

# Department of Children and Families

## Office on Homelessness



## Unified Homelessness Grant for Fiscal Years 2019-2021

### Request for Application

Grant Application #RFALP12819CO

**All applications must be received by the**

**Office on Homelessness at:**

1317 Winewood Boulevard  
Building 3, Room 201  
Tallahassee, FL 32399-0700

**By 3:00 p.m. on March 29, 2019**

Commodity Codes: 84101600, 93141506

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## 1. Grant Overview

The Unified Homelessness Grant Application provides an opportunity for the Florida Department of Children & Families (Department) Office on Homelessness (Office) to consolidate multiple funding streams into a single solicitation that serves as a competitive funding request for eligible applicants. This solicitation is designed to include funding for the state appropriation for the Challenge Grant program, authorized by section 420.622(4) of the Florida Statutes; the federally funded Emergency Solutions Grant (ESG) program, authorized by section 420.622(10) of the Florida Statutes and in 24 CFR 576; and the Temporary Assistance for Needy Families (TANF) Homelessness Prevention Grant program authorized by section 414.161 of the Florida Statutes.

To qualify for funding, a Continuum of Care (CoC) lead agency must develop and implement a local Homeless Assistance CoC Plan (CoC Plan) for its designated planning area. The CoC Plan must include “either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services” as outlined in federal regulations [24 CFR 578.7(a)(8)]. The lead agencies may allocate the grant funds to programs, services, and/or housing providers that support the implementation of the CoC Plan. The lead agency may sub-grant the provision of direct services described herein to another agency, as consistent with the CoC Plan. The lead agency retains overall grant administration and financial accountability. The lead agency may choose to share the grant administrative costs with the sub-grant agency.

This grant solicitation describes the Department's instructions that govern the Challenge Grant application process, including the scoring process for applications in accordance with the statutory preference criteria stated in section 420.622(4), Florida Statutes.

The ESG program is awarded to the State of Florida through the U.S. Department of Housing and Urban Development (HUD). The State of Florida is required to distribute the grant for projects operated by local government agencies or private non-profit organizations. ESG funds may be used for five program components: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and Homeless Management Information Systems (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 24 CFR 576.107.

Finally, the Homelessness Prevention Grant program which was authorized by section 414.161, Florida Statutes, began in 2013 to provide emergency financial assistance to families facing the loss of their current housing due to a financial or other crises. The intent of the program is to assist families to prevent them from becoming homeless, and to enable them to remain stably housed following the assistance provided.

The contact person at the Department for the application process is:

Zachary Summerlin  
Office on Homelessness  
Department of Children and Families  
1317 Winewood Blvd., Bldg. 3, Room 201  
Tallahassee, FL 32399-0700

(850) 922-4691

[zachary.summerlin@myflfamilies.com](mailto:zachary.summerlin@myflfamilies.com)

Appendices referenced in this document are for informational purposes only and do not need to be included in the application. Attachments shall be completed as part of the lead agency's application.

## 1.1 Eligible Applicants

The only entities that may submit an application for this Unified Homelessness Grant shall be the lead agencies of the CoC, as designated pursuant to section 420.624(6), Florida Statutes. The designation of the lead agencies by the Office has been done in consultation with HUD, the local homeless continua of care within Florida, and those agencies that were identified as the lead agency in the most recent application for HUD Continuum of Care Grant.

The list of designated lead agencies by counties served is attached in Appendix 8.1. Any applications received from entities not listed in Appendix 8.1 shall be returned, without review, to the entity that submitted it.

This grant solicitation describes the Department's instructions that govern the grant application process, including the scoring process for applications in accordance with the statutory preference criteria stated in sections 420.622(4), 420.622(10), and 414.161, Florida Statutes.

All applicants must complete the Completeness Checklist (Attachment 9.1) and all required forms identified herein as Attachments to be considered.

Lead agencies are required to register in MyFloridaMarketPlace (MFMP) as a vendor. Registration is required because the Department of Financial Services uses data from MFMP to establish the payment data file for purposes of disbursing state funds.

Funds disbursed to lead agencies as a result of this solicitation are financial assistance. In accordance with Rule 60A-1.033(2)(d)11., Florida Administrative Code (FAC), disbursements of financial assistance to recipients of state financial assistance are exempt from paying the MFMP transaction fee.

## 2. Scope of Work

The Unified Grant Application provides opportunities for lead agencies to apply for funding through the Challenge Grant program, the ESG program, and the TANF Homelessness Prevention Program.

Prior to submission of the application, each lead agency shall issue a local solicitation to receive projects to be included, based on, funding for the Challenge Grant, ESG, and TANF Homelessness Prevention Grant. The Scope of Work for each funding stream is outlined below.

### 2.1 Challenge Grant

The intent of Challenge Grant funding is to help implement the CoC Plan, and to help the community reach the goals and objectives outlined in the CoC Plan.

In addition, this state allocation is intended to be used in concert with private funding contributed to local homeless service agencies to address the needs of individuals who are at-risk of becoming homeless or experiencing homelessness in the respective counties served.

The overall goal of the grant is to use the Challenge Grant to partner with local agencies to reduce homelessness in Florida. The grant recipient shall evaluate the success of the grant award using the performance measures described in Eligible Activities section below.

The lead agency may use the Challenge Grant funds to fund any housing, program, or service need that is clearly and specifically identified in the CoC Plan and meets the performance measures and specific objectives provided in the application, which may include those identified in section 420.622(6), Florida Statutes. To be an eligible activity or use, the lead agency shall certify that the use is contained in the CoC Plan and shall provide evidence of that inclusion in the CoC Plan with the certification (see Attachment 9.2). If the project is NOT included in the CoC Plan, the project will not be accepted as an allowable project. The CoC Plan included in the lead agency's application for the HUD Notice of Funding Availability for the FY2018 CoC Program Competition must be submitted with this grant application. The application must clearly enumerate the activities or projects to be funded, the purpose of each, the amount allocated for each, and the entity to carry out that use or activity.

The lead agency shall be responsible for ensuring that all grant funds are expended only for eligible activities. In the case where funds are expended on ineligible activities, the lead agency will be responsible for reimbursing the Department.

Performance monitoring of grant activities is the lead agency's responsibility . Upon completion of the grant funded activities, the lead agency shall provide a written assessment to the Office of the grant's effectiveness in furthering the CoC Plan.

Administrative costs shall not exceed the allowable amount identified in section 420.622(4), Florida Statutes.

### 2.1.1 Eligible Activities

The application may contain one or more housing, program or service activities to be funded, provided each of the activities proposed for funding is specifically identified in the CoC Plan. All grant funds shall go to activities that directly benefit persons experiencing or at risk of homelessness. Homeless Management Information Systems (HMIS) may be claimed to be a direct benefit only to the extent that the system is used as a coordinated entry tool or a case management tool to coordinate services among two or more local agencies serving a person experiencing or at risk of homelessness.

## 2.2 Emergency Solutions Grant

The ESG Program will fund activities that meet the definitions contained in the HUD regulations published in 24 CFR 576, as amended. Applicants should review the definitions included in Appendix 8.2.

### 2.2.1 Eligible Activities

Under this grant application, funded components of the ESG Program include Street Outreach (24 CFR 576.101), Emergency Shelter (24 CFR 576.102), Homelessness Prevention (24 CFR 576.103) and Rapid Rehousing (24 CFR 576.104), and HMIS (24 CFR 576.107). The following descriptions identify eligible activities for each funded component; applicants should review the posted regulations for a comprehensive list of activities.

Street Outreach – eligible costs include engagement; case management; emergency health services; emergency mental health services; transportation; and services for special populations (homeless youth, victim services, and people living with HIV/AIDS)

Emergency Shelter – eligible costs include essential services (case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and/or services for special populations – homeless youth, victim services, and people living with HIV/AIDS); renovations; and shelter operations

Homelessness Prevention – eligible costs include providing housing relocation and stabilization services (rental application fees, security deposits, last month's rent, utility payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair); and short-term and/or medium-term rental assistance

Rapid Rehousing – eligible costs include providing housing relocation and stabilization services (rental application fees, security deposits, last month's rent, utility payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair); and short-term and/or medium-term rental assistance

Homeless Management Information Systems (HMIS) – eligible costs include the costs of contributing data to the HMIS; costs of functioning as the HMIS lead agency; and participating in a comparable database if the agency is a victim services or legal services provider

Administrative Costs – eligible costs include general management, oversight, and coordination; training on grant requirements; consolidated plans; and environmental reviews

Grant administration costs may not exceed 5% of the ESG award.

The lead agencies must ensure that Written Standards for each service component performed are completed in accordance with 24 CFR 576.400(e) as found in the Definitions of Appendix 8.2 and submitted with this application. These written standards must be approved by the Office on Homelessness prior to grant execution, and again at the beginning of each FY thereafter.

### 2.3 TANF Homelessness Prevention

The purpose of the Homelessness Prevention Grant Program is to assist eligible families to avoid becoming homeless and to maintain stable housing following the assistance from the grant. For each recipient of funding from the Homelessness Prevention Grant, the providing agency must complete the following tasks:

- 1) Develop a written case plan and conduct mandatory case management for each family applying for financial assistance. The family's case plan shall set forth all of the costs that will be covered by the grant, as well as the total dollar amount of assistance to be provided to the family. The case plan shall spell out the family's goal for housing stability, the anticipated date the case plan will be completed, the agency's schedule for monitoring the family's housing stability following the cessation of grant assistance, whether the family was able to avoid becoming homeless, and whether the family remained in permanent housing.

- 2) Develop, maintain, and retain a case file on each family applying for assistance. The case file shall contain all information required to determine the eligibility of the family, along with the determination decision of eligibility. The file shall include documentation of household income. In addition, if eligible, the file shall include copies of all payments made, the case plan, follow up monitoring of the family, and the housing outcome achieved.
- 3) Track, monitor, and report on each family assisted for at least 12 months after the last assistance is provided to the family. The goal for the homelessness prevention program is to enable at least 85% of the families assisted to remain in their homeless and avoid becoming homeless during the ensuing year.

To be eligible for assistance under this grant, families must reside in Florida; have at least one household member who is a United States citizen or a lawful permanent resident; have a minor child living in the household full-time; and have a household income less than two-hundred percent (200%) of the federal poverty level as annually published by the U.S. Department of Health and Human Services (HHS) [<https://www.federalregister.gov/documents/2018/01/18/2018-00814/annual-update-of-the-hhs-poverty-guidelines>]. See chart below for 2018 poverty guidelines:

Persons in family/household	Poverty guideline
1	\$12,140
2	\$16,460
3	\$20,780
4	\$25,100
5	\$29,420
6	\$33,740
7	\$38,060
8	\$42,380
For families/households with more than 8 persons, add \$4,320 for each additional person.	

A minor child means a child under the age of eighteen (18); or if age eighteen (18), but not yet nineteen (19), is attending high school, a General Education Development (GED) program, a trade school, or other career training program on a full-time basis. A minor child cannot be married or divorced.

The adult who applies for the grant assistance with the CoC must be either the parent or guardian of the minor child residing in the household.

Household income includes both earned and unearned income received in the month in which the family applies for assistance. Earned income is income received from employment or self-employment, including wages, salary, tips, commissions, and bonuses. Unearned income is income received for which there is no performance of work, or provision of services as an employee or self-employed person. The income of all members of the household shall be reported in determining eligibility of the family for

assistance. The family's housing emergency shall be the result of a financial or other crisis, and documented by the lead agency, or its subrecipient.

### 2.3.1 Eligible Activities

The Homelessness Prevention Grant may assist eligible families to avoid homelessness through the following supports: 1) past due rent or mortgage payments, not to exceed four months of rent or mortgage payment; and 2) past due utility bills, not to exceed four months in arrears for electric, gas, water, and sewer only. Staff and operating costs for required case management services is an allowable expense. Administrative costs shall not exceed the allowable amount identified in section 414.161, Florida Statutes.

## 3. Funding Allocation

Funding for the grants included in this solicitation are authorized by Florida Statutes and funding will be available upon appropriation from the Legislature. The Challenge Grant program is authorized by section 420.622(4), Florida Statutes. The federally funded Emergency Solutions Grant (ESG) program is awarded annually by HUD to the State of Florida and authorized by section 420.622(10), Florida Statutes. The TANF Homelessness Prevention Grant program is awarded through HHS to assist families by preventing them from becoming homeless, and enable them to remain stably housed and is authorized by section 414.161, Florida Statutes.

The Department reserves the right to fund grant application requests at lower levels.

The Department reserves the right to reallocate unexpended funds from under/non-performing projects to support initiatives in higher performing CoCs.

In the event that two or more CoCs merge during the contract period, the Department will honor the full amount of each contract as funding is available and budget authority is given by the state legislature.

Upon mutual agreement, the Department and the Provider may renew a contract awarded, in whole or part, for a period that may not exceed 3 years. Any renewal shall specify the renewal price, as awarded in response to this solicitation. The renewal must be in writing and signed by both parties, and is contingent upon satisfactory performance evaluations and subject to availability of funds.

### 3.1 Challenge Grant

The Challenge Grant program is authorized by section 420.622(4), Florida Statutes, to provide grant funding to lead agencies of homeless assistance CoC. The lead agencies may allocate the grant funds for projects to provide housing, program, or service needs included in the CoC Plan.

In 2018 the Department allocated \$3,488,706 for the Office to administer through Challenge Grants. The Office has placed a maximum initial award of \$300,000 per FY on Challenge Grants in order to help expand and diversify projects that help meet needs across the state. Applications may be submitted for any amount up to, but not exceeding \$300,000. The lead agency shall clearly identify a budget for those uses or activities to be funded, and shall list the projects or activities to be funded.

