

**MIAMI-DADE COUNTY**  
**ADDENDUM #1**  
**TO THE FY 2012 RFA – BOOK 2**  
**APPLICATION FOR**

**EMERGENCY SOLUTIONS GRANT PROGRAM FUNDS FOR TENANT BASED RENTAL ASSISTANCE**

Applicants to Miami-Dade County's FY 2012 Request for Application (RFA) were advised in the Housing Application Book (Book 2) that an addendum to the RFA would be published allowing agencies to apply for Emergency Solutions Grant (ESG) funds, estimated at \$350,000, to be used for Tenant Based Rental Assistance (TBRA). This addendum #1 to the FY 2012 RFA is the instrument which provides the documents allowing agencies to submit their application for ESG funds to be used for TBRA.

**PLEASE NOTE ALL APPLICATION DEADLINES FOR THE FY 2012 RFA REMAINS THE SAME**

**Scope of Services**

Eligible activities for the ESG program include financial assistance, housing relocation and stabilization services, and administrative costs. These eligible activities are intentionally focused on housing - either financial assistance to help pay for housing, or services designed to keep people in housing or to find housing. Generally, the intent of ESG assistance is to rapidly transition program participants to stability, either through their own means or through public assistance, as appropriate. ESG assistance is not intended to provide long-term support for program participants, nor will it be able to address all of the financial and supportive service needs of households that affect housing stability. Rather, assistance should be focused on housing stabilization, linking program participants to community resources and mainstream benefits, and helping them develop a plan for preventing future housing instability.

**Rental Assistance**

1. Short- and medium- term rental assistance are tenant-based rental assistance that can be used to allow individuals and families to remain in their existing rental units or to help them obtain and remain in rental units they select. Short-term rental assistance may not exceed actual rental costs accrued over a period of 3 months. Medium- term rental assistance may not exceed actual rental costs accrued over a period of 4 to 6 months. No program participant may receive more than 6 months of assistance. After 3 months, if program participants receiving short-term rental assistance need additional financial assistance to remain housed, they must be evaluated for eligibility to receive up to 3 additional months of medium-term rental assistance, for a total of 6 months. HUD is requiring applicants and sub applicants to certify eligibility at least once every 3 months for all program participants receiving medium-term rental assistance. HUD additionally encourages applicants and sub applicants to provide ongoing case management, as needed, to all program participants receiving rental assistance in order to transition them to independence, including permanent housing arrangements (subsidized or unsubsidized).
2. The County determines the amount of short-term and medium-term rental assistance

provided, such as “shallow subsidies” (payment of a portion of the rent), payment of 100 percent of the rent charged, or graduated/declining subsidies.

The County will also set a maximum amount of assistance that a single individual or family may receive from ESG funds, or may set a maximum number of times that an individual or family may receive assistance, as long as the total amount of assistance that any individual or family receives does not exceed an amount equal to 6 months of rental assistance. Applicants may require program participants to share in the costs of rent, security deposits, hotel or motel, and other expenses as a condition of receiving ESG financial assistance. For example, a program may require a program participant to pay a portion of the rent expense for a unit. ESG assistance should be “needs-based”, meaning that Applicants and/or sub Applicants should determine the amount of assistance based on the minimum amount needed to prevent the program participant from becoming homeless or returning to homelessness in the near term. This will also help communities to utilize program resources efficiently to serve as many households as possible.

3. Rental assistance may also be used to pay up to 6 months of rental arrears for eligible program participants. Rental arrears may be paid if the payment enables the program participant to remain in the housing unit for which the arrears are being paid or move to another unit.

If ESG funds are used to pay rental arrears, arrears must be included in determining the total period of the program participant’s rental assistance, which may not exceed 6 months.

