & Compliance with Zoning & Land Use

5 Points

Applicants must submit site control documentation regardless of the activity you're applying for. Applicants operating projects out of County owned buildings are exempt and will automatically receive full points. Applicants serving victims of domestic violence must redact location identifying information.

A. Applicants in non-County owned buildings will be required to:

- Provide a letter of compliance with zoning and land use designations from the jurisdiction within which the activity will operate (*i.e. a municipal zoning department; or PBC Zoning Division, if within the unincorporated area*). The letter should include a full disclosure of the intended use of the facility during the FY 2020 period (October 1, 2019 through September 30, 2020) and a detailed description of the nature of the activity to take place on the premises, the number of beds to be maintained (*if applicable*), and any other data pertinent to the zoning authority's considerations; and
- Provide proof of site control for the FY 2020 period effective October 1, 2019 through September 30, 2020. In cases where the project/activity to be undertaken is conducted from a rental property and the

terms of the lease do not cover the period, a copy of the lease, accompanied by a letter of intention from the property owner stating their intention to renew the lease for the period may be considered.

- B. Applicants operating in County owned buildings must include a letter in their application package stating that you operate in a County owned building and it must include the street address of the building.

Attachment 5 - Budget Proposal

20 Points

Use Attachment 5a to document your proposed budget. The proposed budget must include program expenses and projected revenue from all funders of the program. Budget must also include source of match funds. Additionally, provide a separate narrative that describes, in detail, the following information:

- A. The needs that will be addressed by the activity for which funds are being requested;
- B. If this application is approved for funding in an amount less than the sum applied for, describe how the project would be affected and note what course of action your organization would take in response (*e.g. provide fewer units of service, seek other funding, etc.*).

Attachment 5b - Financial Audit

5 Points

Provide a copy of your most recent Independent Financial Audit, including the management letter, if issued. If no management letter has been issued, include a note to document this.

Attachment 5c - Monitoring Cover Letter and Report

15 Points

Provide a copy of your most recent ESG Monitoring Report. If there has been no previous ESG monitoring, submit the highest level monitoring report completed for your agency by a Federal, State, County or local foundation. The Federal Monitoring Report is preferred. Points will be deducted for any unresolved findings noted in the monitoring report. New agencies that have never been monitored by any of the above entities will not be eligible for the award of any points in this category.

Attachment 6 - HMIS (Client Track)/CMIS/ESG CAPER Report/Domestic Violence-Comparable Report

10 points

Domestic Violence Organizations must provide a comparable aggregate report.

All other organizations must provide a copy of the Agency ESG CAPER report for the period of October 1, 2018 to September 30, 2019.

The Client Management Information System (CMIS) hosted by Palm Beach County serves as the central database for collecting and updating data regarding the homeless and/or those at risk of homelessness and their needs. All agencies awarded ESG funds must participate in CMIS. All clients served with ESG funds must be entered into CMIS. Funding provided in the Emergency Shelter Category requires that all clients served be entered and exited in CMIS during the applicable fiscal year. Individuals and families served in the activity category of Rapid Re-housing under ESG must be entered into CMIS during the applicable fiscal year. Agencies must execute the required partner and user agreements with Palm Beach County and must participate in the data sharing of CMIS on an ongoing basis throughout the term of their ESG contract in order to maintain eligibility for reimbursement. Provisions are in place within CMIS to protect client confidentiality, yet still report statistical data. HUD requires Palm Beach County to compile this information as a condition of funding eligibility.

HHA Meeting Attendance Requirement

No Points

In order to be considered for funding, organizations must meet the HHA attendance requirements - 60% attendance at the general HHA meetings and 70% attendance at sub-committee meetings as defined in the HHA Bylaws, Article 3, Section 2 found at www.hhapbc.org. Exhibit 2 certifies agency attendance by the Continuum of Care (COC) for the period October 1, 2018 to September 30, 2019.

HHA Sub-Committee Meeting Attendance Requirement

3 Bonus Points

Organizations will be awarded bonus points if they meet the HHA 70% attendance requirement for **more than** one sub-committee meeting as defined in the HHA Bylaws, Article 3, Section 2 found at www.hhapbc.org. Exhibit 3 shows attendance by agency and percentage for the period October 1, 2018 to September 30, 2019.

Attachment 7 - Non-Profit Status Verification

No Points

Only private non-profit organizations exempt from IRS taxation under section 501(c)(3) are eligible to apply. The organization must be incorporated and have an active status. A copy of the IRS letter of designation must be included in the application.