The maximum amount of allowable administrative costs is identified in Section 420.622(4), Florida Statutes. Challenge Grant administrative costs may be used by the lead agency for staff salary, benefits, or operating expenses directly related to the management and oversight of this grant.

The Office will work with each lead agency and the contract team to determine the appropriate invoicing structure (fixed price, cost-reimbursement, etc.) for the local community.

Grant funding shall be expended on eligible services and programs by June 30 of each SFY through 2022, as funds are available subject to approval by the Legislature with spending authority in the respective state budget year. The grant funds shall be used to carry out the services or programs identified in the CoC Plan, as certified by the lead agency.

The lead agency shall list on the form in Attachment 9.3 all leveraged funding received by organizations participating in the CoC from grants authorized under the McKinney-Vento Homeless Assistance Act and identified in 24 CFR 576.400 and from private sources (non-governmental) for homeless services within its counties served. The list shall be limited to those grants received or private cash received within the period from July 1, 2017 through June 30, 2018.

Section 420.622(4)(a), Florida Statutes, requires that “the lead agency shall also document the commitment of local government or private organizations to provide matching funds or in-kind support in an amount equal to the grant requested.” The Required Budget and Match Funding Form (Attachment 9.4) must be used to identify the matching funding sources used to satisfy the match requirement set forth in this solicitation. An applicant or subrecipient may use in-kind services, or other public or private cash sources to meet the match requirement, so long as those funds are dedicated to this grant award. Matching funds must be provided after the date of the grant award.

All grants must be obligated by an executed grant agreement and all grant funded activities or project services shall be completed or provided by June 30, 2022. See the list of acceptable state expenditures at the following webpage:

[http://www.myfloridacfo.com/aadir/reference\\_guide/Reference\\_Guide\\_For\\_State\\_Expenditures.pdf](http://www.myfloridacfo.com/aadir/reference_guide/Reference_Guide_For_State_Expenditures.pdf)

### 3.2 Emergency Solutions Grant

In the most recent federal fiscal year HUD has awarded the State of Florida \$5,380,797 based on area demographics of the communities in Florida that will not receive a direct award from HUD.

Funding of the ESG Program is subject to the appropriation of spending authority by the Legislature for applicable budget years. The Department may add to the allocations unobligated or unexpended funds available from previous years.

The Department shall place a priority on funding non-entitlement areas not receiving direct awards from HUD for ESG (see Formula Jurisdiction Exceptions – Appendix 8.3). The maximum initial grant award a lead agency in a non-entitlement jurisdiction may request is \$300,000 per FY. Applications may be submitted for any amount up to, but not exceeding \$300,000. Lead agencies with HUD-designated entitlement jurisdictions may request up to, but not exceeding \$200,000 per FY.

The lead agency shall list the projects or activities to be funded and clearly identify a budget for those uses or activities. The total amount a recipient may spend on street outreach and emergency shelter activities, combined, cannot exceed 60% of the ESG fiscal year award in accordance with 24 CFR 576.100(b). Administrative costs may not exceed 5% of the total ESG project costs. ESG administrative costs may be used for general management, oversight, and coordination; training on ESG requirements;

costs associated with preparing and amending the CoC plan; and/or environmental review as stated in 24 CFR 576.108(a).

ESG funding shall be expended on eligible services and programs by June 30 of each SFY through 2022, as they are available, subject to the approval of the Department's spending authority in the respective state budget year. The grant funds shall be used to carry out the services or programs under 24 CFR 576 that are consistent with the CoC Plan certified by the lead agency.

ESG award recipients are required by 24 CFR 576 and the State of Florida to provide matching funds or in-kind support in an amount equal to the grant requested. An applicant or subrecipient may use in-kind services, or other public or private cash sources to meet the 100% match requirement. The Required Budget and Match Funding Form (Attachment 9.4) must be used to properly identify the match requirement set forth in this solicitation. Grant recipients may use any of the following as matching funding in accordance with 24 CFR 576.201(e): 1) Cash; 2) Value or fair rental value of any donated material or building used to support the ESG program, including the value of any lease on a building; and 3) Value of the time and services contributed by volunteers to carry out the program of the recipient based on the value at rates consistent with those paid for similar work in the recipient's organization. For cash match, "provided" means when the funds are expended (or when the allowable cost is incurred). For in-kind match, it is the date the service (or other in-kind match source) is actually provided to the program or project. ESG matching funds must be expended within the same expenditure deadline that applies to the ESG funds being matched (i.e. the 12-month deadline). Non-cash contributions must be made within the expenditure deadline. Matching funds must be provided after the date of the grant award. Funds used to match previous ESG or any other grant may not be used to match the grant award made under this grant application.

The Department will work with each lead agency and the contract team to determine the appropriate invoicing structure (fixed price, cost-reimbursement, etc.) for the local community.

### 3.3 TANF Homelessness Prevention

The Homelessness Prevention Grant program is funded pursuant to Florida's approved TANF State Plan from federal TANF block grant funds received by the state from the U.S. Department of Health and Human Services as appropriated by the Florida Legislature.

The Homeless Prevention Grant is funded by the federal TANF program. The Department expects to have \$852,507 available to fund the Homeless Prevention Grant program available to the lead agencies of the CoC planning areas.

The Department will work with each lead agency and the contract team to determine the appropriate invoicing structure (fixed price, cost-reimbursement, etc.) for the local community.

The maximum initial grant award an eligible lead agency may request is \$70,000 per FY. The Department reserves the right to change the maximum award amount, based on the number of eligible applicants and total funding requested. Grant funding shall be expended on eligible services and programs by June 30 of each SFY through 2022, as they are available, subject to the approval by the Legislature with spending authority in the respective state budget year.

Section 414.161, Florida Statutes, requires that preference be given to applicants who leverage additional private and public funds to support grant eligible financial assistance and case management costs, who demonstrate the effectiveness of the homelessness prevention programs in keeping families housed, and who demonstrate the commitment of other assistance and services to address family health, employment and education needs. The maximum amount of allowable administrative costs is identified in Section 414.161(4), Florida Statutes.

## 4. Solicitation Process

### 4.1 Application Notice

The grant application shall be posted on the Vendor Bid System (VBS) of the MyFloridaMarketPlace.

The contact person for the Department for the application process is:

Zachary Summerlin  
Office on Homelessness  
Department of Children and Families  
1317 Winewood Blvd., Bldg. 3, Room 201  
Tallahassee, FL 32399-0700  
[zachary.summerlin@myflfamilies.com](mailto:zachary.summerlin@myflfamilies.com)

### 4.2 Schedule of Events and Deadlines

The Department will hold a conference call for all eligible applicants on February 5, 2019 at 2:00pm Eastern Time. The purpose of the conference call is to answer questions from the eligible applicants. The call will be recorded, and a summary of the call will be prepared by the Office. Participation on the grant application conference call is not mandatory for eligible applicants.

Eligible applicants may submit written inquiries to the Department Contact regarding the grant application in order to enhance their understanding of the requirements. Use of electronic communications is requested for all inquiries. Written inquiries must be submitted by February 8, 2019 at 3:00pm Eastern Time. Responses to all written inquiries will be posted on the VBS.

A schedule of events related to this solicitation can be found below.

Activity	Date	Time	Location
Post Notice of Solicitation	January 28, 2019	N/A	Vendor Bid System
Solicitation Conference*	February 5, 2019	2:00 p.m. Eastern	Conference Call 888.585.9008 351.186.925#
Deadline for submitting Written Inquiries	February 8, 2019	3:00 p.m. Eastern	<a href="mailto:zachary.summerlin@myflfamilies.com">zachary.summerlin@myflfamilies.com</a>
Post responses to Written Inquiries	February 15, 2019	N/A	Vendor Bid System

Activity	Date	Time	Location
Deadline date for submission of applications	March 29, 2019	3:00 p.m. Eastern	Office on Homelessness 1317 Winewood Blvd Tallahassee, FL 32399
Evaluation Team Briefing*	April 2, 2019	9:00 a.m.	Office on Homelessness 1317 Winewood Blvd Tallahassee, FL 32399
Evaluation Team Scoring begins	April 2, 2019	1:00 p.m.	Office on Homelessness 1317 Winewood Blvd Tallahassee, FL 32399
Evaluation Team Scoring ends	April 5, 2019	N/A	Office on Homelessness 1317 Winewood Blvd Tallahassee, FL 32399
Anticipated Date to Post Notice of Grant Award	April 29, 2019	N/A	Vendor Bid System
Appeal window closes	May 20, 2019	5:00 p.m. Eastern	N/A
Anticipated effective date of contract execution	July 1, 2019	N/A	N/A
*denotes public meetings posted on the Florida Administrative Register.			

It is the responsibility of the applicant to check the VBS for addenda, notices of decisions, and other information or clarifications regarding this solicitation.

#### 4.3 Deadline to Apply

The deadline to provide grant applications will be March 29, 2019 at 3:00pm Eastern Time. The Department is not responsible for any costs incurred by an applicant in responding to this grant application. Such costs are not eligible for reimbursement from the grant award.

#### 4.4 Instructions for Preparation and Submission of Applications

Each designated lead agency shall submit no more than one (1) application for this solicitation. If more than one application is submitted, the first application logged in from that lead agency shall be considered for review. Any subsequent applications will not be considered.

All applications must be received by 3:00pm Eastern Time on March 29, 2019 at the address below.

Office on Homelessness  
Department of Children and Families  
1317 Winewood Blvd., Bldg. 3, Room 201  
Tallahassee, FL 32399-0700

The lead agency shall submit one original signed application plus an electronic copy (.pdf) on a USB drive to the Office. Failure to submit an original signed copy, shall result in the rejection of the application.

All applications shall be on standard letter sized paper (8½ x 11) and bound in a three ring binder.

All applications must follow the Format and Content section (4.6) below. Each application must include a table of contents that clearly shows the order of the material with pages clearly numbered. Where referenced documents are to be included in the application, they shall be inserted in the application immediately following the section of the application in which they are referenced.

It is the responsibility of the applicant to ensure that instructions for submitting applications are followed and the format matches the standards outlined in Section 4.6 of this solicitation.

#### 4.5 Department Responsibilities After Receiving Applications

All applications received shall be date stamped upon receipt in the Office. The Office will maintain a log to reflect the receipt of each application.

Applications received after the noticed deadline shall be rejected. There shall be NO EXCEPTIONS or WAIVERS. The applicant is exclusively responsible for the delivery of the application to the Office. Applicants must make sure that if the application is mailed or sent by courier service that adequate time is allowed for the application to be delivered to the Office. The Department will not entertain appeals based on the failure of a delivery service to make timely delivery.

#### 4.6 Format and Content of Application

The applicant shall submit one original signed application plus an electronic copy (.pdf) to the Office on a USB drive. Failure to submit an original signed copy, shall result in the rejection of the application.

All applications shall be on standard letter sized paper (8½ x 11) and bound in a three ring binder.

The application must include a table of contents that clearly shows the order of the material with pages clearly numbered. Where referenced documents are to be included in the application, they shall be inserted in the application immediately following the section of the application in which they are referenced.

The application must have six (6) tabbed sections that include the following documents in each tab:

##### Tab 1:

- Applicant Information Request (Attachment 9.5)
- Completeness Checklist (Attachment 9.1)
- Need of Services (Attachment 9.6)

##### Tab 2:

- Subrecipient Agency Profiles (Attachment 9.7)
- Documentation of Local Solicitation Process
- Proposed Activities & Project Narratives Organized by Funding Stream (see Attachment 9.8 for guidelines)

##### Tab 3:

- Lead Agency Certification (Attachment 9.9)

- CoC Activity Certification (Attachment 9.2)
- CoC Plan (related to proposed projects)
- Written Standards (as defined in Appendix 8.2)

Tab 4:

- Required Budget and Match Funding Form (Attachment 9.4)
- Budget Narratives Organized by Funding Stream (see Attachment 9.10 for guidelines)
- Leveraged Funding Form (Attachments 9.3)
- Quarterly Spending Plan

Tab 5:

- Quality of Service (Attachment 9.11)

Tab 6:

- MyFloridaMarketPlace Registration
- 501(c)(3) Form
- Local Government Certification (Attachment 9.12)
- Certification Regarding Lobbying (Attachment 9.13)
- Mortgage Lien and Security Agreement Form (Attachment 9.14), if applicable

#### 4.6.1 Applicant Information Request, Completeness Check, and Need of Services — Tab 1

The lead agency must complete the Applicant Information Request form (Attachment 9.5). This form shall be signed by the CoC Board Chair and CoC Lead Agency Executive Director/Chief Executive Officer (CEO).

Lead agencies shall complete the application Completeness Checklist using the form in Attachment 9.1, and shall include the completeness checklist in the application immediately following the Applicant Information Request.

The lead agency shall complete the Need for Services Attachment (9.6), using data from the CoC's HMIS and the Census Population data included in Appendix 8.4. The lead agency shall provide a signed certification on the data used from the homeless population chart in Attachment 9.6. This total number of individuals served by the CoC during FY17-18 and shall include both sheltered and unsheltered individuals in the counties served.

The lead agency shall complete and execute the certification of need using Attachment 9.6. In the event an applicant fails to execute the certification, the application shall be ranked last on the need criteria. The resultant calculation shall establish a ratio of homeless population per 1,000 for the counties served. The review team shall compare all eligible applicants to determine the application with the highest ratio of individuals experiencing homelessness per 1,000. Applicants shall be ranked in descending order until all applicants are ranked. In the event two (2) or more applicants have the same need ratio, they shall be ranked equally in rank order, with the rank score being the average score of the two (2) or more rank places.