4. The rental assistance paid cannot exceed the actual rental cost, which must be in compliance with HUD’s standard of “rent reasonable.” “Rent reasonable” means that the total rent charged for a unit must be reasonable in relation to the rents being charged during the same time period for comparable units in the private unassisted market and must not be in excess of rents being charged by the owner during the same time period for comparable non-luxury unassisted units. To make this determination, the grantee or sub grantee should consider (a) the location, quality, size, type, and age of the unit; and (b) any amenities, housing services, maintenance and utilities to be provided by owner. Comparable rents can be checked by using a market study, by reviewing comparable units advertised for rent, or with a note from the property owner verifying the comparability of charged rents to other units owned (for example, the landlord would document the rent paid in other units).

For more information, see HUD’s worksheet on rent reasonableness at:

[www.hud.gov/offices/cpd/affordablehousing/library/forms/rentreasonablechecklist.doc](http://www.hud.gov/offices/cpd/affordablehousing/library/forms/rentreasonablechecklist.doc).

5. Rental assistance payments cannot be made on behalf of eligible individuals or families for the same period of time and for the same cost types that are being provided through another federal, state or local housing subsidy program. Cost types are the categories of eligible ESG financial assistance:

- a) rent, either the client portion or subsidy; security deposits, utility deposits, utility payments, moving cost assistance, and hotel/motel vouchers.
- b) Security deposits. ESG funds may be used to pay for security deposits for eligible program participants. In contrast to the requirements regarding rental assistance payments, security deposits covering the same period of time in which assistance is being provided through another housing subsidy program are eligible, as long as they cover separate cost types. One example of this would be providing a security deposit for a participant in the HUD-VA Supportive Housing (HUD\_VASH) program,

which provides rental assistance and services. A program description of HUD-VASH can be found at: <http://www.hud.gov/offices/pih/programs/hcv/vash/index.cfm>

- c) Motel hotel vouchers. ESG funds may be used for reasonable and appropriate motel and hotel vouchers for up to 30 days if no appropriate shelter beds are available and subsequent rental housing has been identified but is not immediately available for move-in by the program participants.
- 6 Housing Relocation and Stabilization Services. ESG funds may be used for services that assist program participants with housing stability and placement. These services are limited to the following eligible activities:
- a) Case management, ESG case management funds may be used for activities for the arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of program participants and helping them obtain housing stability. Component services and activities may include: counseling; developing, securing, and coordinating services; monitoring and evaluating program participant progress; assuring that program participants' rights are protected; and developing an individualized housing and service plan, including a path to permanent housing stability subsequent to HPRP financial assistance.
  - b) Outreach and engagement, ESG funds may be used for services or assistance designed to publicize the availability of programs to make persons who are homeless or almost homeless aware of these and other available services and programs. Housing search and placement. ESG housing search and placement funds may be used for services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing. Component services or activities may include: tenant counseling; assisting individuals and families to understand leases; and mediation and outreach to property owners related to locating or retaining housing.

## **OUTCOMES /OUTPUTS**

Outcomes/Outputs for TBRA program will be negotiated with the successful applicant prior to contracting.

## **PROPOSAL CONTENTS**

### **I. APPLICATION PROPOSAL FORM**

Include on the Application Proposal Form the project or programs being proposed and the amount of funds being requested to provide the (se) service(s). This form must be signed by an officer of the applicant(s) who is legally authorized to enter into a contractual relationship in the name of the applicant( s).The applicant (s) must affix the proposing organization's corporate seal to this document, and in the absence of a corporate seal this form must be notarized by a Notary Public. The original copy of the proposal must be clearly marked as such on the Proposal Form.

## II. TABLE OF CONTENTS

All pages of the proposal including the enclosures are to be clearly and consecutively numbered and respectively connected to the Table of Contents.

## III. LEAD AGENCY AND PROVIDER NETWORK EXPERIENCE AND CAPACITY Please address the elements below for the lead organization and for each of the agencies comprising the provider network.