Attachment 8 - Agency Corporate Status Verification – SunBiz Form

No Points

Eligible organizations must be registered and have an active status at the Florida Department of State, Division of Corporation (SunBiz). A copy of the SunBiz form must be included in the application.

SECTION VI: FY 2020 ESG PROGRAM PROJECT REVIEW PROCESS

- DHVS shall recruit ESG NCG Review Committee members, prioritizing members who have served on the Committee in the past or who have other relevant experience and are approved by the HHA Executive Committee. NCG Review Committee members shall sign “no conflict of interest” and confidentiality statements.
- ESG NCG Review Committee members shall be trained, as appropriate, and receive submitted applications.
- Submitted ESG Program applications shall be reviewed by DHVS to ensure HUD eligibility criteria are met and that no fatal flaw exists.
- If an ESG application is submitted with a fatal flaw, the application shall automatically be disqualified.
- Accepted applications shall be reviewed, discussed and scored by the ESG NCG Review Committee. The NCG Review Committee shall make funding recommendations based on the application scores and project priority. Project priorities are identified, based on data, by the HHA Executive Committee.
- Preliminary scoring results are delivered to applicants with a reminder about the appeals process.
- Appeals, if any, shall be reviewed by the HHA Appeals Committee.
- The ESG NCG Committee’s funding recommendations are submitted to the BCC for final approval as a component of HES’s Action Plan.
- BCC has final decision-making authority for all awards.

The process is welcoming to persons with disabilities, persons who have experienced homelessness, and persons with limited English proficiency. If applicants need any accommodations, please contact ESGNOFO@pbcgov.org.

SECTION VII: GRIEVANCE POLICY AND APPEALS PROCEDURES

Palm Beach County Board of County Commissioners Community Services Department

ESG Program Grievance Notice Form

Grievances may be submitted by an ESG Program funding applicant who is aggrieved in connection with deviations from the established PROCESS for reviewing and awarding ESG Program funding applications. The amount of recommended awards may not be grieved through this procedure.

An applicant filing a grievance shall complete and submit this ESG Program Grievance Notice Form to the CSD Director within seven (7) business days of the NCG Review Meeting. Applicant shall receive a written response within fifteen (15) business days of the receipt of this form.

There are no administrative fees associated with filing this grievance.

When completed, submit this Grievance Notice Form via mail or email to the following. Add additional pages as needed.

Mr. James Green, Director
Community Services Department
810 Datura Street, First Floor
West Palm Beach, Florida 33401
JGreen1@pbcgov.org

Entity Filing Grievance: _____

From which process was there an alleged deviation?

Describe in detail the alleged deviation, including how applicant was directly affected.

What remedy does the applicant seek?

Authorized Agency Representative Name and Title

Agency Filing Grievance

Authorized Agency Representative Signature

Date

SECTION VIII: ESG PROGRAM NCG GRANT REVIEW COMMITTEE SCORING SHEET

**FY 2020 Emergency Solutions Grant (ESG) Application
Grant Review Committee Score Sheet**

Applicant:

Reviewer:

This form is to be used to score Agency ESG applications during the Grant Review Committee Meeting.

Categories	Maximum Points Allowed	SCORE
1. FY20 ESG Coversheet	0	
2. Categories & Activities (points are issued based upon selection of category and target homeless population)	5	
3. Project Narrative	25	
4. Project Goals & Objectives	15	
5. Site Control & Compliance (if agency is operating out of a County owned building, they automatically receive 5 points. For non-County buildings, agency must provide site control documentation to receive 5 points).	5	
6. Budget Proposal (SEE BELOW)	20	
7. Financial Audit (SEE BELOW)	5	
	15	

8. Monitoring Report (SEE BELOW)		
9. HMIS/Client Track or ESG CAPER Report (DV comparable aggregate report) (SEE BELOW)	10	
BONUS POINTS: 10. Participating on more than 1 HHA sub-committee with at least a 70% attendance record. (SEE BELOW)	3	
Total Points	103	

Point Scale Section:

Categories	Point Scale			
6. Budget Proposal	Budget Attachment ONLY = 10 points	Separate Narrative ONLY = 10 points	Both = 20 points	
7. Independent Financial Audit	No Findings = 5 points		Findings = 0 points	
8. Monitoring Report	No Findings = 15 points	1-3 Findings = 10 points	4-6 Findings = 5 points	7+ Findings = 0 pts.
9. HMIS/Client Track or ESG CAPER	10 points			
10. Bonus - HHA Sub-Committee Meetings	2 or more sub-committees= 3 points		Agency must participate on at least 1 sub-committee and have a 70% attendance record for each sub-committee.	