Example: Two (2) applicants have the same need ratio of 1.0 per 1,000. Ten (10) applicants have higher ratios. The two (2) applicants would be ranked at 11.5, averaging the number 11 and 12 rank order places.

#### 4.6.2 Subrecipient Agency Profiles and Proposed Projects — Tab 2

The lead agency shall provide a detailed description of the proposed activities including specific activities to be completed and populations to be served under each funding stream of this grant. This includes Subrecipient Agency Profile (Attachment 9.7) for each subrecipient and the activities and services to be completed with the funding stream identified.

Each lead agency shall include documentation in the application of the local solicitation process.

Applications must include a narrative for each of the activities to be funded (and with which funding stream) that were selected using the local solicitation process. Each project narrative shall address the questions identified in the Proposed Activities & Project Narrative Attachment (9.8).

#### 4.6.3 Certifications and Consistency with CoC Plan — Tab 3

The lead agency must provide a signed Lead Agency Certification Form (Attachment 9.9) and accompanying backup documentation. This form certifies the activities described within are completed, to ensure needed services are provided, and meet the data quality standards prescribed by HUD.

Each activity submitted with the application must align with the priorities set forth in the CoC Plan. The lead agency shall certify that each activity is contained in the CoC Plan and shall provide evidence of that inclusion in the CoC Plan with the CoC Activity Certification (Attachment 9.2). Failure to document the consistency of any activity proposed for funding shall make that activity ineligible for funding.

A copy of the CoC Plan that has been voted on and approved by the CoC Board and that was submitted with the HUD Notice of Funding Availability for the FY2018 CoC Program Competition must be included in this TAB. A copy of the CoC Plan shall be attached highlighting the part that applicable projects support.

Additionally, a copy of the Written Standards as described in Appendix 8.2 that all participating subrecipients shall adhere to must be included in this application and be approved by the Office prior to grant execution.

#### 4.6.4 Budget and Budget Narratives — Tab 4

The grant budget shall follow the Required Budget and Match Funding Form in Attachment 9.4.

Additionally, each proposed activity must have an accompanying Budget Narrative that clearly answers the questions identified in the Budget Narrative Attachment (9.10).

In addition to the Required Budget and Match Funding Form (Attachment 9.4), the applicant shall provide a Leveraged Funding Form (found in Attachments 9.3).

A projected schedule of expenditures by quarter shall also be included for each project under the respective funding streams.

For documentation of private funds, the amount received shall be the actual amount of cash received during the prior fiscal year for direct services targeted to individuals experiencing homelessness. In-kind services or donations of goods or services shall not be eligible to be claimed as leverage. Pursuant with

24 CFR 576.400, lead agencies must coordinate and integrate, to the maximum extent practicable, ESG-funded activities with other programs targeted to homeless people in the area covered by the Continuum of Care or area over which the services are coordinated to provide a strategic, community-wide system to prevent and end homelessness for that area. Section 420.622(4)(b), Florida Statutes, notes “Preference must be given to those lead agencies that have demonstrated the ability of their continuum of care to provide quality services to homeless persons and the ability to leverage federal homeless-assistance funding under the Stewart B. McKinney Act with local government funding or private funding for the provision of services to homeless persons.” These programs include:

	<b>Coordinated Community Services (Federally Funded)</b>	<b>Federal Regulatory Reference</b>
1.	Shelter Plus Care	24 CFR part 582
2.	Supportive Housing Program	24 CFR part 583
3.	Section 8 Moderate Rehabilitation Program for Single Room Occupancy Program for Homeless Individuals	24 CFR part 882
4.	HUD Veterans Affairs Supportive Housing (VASH)	73 FR 25026
5.	Education for Homeless Children & Youth Grants for State & Local Activities	42 USC 11431
6.	Grants for the Benefit on Homeless Individuals	42 USC 290aa-5
7.	Healthcare for the Homeless	42 CFR part 51c
8.	Programs for Runaway & Homeless Youth	42 USC 5701
9.	Projects for Assistance in the Transition from Homelessness (PATH)	42 USC 290cc-21
10.	Services in Supportive Housing Grants	Section 520A of Public Health Service Act
11.	Emergency Food & Shelter Program	42 USC 11331
12.	Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program	42 USC 13975
13.	Homeless Veterans Reintegration Program	38 USC 2021
14.	Domiciliary Care for Homeless Veterans Program	38 USC 2043
15.	VA Homeless Providers Grant and Per Diem Program	38 CFR part 61
16.	HealthCare for Homeless Veterans Program	38 USC 2031
17.	Homeless Veterans Dental Program	38 USC 2062
18.	Supportive Services for Veterans Families Program	38 CFR part 62
19.	Veteran Justice Outreach Initiative	38 USC 2031

20.	Emergency Solutions Grant (direct HUD allocation)	24 CFR part 576
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Failure of the lead agency to provide the certification of leverage shall cause the application to be ranked last on the leverage criteria.

The amount of leveraged McKinney-Vento grant funding identified above, certified by the lead agency, shall be divided by the population of the continuum’s counties served, to calculate a leverage ratio of McKinney-Vento funding. The amount of private cash received for direct homeless services, also certified by the lead agency shall be divided by the population of the continuum’s counties served, to calculate a leverage ratio of private dollars per 1,000 individuals.

#### 4.6.5 Quality of Service — Tab 5

The lead agency shall document the actions taken by the CoC in providing quality services, as described in Attachment 9.11. Certification by the CoC of Quality of Service on the form in Attachment 9.11 shall be signed by the CoC Board Chair/President and the CoC Lead Agency Executive Director/CEO. Failure to properly document the need and how this need is addressed through the proposed project shall result in no points being assigned to the Quality of Service section.

The applicant’s total score for these rating criteria will be the sum of points awarded for all of the Quality of Service indicators. The applicant achieving the highest number of points for most Quality of Service indicators achieved shall be ranked number one (1). The applicant having the second highest number of points will be ranked number two (2), and continue until all applicants are ranked.

#### 4.6.6 Supporting Materials and Required Certifications — Tab 6

All applicants shall provide evidence of registration with the state's MyFloridaMarketPlace procurement system.

All applicants must include evidence of the agency’s 501(c)(3) status from the Internal Revenue Service behind Tab 6.

Non-profit applicants who are applying to fund emergency shelter facilities must also secure the approval of the unit of local government(s) in which they will provide the grant funded services. Under federal program regulations, the local government where the funded services are undertaken must certify its approval in order to enable the state to make its grant award to the private nonprofit application. Applicants shall use the Local Government Certification Form contained in Attachment 9.12 for each unit of local government jurisdiction to be served. Failure to provide the Local Government Certification Form (Attachment 9.12) for emergency shelter facilities shall cause the project to be ranked last among activities submitted for that application.

The applicable forms that the recipient shall complete include the Certification Regarding Lobbying Form (Attachment 9.13), and/or, the Mortgage Lien and Security Agreement Form (Attachment 9.14) if applicable.

## 5. Application Review

It is the responsibility of each applicant to ensure that all required components are included in the application submission.

## 5.1 Application Scoring

The Department's grant evaluators will assess the applications submitted to the Office. The Office will compile the results of the evaluators' assessment of the applicants' capacity and performance, and provide to the Secretary, or designee. Other considerations noted by the Office that affect the level of grant award shall also be provided to the Secretary, or designee.

To evaluate the applications, the Department will designate at least three (3) persons knowledgeable in the program area to serve as grant evaluators. The evaluators will complete the Department's Conflict of Interest Questionnaire acknowledging that the evaluator is free of any conflict of interest with potential applicants he or she may score.

The appropriate funding streams in the application shall be assessed on the following statutory criteria described in sections 420.622(4), 414.161(2), Florida Statutes:

Challenge Grant – section 420.622(4), Florida Statutes

- Ability of the CoC to provide quality services to individuals experiencing homelessness;
- Ability to leverage federal homeless assistance under the McKinney-Vento Act, and private funding for services to individuals experiencing homelessness;
- CoC planning areas with the greatest need for providing housing and services to individuals experiencing homelessness, relative to the population of the counties served;

TANF Homelessness Prevention Grant – section 414.161(2), Florida Statutes

- Ability to leverage federal homeless assistance under the McKinney-Vento Act, and private funding for services to individuals experiencing homelessness;
- Effectiveness in keeping families housed;

The evaluators will assess the applicants' narrative responses to the Quality of Services attachment (9.11) and the Proposed Activities Narratives (9.8). Each response will be evaluated using the scoring criteria matrix below.

Scoring Criteria		
Incomplete or No Response	0 points	The response is missing and/or cannot be found in the appropriate section.
	1 point	Limited information is provided with very vague descriptions. The narrative is difficult to follow and there is no clear purpose defined.
	2 points	The response includes sporadic details that are very disjointed and do not connect with the main point.
Acceptable Response	3 points	General information on the topic is provided, with limited details. The response included provides a basic description of the question(s) asked.
	4 points	The information provided answers the question(s) and is informative, but does not provide clear details.

Excellent Response	5 points	The response included provides a clear, focused, well-defined description with relevant analysis and accurate details answering the question(s) asked.
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The Department will award grant amounts based on evaluations until all grant funds are awarded. In the event of two or more applicants with the same evaluation score, the Department may consider the past performance of the applicant under the previous solicitations, including an applicant’s ability to spend all funds during a FY and invoice the Department in a timely manner.

## 5.2 Challenging a Department Decision

This is a Department decision. Per Sections 120.569 and 120.57, Florida Statutes, you may challenge the decision by written petition for administrative hearing. The petition must be received by the Department by 5:00 pm, not later than 21 calendar days after the posting of the decision at the following address, or your right to a hearing is waived:

Department of Children and Families  
Attn: Agency Clerk  
1317 Winewood Boulevard Building 2, Room 204-X  
Tallahassee, FL 32399-0700

Petitions for administrative hearing must comply with Section 120.569(2)(c), Florida Statutes, and Rule 28-106.201(s), Florida Administrative Code. Non-compliant petitions must be dismissed per Section 120.569, Florida Statutes, and Rule 28-106.201(4), Florida Administrative Code.

## 5.3 Notice of Grant Awards

The Department will issue its final decision by posting the award notice on the VBS.

# 6. Grant Project Evaluation

Each lead agency receiving a grant under this solicitation must provide the Office a thorough evaluation of the effectiveness of the grant in achieving its intended purpose on or before July 31, following each FY. At a minimum, this written evaluation shall address the specific criteria outlined below for each funding stream applied for and received awarded funding. The Office will provide a template for this Evaluation and Performance Criteria with each contract.

## 6.1 Challenge Grant Outcome Evaluation and Performance Measures

The written evaluation of the Challenge Grant shall address the following:

### 6.1.1 Implementation of the CoC Plan

The lead agency shall evaluate the effectiveness of Challenge Grant funded activities to further the CoC Plan, including the extent to which the grant accomplished objectives or actions steps, or resolved unmet needs specified in the CoC Plan. This must include the questions and the outcomes included in Attachment 9.7 from the projects funded under this solicitation.

### 6.1.2 Planned versus Actual Services Provided

The evaluation shall compare the number of individuals who applied for services and the number of individuals that were eligible for services to the number of individuals who were actually served as part of the activities funded under this solicitation. Additionally, the lead agency must report on the activity objectives identified as part of the application. The lead agency shall provide explanation for any activity that failed to achieve the target service level.

### 6.1.3 Performance Objectives

The lead agency shall report on the specific projects funded under this grant based on the measures listed below. The Office will provide a template for these evaluation and performance measurements. Performance measurements will relate to specific projects funded under this funding stream that may include but are not limited to:

- 1) The number of persons or households that are no longer homeless;
- 2) The rate of recidivism to homelessness; and
- 3) The number of persons who obtain gainful employment.

## 6.2 ESG Outcome Evaluation and Performance Measures

The written evaluation for ESG funded activities shall address the following:

### 6.2.1 Consistency with the CoC Plan

The lead agency shall evaluate the effectiveness of the grant to further the CoC Plan through activities funded under ESG.

### 6.2.2 Planned versus Actual Services Provided

The evaluation shall compare the number of individuals who applied for services and the number of individuals that were eligible for services to the number of individuals who were actually served as part of the activities funded under this solicitation. Additionally, the lead agency must report on the activity objectives identified as part of the application. The lead agency shall provide explanation for any activity that failed to achieve the target service level.

### 6.2.3 Performance Objectives

The lead agency shall report on the specific projects funded under this grant based on the measures listed below using the HUD-designated Consolidated Annual Performance & Evaluation Report (CAPER). Performance evaluation will relate to specific projects funded under this grant as allowable and described in 24 CFR 576.101 through 24 CFR 576.107:

- 1) Street Outreach;
- 2) Emergency Shelter;
- 3) Homelessness Prevention;
- 4) Rapid Re-Housing Assistance; and
- 5) Homeless Management Information System.

## 6.3 TANF Homelessness Prevention Grant Outcome Evaluation and Performance Measures

The written evaluation for the TANF Homelessness Prevention Grant activities shall address the following:

### 6.3.1 Implementation of the CoC Approved Activities

The lead agency shall evaluate the effectiveness of the grant to accomplish the goals set forth in the CoC Plan.

### 6.3.2 Services Provided

The evaluation shall track the number of families served by grant funded activities and the number of individuals who make up each family unit for 12 months after the family no longer receives homelessness prevention services, per section 414.161(5), Florida Statutes. The lead agency shall report on the actual number of families served, the number of individuals that make up these family units, and the families' housing stability 12 months after receiving services. The lead agency shall provide explanation for any activity that failed to achieve the target service level.