- a. Describe the organization's experience and ability to serve/manage as a lead agency (Lead Organization Only);
- b. Describe the experience of each of the providers in delivering the proposed services (each agency providing direct services);
- c. Describe the role of each agency and services to be delivered;
- d. Identify the geographic area (s) of proposed services and the office location where services will be delivered from;
- e. Describe and enclose copies of any licensure requirements held by key program staff, including Dade County Business Occupational Licenses/Professional Licenses, and the state licenses for the proposed services;
- f. Describe key staff experience for both the lead agency and each provider in the network, enclose resumes, job descriptions and copies of any licenses for the staff who will be the principal liaison to the County as well as the key professional staff who will be serving clients;
- g. Enclose a copy of the 501(C) 3 certification indicating non-profit status;
- h. Enclose a current listing of the Board of Directors, Officers of the Organization, and Advisory Council Members, and
- i. Describe the procedures for assuring that all individuals (including homeless/formerly homeless) are encouraged to accept employment in your organization regardless of race, ethnicity, gender, disability, or sexual orientation.

In addition, the lead agency and the proposed provider network agencies must submit a copy of their most recent certified financial statements (prepared by a licensed independent auditing firm). If a certified audit is not available, detailed plans to comply with contractual audit requirements MUST be submitted as part of the proposal.

## IV. PROPOSED SERVICES OF LEAD AGENCY AND PROVIDER NETWORK

In ten pages or less, please describe how the scope of services, as specified in Section II of this RFA will be met. **Please ensure responsiveness to all key elements described in the Scope or Services, Section II of this RFA.**

## V. PERFORMANCE ABILITY AND INTENDED PLAN OF LEAD AGENCY AND PROVIDER NETWORK

Describe how the lead agency and the provider network agencies will achieve the qualitative and quantitative performance measures required of any ensuing agreement for services, as well as any additional outcome/performance measures proposed. In addition, ensure the

elements below are addressed by the lead agency and by each of the provider network agencies:

- Demonstrated ability to meet performance goals;
- Evidence of the financial strength and capacity to provide service(s);
- Evidence of adequate/documented linkages to existing homeless services, and
- Evidence of procedures ensuring client confidentiality and a grievance process.

**While there are no specific measures for these new programs, all applicants funded pursuant to this RFA will create and submit these Performance/Outcome Measures for these programs consistent with the key elements described in the Scope of Services in Section II of this RFA.**

## **VI. DETAILED BUDGET AND JUSTIFICATION AND SUPPLEMENTAL RESOURCES**

Applicants MUST submit a line-item budget and narrative justification for each line item based on the categories/activities in the chart below.

## **VII. EVALUATION/SELECTION PROCESS**

Following the opening of the proposal packages, they will be evaluated by an Evaluation/Selection Committee appointed by the County Manager, comprised of County staff. The method of award will be based on a qualitative appraisal rating and ranking of responsive applicants based on the following criteria and corresponding available point totals for each criterion:

### **A. Lead Agency and Provider Network Agencies' Experience and Capacity (25 points)**

Will include, but is not limited to:

- Past experience in operating services similar to that being proposed (10 pts.)
- Past experience in providing services to the Miami-Dade County Homeless Trust (5 pts.)
- Staff qualifications and experience (with consideration given to organizations that employ homeless/formerly homeless individuals) (4pts.)
- Past experience in achieving performance measures similar to those proposed (4 pts.)
- Demonstrated ability to comply with reporting and record-keeping requirements (2 pts.)

### **B. Ability of Lead Agency and Provider Network Agencies to Provide Proposed Services (25pts.)**

Will include, but is not limited to:

- Ability to perform the elements described in the Scope of Services, (25 pts.)

### **C. Performance Ability & Intended Plan of Lead Agency and Provider Network Agencies**

**(25 points)**

Will include, but is not limited to:

- Demonstrated ability to meet performance goals (10 pts.)
- Financial strength and capacity to provide service(s) (5 pts.)
- Adequate/documented linkages to existing homeless related services (5 pts.)
- Procedures ensuring client confidentiality and a grievance process (5 pts.)

**D. Budget (25 points)**

Will include, but is not limited to:

- Cost effectiveness, leveraging of resources, number of individuals to be served (25 pts.)