



October 4, 2013

TO: Service Providers to the Homeless in Charlotte County

FROM: Angela Hogan, CEO, Charlotte County Homeless Coalition

RE: Letter of Intent Request - 2013 Emergency Solutions Grant (ESG)

This notice serves as a request for a **Letter of Intent (LOI)** for homeless services organizations intending on applying for the 2013 Emergency Solutions Grant (ESG). The LOI must be on your agencies letterhead and signed by the person with signature authority for your organization. The competition for the Program Year 2013 funding is estimated to be \$76,598 for Emergency Shelter, \$38,299 for Street Outreach, and \$76,598 for Homeless Prevention/Rapid Re-Housing.

All Letters of Intent **must be received no later than 4:00 p.m. Monday, October 14, 2013.**

Please hand deliver to 1476 Kenesaw St, Murdock, FL or mail your LOI to: Michael Overway, GCP HMIS Administrator, Charlotte County Homeless Coalition office, PO Box 38057 Murdock, FL 33938.

Should you have any questions concerning this LOI request or the ESG program, in general, do not hesitate to call our office at 941-627-4313 extension 106.

**LETTER OF INTENT AND REQUEST FOR QUALIFICATIONS  
FOR THE 2013 EMERGENCY SOLUTIONS GRANT (ESG)**

**INTRODUCTION**

Charlotte County Continuum of Care is eligible to receive a maximum of:

<b>Number of Awards</b>	<b>Program Component</b>
1	Street Outreach
2	Homeless Prevention and/or Rapid Re-Housing
No Set Limit	Emergency Shelter

for program year 2013 for the Emergency Solutions Grant (ESG), as authorized under Title XII of Division B, the "Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009" ("HEARTH Act"), amending Title IV of McKinney-Vento, and making additional amendments to Titles I and II, and does not amend Titles III, V, or VI.

The State of Florida DCF Office on Homelessness will administer its ESG by contracting with local non-profit service providers who directly assist homeless individuals and families and persons at risk of becoming homeless.



**Homelessness prevention** is available to persons below 30% of Area Median Income (AMI), homeless or at risk of becoming homeless. Prevention includes rental assistance to prevent an individual or family from becoming homeless and/or to help an individual or family regain stability in current housing or other permanent housing.

**Rapid re-housing services** are available for those who are literally homeless and can be used to help a homeless individual or family move into permanent housing and achieve housing stability. Allowable activities for both homelessness prevention and rapid re-housing components may be viewed in the scope of services section of State ESG Application.

**Street outreach** serves unsheltered homeless persons by engaging homeless persons to receive case management, emergency health and mental health services, transportation costs and other services for special populations that include homeless youth, homeless persons with HIV/AIDS, homeless victims of domestic violence, sexual violence and stalking.

**Emergency shelter** funds will assist to serve people staying in emergency shelters by providing essential services and shelter. Essential services include case management, childcare, education, employment and life skills services, health, mental health and substance abuse services, transportation costs and services for special populations. Shelter costs may include operational costs such as utility and maintenance costs.

The State of Florida DCF Office on Homelessness intends to expend these funds through contracts with selected agencies which provide eligible services to homeless individuals and families in Charlotte County.

Activities undertaken by selected agencies must be consistent with the Charlotte County 10 Year Plan to Prevent and End Homelessness. The Gulf Coast Partnership will evaluate all Letters of Intent (LOI) submitted under this request and make funding recommendations. In addition to your LOI, the GCP will take other data into account when determining which agencies applications will be supported by the Continuum of Care. This additional information may include: HMIS Participation, HMIS Data Quality, attendance in the Charlotte County Collective (C3), participation in the 10 Year Planning Process, and continued compliance with previous CoC funded projects. All agencies responding to this request must submit their Letters of Intent no later than **4:00 p.m. Thursday, Monday October 14, 2013.**

#### **CONTENTS OF THE LETTER OF INTENT (LOI)**

To receive full consideration for funding, please submit one copy of the LOI in the format described below. The proposals are to be typed (in no smaller than number 12 Times New Roman font), on 8-1/2 x 11 paper, with pages collated, numbered and stapled. All Letters of Intent must contain the following elements:



**ESG PROPOSAL CHECKLIST:**

\_\_\_\_\_ 1. IDENTIFICATION OF APPLICANT: Name, address, and qualifications of the non-profit contractor responsible for delivery of services; qualifications should include a brief history of experience and expertise in providing services to the homeless or at-risk populations and:

- Copy of your agency's registration with [www.myfloridamarketplace.com](http://www.myfloridamarketplace.com)
- Proof of Directors & Officers Insurance
- Proof of General Liability Insurance
- List of your current Board of Directors (include employer & title)

\_\_\_\_\_ 2. MISSION: Organization's mission statement or goals and objectives;

\_\_\_\_\_ 3. PROPOSAL NARRATIVE: A detailed narrative describing your proposed program that will address the needs of the homeless that will be served directly through the use of Emergency Solutions Grant Funds and;

\_\_\_\_\_ 4. CONSISTENCY WITH COMMUNITY PLANNING: Ensure that your agency's proposed program is in alignment with the 10 Year Plan to Prevent and End Homelessness in Charlotte County and;

\_\_\_\_\_ 5. TIME LINE: A time-line for the expenditure of funds(grant cycle is anticipated to be from February1, 2014 – June 30, 2015) and a projection of the number of individuals to be assisted, as well as a brief demographic description of the clients and/or specific sub-populations to be served by the proposed funding, and;

\_\_\_\_\_ 6. STAFFING: Identification of the agency's current principals including the current Board of Directors, Officers, administrators, and senior staff;

\_\_\_\_\_ 7. CoC COLLABORATIONS: A description of all collaborations and affiliations with other community organizations;

\_\_\_\_\_ 8. BUDGET: Complete the attached Appendix III Budget Form 2013 for the applicable program. This grant requires a 1:1 match list match sources;

\_\_\_\_\_ 9. CAPACITY: An overview of the current general service delivery system, including current capacity, and specific services provided;

\_\_\_\_\_ 10. DISCHARGE PLANNING: An established discharge policy and procedures to assure clients are not released or exited into homelessness or into another McKinney-Vento funded program; and/or 2) established procedures to link clients to housing and other resources necessary to address barriers to self-sufficiency.



### **CONTRACTUAL OBLIGATIONS**

Selected agencies must be prepared to meet the following conditions and enter into a final contract containing these provisions:

1. Selected agencies shall certify that their insurance coverage, including liability, errors and omission and workers' compensation is in accordance with Florida law and that such coverage will remain in effect throughout the period of the proposed contractual agreement.
2. Selected agencies shall agree to maintain financial records in accordance with Generally Accepted Accounting Principles, so as to substantiate all expenditures made in connection with this proposal and/or any subsequent contract.
3. Selected agencies shall certify that they will comply with all federal and state laws applicable to employment and that services will be rendered without discrimination.
4. Selected agencies shall agree to comply with all applicable federal, state and local statutes, regulations and procedures with respect to project development, administration and reporting, including but not limited to 24 CFR Part 576, Final Rule.

### **SELECTION CRITERIA**

Submission of a Letter of Intent is for the Continuum of Care review and approval only. A full ESG Application must be submitted in accordance with the State of Florida's Request for Proposal to the State DCF Office on Homelessness, all applications will be evaluated by the State of Florida DCF Office on Homelessness.