### 6.3.3 Performance Objectives

The lead agencies shall report on the specific projects funded under this grant based on the measures listed below. The Office will provide a template for these evaluation and performance measurements. Performance measurements will relate to specific projects funded under this funding stream that may include:

- 1) Efforts to track, monitor, and report on each family assisted for at least 12 months after the last assistance provided to the family; and
- 2) Enable at least 85% of the families assisted to remain in their homes and avoid becoming homeless during the ensuing year.

## 7. Grant Agreement, Reports, and Forms

The grant agreement shall consist of the grant award letter, the standard contract, an approved budget, the grant solicitation, and the recipient's application. The Department may elect to renew the contract at the end of the original grant cycle for an additional three years.

### 7.1 Forms and Certifications

The applicable forms that the recipient shall complete include the Certification Regarding Lobbying (Attachment 9.13), and, if applicable, the mortgage lien and security agreement (Attachment 9.14).

In the event that funding is used to acquire or improve real property, such use shall be contingent upon the lead agency and/or its subrecipients granting to the state a security interest in the property at least equal to the amount of the state funds provided, for at least five (5) years from the date of purchase or completion of the property improvements. The securing of the lien position and recording of the lien document shall be the responsibility of the lead agency. The lien must be in the Department's favor. See Attachment 9.14 for the Mortgage Lien and Security Agreement Form.

## 7.2 Audit

The grant is subject to the state single audit requirement. The grant recipient has the responsibility to track the amount of financial assistance received during a single fiscal period, to determine whether the state single audit requirement applies to the recipient. Applicants are directed to review these requirements in Appendix 8.5.

## 8. Appendices

The following Appendices are included for lead agencies to use for informative purposes only and do not need to be included in the application.

8.1 CoC Lead Agency Listing

8.2 Definitions

8.3 ESG Formula Jurisdiction Exceptions

8.4 Census Population Data

8.5 Audit Requirements

### 8.1 CoC Lead Agency Listing

CoC Number	CoC Lead Agency	Counties Served
FL-500	Suncoast Partnership to End Homelessness 1750 17th St, Bldg K-1 Sarasota, FL 34234	Manatee, Sarasota
FL-501	Tampa Hillsborough Homeless Initiative 601 E Kennedy Blvd, 24th Floor Tampa, FL 33602	Hillsborough
FL-502	Pinellas County Homeless Leadership Board 647 1st Ave, North St. Petersburg, FL 33701	Pinellas
FL-503	Homeless Coalition of Polk County 107 Morningside Dr, Suite C Lakeland, FL 33803	Polk
FL-504	Volusia/Flagler County Coalition for the Homeless PO Box 444 Deland, FL 32121-0444	Flagler, Volusia
FL-505	Homelessness and Housing Alliance PO Box 115 Ft. Walton Beach, FL 32549	Okaloosa, Walton
FL-506	Big Bend Continuum of Care 2507 Callaway Rd Tallahassee, FL 32303	Franklin, Gadsden, Jefferson, Leon, Liberty, Madison, Taylor, Wakulla
FL-507	Homeless Services Network of Central Florida 4065 L.B. McLeod Rd, Unit 4065-D Orlando, FL 32811	Orange, Osceola, Seminole
FL-508	United Way of North Central Florida 6031 NW 1st Place Gainesville, FL 32607	Alachua, Bradford, Gilchrist, Levy, Putnam
FL-509	Treasure Coast Homeless Services Council 2525 St. Lucie Ave Vero Beach, FL 32960	Indian River, Martin, St. Lucie

<b>CoC Number</b>	<b>CoC Lead Agency</b>	<b>Counties Served</b>
FL-510	Changing Homelessness 660 Park St Jacksonville, FL 32204	Clay, Duval, Nassau
FL-511	Opening Doors of NW FL 3702 N Pace Blvd Pensacola, FL 32505	Escambia, Santa Rosa
FL-512	Flagler Hospital – St. Augustine 400 Health Park Blvd St. Augustine, FL 32086	St. Johns
FL-513	Brevard Homeless Coalition 6905 N Wickham Rd, Suite301 Melbourne, FL 32940	Brevard
FL-514	Marion County Homeless Council 108 N Magnolia Ave, Suite202 Ocala, FL 34475	Marion
FL-515	Doorways of NWFL PO Box 549 Panama City, FL 32402	Bay, Calhoun, Gulf, Holmes, Jackson, Washington
FL-517	Heartland Coalition for the Homeless 1535 State Road 64 West Avon Park, FL 33825	DeSoto, Glades, Hardee, Hendry, Highlands, Okeechobee
FL-518	United Way of Suwannee Valley 871 SW State Road 47 Lake City, FL 32025	Columbia, Hamilton, Lafayette, Suwannee
FL-519	Coalition for the Homeless of Pasco County 5652 Pine St New Port Richey, FL 34655	Pasco
FL-520	Mid Florida Homeless Coalition 104 E Dampier St Inverness, FL 34450	Citrus, Hernando, Lake, Sumter
FL-600	Miami-Dade County Homeless Trust 111 NW 1st St, Suite27-310 Miami, FL 33128	Miami-Dade

CoC Number	CoC Lead Agency	Counties Served
FL-601	Broward County Homeless Initiative Partnership 115 S Andrews Ave, Room A-370 Ft. Lauderdale, FL 33301	Broward
FL-602	Gulf Coast Partnership PO Box 380157 Murdock, FL 33938	Charlotte
FL-603	Lee County Continuum of Care 2440 Thompson St Fort Myers, FL 33901	Lee
FL-604	Monroe County Homeless Services CoC PO Box 2410 Key West, FL 33045	Monroe
FL-605	Palm Beach County Division of Human Services 810 Datura St, Suite350 West Palm Beach, FL 33401	Palm Beach
FL-606	Hunger & Homeless Coalition of Collier County PO Box 9202 Naples, FL 34101	Collier

## 8.2 Definitions

All activities provided must follow the federal definitions for homeless and at risk of homelessness as defined in 24 CFR 576.2.

**Homeless** as defined in 24 CFR 576.2 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.

**At Risk of Homelessness** as defined in 24 CFR 576.2 means:

- (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 McKinney-Vento 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.

Eligible activities to be funded under each component of the Emergency Solution Grant are identified in the respective federal regulations. The component funded under this grant are identified below.

#### Street Outreach Component (24 CFR 576.101)

- (1) *Engagement.* The costs of activities to locate, identify, and build relationships with unsheltered homeless people and engage them for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs. These activities consist of making an initial assessment of needs and eligibility; providing crisis counseling; addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries; and actively connecting and providing information and referrals to programs targeted to homeless people and mainstream social services and housing programs, including emergency shelter, transitional housing, community-based services, permanent supportive housing, and rapid re-housing programs. Eligible costs include the cell phone costs of outreach workers during the performance of these activities.
- (2) *Case management.* The cost of assessing housing and service needs, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant. Eligible services and activities are as follows: using the centralized or coordinated assessment system as required under [576.400\(d\)](#); conducting the initial evaluation required under [576.401\(a\)](#), including verifying and documenting eligibility; counseling; developing, securing and coordinating services; obtaining Federal, State, and local benefits; monitoring and evaluating program participant progress; providing information and referrals to other providers; and developing an individualized housing and service plan, including planning a path to permanent housing stability.
- (3) *Emergency health services.*
- (i) Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals operating in community-based settings, including streets, parks, and other places where unsheltered homeless people are living.

- (ii) ESG funds may be used only for these services to the extent that other appropriate health services are inaccessible or unavailable within the area.
  - (iii) Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate emergency medical treatment; and providing medication and follow-up services.
- (4) *Emergency mental health services.*
- (i) Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions operating in community-based settings, including streets, parks, and other places where unsheltered people are living.
  - (ii) ESG funds may be used only for these services to the extent that other appropriate mental health services are inaccessible or unavailable within the community.
  - (iii) Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances.
  - (iv) Eligible treatment consists of crisis interventions, the prescription of psychotropic medications, explanation about the use and management of medications, and combinations of therapeutic approaches to address multiple problems.
- (5) *Transportation.* The transportation costs of travel by outreach workers, social workers, medical professionals, or other service providers are eligible, provided that this travel takes place during the provision of services eligible under this section. The costs of transporting unsheltered people to emergency shelters or other service facilities are also eligible. These costs include the following:
- (i) The cost of a program participant's travel on public transportation;
  - (ii) If service workers use their own vehicles, mileage allowance for service workers to visit program participants;
  - (iii) The cost of purchasing or leasing a vehicle for the recipient or subrecipient in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes and maintenance for the vehicle; and
  - (iv) The travel costs of recipient or subrecipient staff to accompany or assist program participants to use public transportation.
- (6) *Services for special populations.* ESG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible under paragraphs (a)(1) through (a)(5) of this section. The term *victim services* means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

## Emergency Shelter Component (24 CFR 576.102)

- (1) *Essential services.* ESG funds may be used to provide essential services to individuals and families who are in an emergency shelter, as follows:
  - (i) *Case management.* The cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant is eligible. Component services and activities consist of:
    - (A) Using the centralized or coordinated assessment system as required under [576.400\(d\)](#);
    - (B) Conducting the initial evaluation required under [576.401\(a\)](#), including verifying and documenting eligibility;
    - (C) Counseling;
    - (D) Developing, securing, and coordinating services and obtaining Federal, State, and local benefits;
    - (E) Monitoring and evaluating program participant progress;
    - (F) Providing information and referrals to other providers;
    - (G) Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking; and
    - (H) Developing an individualized housing and service plan, including planning a path to permanent housing stability.
  - (ii) *Child care.* The costs of child care for program participants, including providing meals and snacks, and comprehensive and coordinated sets of appropriate developmental activities, are eligible. The children must be under the age of 13, unless they are disabled. Disabled children must be under the age of 18. The child-care center must be licensed by the jurisdiction in which it operates in order for its costs to be eligible.
  - (iii) *Education services.* When necessary for the program participant to obtain and maintain housing, the costs of improving knowledge and basic educational skills are eligible. Services include instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED). Component services or activities are screening, assessment and testing; individual or group instruction; tutoring; provision of books, supplies and instructional material; counseling; and referral to community resources.
  - (iv) *Employment assistance and job training.* The costs of employment assistance and job training programs are eligible, including classroom, online, and/or computer instruction; on-the-job instruction; and services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. The cost of providing reasonable stipends to program participants in employment assistance and job training programs is an eligible cost. Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates. Services that assist individuals in securing employment consist of employment screening, assessment, or

- testing; structured job skills and job-seeking skills; special training and tutoring, including literacy training and prevocational training; books and instructional material; counseling or job coaching; and referral to community resources.
- (v) *Outpatient health services.* Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals. Emergency Solutions Grant (ESG) funds may be used only for these services to the extent that other appropriate health services are unavailable within the community. Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services; providing medication and follow-up services; and providing preventive and noncosmetic dental care.
- (vi) *Legal services.*
- (A) Eligible costs are the hourly fees for legal advice and representation by attorneys licensed and in good standing with the bar association of the State in which the services are provided, and by person(s) under the supervision of the licensed attorney, regarding matters that interfere with the program participant's ability to obtain and retain housing.
  - (B) Emergency Solutions Grant (ESG) funds may be used only for these services to the extent that other appropriate legal services are unavailable or inaccessible within the community.
  - (C) Eligible subject matters are child support, guardianship, paternity, emancipation, and legal separation, orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking, appeal of veterans and public benefit claim denials, and the resolution of outstanding criminal warrants.
  - (D) Component services or activities may include client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling.
  - (E) Fees based on the actual service performed (*i.e.*, fee for service) are also eligible, but only if the cost would be less than the cost of hourly fees. Filing fees and other necessary court costs are also eligible. If the subrecipient is a legal services provider and performs the services itself, the eligible costs are the subrecipient's employees' salaries and other costs necessary to perform the services.
  - (F) Legal services for immigration and citizenship matters and issues relating to mortgages are ineligible costs. Retainer fee arrangements and contingency fee arrangements are ineligible costs.
- (vii) *Life skills training.* The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance use, and homelessness are eligible costs. These services must be necessary to assist the program participant to function independently in the community. Component life skills training are budgeting resources, managing money, managing a

- household, resolving conflict, shopping for food and needed items, improving nutrition, using public transportation, and parenting.
- (viii) *Mental health services.*
- (A) Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions.
  - (B) ESG funds may only be used for these services to the extent that other appropriate mental health services are unavailable or inaccessible within the community.
  - (C) Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas may include family and marital relationships, parent-child problems, or symptom management.
  - (D) Eligible treatment consists of crisis interventions; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.
- (ix) *Substance abuse treatment services.*
- (A) Eligible substance abuse treatment services are designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors and are provided by licensed or certified professionals.
  - (B) ESG funds may only be used for these services to the extent that other appropriate substance abuse treatment services are unavailable or inaccessible within the community.
  - (C) Eligible treatment consists of client intake and assessment, and outpatient treatment for up to 30 days. Group and individual counseling and drug testing are eligible costs. Inpatient detoxification and other inpatient drug or alcohol treatment are not eligible costs.
- (x) *Transportation.* Eligible costs consist of the transportation costs of a program participant's travel to and from medical care, employment, child care, or other eligible essential services facilities. These costs include the following:
- (A) The cost of a program participant's travel on public transportation;
  - (B) If service workers use their own vehicles, mileage allowance for service workers to visit program participants;
  - (C) The cost of purchasing or leasing a vehicle for the recipient or subrecipient in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes, and maintenance for the vehicle; and
  - (D) The travel costs of recipient or subrecipient staff to accompany or assist program participants to use public transportation.