Total Points Scored (Including Bonus Points): _____

Final Score Converted to Percentage: _____
 (total points scored / maximum points allowed * 100)

SECTION IX: DEFINITIONS

Applicant – An eligible entity applying for ESG Program funding.

Assurances – By submitting your application, you provide assurances that, if selected to receive an award, you will comply with U.S. statutory and public policy requirements, including, but not limited to civil rights requirements.

At Risk of Homelessness –

(1) An individual or family who:

- (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
- (ii) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “homeless” definition in this section; and
- (iii) Meets one of the following conditions:
 - (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - (B) Is living in the home of another because of economic hardship;
 - (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
 - (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
 - (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;
 - (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
 - (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved consolidated plan;

(2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. § 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. § 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. § 14043e– 2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. § 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. § 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. § 1786(b)(15)); or

(3) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinneyVento Homeless Assistance Act (42 U.S.C. § 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

Authorized Organization Representative (AOR) - Person authorized to submit applications on behalf of the organization.

Award – As used in this NOFO means a Palm Beach County Board of County Commissioners’ grant.

Beds Dedicated to Chronically Homeless Individuals and Families – A permanent supportive housing bed that is dedicated specifically for use by chronically homeless individuals and families within a CoC’s geographic area, as reported in the CoC’s HIC and the FY 2020 permanent housing project applications. When a program participant exits the project, the bed must be filled by another chronically homeless participant unless there are no chronically homeless persons located within the CoC’s geographic area. This concept only applies to permanent supportive housing projects.

Centralized or Coordinated Assessment System – A centralized or coordinated process designed to coordinate program participant intake assessment and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.

Chronically Homeless –

- A “homeless individual with a disability,” as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11360(9)), who:
 - Lives in a place not meant for human habitation, a safe haven or in an emergency shelter; and
 - Has been homeless and living as described above continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described above. Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven or an emergency shelter immediately before entering the institutional care facility;
- An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria above before entering that facility; or
- A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria above, including a family whose composition has fluctuated while the head of household has been homeless.

Consolidated Plan – A plan prepared in accordance with 24 CFR part 91. An approved consolidated plan means a consolidated plan that has been approved by HUD in accordance with 24 CFR part 91.

Continuum of Care (CoC) – The group organized to carry out the responsibilities required under 24 CFR Part 578 and that is composed of representatives of organizations, including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing providers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate.

Contract – A legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this NOFA does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or sub-award (See 2 CFR § 200.22.) Contractor means an entity receiving a contract.

Coordinated Entry – A process developed to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred, and connected to housing and assistance based on their strengths and needs.

Eligible Applicant – Private nonprofit organization, state, local government, or instrumentality of state and local government.

Emergency shelter – Any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements. Any project funded as an emergency shelter under a Fiscal Year 2010 Emergency Solutions grant may continue to be funded under ESG. Homeless means:

- (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low income individuals); or (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- (2) An individual or family who will imminently lose their primary nighttime residence, provided that:
 - (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; and
 - (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
- (3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
 - (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. § 5732a), section 637 of the Head Start Act (42 U.S.C. § 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. § 14043e–2), section 330(h) of the Public Health Service Act (42 U.S.C. § 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. § 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. § 1786(b)) or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11434a);
 - (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
 - (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
 - (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
- (4) Any individual or family who:
 - (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - (ii) Has no other residence; and
 - (iii) Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

Equity – See Racial Disparities.

Fair Market Rate (FMR) – The Fair Market Rents published in the Federal Register annually by HUD.

Homeless –

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - a. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport or camping ground;
 - b. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state or local government programs for low-income individuals); or
 - c. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
2. An individual or family who will imminently lose their primary nighttime residence, provided that:
 - a. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - b. No subsequent residence has been identified; and
 - c. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
3. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
 - a. Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. § 5732a), section 637 of the Head Start Act (42 U.S.C. § 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. § 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. § 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. § 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. § 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11434a);
 - b. Have not had a lease, ownership interest or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
 - c. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
 - d. Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
4. Any individual or family who:
 - a. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - b. Has no other residence; and
 - c. Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

Homelessness and Human Trafficking – HUD is clarifying that persons who are fleeing or attempting to flee human trafficking may qualify as homeless under paragraph (4) of the homeless definition at 24 CFR 578.3; and, therefore, the individuals may be eligible for certain forms of homeless assistance under the CoC Program, subject to other restrictions that may apply. HUD considers human trafficking, including sex trafficking, to be “other dangerous or life-threatening conditions that relate to violence against the individual or family member” under paragraph (4) of the definition of homeless at 24 CFR § 578.3.