- (xi) *Services for special populations.* ESG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible under paragraphs (a)(1)(i) through (a)(1)(x) of this section. The term *victim services* means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.
- (2) *Renovation.* Eligible costs include labor, materials, tools, and other costs for renovation (including major rehabilitation of an emergency shelter or conversion of a building into an emergency shelter). The emergency shelter must be owned by a government entity or private nonprofit organization.
- (3) *Shelter operations.* Eligible costs are the costs of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.
- (4) *Assistance required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA).* Eligible costs are the costs of providing URA assistance under [576.408](#), including relocation payments and other assistance to persons displaced by a project assisted with ESG funds. Persons that receive URA assistance are not considered “program participants” for the purposes of this part, and relocation payments and other URA assistance are not considered “rental assistance” or “housing relocation and stabilization services” for the purposes of this part.

#### Homelessness Prevention Component (24 CFR 576.103)

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 [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 [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 prevention must be provided in accordance with the housing relocation and stabilization services requirements in [576.105](#), the short-term and medium-term rental assistance requirements in [576.106](#), and the written standards and procedures established under [576.400](#).

### Rapid Rehousing Assistance Component (24 CFR 576.104)

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 [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 re-housing assistance must be provided in accordance with the housing relocation and stabilization services requirements in [576.105](#), the short- and medium-term rental assistance requirements in [576.106](#), and the written standards and procedures established under [576.400](#).

### HMIS Component (24 CFR 576.107)

- (1) The recipient or subrecipient may use ESG funds to pay the costs of contributing data to the HMIS designated by the Continuum of Care for the area, including the costs of:
  - (i) Purchasing or leasing computer hardware;
  - (ii) Purchasing software or software licenses;
  - (iii) Purchasing or leasing equipment, including telephones, fax machines, and furniture;
  - (iv) Obtaining technical support;
  - (v) Leasing office space;
  - (vi) Paying charges for electricity, gas, water, phone service, and high-speed data transmission necessary to operate or contribute data to the HMIS;
  - (vii) Paying salaries for operating HMIS, including:
    - (A) Completing data entry;
    - (B) Monitoring and reviewing data quality;
    - (C) Completing data analysis;
    - (D) Reporting to the HMIS Lead;
    - (E) Training staff on using the HMIS or comparable database; and
    - (F) Implementing and complying with HMIS requirements;
  - (viii) Paying costs of staff to travel to and attend HUD-sponsored and HUD-approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act;
  - (ix) Paying staff travel costs to conduct intake; and
  - (x) Paying participation fees charged by the HMIS Lead, if the recipient or subrecipient is not the HMIS Lead. The HMIS Lead is the entity designated by the Continuum of Care to operate the area's HMIS.

- (2) If the recipient is the HMIS lead agency, as designated by the Continuum of Care in the most recent fiscal year Continuum of Care Homeless Assistance Grants Competition, it may also use ESG funds to pay the costs of:
  - (i) Hosting and maintaining HMIS software or data;
  - (ii) Backing up, recovering, or repairing HMIS software or data;
  - (iii) Upgrading, customizing, and enhancing the HMIS;
  - (iv) Integrating and warehousing data, including development of a data warehouse for use in aggregating data from subrecipients using multiple software systems;
  - (v) Administering the system;
  - (vi) Reporting to providers, the Continuum of Care, and HUD; and
  - (vii) Conducting training on using the system or a comparable database, including traveling to the training.
- (3) If the subrecipient is a victim services provider or a legal services provider, it may use ESG funds to establish and operate a comparable database that collects client-level data over time (*i.e.*, longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into or provided to an HMIS.

#### Administrative Activities (24 CFR 576.108)

This does not include staff and overhead costs directly related to carrying out activities eligible under [576.101](#) through [576.107](#), because those costs are eligible as part of those activities. Eligible administrative costs include:

- (4) *General management, oversight and coordination.* Costs of overall program management, coordination, monitoring, and evaluation. These costs include, but are not limited to, necessary expenditures for the following:
  - (i) Salaries, wages, and related costs of the recipient's staff, the staff of subrecipients, or other staff engaged in program administration. In charging costs to this category, the recipient may either include the entire salary, wages, and related costs allocable to the program of each person whose *primary* responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes *any* program administration assignments. The recipient may use only one of these methods for each fiscal year grant. Program administration assignments include the following:
    - (A) Preparing program budgets and schedules, and amendments to those budgets and schedules;
    - (B) Developing systems for assuring compliance with program requirements;
    - (C) Developing interagency agreements and agreements with subrecipients and contractors to carry out program activities;

- (D) Monitoring program activities for progress and compliance with program requirements;
  - (E) Preparing reports and other documents directly related to the program for submission to HUD;
  - (F) Coordinating the resolution of audit and monitoring findings;
  - (G) Evaluating program results against stated objectives; and
  - (H) Managing or supervising persons whose primary responsibilities with regard to the program include such assignments as those described in paragraph (a)(1)(i)(A) through (G) of this section.
- (ii) Travel costs incurred for monitoring of subrecipients;
  - (iii) Administrative services performed under third-party contracts or agreements, including general legal services, accounting services, and audit services; and
  - (iv) Other costs for goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space.
- (5) *Training on ESG requirements.* Costs of providing training on ESG requirements and attending HUD-sponsored ESG trainings.
- (6) *Consolidated plan.* Costs of preparing and amending the ESG and homelessness-related sections of the consolidated plan in accordance with ESG requirements and [24 CFR part 91](#).
- (7) *Environmental review.* Costs of carrying out the environmental review responsibilities under [576.407](#).

#### Written Standards for Providing ESG Assistance (24 CFR 576.400(e)(3))

The following written standards for providing ESG assistance are found in 24 CFR 576.400(e).

(e) *Written standards for providing ESG assistance.*

- (3) At a minimum these written standards must include:
  - (i) Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under Emergency Solutions Grant (ESG);
  - (ii) Standards for targeting and providing essential services related to street outreach;
  - (iii) Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, *e.g.*, victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest;
  - (iv) Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter;

- (v) Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers; other homeless assistance providers; and mainstream service and housing providers (see [24 CFR 576.400](#)(b) and (c) for a list of programs with which ESG-funded activities must be coordinated and integrated to the maximum extent practicable);
- (vi) Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance;
- (vii) Standards for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance;
- (viii) Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time; and
- (ix) Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant receive assistance; or the maximum number of times the program participant may receive assistance.

### 8.3 ESG Formula Jurisdiction Exceptions

Following are the cities and counties receiving direct federal ESG allocations from HUD, and with Consolidation Plan requirements. These areas will receive second priority funding for ESG through the Florida Department of Children and Families. Exceptions are noted.

#### **Cities Receiving Direct Federal ESG Allocations:**

*Hialeah, Jacksonville, Miami, Orlando, St. Petersburg, Tallahassee, and Tampa*

#### **Counties Receiving Direct Federal ESG Allocations**

##### *Broward County*

Exceptions – May provide services in the following cities: Ft. Lauderdale, Coconut Creek, Coral Springs, Davie, Deerfield Beach, Hollywood, Lauderhill, Margate, Miramar, Pembroke Pines, Plantation, Pompano Beach, Sunrise, and Tamarac.

##### *Collier County*

Exception – May provide services in the following cities: Marco Island and Naples.

##### *Duval County*

##### *Hillsborough County*

##### *Lee County*

Exception – May provide services in the following cities: Cape Coral and Ft. Myers.

##### *Manatee County*

Exception – May provide services in the following: Bradenton

##### *Marion County*

Exception – May provide services in the following city: Ocala

##### *Miami-Dade County*

Exception – May provide services in the following cities: Homestead City, Miami Beach, Miami Gardens City and North Miami.

##### *Orange County*

##### *Palm Beach County*

Exception – May provide services in the following cities: Boca Raton, Boynton Beach, Delray Beach and West Palm Beach.

##### *Pasco County*

Exception – May provide services in the following cities: City of Dade City, Zephyrhills

##### *Pinellas County*

Exception – May provide services in the following cities: Clearwater and Largo.

##### *Polk County*

Exception – May provide services in the following cities: Lakeland and Winter Haven.

##### *Sarasota County*

Exception – May provide services in the following cities: Sarasota, North Port, and Venice.

*Seminole County*

*Volusia County*

Exception – May provide services in the following cities: Daytona Beach, Deltona and Port Orange.

## 8.4 Census Population Data

<b>CoC Number</b>	<b>CoC Lead Agency</b>	<b>2017 Census Projection</b>
FL-500	Suncoast Partnership to End Homelessness	804,690
FL-501	Tampa Hillsborough Homeless Initiative	1,408,566
FL-502	Pinellas County Homeless Leadership Board	970,637
FL-503	Homeless Coalition of Polk County	686,483
FL-504	Volusia/Flagler County Coalition for the Homeless	649,202
FL-505	Homelessness and Housing Alliance	271,346
FL-506	Big Bend Continuum of Care	441,878
FL-507	Homeless Services Network of Central Florida	2,163,814
FL-508	United Way of North Central Florida	425,544
FL-509	Treasure Coast Homeless Services Council	627,812
FL-510	Changing Homelessness	1,232,894
FL-511	Opening Doors of NW FL	487,784
FL-512	Flagler Hospital	243,812
FL-513	Brevard Homeless Coalition	589,162
FL-514	Marion County Homeless Council	354,353
FL-515	Doorways of NWFL	306,661
FL-517	Heartland Coalition for the Homeless	262,862
FL-518	United Way of Suwannee Valley	136,437
FL-519	Coalition for the Homeless of Pasco County	525,643
FL-520	Mid Florida Homeless Coalition	803,382
FL-600	Miami-Dade County Homeless Trust	2,751,796
FL-601	Broward County Homeless Initiative Partnership	1,935,878
FL-602	Gulf Coast Partnership, Inc.	182,033
FL-603	Lee County Continuum of Care	739,224
FL-604	Monroe County Homeless Services CoC	77,013
FL-605	Palm Beach County Division of Human Services	1,471,150

<b>CoC Number</b>	<b>CoC Lead Agency</b>	<b>2017 Census Projection</b>
FL-606	Hunger & Homeless Coalition of Collier County	372,880

Source: US Census Bureau <https://www.census.gov/quickfacts/fact/table/US/PST045217>

## 8.5 Audit Requirements

The administration of resources awarded by the Department of Children & Families to the provider may be subject to audits as described in this Appendix.

### Monitoring

In addition to reviews of audits conducted in accordance with 2 Code of Federal Regulations (CFR) 200.500- 200.521 and 215.97, F.S., as revised, the Department may monitor or conduct oversight reviews to evaluate compliance with contract, management and programmatic requirements. Such monitoring or other oversight procedures may include, but not be limited to, on-site visits by Department staff, agreed-upon procedures engagements as described in 2 CFR 200.425 or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures deemed appropriate by the Department. In the event the Department determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department's inspector general, the state's Chief Financial Officer or the Auditor General.

### Audits

#### **PART I: FEDERAL REQUIREMENTS**

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in 2 CFR 200.500-200.521.

In the event the recipient expends \$500,000 (*\$750,000 for fiscal years beginning on or after December 26, 2014*) or more in Federal awards during its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200.500-200.521. The recipient agrees to provide a copy of the single audit to the Department's Single Audit Unit and its contract manager. In the event the recipient expends less than \$500,000 (*\$750,000 for fiscal years beginning on or after December 26, 2014*) in Federal awards during its fiscal year, the recipient agrees to provide certification to the Department's Single Audit Unit and its contract manager that a single audit was not required. In determining the Federal awards expended during its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Department of Children & Families, Federal government (direct), other state agencies, and other non-state entities. The determination of amounts of Federal awards expended should be in accordance with guidelines established by 2 CFR 200.500-200.521. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 CFR Part 200 200.500-200.521 will meet the requirements of this part. In connection with the above audit requirements, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR 200.508.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the Department in effect during the audit period. The financial statements should disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due the Department shall be fully disclosed in the audit report package with reference to the specific contract number.

## **PART II: STATE REQUIREMENTS**

This part is applicable if the recipient is a nonstate entity as defined by section 215.97(2), Florida Statutes.

In the event the recipient expends \$500,000 or more in state financial assistance during its fiscal year, the recipient must have a State single or project-specific audit conducted in accordance with section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. The recipient agrees to provide a copy of the single audit to the Department's Single Audit Unit and its contract manager. In the event the recipient expends less than \$500,000 in State financial assistance during its fiscal year, the recipient agrees to provide certification to the Department's Single Audit Unit and its contract manager that a single audit was not required. In determining the state financial assistance expended during its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Children & Families, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.

In connection with the audit requirements addressed in the preceding paragraph, the recipient shall ensure that the audit complies with the requirements of section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by section 215.97(2), Florida Statutes, and Chapters 10.550 or 10.650, Rules of the Auditor General.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the Department in effect during the audit period. The financial statements should disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due the Department shall be fully disclosed in the audit report package with reference to the specific contract number.

## **PART III: REPORT SUBMISSION**

Any reports, management letters, or other information required to be submitted to the Department pursuant to this agreement shall be submitted within 180 days after the end of the provider's fiscal year or within 30 (federal) or 45 (State) days of the recipient's receipt of the audit report, whichever occurs first, directly to each of the following unless otherwise required by Florida Statutes:

- A. Contract manager for this contract (1 copy)
- B. Department of Children & Families ( 1 electronic copy and management letter, if issued )

Office of the Inspector General  
Single Audit Unit  
Building 5, Room 237  
1317 Winewood Boulevard  
Tallahassee, FL 32399-0700  
Email address: [single.audit@myflfamilies.com](mailto:single.audit@myflfamilies.com)

- C. Reporting packages for audits conducted in accordance with 2 CFR Part 200 200.500-200.521, and required by Part I of this agreement shall be submitted, when required by 200.512 (d) by or on behalf of the recipient directly to the Federal Audit Clearinghouse using the Federal Audit Clearinghouse's Internet Data Entry System at:  
<http://harvester.census.gov/fac/collect/ddeindex.html>  
and other Federal agencies and pass-through entities in accordance with 2 CFR 200.512.
- D. Copies of reporting packages required by Part II of this agreement shall be submitted by or on behalf of the recipient directly to the following address:

Auditor General  
Local Government Audits/342  
Claude Pepper Building, Room 401  
111 West Madison Street  
Tallahassee, Florida 32399-1450  
Email address: [flaudgen\\_localgovt@aud.state.fl.us](mailto:flaudgen_localgovt@aud.state.fl.us)

Providers, when submitting audit report packages to the Department for audits done in accordance with 2 CFR 200.500-200.521, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit or for-profit organizations), Rules of the Auditor General, should include, when available, correspondence from the auditor indicating the date the audit report package was delivered to them. When such correspondence is not available, the date that the audit report package was delivered by the auditor to the provider must be indicated in correspondence submitted to the Department in accordance with Chapter 10.558(3) or Chapter 10.657(2), Rules of the Auditor General.

#### **PART IV: RECORD RETENTION**

The recipient shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of six years from the date the audit report is issued and shall allow the Department or its designee, Chief Financial Officer or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department or its designee, Chief Financial Officer or Auditor General upon request for a period of three years from the date the audit report is issued, unless extended in writing by the Department.

## 9. Attachments

The following Attachments are to be completed and included as part of the lead agency's application.

- 9.1 Completeness Checklist
- 9.2 CoC Activity Certification
- 9.3 Leveraged Funding Form
- 9.4 Required Budget and Match Funding Form
- 9.5 Applicant Information Request Form
- 9.6 Need of Services
- 9.7 Subrecipient (Agency) Profile
- 9.8 Proposed Activity Project Narrative
- 9.9 Lead Agency Certification
- 9.10 Budget Narrative
- 9.11 Quality of Services
- 9.12 Local Government Certification
- 9.13 Certification Regarding Lobbying
- 9.14 Mortgage Lien and Security Agreement Form (if applicable)

### 9.1 Completeness Checklist

The Application Completeness Checklist to be completed by the eligible applicant to ensure that all required components are a part of the application. The Department will not conduct a completeness check of the application. It is the responsibility of each applicant to ensure that all required components are included in the application submission.

	<b>Application Item</b>	<b>Complete Yes/No</b>	<b>Initials</b>	<b>Signature Required</b>	<b>Page Number</b>
	1. Original Application (electronic & hard copy)			Yes (throughout)	NA
Tab 1	2. Applicant Information Request Form (Attachment 9.5)			Yes	
	3. Completeness Checklist (Attachment 9.1)			Yes	
	4. Need of Services & Homeless Population Chart (Attachment 9.6)			Yes	
Tab 2	5. Subrecipient Agency Profiles (Attachment 9.7)			No	
	6. Documentation of Local Solicitation Process			No	
	7. Proposed Activity & Project Narratives (Attachment 9.8)			No	
Tab 3	8. Lead Agency Certification Form (Attachment 9.9)			Yes	
	9. CoC Activity Certification (Attachment 9.2)			Yes	
	10. CoC Plan			No	
	11. Written Standards Outlining Service Provision (as described in Appendix 8.2)			No	

	<b>Application Item</b>	<b>Complete Yes/No</b>	<b>Initials</b>	<b>Signature Required</b>	<b>Page Number</b>
Tab 4	12. Budget & Match Funding Form (Attachment 9.4)			No	
	13. Budget Narratives (Attachment 9.10)			No	
	14. Leveraged Funds Form (Attachment 9.3)			No	
	15. Quarterly Spending Plan			No	
Tab 5	16. Quality of Services Form (Attachment 9.11)			Yes	
Tab 6	17. MyFloridaMarketPlace Registration			No	
	18. 501(c)(3) Identification Form			No	
	19. Local Government Certification Form for ESG Emergency Shelters (Attachment 9.12)			Yes	
	20. Certification Regarding Lobbying Form (Attachment 9.13)			Yes	
	21. Mortgage Lien and Security Agreement Form (Attachment 9.14), if applicable			Yes	

I certify that all required components of identified in the completeness check are present in this application and that the application has been duly authorized by the governing body of the applicant.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: Executive Director/CEO

Date: \_\_\_\_\_



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I certify that the activities presented in this application and identified above are included in the CoC Plan and that the document has been duly authorized by the governing body of the applicant.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: Executive Director/CEO \_\_\_\_\_

Date: \_\_\_\_\_

9.3 Leveraged Funding Form

CoC Name: \_\_\_\_\_

Homeless Assistance Act Grants

Federal Reference	Program Name (24 CFR 576.400)	Grant Award Amount	Grant Award Number
24 CFR 582	Shelter Plus Care		
24 CFR 583	Supportive Housing Program		
24 CFR 882	Section 8 Moderate Rehabilitation Program for Single Room Occupancy Program for Homeless Individuals		
73 FR 25026	HUD Veterans Affairs Supportive Housing (VASH)		
42 USC 11431	Education for Homeless Children & Youth Grants for State & Local Activities		
42 USC 290aa-5	Grants for the Benefit on Homeless Individuals		
42 CFR 51c	Healthcare for the Homeless		
42 USC 5701	Programs for Runaway & Homeless Youth		
42 USC 290CC-21	Projects for Assistance in the Transition from Homelessness (PATH)		
Section 520A of Public Health Service Act	Services in Supportive Housing Grants		
42 USC 11331	Emergency Food & Shelter Program		
42 USC 13975	Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program		
38 USC 2021	Homeless Veterans Reintegration Program		
38 USC 2043	Domiciliary Care for Homeless Veterans Program		
38 USC 61	VA Homeless Providers Grant and Per Diem Program		
38 USC 2031	Healthcare for Homeless Veterans Program		
38 USC 2062	Homeless Veterans Dental Program		

38 CFR 62	Supportive Services for Veterans Families Program	
38 USC 2031	Veteran Justice Outreach Initiative	
24 CFR 576	Emergency Solutions Grant (direct award from HUD)	

**Award Totals**

Private Cash for Services to Homeless Persons

	<b>Agency Name</b>	<b>Private Cash Donations Received</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
		\$ -

<b>Total Homeless Assistance Grant Funding</b>	<b>\$</b>	<b>-</b>
<b>Total Private Cash Funding</b>	<b>\$</b>	<b>-</b>
<hr/>		
<b>Total Leveraged Funding</b>	<b>\$</b>	<b>-</b>

**Leveraged Ratio Calculation** (Total Homeless Assistance Grant Funding / Population of CoC's Counties Served)

<b>Total Homeless Assistance Grant Funding</b>	<b>\$</b>	<b>-</b>
<b>Total CoC Population</b> (Appendix 8.4)		
<hr/>		
		#DIV/0!

**Leveraged Ratio Calculation** (Total Private Cash Funding / Population of CoC's Counties Served)

<b>Total Private Cash Funding</b>	<b>\$</b>	<b>-</b>
<b>Total CoC Population</b> (Appendix 8.4)		
<hr/>		
		#DIV/0!

9.4 Required Budget and Match Funding Form

CoC Name: \_\_\_\_\_

Funding Source	Project Name	Sub-provider Name	Activity Type (by funding source)	Funding Request	Match Provided	Individuals to be Served
<b>Challenge Grant</b>						
<b>Total Costs</b>				\$	-	\$

Activity Type as defined in section 420.622(4)(d), Florida Statutes:

1. Housing Need
2. Program Need
3. Service Need
4. Administrative Costs

Funding Source	Project Name	Sub-provider Name	Activity Type (by funding source)	Funding Request	Match Provided	Individuals to be Served
<b>Emergency Solutions Grant</b>						
<b>Total Costs</b>				\$	-	\$
				-	-	-

Activity Type as identified in 24 CFR 576 Part B:

1. Street Outreach
2. Emergency Shelter
3. Homelessness Prevention
4. Rapid Re-housing
5. HMIS
6. Administrative Costs

Funding Source	Project Name	Sub-provider Name	Activity Type (by funding source)	Funding Request	Match Provided	Individuals & Households to be Served
TANF Homelessness Prevention Grant						
<b>Total Costs</b>				\$	-	\$ -

Activity Type as defined in section 420.414(4), Florida Statutes:

1. Financial Assistance (past due rent, mortgage, and utility costs)
2. Case Management
3. Administrative Costs

9.5 Applicant Information Request Form

**1. Applicant Information**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
FEID Number: \_\_\_\_\_ DUNS Number: \_\_\_\_\_

**2. Project Administrator(s)**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**3. Primary Contact for the Applicant**

Name: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**4. Geographic Area to be Served**

County(ies) to be Served: \_\_\_\_\_  
\_\_\_\_\_  
Locations Not Served: \_\_\_\_\_  
\_\_\_\_\_  
Justification for Locations Not Served: \_\_\_\_\_  
\_\_\_\_\_

**5. Total Funds Requested**

<b>Funding Stream/Activity</b>	<b>Total Funding Requested</b>	<b>Total Match Provided</b>	<b>Number of People Served</b>
<b>Total Challenge Award</b>			
Housing Need			
Program Need			
Service Need			
Admin			
<b>Total Emergency Solutions Grant Award</b>			
Street Outreach			
Emergency Shelter			
Homelessness Prevention			
Rapid Rehousing			
Homeless Management Information Systems			
Admin			
<b>Total TANF Homelessness Prevention Award</b>			
Client Financial Assistance			
Case Management			
Admin			
<b>Total Award</b>			

To the best of my knowledge, I certify that the information in this application is true and correct and that the document has been duly authorized by the governing body of the applicant. I will comply with the program rules and regulations if assistance is approved. I also certify that I am aware that providing false information on the application can subject the individual signing such application to criminal sanctions.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: Executive Director/CEO \_\_\_\_\_

Date: \_\_\_\_\_

I certify that the information provided in this application and identified above is accurate and true and that I am duly authorized to make this certification on behalf of the CoC.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: CoC Board Chair/President \_\_\_\_\_

Date: \_\_\_\_\_

9.6 Need of Services

**Certification of Estimated Need Per CoC**

1. Enter the total number of individuals served in the table below. This shall be the Total Homeless Population for individuals and persons in families with children, and shall include both sheltered and unsheltered.					
2. Total Number of Unduplicated Individuals Served in State FY17-18 (July 1, 2017 – June 30, 2018). *					
3. Divide the Total Homeless Population (#2 above), by the population of the CoC’s counties served as reflected in Appendix 8.4 (U.S. Census Population), then multiply by 1,000 to calculate the ratio of homelessness per 1,000 persons in the CoC.					
	/		x	1,000	=
Total Homeless Population (#2 above)		Appendix 8.4 (U.S. Census Population)			Ratio of homelessness per 1,000 individuals in CoC

\*Provide a copy of the HMIS report that shows the number of total unduplicated individuals served for the specified time period.

I hereby attest and certify that the above data is true and accurate; that the above data on estimated needs is based upon the number of unduplicated individuals served by the CoC and (1) represents an accurate count of the persons in the CoC counties served during FY17-18; and (2) is derived in accordance with the federal definition of homelessness.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: Executive Director/CEO \_\_\_\_\_

Date: \_\_\_\_\_

**9.7 Subrecipient (Agency) Profile**

For each proposed activity, the subrecipient must provide Subrecipient (Agency) Profile answering the following questions.

**1. Subrecipient Information**

Agency/Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

**2. Primary Contact**

Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**3. Proposed Activity & Project Summary (to be completed separately for each activity applied for)**

Proposed Activity/Project Title: \_\_\_\_\_

Brief Summary (1-2 sentences): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Population to be Served: \_\_\_\_\_

Location to be Served: \_\_\_\_\_

\_\_\_\_\_

Locations (Cities/Counties) Not Served: \_\_\_\_\_

\_\_\_\_\_

Funding Amount Requested & Funding Stream: \_\_\_\_\_

## 9.8 Proposed Activity Project Narrative

For each proposed activity, the subrecipient must provide a detailed project narrative answering the following questions.

1. Project Name
2. Agency Providing Service
3. Funding Source (Challenge, ESG, TANF) and Amount Requested
4. Total Number to be Served
  
5. What problem does this project solve in the effort to end homelessness?
6. Describe how this project fits into the CoC's system of care? (The system of care being a CoC's coordinated efforts to prevent, assist, and end homelessness.)
  - Does this project qualify as a housing support?
  - How does this project integrate with the CoC's coordinated entry system?
  - How does this project provide a connection to permanent solutions?
  - Does this project focus on critical supports and services needed to achieve housing or does it provide ancillary supports?
7. Describe the collective impact of the proposed project, including who the project will serve, how it will help achieve established goals identified in the CoC Plan, and how it supports the CoC's efforts to achieve the HUD System Performance Measures.
8. List at least one (1) outcome measure to determine the success of this project.

## 9.9 Lead Agency Certification

### Lead Agency Certification Form

This certification MUST be executed by and provided by another officially designated entity to act on behalf of the CoC. The designated lead agency, as an applicant, is prohibited from certifying the capacity and performance criteria on its own grant proposal.

Other designated, independent third party entities authorized to sign the certification may include the following:

- \_\_\_\_\_ 1. The Chairperson of the Governing Board of the CoC, so long as the board is not also the governing body for the lead agency entity submitting the grant proposal.
- \_\_\_\_\_ 2. The Chairperson of a designated third party grant review committee established by the CoC membership, with written authorization to sign and verify the scoring criteria materials for the lead agency's grant proposal.
- \_\_\_\_\_ 3. The Chairperson of the Governing Board of the CoC (if this is also the governing body for the lead agency), with action taken through a formal vote by the full membership for the CoC at a publicly noticed meeting, and documented to certify the grant proposal to be submitted by the lead agency. This action must be documented with the written minutes of the meeting and the vote.