Homeless Management Information System (HMIS) – The information system designated by the CoC to comply with the HMIS requirements prescribed by HUD.

Housing First – A model of assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). Transitional housing and supportive service only projects are considered to be using a Housing First model for the purposes of this NOFA if they operate with low-barriers, work to quickly move people into permanent housing, do not require participation in supportive services, and, for transitional housing projects, do not require any preconditions for moving into the transitional housing (e.g., sobriety or minimum income threshold).

Notice of Funding Opportunity (NOFO) – An agency's formally issued announcement of the availability of federal or federal pass-through funding through one of its financial assistance programs. The announcement provides eligibility and evaluation criteria, funding preferences and priorities, the submission deadline and information on how to obtain application kits.

Permanent Housing – Community-based housing without a designated length of stay, and includes both permanent supportive housing and rapid rehousing. To be permanent housing, the program participant must be the tenant on a lease for a term of at least one year, which is renewable for terms that are a minimum of one month long, and is terminable only for cause.

Permanent Supportive Housing (PSH) - permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently.

Personally Identifiable Information (PII) – Information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. For more detail, refer to 2 CFR § 200.79.

Private Nonprofit Organization – An organization:

- That no part of the net earnings is inured to the benefit of any member, founder, contributor or individual;
- That has a voluntary board;
- Which has a functioning accounting system that is operated in accordance with generally accepted accounting principles (GAAP), or has designated a fiscal agent that will maintain a functioning accounting system for the organization in accordance with GAAP; and
- That practices nondiscrimination in the provision of assistance.

A private nonprofit organization does not include governmental organizations, such as public housing agencies.

Program Income – Shall have the meaning provided in 24 CFR § 85.25. Program income includes any amount of a security or utility deposit returned to the recipient or sub-recipient.

Program Participant – An individual (including an unaccompanied youth) or family who is assisted with ESG program funds.

Program Year – The consolidated program year established by the recipient under 24 CFR part 91.

Racial Disparities – Research has found racial disparities in rates of homelessness. Specifically, blacks and Native American persons experience homelessness at disproportionately higher rates. Efforts to prevent and end homelessness should consider and address racial inequities to achieve positive outcomes for all persons experiencing homelessness (e.g., receiving necessary services and housing to exit homelessness). The CoC must address how the community is measuring and considering racial inequities and other disparities in the risks for, and experiences of homelessness in the community, consistent with fair housing and civil rights requirements.

Rapid Rehousing – A type of permanent housing meeting the requirements of 24 CFR § 578.37(a)(1)(ii).

Recipient – A non-Federal entity receiving an award directly from HUD to carry out an activity under a HUD program.

Sub-recipient – A non-Federal entity receiving a sub-award from a pass-through entity to carry out part of a HUD program; but does not include an individual beneficiary of such program. A sub-recipient may also receive other Federal awards directly from a Federal awarding agency (including HUD).

Transitional Housing – Housing, where all program participants have signed a lease or occupancy agreement, the purpose of which is to facilitate the movement of homeless individuals and families into permanent housing within 24 months or such longer period as HUD determines necessary. The program participant must have a lease or occupancy agreement for a term of at least one month that ends in 24 months and cannot be extended.

Threshold Requirement – Threshold requirements are a type of eligibility requirement. Threshold requirements must be met for an application to be reviewed; are not curable, except for documentation of applicant eligibility.

Trauma Informed Care (TIC) Model – An approach that recognizes the widespread impact of trauma and understands potential paths for recovery, recognizes the signs and symptoms of trauma in clients, families, staff, and others involved with the system, responds by fully integrating knowledge about trauma into policies, procedures, and practices and seeks to actively resist re-traumatization. TIC models generally include a focus on the following: Safety; Trustworthiness and Transparency; Peer Support; Collaboration and Mutuality; Empowerment; Voice and Choice; and Cultural, Historical, and Gender Issues.

Victim Service Provider – A private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This term includes rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs.

EXHIBIT 1: REQUIRED INSURANCE

Prior to execution of this Agreement by the COUNTY, the AGENCY must obtain all insurance required under this article and have such insurance approved by the COUNTY's Risk Management Department.

- A. AGENCY shall, at its sole expense, agree to maintain in full force and effect at all times during the life of this Agreement, insurance coverages and limits (including endorsements), as described herein. AGENCY shall agree to provide the COUNTY with at least ten (10) day prior notice of any cancellation, non-renewal or material change to the insurance coverages. The requirements contained herein, as well as COUNTY's review or acceptance of insurance maintained by AGENCY are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by AGENCY under the Agreement.
- B. **Commercial General Liability** AGENCY shall maintain Commercial General Liability at a limit of liability not less than **\$500,000** Each Occurrence. Coverage shall not contain any endorsement excluding Contractual Liability or Cross Liability unless granted in writing by COUNTY's Risk Management Department. AGENCY shall provide this coverage on a primary basis.
- C. **Business Automobile Liability** AGENCY shall maintain Business Automobile Liability at a limit of liability not less than **\$500,000** Each Accident for all owned, non-owned and hired automobiles. In the event AGENCY doesn't own any automobiles, the Business Auto Liability requirement shall be amended allowing AGENCY to agree to maintain only Hired & Non-Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto coverage form. AGENCY shall provide this coverage on a primary basis.
- D. **Worker's Compensation Insurance & Employers Liability** AGENCY shall maintain Worker's Compensation & Employers Liability in accordance with Chapter 440, Florida Statutes (F.S.) AGENCY shall provide this coverage on a primary basis.
- E. **Professional Liability** AGENCY shall maintain Professional Liability or equivalent Errors & Omissions Liability at a limit of liability not less than **\$1,000,000** Each Claim. When a self-insured retention (SIR) or deductible exceeds **\$10,000**, COUNTY reserves the right, but not the obligation, to review and request a copy of AGENCY's most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis, AGENCY shall maintain a Retroactive Date prior to or equal to the effective date of this Agreement. The Certificate of Insurance providing evidence of the purchase of this coverage shall clearly indicate whether coverage is provided on an "occurrence" or "claims - made" form. If coverage is provided on a "claims - made" form the Certificate of Insurance must also clearly indicate the "retroactive date" of coverage. In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced, or any other event triggering the right to purchase a Supplement Extended Reporting Period (SERP) during the life of this Agreement, AGENCY shall purchase a SERP with a minimum reporting period not less than 3 years. AGENCY shall provide this coverage on a primary basis.
- F. **Additional Insured** AGENCY shall endorse the COUNTY as an Additional Insured with a CG 2026 Additional Insured - Designated Person or Organization endorsement, or its equivalent, to the Commercial General Liability. The Additional Insured endorsement shall read "Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents." AGENCY shall provide the Additional Insured endorsements coverage on a primary basis.
- G. **Waiver of Subrogation** AGENCY hereby waives any and all rights of Subrogation against the COUNTY, its officers, employees and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation

without an endorsement to the policy, then AGENCY shall agree to notify the insurer and request the policy be endorsed with a Waiver of Transfer of rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which specifically prohibits such an endorsement, or which voids coverage should AGENCY enter into such an agreement on a pre-loss basis.

- H. **Certificate(s) of Insurance** No later than the execution of this Agreement, AGENCY shall deliver to the COUNTY's representative as identified in Article 30, a Certificate(s) of Insurance evidencing that all types and amounts of insurance coverages required by this Agreement have been obtained and are in full force and effect. Such Certificate(s) of Insurance shall include a minimum ten (10) day endeavor to notify due to cancellation or non-renewal of coverage. The certificate of insurance shall be issued to:

Palm Beach County Board of County Commissioners
Department of Community Services
810 Datura Street
West Palm Beach, FL 33401

- I. **Umbrella or Excess Liability** If necessary, AGENCY may satisfy the minimum limits required above for Commercial General Liability, Business Auto Liability, and Employer's Liability coverage under Umbrella or Excess Liability. The Umbrella or Excess Liability shall have an Aggregate limit not less than the highest "Each Occurrence" limit for either Commercial General Liability, Business Auto Liability, or Employer's Liability. The COUNTY shall be specifically endorsed as an "Additional Insured" on the Umbrella or Excess Liability, unless the Certificate of Insurance notes the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.
- J. **Right to Review** COUNTY, by and through its Risk Management Department, in cooperation with the contracting/monitoring department, reserves the right to review, modify, reject or accept any required policies of insurance, including limits, coverages, or endorsements, herein from time to time throughout the term of this Agreement. COUNTY reserves the right, but not the obligation, to review and reject any insurer providing coverage because of its poor financial condition or failure to operate legally.

EXHIBIT 2: 2019 HHA MEMBERSHIP ATTENDANCE

2019 Agency Membership and HHA Meeting Attendance

Agency	Oct	Nov.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug	Sept.	TOTAL
211 Helpline									x			9%
Area Agency on Aging	x	x		x	x	x		x	x			64%
Adopt-A-Family	x	x	x	x	x	x	x	x	x	x	x	100%
Anthem		x	x			x	x					36%
AVDA	x	x	x	x	x	x	x	X	x	x		91%
Catholic Charities	x	x	x	x	x	x	x	x	x	x	x	100%
Center for Independent Living Options												0%
Child Net		x	x							x	x	36%
Children's Service Council						x		x	x			27%
City House Delray			x									9%
City of Palm Beach Gardens			x									9%
City of West Palm Beach						x	x					18%
Community Partners				x	x	x			x			36%
Criminal Justice Commission								x	x			18%
CROS Ministries							x	x	x	x	x	45%
DCF									x			9%
Delray Beach Police Department									x			9%
Families First of PBC	x	x	x	x	x	x	x	x	x	x		91%
Family Promise of North/Central Palm Beach County, Inc	x			x		x		x			x	45%
Family Promise of Southern Palm Beach County	X		x	x	x	x	x	x	x	x	x	91%
Farm Worker Council	x	x	x	x	x	x	x	x	x	x	x	100%
Federation of Families of Florida				x	x							0%
Genesis Community Health												0%
Gulfstream Goodwill	x	x	x	x	x	x	x	x	x	x	x	100%
Health Care District PBC						x		x	x		x	36%
Holy Ground Shelter for Homeless, Inc	x		x	x	x					x	x	55%
Home Safe		x				x		x	x		x	45%
Housing Partnership				x					x			18%

Agency	Oct	Nov.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug	Sept.	TOTAL
Jeff Industries	x	x	x	x	x	x						55%
Jerome Golden Center for Behavioral Health		x	x		x			x	x		x	55%
Legal Aid Society	x	x	x	x	x	x	x	x	x	x		91%

Agency	Oct.	Nov.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug	Sept.	TOTAL
Magellan Complete Care								x				9%
Mary's Shelter								x				9%
Open Door	x											9%
Operation 120					x	x	x	x	x			45%
Palm Beach HAB Center												0%
Pathways to Prosperity					x				x		x	27%
PBC Criminal Justice Commission	x	x	x	x	x	x			x	x	x	82%
PBC Dept Economic Sustainability	x	x	x	x	x	x		x	x	x	x	91%
PBC Dept of Human & Vet Services/HOT	x	x	x	x	x	x	x	x	x	x	x	100%
PBC Homeless Coalition	x	x	x	x	x	x	x	x	x			82%
PBC Parks		x	x		x	x	x				x	55%
PBC School District	x		x	x			x		x	x		55%
Palm Beach State College		x	x	x	x	x	x		x	x	x	82%
REACH	x						x					18%
Salvation Army	x		x	x	x	x	x	x	x	x	x	91%
Southeast Florida Behavioral Health Network			x				x					18%
Society of St Vincent De Paul	x		x	x			x	x				45%

South County Mental Health							x	x				18%
St. George's Center, Inc.		x										9%
Stand Down (Faith-Hope-Love-Charity)		x	x	x	x	x	x	x		x	x	82%
Starz Foundation	x											9%
Stay Well								x			x	18%
The Lewis Center	x	x	x	x	x	x	x	x	x	x	x	100%
The Lords Place	x	x	x	x	x	x	x	x	x	x	x	100%
True Fast Outreach Ministries								x	x	x		27%
True Mission Outreach		x								x		18%
Urban League of PBC	x	x	x	x	x		x		x	x	x	82%
United Way of PBC												0%
VA Medical Center / Homeless Outreach			x	x	x		x	x		x		55%
Valley of Love Ministries	x	x		x	x	x	x	x			x	73%
Vickers House			x	x		x		x		x		45%
Vita Nova	x	x	x	x	x	x	x	x	x	x	x	100%
West Palm Beach Housing Authority						x						0%
Youth Empowered 2 Prosper			x	x		x	x	x	x	x	x	73%
YWCA	x	x	x	x	x	x	x	x	x	x	x	100%

EXHIBIT 3: 2019 HHA SUB-COMMITTEE ATTENDANCE

HHA Subcommittee Attendance

of Meetings held from: October 2018 to September 2019

Meetings Held?	Adopt A Family	ANDA	Catholic Charities	Children's Home Society	Children's Childlet	CIO	Faith Hope Love Charity	Families First	Family Promise North	Family Promise South	Farm Workers	Galstream Goodwill	Holy Grounds	Home Safe Partnership Inc.	Housing Industries	Jerome Golden Center	Legal Aide	Operation 120	PRC Hum & Vet Svcs	Salvation Army	The Lord's Place	True Fast Ministries	Urban League	Vickers House	Viva Nova	WAMC	Youth Empower to Prosper	YWCA
Oct-18	Yes	X	X	X								X													X			
Nov-18	Yes	X	X	X								X													X			
Dec-18	No																											
Jan-19	Yes		X	X								X								X					X			
Feb-19	Yes	X	X	X								X								X			X		X			
Mar-19	Yes	X	X	X								X								X					X			
Apr-19	Yes		X	X								X								X					X			
May-19	Yes	X	X	X								X								X					X			
Jun-19	No																											
Jul-19	No																											
Aug-19	Yes	X	X	X								X													X			
Sep-19	No																											
Total	8	6	8	8	0	0	0	0	0	0	0	8	0	0	0	0	0	0	7	0	0	2	0	1	8	0	0	0
% Attend		75%	100%	100%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	88%	0%	0%	25%	0%	13%	100%	0%	0%	0%

of Meetings held from: October 2018 to September 2019

Meetings Held?	Adopt A Family	ANDA	Catholic Charities	Children's Home Society	Children's Childlet	CIO	Faith Hope Love Charity	Families First	Family Promise North	Family Promise South	Farm Workers	Galstream Goodwill	Holy Grounds	Home Safe Partnership Inc.	Housing Industries	Jerome Golden Center	Legal Aide	Operation 120	PRC Hum & Vet Svcs	Salvation Army	The Lord's Place	True Fast Ministries	Urban League	Vickers House	Viva Nova	WAMC	Youth Empower to Prosper	YWCA
Oct-18	Yes											X					X								X			
Nov-18	No																											
Dec-18	No																											
Jan-19	No																											
Feb-19	Yes											X								X					X			
Mar-19	No																											
Apr-19	No																											
May-19	Yes			X								X								X					X			
Jun-19	No																											
Jul-19	Yes																			X					X			
Aug-19	Yes																											
Sep-19	Yes											X								X					X			
Total	5	0	0	1	0	0	0	1	0	0	0	4	0	0	0	1	0	1	1	5	0	5	0	0	5	0	3	1
% Attend		0%	0%	20%	0%	0%	0%	20%	0%	0%	0%	80%	0%	0%	0%	20%	0%	20%	100%	0%	100%	0%	0%	100%	0%	60%	20%	

of Meetings held from: October 2018 to September 2019

Meetings	Held?	Adopt A Family	AVDA	Catholic Charities	Children's Home Society	Childnet	CIO	Faith Hope Love Charity	Families First	Family Promise North	Family Promise South	Farm Workers	Gullstream Goodwill	Holy Grounds	Home Safe	Housing Partnership Inc.	Jeff Industries	Jerome Golden Center	Legal Aide	Operation 120	PRC Hum & Vet Svcs	Salvation Army	The Lord's Plate	True East Ministries	Urban League	Vickers House	Vita Nova	VAMC	Youth Empower to Prosper	YWCA
Oct-18	Yes	X				X							X					X			X	X	X							
Nov-18	Yes	X																X			X	X	X							
Dec-18	No																													
Jan-19	No																													
Feb-19	Yes	X											X								X	X	X			X				
Mar-19	Yes	X											X								X	X	X							
Apr-19	Yes	X											X								X		X							
May-19	No																													
Jun-19	Yes	X											X								X	X	X							
Jul-19	Yes	X											X								X	X	X							
Aug-19	No																													
Sep-19	Yes	X											X					X			X	X	X			X				
Total	8	8	0	0	0	2	0	0	0	0	0	0	8	0	0	0	0	3	2	0	8	7	6	3	0	1	2	0	0	0
% Attend		100%	0%	0%	0%	40%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	38%	25%	0%	100%	88%	75%	38%	0%	13%	25%	0%	0%	0%

of Meetings held from: October 2018 to September 2019

Meetings	Held?	Adopt A Family	AVDA	Catholic Charities	Children's Home Society	Childnet	CIO	Faith Hope Love Charity	Families First	Family Promise North	Family Promise South	Farm Workers	Gullstream Goodwill	Holy Grounds	Home Safe	Housing Partnership Inc.	Jeff Industries	Jerome Golden Center	Legal Aide	Operation 120	PRC Hum & Vet Svcs	Salvation Army	The Lord's Plate	True East Ministries	Urban League	Vickers House	Vita Nova	VAMC	Youth Empower to Prosper	YWCA
Oct-18	No																													
Nov-18	Yes	X				X							X								X	X	X							
Dec-18	No																													
Jan-19	No																													
Feb-19	Yes	X						X	X									X			X	X	X							
Mar-19	Yes	X						X	X		X		X								X	X	X							
Apr-19	Yes	X						X	X		X		X								X	X	X							
May-19	Yes	X						X	X				X					X			X	X	X							
Jun-19	Yes	X						X	X				X					X			X	X	X			X				
Jul-19	Yes	X						X	X				X								X	X	X							
Aug-19	Yes	X						X	X									X			X	X	X							
Sep-19	No																													
Total	8	8	0	0	0	1	0	7	7	1	3	0	6	0	0	0	0	4	0	0	8	6	6	1	0	1	0	0	0	8
% Attend		100%	0%	0%	0%	20%	0%	88%	88%	13%	38%	0%	75%	0%	0%	0%	0%	50%	0%	0%	100%	75%	75%	13%	0%	13%	0%	0%	0%	100%

of Meetings held from: October 2018 to September 2019

Meeting	Held?	Adopt A Family	ANDA	Catholic Charities	Children's Home Society	Childnet	CIIO	Faith Hope Love Charity	Families First	Family Promise North	Family Promise South	Farm Workers	Gulfstream Goodwill	Holy Grounds	Home Safe Partnership Inc.	Housing Industries	Jeff Golden Center	Legal Aide	Operation 120 Svcs	PBC Hum & Vet Svcs	Salvation Army	The Lord's Place	True East Ministries	Urban League	Vickers House	Via Nova	VAMC	Youth Empower to Prosper	YWCA
Oct-18	No																												
Nov-18	Yes	x	x										x							x			x						x
Dec-18	No																												
Jan-19	Yes	x	x										x							x									x
Feb-19	No																												
Mar-19	Yes	x	x										x							x									x
Apr-19	No																												
May-19	Yes	x	x										x							x			x						x
Jun-19	No																												
Jul-19	Yes	x	x										x							x		x							x
Aug-19	No																												
Sep-19	No																												
Total	5	5	5	0	0	0	0	0	0	0	0	0	5	0	0	0	0	0	0	5	0	2	2	0	0	0	0	0	5
% Attend		100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	100%	0%	40%	40%	0%	0%	0%	0%	0%	100%

of Meetings held from: October 2018 to September 2019

Meeting	Held?	Adopt A Family	ANDA	Catholic Charities	Children's Home Society	Childnet	CIIO	Faith Hope Love Charity	Families First	Family Promise North	Family Promise South	Farm Workers	Gulfstream Goodwill	Holy Grounds	Home Safe Partnership Inc.	Housing Industries	Jeff Golden Center	Legal Aide	Operation 120 Svcs	PBC Hum & Vet Svcs	Salvation Army	The Lord's Place	True East Ministries	Urban League	Vickers House	Via Nova	VAMC	Youth Empower to Prosper	YWCA
Oct-18	No																												
Nov-18	No																												
Dec-18	No																												
Jan-19	No																												
Feb-19	Yes	x		x									x							x		x							
Mar-19	Yes												x							x		x							
Apr-19	Yes												x							x		x							
May-19	No																												
Jun-19	Yes												x							x		x							
Jul-19	No																												
Aug-19	Yes	x											x							x		x							
Sep-19	Yes	x											x							x		x							
Total	6	3	0	1	0	0	0	0	0	0	0	0	6	0	0	0	0	0	0	6	1	6	1	0	2	2	0	0	0
% Attend		50%	0%	17%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	100%	17%	100%	17%	0%	33%	33%	0%	0%	