### Data Quality & Data Measures

The applicant, \_\_\_\_\_, collects data on clients assisted in the CoC's HMIS; and the data quality meets or exceeds the standards prescribed by HUD.

Total Number of Homeless Service Providers in the CoC area [excluding victim or legal services providers, as permitted in 24 CFR 576.107(a)(3)] \_\_\_\_\_

Total Number of Homeless Service Providers participating in HMIS [excluding victim or legal services providers, as permitted in 24 CFR 576.107(a)(3)] \_\_\_\_\_

Total Number of Homeless Service Providers that Meet or Exceed HUD data standards \_\_\_\_\_

Street Outreach (all funding streams) – Based on CoC HMIS data during FY17-18 (July 1, 2017 – June 30, 2018), the applicant achieved the following outcomes in the CoC:

- a) For Street Outreach clients assisted, \_\_\_\_\_% of clients who received emergency health services on an outpatient basis by licensed medical professionals.
- b) For Street Outreach clients assisted, \_\_\_\_\_% of clients who received emergency mental health services on an outpatient basis by licensed professionals.
- c) For Street Outreach clients assisted, \_\_\_\_\_% of clients who were sheltered as a result of referral from the street outreach to a community housing provider.

Emergency Shelter (all funding streams) – Based on CoC HMIS data during FY17-18 (July 1, 2017 – June 30, 2018), the applicant achieved the following outcomes in the CoC:

- a) For Shelter Facility(ies) clients housed, \_\_\_\_\_% of clients exited the facility to permanent housing.
- b) For Shelter Facility(ies) clients housed, \_\_\_\_\_% of clients left the facility with increased income.

Prevention & Rapid Re-housing (all funding streams) – Based on CoC HMIS data during FY17-18 (July 1, 2017 – June 30, 2018), the applicant achieved the following outcomes in the CoC:

- a) For Prevention clients assisted, \_\_\_\_\_% of clients remained in permanent housing for at least 90 days following the last date of assistance.
- b) For Rapid Re-housing clients assisted, \_\_\_\_\_% of clients remained in permanent housing for at least 90 days following the last date of assistance.

**State-funded Projects – Data Utilization**

The applicant, \_\_\_\_\_, collects data on clients assisted in the CoC’s HMIS. The following assess the utilization of state-funded projects by clients in the CoC.

Total Number of clients served in the CoC during FY17-18 (July 1, 2017 – June 30, 2018) \_\_\_\_\_

Total Number of clients served using **Challenge Grant** funds during FY17-18 (July 1, 2017 – June 30, 2018) \_\_\_\_\_

Total Number of clients served using **ESG** funds during FY17-18 (July 1, 2017 – June 30, 2018) \_\_\_\_\_

Total Number of clients served using **TANF** Homeless Prevention Grant funds during FY17-18 (July 1, 2017 – June 30, 2018) \_\_\_\_\_

**Coordinated Entry & Referral Processes**

The applicant, \_\_\_\_\_, has executed written agreements with the Homeless Service Providers identified in this application that clearly define responsibilities and expectations for assisting individuals and households referred from the coordinated entry system. This certification must be supported by a copy of the written agreement that clearly delineates the roles and responsibilities of the CoC lead agency and the subrecipient of funds and a copy of the CoC’s policies as it relates to Coordinated Entry.

Total Number of Homeless Service Providers identified in this application \_\_\_\_\_

Total Number of Homeless Service Providers written agreements submitted \_\_\_\_\_

**CoC Written Standards**

The applicant, \_\_\_\_\_, has executed written agreements with the Homeless Service Providers identified in this application that clearly define responsibilities and expectations for adhering to the CoC’s Written standards as defined in 24 CFR 576.400(e). This

certification must be supported by a copy of the written agreement that clearly identifies subrecipients role in upholding and abiding by the CoC’s written standards.

Total Number of Homeless Service Providers identified in this application \_\_\_\_\_

Total Number of Homeless Service Providers written agreements submitted \_\_\_\_\_

**Lead Agency Monitorings**

The applicant, \_\_\_\_\_, provides ongoing monitorings / evaluations of CoC funded projects to assess their impact, to determine the adequacy of services available, and to identify additional unmet needs.

Total Number of Homeless Service Providers (subrecipients) that receive Department funding \_\_\_\_\_

Total Number of Homeless Service Providers (subrecipients) that receive Department funding with completed monitorings / evaluations \_\_\_\_\_

**Lead Agency Technical Assistance**

The applicant, \_\_\_\_\_, provides ongoing technical assistance to CoC member agencies/organizations to assess community impact, to determine the adequacy of services available, and to identify gaps or unmet needs.

Total Number of Technical Assistance/Training Opportunities provided during FY17-18 (July 1, 2017 – June 30, 2018) \_\_\_\_\_

Total Number of Homeless Service Providers (DCF funded subrecipients) that participated in Technical Assistance/Training Opportunities provided during FY17-18 (July 1, 2017 – June 30, 2018) \_\_\_\_\_

Total Number of Homeless Service Providers (non-DCF funded subrecipients) that participated in Technical Assistance/Training Opportunities provided during FY17-18 (July 1, 2017 – June 30, 2018) \_\_\_\_\_

On behalf of this CoC (FL-\_\_\_\_\_), I certify that the information provided above is accurate and true and that I am duly authorized to make this certification on behalf of the CoC.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## 9.10 Budget Narrative

For each proposed activity, the subrecipient must provide a detailed budget narrative answering the following criteria.

1. Description of the proposed Personnel Costs, including Fringe Benefits
2. Justification for the proposed Personnel Costs, including Fringe Benefits
3. Description of the proposed Client Financial Assistance Costs
4. Justification for the proposed Client Financial Assistance Costs
5. Description of the proposed Other Program Operation Costs
6. Justification for the proposed Other Program Operation Costs
7. Description of the proposed Administrative Costs
8. Justification for the proposed Administrative Costs

9.11 Quality of Services

**Certification of Quality of Service**

In compliance with section 420.622(4)(b), Florida Statutes, “preference must be given to those lead agencies that have demonstrated the ability of their continuum of care to provide quality services to homeless persons...”.

Answers for the following criteria shall provide evidence of quality services provided in the CoC.

1. Describe how the Lead Agency ensures quality services are provided to individuals at-risk of or experiencing homelessness in your community.
2. Describe how the CoC monitors and provides follow-up services for individuals at-risk of or experiencing homelessness in your community.
3. Describe the ongoing technical assistance designed to improve service delivery provided by the CoC to homeless services providers in your community.
4. Describe how the Lead Agency will provide additional support to low-performing projects and what steps the CoC will take if/when funds should be reallocated away from low-performing projects mid-grant cycle.
5. Describe how the CoC will continue to provide quality services in the community in the case of reduced or loss of funding (i.e., reallocation of services based on CoC established priorities, how services would be scaled to meet changing needs, etc.).
6. Describe how the CoC and subrecipients specifically identified in this application have worked to remove traditional barriers to housing and services for individuals in need of assistance.
7. Describe how the CoC will ensure that services are provided throughout the entirety of the CoC’s geographic area.

I certify that the information provided in this application and identified above is accurate and true and that I am duly authorized to make this certification on behalf of the CoC.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: Executive Director/CEO Date: \_\_\_\_\_

I certify that the information provided in this application and identified above is accurate and true and that I am duly authorized to make this certification on behalf of the CoC.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: CoC Board Chair/President Date: \_\_\_\_\_

9.12 Local Government Certification

**Certification of Local Government Approval  
for ESG applying Nonprofit Organizations – Emergency Shelter Only  
Required by 24 CFR 576.202**

I, \_\_\_\_\_ (name and title) duly authorized to act on behalf of the \_\_\_\_\_ (name of city or county government) hereby approve the submission of the following ESG application proposed by \_\_\_\_\_ (name of agency) which will serve persons living in \_\_\_\_\_ (name of city or county).

This certification solely warrants that the jurisdiction has agreed to allow the nonprofit organization to seek the grant to be able to serve citizen in need who reside in this jurisdiction. This certification places no responsibility or liability upon the local government jurisdiction related to the nonprofit’s performance of grant-funded activities in our jurisdiction.

By: \_\_\_\_\_  
(name) (title)

\_\_\_\_\_

(signature) (date)

This form must be signed, dated, and returned with the grant application in order for the application to be considered for funding.

9.13 Certification Regarding Lobbying

**Certification Regarding Lobbying**  
**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(name of authorized individual)

\_\_\_\_\_  
(application number)

\_\_\_\_\_  
(address of the organization)

9.14 Mortgage Lien and Security Agreement Form (if applicable)

Note to clerk of the circuit court: The intangible personal property evidenced by this instrument is owned by the State of Florida or a political subdivision or agency of the State of Florida and pursuant to Section 199.183, Florida Statutes, is exempt from the nonrecurring intangible personal property tax imposed by Chapter 199 Florida Statutes

**MORTGAGE LIEN AND SECURITY AGREEMENT**

In consideration of a Challenge Grant (the "**Grant**"), by the State of Florida Department of Children and Family Services (the "**Department**") to \_\_\_\_\_ (the "**Grantee**") in the amount of \_\_\_\_\_, as provided for in the Challenge Grant Agreement (the "**Grant Agreement**") between the Department and the Grantee for Grant Number \_\_\_\_\_, the proceeds of which have been sub-granted by the **Grantee** to \_\_\_\_\_ (the "**Sub-Grantee**") for the purchase of the following described property, the Sub-Grantee, and any of the other undersigned having any interest in the hereinafter described and defined Property, hereby mortgage and grant a lien to the Department, whose mailing address is 1317 Winewood Blvd., Tallahassee, Florida 32399, on all of his, hers, its, or their rights, title and interests in and to the land and real property located in \_\_\_\_\_ County, Florida, and more particularly described in **Exhibit "A"** attached hereto and made a part hereof (said land and real property and the other matters referred to in the next phrase being hereinafter collectively referred to as the "**Property**"), together with all existing or subsequently erected or affixed buildings, improvements, and fixtures; tenements and hereditaments; easements; appurtenances; and all other rights, royalties, and profits, including without limitation all mineral, oil, gas, and similar matters (subject and subordinate, however, to the lien of the prior mortgage in favor of \_\_\_\_\_

\_\_\_\_\_, recorded in O.R. Book \_\_\_\_\_, beginning at Page \_\_\_\_\_ in the Public Records of \_\_\_\_\_ County, Florida).

The Sub-Grantee and any of the undersigned having any interest therein also hereby grant to the Department a security interest under the Florida Uniform Commercial Code-Secured Transactions, Chapter 679, F.S., in all fixtures; plumbing, heating, air conditioning and other equipment; building materials, appliances, and floor and window coverings, located on and/or used in connection with the Property.

**This instrument is given to secure (a) the payment and performance of all obligations of the Grantee under the Grant Agreement, (b) the payment and performance of all obligations of the Sub-Grantee under any agreement governing the sub-grant, (c) the Department's Interest (as hereafter defined) in the Property, and (d) the payment and performance of all obligations hereunder. The "**Department's Interest**" shall be or deemed to be an amount equal to the amount of the Grant proceeds that have been disbursed to the Grantee from time to time, plus all other cost, fees, and expenses owed by the Grantee, or for which the Grantee and Sub-Grantee are liable, under this instrument and the Grant Agreement.**

The Department's Interest shall be, or at the time that it is to be determined shall be deemed to have been, proportionately reduced and subsequently vacated over a 5 year period (the "**Term**") of

amortization unless the lien of this mortgage is satisfied before that time or if before that time the Department declares all sums and obligations hereunder to be immediately due and payable in accordance with the provisions of **section 18** below. The Term shall commence on the date of the execution of this instrument and end on the date that is 5 years from the date of the Sub-Grantee's purchase of the Property, as evidenced by the date the deed to the Sub-Grantee for the Property is recorded in the Public Records of the county in which the Property is located

As a condition of receipt of state funding for this purchase the undersigned agree that **(a)** if the Property is disposed of before the Department's Interest is vacated or **(b)** at the time the Department declares all sums and obligations hereunder to be immediately due and payable in accordance with the provisions of **section 18** below, an amount calculated as set forth in **section 10** below shall be immediately due and payable by the Sub-Grantee to the Grantee and by the Grantee to the Department, without any interest thereon except in the event of default under this instrument or as otherwise expressly provided for in this instrument. If the Sub-Grantee fails to pay all such sums to the Grantee and/or if the Grantee fails to pay all such sums to the Department, immediately upon any disposition of the Property or otherwise when due, from and after the date that the Department declares a default hereunder such sums shall bear interest at the highest rate permitted by law and such interest shall also be immediately due and payable by the Sub-Grantee to the Grantee on any such sums the Sub-Grantee has failed to timely pay to the Grantee, and by the Grantee to the Department on any such sums the Grantee has failed to timely pay to the Department.

Sub-Grantee further agrees:

- 1) To keep the Property insured by such insurers, against such perils, in such forms (including without limitation forms that include loss payable provisions acceptable to and in favor of the Department and naming the Department as an additional insured), with such provisions requiring the insurer to give the Department at least 30 days prior written notice of any changes in the policy or coverage or any intent to cancel or not renew the policy, and for such amounts, as the Department may from time to time approve, determine, and advise Grantee of and shall furnish to the Department evidence thereof that is satisfactory to the Department.
- 2) To pay all taxes, assessments, and other costs and charges that may become a lien on the Property and all documentary stamp or other excise taxes due in connection with the execution and delivery of this instrument as they become due (and in all events prior to delinquency), and furnish to the Department evidence thereof that is satisfactory to the Department.
- 3) To comply with all laws, ordinances, rules, regulations, procedures, guidelines and standards pertaining to the Property, including without limitation all environmental laws, ordinances, rules, and regulations; and to obtain, keep, and maintain all permits and licenses necessary for the construction, renovation, repair, and operation of the Property and the business to be conducted on the Property for the purposes for which the Grant has been made. Also to comply with all laws, ordinances, rules, regulations, procedures, guidelines and standards pertaining to the Grant.
- 4) To pay all persons or firms performing any work or supplying any materials for the construction and/or renovation of improvements on or the maintenance or repair of the Property and all

other persons and firms who may have construction lien or other statutory lien rights for the performance of work or services relating to the Property as and when all sums therefor are due and payable.

- 5) To pay and perform all obligations under any other prior or superior mortgages, liens, or encumbrances as they become due (and in all events prior to delinquency), not to create, suffer, or permit any subsequent liens or mortgages on the Property without the Department's prior written consent, to keep the Property free and clear of all other liens and encumbrances, including without limitation all construction liens and other statutory liens for the performance of work or services relating to the Property.
- 6) To keep the Property free and clear of all pollutants, hazardous materials, and waste, including without limitation petroleum products, with the exception of legally permitted and properly stored materials in reasonable amounts customarily used in the construction, renovation, use, and operation of similar property.
- 7) To maintain the Property in good condition and promptly perform all repairs, replacements, and maintenance necessary to preserve its value.
- 8) During the term of this instrument, not to sell, transfer, mortgage, or assign its interest in the Property or in the property subject to the security interest under the Florida Uniform Commercial Code-Secured Transactions, unless the Department, in its sole discretion, whether reasonable or not, approves the sale, transfer, mortgage, or assignment.
- 9) To continue the operation, maintenance, repair, and administration of the Property in accordance with the purposes for which the funds of the Grant were originally appropriated and the terms of the Grant Agreement, and for the length of the Term.

Sub-Grantee and Grantee further agree:

- 10) **(a)** If Sub-Grantee fails to comply with **Section 9** above, or **(b)** if the Property is disposed of before the Department's Interest is vacated, or **(c)** at the time the Department declares all sums and obligations hereunder to be immediately due and payable in accordance with the provisions of **section 18** below, the Sub-Grantee shall pay to the Grantee and Grantee shall pay to the Department, no later than upon demand by the Department, without any interest thereon except in the event of default under this instrument or as otherwise expressly provided for in this instrument, an amount equal to the Department's Interest, as adjusted by amortization.
- 11) If the Sub-Grantee fails to pay all such sums when due to the Grantee, and/or if the Grantee fails to pay all such sums when due to the Department, then from and after the date that the Department declares a default hereunder such sums shall bear interest at the highest rate permitted by law and such interest shall also be immediately due and payable by the Sub-Grantee to the Grantee, on any such sums the Sub-Grantee has failed to timely pay to the Grantee, and by the Grantee to the Department on any such sums the Grantee has failed to timely pay to the Department.
- 12) The Sub-Grantee shall indemnify, defend, and hold the Grantee and the Department harmless from and against any and all claims or demands for damages resulting from personal injury,

including death or damage to property, arising out of or relating to the Property or the use of the Grant money.

- 13) Sub-Grantee shall return to Grantee and Grantee shall return to the Department any portion of the Grant money received that is not necessary for the cost of the purchase for which the Grant was awarded.
- 14) At all times in which Grant money is being disbursed and until such time as the Grant money is fully and properly spent according to the Grant Agreement and any agreement governing the sub-grant, the Sub-Grantee and the Grantee shall each obtain a blanket fidelity bond, in the amount of the Grant, issued by a company authorized and licensed to do business in this state and approved by the Department, which will reimburse the Department in the event that anyone handling the Grant moneys either misappropriates or absconds with the Grant moneys, and in form requiring the surety to give the Department at least 30 days prior written notice of any intent to cancel or not renew the bond. All employees handling the Grant moneys must be covered by the bond.
- 15) If any obligation hereunder, under the Grant Agreement, or under any agreement governing the sub-grant is not timely paid or performed, or in the event of any breach of any warranty hereunder, under the Grant Agreement, or under any agreement governing the sub-grant, in addition to all other remedies, the Department may, but is not obligated to, pay or perform the obligation and cure the breach and the costs thereof shall bear interest at the highest rate permitted by law. Such costs and interest thereon shall be secured by this instrument and be immediately due and payable and paid by Sub-Grantee and/or Grantee to the Department upon demand by the Department.
- 16) If any action or proceeding is commenced that in the opinion of the Department would materially affect the Department's interest in the Property, the Department may, but is not obligated to, take any actions the Department deems appropriate to protect its interest in the Property and the costs thereof shall bear interest at the highest rate permitted by law. Such costs and interest thereon shall be secured by this instrument and be immediately due and payable and paid by Sub-Grantee to Grantee and by Grantee to the Department upon demand by the Department.
- 17) Sub-Grantee and Grantee warrant that **(a)** it is a Florida corporation not-for-profit organized and existing under the Florida Not For Profit Corporation Act and exempt from taxation under Section 501(C)(3) of the United States Internal Revenue Code of 1987, **(b)** all persons or firms having any ownership interest in the Property have joined in the execution and delivery of this instrument and have good and marketable fee simple title to the Property free and clear of all other liens and encumbrances other than governmental taxes, assessments, and charges not yet due and payable and any other matter consented to by the Department in writing, **(c)** ) each of the undersigned executing this instrument on its behalf has the full right, power, and authority to execute and deliver this instrument to the Department and this instrument has been validly executed by each of them, **(d)** this instrument constitutes a valid lien and encumbrance on the good and marketable fee simple title to the Property and the good and marketable title to the

property encumbered by the security interest under the Florida Uniform Commercial Code-Secured Transactions granted by this instrument, free and clear of all other liens and encumbrances other than governmental taxes, assessments, and charges not yet due and payable and any other matter consented to by the Department in writing, and **(e)** with the exception of such matters they will defend the title to the Property and such other property and the priority of the lien of this instrument thereon against the claims of all other persons or firms.

- 18) Upon **(a)** the failure of any obligation under this instrument, the Grant Agreement, or any agreement governing the sub-grant, to be timely paid and performed and/or the breach by the Grantee and/or Sub-Grantee of any term or condition under this instrument, the Grant Agreement, or any agreement governing the sub-grant; **(b)** the death or dissolution of any of the undersigned; **(c)** the insolvency of any of the undersigned, the appointment of a receiver for any part of the property of any of the undersigned, any assignment by or on behalf of any of the undersigned for the benefit of creditors, any type of creditor workout, or the commencement of any proceeding under any bankruptcy or insolvency laws by or against any of the undersigned; or **(d)** any attempt by any governmental agency or entity, any other person or entity that has the power to exercise the power of eminent domain, or any creditor, to attach, levy upon, garnish, or take the Property or any portion or proceeds thereof, the Department may, at its option, declare a default hereunder, declare all sums and obligations hereunder, with interest thereon as hereafter provided, to be immediately due and payable, and exercise any all remedies therefor available at law, in equity, or under this instrument. From and after the date that the Department declares any such default hereunder all sums due hereunder shall bear interest at the highest rate permitted by law. A default under this instrument, the Grant Agreement, or any agreement governing the sub-grant shall be a default under each and all such instruments.
- 19) Without limitation, such remedies include **(a)** regardless of whether or not the apparent value of the Property exceeds the amount of the obligations secured hereby by a substantial amount, the right to have a receiver appointed to take possession of all or any part of the Property with the power to protect, preserve, operate and collect any rents from the Property preceding foreclosure or sale, and to apply the proceeds over and above the cost of the receivership, to the obligations secured hereby (the receiver may serve without bond if permitted by law), **(b)** judicial foreclosure of the interests of the undersigned, and **(c)** to the fullest extent permitted by law the right to obtain a judgment for any deficiency remaining in the sums secured hereby after the application of all amounts received by the Department from the exercise of any of the rights provided in this **section 19**, the foregoing **section 18**, and the following **Section 20**.
- 20) Without limiting the generality of any the foregoing, with respect to the security interest under the Florida Uniform Commercial Code-Secured Transactions, Chapter 679 F.S. granted by this instrument, the Department shall have all rights and remedies of a secured party under the Florida Uniform Commercial Code-Secured Transactions.
- 21) All of the Department's remedies hereunder are cumulative and may be exercised alone, together, or in any combination thereof.

- 22) Immediately upon demand by the Grantee the Sub-Grantee shall pay to the Grantee, and immediately upon demand by the Department, the Grantee shall pay to the Department all costs of collection of the obligations and sums set forth herein after referral to a collection agency or attorney, including without limitation an attorney that is a salaried employee of the Grantee or the Department, and also including without limitation reasonable attorneys' fees at trial, on appeal, and in any insolvency proceedings, including without limitation the costs of an attorney that is a salaried employee of the Grantee or the Department, and all costs incurred by the Grantee and the Department in exercising its remedies hereunder. All such costs shall bear interest at the highest rate permitted by law and all such costs and interest thereon are part of the sums secured hereby.
- 23) The Grantee and Sub-Grantee are jointly and severally personally liable for and obligated to pay and perform, or caused to paid and performed, and shall pay and perform, or caused to paid and performed, when due, whether by acceleration or otherwise, all obligations and sums provided for under this instrument. Any other persons or entities who sign this instrument are doing so solely to, and do hereby, encumber, subject, and subordinate his, her, or its interest in the Property, whether as an owner of the real property encumbered by this instrument subject to, and as a lessor under, a lease in favor of the Sub-Grantee, by marital or homestead rights or otherwise, to the lien of this instrument and are not personally liable for or obligated to pay or perform any obligations and sums provided for under this instrument. All persons or entities, other than the Grantee and the Sub-Grantee, who sign this instrument, whether personally liable hereunder or not, agree that to the fullest extent permitted by law the Department may, without notice to and without his, her, or its consent, deal solely with the Grantee and/or Sub-Grantee by way of extension, modification, renewal, forbearance or otherwise make other accommodations with regard to the terms and provisions of and the obligations and sums under this instrument without affecting or impairing the personal liability of any party personally liable for the obligations and sums hereunder or the lien or priority of the lien of this instrument on the Property. Sub-Grantee agrees that to the fullest extent permitted by law the Department may, without notice to and without his, her, or its consent, deal solely with the Grantee by way of extension, modification, renewal, forbearance or otherwise make other accommodations with regard to the terms and provisions of the Grant without affecting or impairing the personal liability of the Sub-Grantee for the obligations and sums hereunder or the lien or priority of the lien of this instrument on the Property.
- 24) This instrument contains the entire agreements of the parties with respect to the matters covered hereby and may be modified or amended only by an instrument signed by whoever will be bound or obligated by the modification or amendment. No rights of the Department hereunder shall be construed to have been waived unless waived in writing by an instrument signed by the Department and any such written waiver shall not apply to any other right of the Department hereunder or any future exercise of any such rights waived in the written instrument unless so expressly stated in the written instrument signed by the Department.

- 25) This instrument shall be governed and construed by any applicable federal law and to the extent not preempted by federal law by the laws of the State of Florida without regard to its conflicts of laws provisions.
- 26) If any provision of this instrument is found by a court of competent jurisdiction to be invalid or unenforceable, or invalid or unenforceable in any particular circumstances, no such invalidity or unenforceability shall affect or impair the validity or enforceability of such provision in other permissible circumstances or the validity or enforceability of any other provision of this instrument
- 27) Without the written consent of the Department recorded in the Public Records in the County in which this instrument is recorded, there shall be no merger of the interest or estate created by this instrument and any other interest or estate in the Property at any time held by the Department in any capacity.
- 28) This instrument shall inure to the benefit of and be binding upon the parties, their respective heirs, personal representatives, successors, and permissible successors in title and assigns, and in the event that any one or more of them hereafter become the owner of the Property the Department may, without notice to or consent by any of the undersigned, deal with any such owner or owners by way of extension, modification, renewal, forbearance or otherwise make other accommodations with regard to the terms and provisions of and the obligations and sums under this instrument without affecting or impairing the personal liability of any party personally liable for the obligations and sums hereunder or the lien or priority of the lien of this instrument on the Property.
- 29) Wherever used in this instrument all pronouns shall include the feminine, masculine, and neuter gender and the singular shall include the plural and vice versa.
- 30) Time is of the essence in the payment and performance of the obligations under this instrument.

By the acceptance of this instrument the Department agrees that it shall execute a satisfaction of this instrument in recordable form upon full compliance by the Grantee and Sub-Grantee with the all of the terms of this instrument.

All parties to this instrument hereby waive the right to any jury trial in any action, proceeding, or counterclaim brought by any party against any other party.

**SIGNATURE PAGE TO THE MORTGAGE LIEN AND SECURITY AGREEMENT FROM THE UNDERSIGNED TO  
THE FLORIDA DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness printed name

By: \_\_\_\_\_  
Printed Name

Title: \_\_\_\_\_  
Address:

\_\_\_\_\_

By: \_\_\_\_\_  
Printed Name

Title: \_\_\_\_\_  
Address:

\_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was subscribed, sworn to, and acknowledged before me the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_, the \_\_\_\_\_ of and for and behalf of \_\_\_\_\_ (**Grantee**). He or she is personally known to me or has produced \_\_\_\_\_ as identification.

(Seal)

\_\_\_\_\_  
Notary Public, State of Florida

\_\_\_\_\_  
Printed Name  
My commission expires: