



Notice of Funding Availability (NOFA) **for projects aligned with Escambia Consortium, Florida**

comprised of:
Escambia County, Florida
City of Pensacola
Santa Rosa County, Florida
City of Milton, Florida

HOME-American Rescue Plan

NOFA Released

Monday, September 09, 2024

Applications Due

Monday, January 06, 2025 at 5:00pm

Applications must be submitted by email to
home-arp@myescambia.com

It is the responsibility of the applicant to ensure application(s) are filed prior to the due date and time. Applications received after 5:00 p.m. will be returned to the applicant and will not be considered (time stamp will be effected when the application is submitted through the submission portal).
This Document can be made available in alternative accessible formats upon request.

Escambia County Purchasing Department

Notice of Funding Availability (NOFA) for projects aligned with Escambia Consortium HOME-ARP

On January 19, 2023, the Escambia Board of County Commissioners approved the activity allocations for the County’s HOME-ARP funding. The allocations were approved as follows:

- 70% Non-congregate Shelter
- 12% Affordable Rentals Housing Development
- 9% Professional Supportive Services
- 9% Professional Services and Administration

Through various meetings with community partners, Escambia County staff has acknowledged a new direction that funding from HOME-ARP should be focus. This refocused approach is set in allocating funds as follows:

- 70% Affordable Rentals Housing Development
- 20% Professional Supportive Services
- 10% Professional Services and Administration

Escambia County Neighborhood and Human Services (NHS) Department staff will follow established procurement policy to solicit bids for the construction of new affordable rental housing, or acquisition of such rental housing with or without rehabilitation of affordable rental housing units. For Supportive Services, the County will maintain equity and transparency in collaborating with existing local vendors and non-profit partners to include the local Continuum of Care which serves the entire consortium area.

The governing entity of the lead agency of the HOME Consortium has approved an allocation plan indicating the amount of HOME-ARP funding that is planned for each eligible HOME-ARP activity type.

Template:

Use of HOME-ARP Funding

	Funding Amount	Percentage of the Grant	Statutory Limit
Supportive Services	\$827,150	20%	
Acquisition and Development of Non-Congregate Shelters			
Tenant Based Rental Assistance (TBRA)			
Development of Affordable Rental Housing	\$2,895,025	70%	
Non-Profit Operating			5%
Non-Profit Capacity Building			5%
Administration and Planning	\$413,575	10%	15%
Total HOME ARP Allocation	\$4,135,750		

Escambia Consortium is maintaining a consistent approach to the allocation of these funds as per the public input received. Below is a breakdown of activities:

- Approximately \$827,150 are being directed towards an expansion in supportive services to provide, among other client centered care, case management, medical, mental health, and substance abuse treatment services for households and individuals currently in shelter or transitioning into or out of homelessness.
- Approximately \$2,895,025 are being directed to directly increase the quantity of affordable rental units in the County.
- Approximately \$413,575 in funding will be set aside for administration and planning.

HOME-ARP funding is restricted to several areas of support; tenant based rental assistance, development and support of affordable housing, provision of supportive services, and the purchasing and development of (a) non-congregate shelter(s). Through the County’s needs assessment and gap analysis, we determined that the most beneficial usage of these funds would be to acquire and/or construct new affordable rental units.

Like many local governments in the State, Escambia County and the other participating jurisdictions within the consortium haven’t been immune to skyrocketing housing and rental prices. As a result, many area families can no longer afford stable and consistent housing which is leading to many families experiencing homelessness. With the construction of new affordable units and the increased supportive services in the community, we can ensure effort is made to lessen the extent of this issue and to keep those currently experiencing homelessness safe.

Funding Available

The grant term for this application is flexible, not to exceed 48 months. Applicants must commit to administering the proposed project for the full term of project/program affordability.

HOME-APR Funding FY 2024	\$4,135,750
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This NOFA contains information and required forms for potential applicants to apply and compete for HOME-ARP funds. Potential applicants are advised to read the materials carefully.

The material in this NOFA does not represent all the priorities, program components, or funding sources currently/potentially available through local, state, or federal funders and may change upon the release of NOFAs for the various funding sources. Escambia County reserves the right to apply such changes without further notice to applicants.

Questions Regarding this NOFA

Questions from potential applicants must be submitted via email to home-arp@myescambia.com, should use the subject line “NOFA Questions”, and be received no later than **5:00 pm on Wednesday, November 06, 2024**. Escambia County will compile all questions and answers, and provide responses to applicants no later than **5:00 pm, Wednesday, November 20, 2024**.

Successful applications must meet the guidelines provided in this NOFA. To submit an application for consideration, complete the submission requirements listed here within.

The organization of this NOFA is as follows:

- SECTION I: General Information
- SECTION II: Scope of Grant Activities
- SECTION III: Funding Guidelines
- SECTION IV: Application Evaluation and Selection
- SECTION V: Application Forms
- SECTION VI: Appendix

SECTION I: General Information

HOME-ARP Production Housing Goals

Escambia Consortium representatives understand that the total number of units produced with grant funds will vary by production design, program requirements, and materials costs. It is our hope that this funding may be leveraged with other sources to add additional units under a similar strategy.

Escambia Consortium will serve some of the area’s most vulnerable populations via the construction of affordable rental units. Staff aims to assist households that meet the HOME-ARP Qualifying Population definitions. The goal will address the affordable rental housing unit deficit and relieve the cost burden disproportionately felt by the qualifying populations.

Project Completion Timeframes For most project types, the Proposed Project, other than construction, should be able to be operational within 6 months following the award of funding.

Critical Dates and Timeline

Monday, September 09, 2024		Escambia County Issued Request for Applications for projects aligned with Escambia Consortium HOME-ARP
Thursday, October 03, 2024	2:00 PM	<p>Optional Pre-Application Meeting</p> <p>Microsoft Teams meeting</p> <p>Join on your computer, mobile app or room device.</p> <p>Join the meeting now</p> <p>Meeting ID: 218 110 463 52 Passcode: dWiJny</p> <p>Download Teams Join on the web</p> <p>Or call in (audio only)</p> <p>+1 850-595-4980 United States, Pensacola</p> <p>Phone Conference ID: 391 743 943#</p>
Wednesday, November 06, 2024	5:00 PM	Deadline for questions regarding NOFA
Wednesday, November 20, 2024	5:00 PM	Responses to NOFA Questions
Monday, January 06, 2025	5:00 PM	SUBMISSION DEADLINE – Project Applications

Monday, February 3, 2025	1:00 PM	<p align="center">Performance, Evaluation, and Ranking Committee Members will meet to score each project application using the published Scoring Criteria.</p> <p align="center">Microsoft Teams meeting Join on your computer or mobile app. <u>Join the meeting now</u></p> <p align="center">Meeting ID: 219 685 014 535 Passcode: sHU88y Download Teams Join on the web Or call in (audio only) +1 850.595-4980 United States, Pensacola Phone Conference ID: 405 381 034#</p>
Friday, February 07, 2025	5:00 PM	<p align="center">Notice of Conditional Selection or Non-Selection to all project applicants. All awards are pending Escambia County Board of County Commissioners approval.</p>

Applicant Eligibility

All public (local government), for profit and private non-profit developers and agencies that currently provide services, as well as those that want to expand to provide services such as:

- Continuum of Care (CoC) organizations providing homeless services
- Domestic violence service providers
- Public housing agencies
- Veterans’ groups
- Public agencies that address the needs of the Qualifying Populations
- Public or private organizations that address fair housing, civil rights, and the needs of persons with disabilities

Non-profit applicants must include proof of 501(c)3 status with submission.

Applicant must also meet all the following requirements:

- Services Escambia County and/or Santa Rosa County.
- Submitted the Letter of Determination from the IRS confirming your organization's federally tax-exempt status.
- Submitted a copy of your organization's current W-9.
- Submitted a copy of your organization's 2022 or 2023 tax return. You may submit a 2021 tax return along with explanation for late filing.
- Submitted a copy of your organization's most recent 2 years of financial statements, with audit if applicable.
- Able to operate program on a reimbursement basis and submit required documentation to Escambia County.
- Organization has robust reporting capacity.

Any applicant on the excluded parties list (www.sam.gov/SAM/) will be considered **ineligible** for funding.

SECTION II: Scope of Grant Activities

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Escambia Consortium encourages applicants to submit applications for projects, even if the project does not ‘fit’ perfectly into the descriptions here within. By submitting an application, the applicant is informing Escambia Consortium of projects it intends or desires to develop to help satisfy an unmet need in the community and address the affordable rental housing unit deficit and relieve the cost burden disproportionately felt by the qualifying populations.

SECTION III: Funding Guidelines

Administrative Costs

If awarded, the project’s admin funding will be based on available and allowable admin funding as determined by the funding sources and may be divided between Escambia County and the applicant. Eligible costs include general management, oversight, and coordination; training on grant requirements; consolidated plans; and environmental reviews.

Funding Source	Maximum Percent of Admin Allowed
HOME-ARP Funding	10%

Cost Reimbursement

All contracts will be on a cost reimbursement basis. Sub-recipient will be required to submit proper back-up documentation for project eligible expenses as determined by the funding source regulations and requirements.

Match

No match is required for this funding.

Cost of Submitting Applications

The cost of preparing and submitting an application is the sole responsibility of the applicant and shall not be chargeable in any manner to Escambia County. Escambia County will not reimburse any applicant for any costs associated with the preparation and submission of an application, including but not limited to, expenses incurred in making an oral presentation, or participating in an interview *(if required)*.

Conflict of Interest

The applicant agrees that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required if a contract is awarded. The applicant further agrees that no person having any such interest shall be employed or engaged for said performance. The applicant agrees that no employee, officer, agent of the applicant or its sub-recipients shall participate in the selection, award or administration of a contract or construction bid if a conflict-of-interest, either real or implied, would be involved. The applicant or subrecipient employees, officers and agents should refrain from accepting gratuities, favors or anything of monetary value from contractors or potential contractors based on the understanding that the receipt of such an item of value would influence any action or judgment of the applicant. For federally funded contracts, conflict of interest provisions described in 2 CFR 200.112 and all other state and federal regulations currently in effect and as may be amended from time to time shall apply.

Federal Administrative Requirements

Agencies must comply with Federal administrative requirements. All agencies awarded funds through this NOFA will be required to comply with a variety of requirements governing the use of Federal funds. Additionally, agencies awarded funds through this NOFA will be required to provide access to their financial records to a representative of Escambia County to evaluate their financial management systems. Escambia County staff will monitor each program to ensure compliance with the terms of the funding agreement between the Escambia County and the agency. This will include

monitoring records kept by the applicant to demonstrate the eligibility of clients, the services provided, and other required information.

Liability insurance is required for all Grants. All agencies awarded funds will be required to comply with the County's insurance requirements. Interested applicants may contact Risk Management (850-595-4765), or email risk@myescambia.com for more specific information. **Escambia County Board of County Commissioners must be named as the Certificate Holder and the additional insured.**

Handicapped Accessibility – All components of any project proposed must be accessible to persons with disabilities. Programs, information, participation, communications, and services must be accessible to persons with disabilities. Agencies must comply with Section 504 of the Rehabilitation Act of 1974 and Americans with Disabilities Act (ADA).

Nondiscrimination – All funded agencies must ensure that all persons have fair and equal access to all forms of assistance regardless of race, color, national origin, age, sex, familial status, religious preference, disability, type or amount of disability, gender identity, perceived gender identity, marital status, sexual orientation, or perceived sexual orientation. These non-discriminatory practices apply to employment and contracting as well as to marketing, and selection of project participants. Programs funded through this funding must practice a person-centered model that incorporates participant choice and inclusion of all geographic areas and subpopulations in Escambia County, including persons who are homeless, veterans, youth, and families with children, individual adults, seniors, victims of domestic violence, and Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, and Intersex (LGBTQI) individuals and families.

Programs funded through this funding must operate in accordance with all federal statutes including, but not limited to: the Fair Housing Act, Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, and Title II and Title III of the Americans with Disabilities Act.

Funded agencies must maintain records demonstrating compliance with the nondiscrimination and equal opportunity requirements, including data concerning race, ethnicity, disability status, sex, and family characteristics of persons and households who are applicants for, or program participants in, any program or activity funded in whole or in part with the awarded funding source. Funded agencies must have an affirmative marketing plan that demonstrates how the agency conducts outreach to persons who are least likely to access services.

Minimum Funding Request

The minimum funding request for any project is **\$50,000**. Escambia Consortium reserves the right to award less than the amount of funds requested.

SECTION IV: Application Evaluation and Selection

Threshold Requirements

Applications will be reviewed by Escambia Consortium staff to ensure the submission does NOT contain any fatal flaws, as listed below. If Escambia Consortium determines the threshold requirements are not met, the project will be rejected, and the applicant agency notified in writing. If the applicant and application are determined eligible, then the application will proceed to the Application Review, Scoring and Conditional Selection Process.

Fatal Flaws

Applications that commit the following will be considered as having a fatal flaw, and will not be given consideration for funding:

- Applications received after the stated due date and time.
- Applications received from an agency not eligible to apply (is listed on the Excluded Parties List, has not provided direct services for 24 months prior to application due date).
- Application does not include agency board minutes reflecting a resolution affirming the submission of same (should the applicant have a governing board).
- Application is not signed by the agency official designated to execute contracts.

Application Review, Scoring and Conditional Selection Process

Applications that meet threshold criteria will be forwarded to the staff members of the Consortium governmental entities, who will meet to review and score each project application in accordance with the Ranking and Reallocation Policies.

Staff members who have an interest in a submitted project application will recuse themselves from scoring. An interest includes being an employee, volunteer and/or board member of an applicant agency or other entity that is direct partner and/or would otherwise directly benefit of the proposed project.

Application Minimum Requirements:

	Category	Pass/Fail
1.	Services Escambia County and/or Santa Rosa County.	
2.	Submitted the Letter of Determination from the IRS confirming your organization's federally tax-exempt status.	
3.	Submitted a copy of organization's current W-9.	
4.	Submitted a copy of organization's 2022 or 2023 tax return. You may submit a 2021 tax return along with explanation for late filing.	
5.	Submitted a copy of your organization's most recent 2 years of financial statements, with audit if applicable.	
6.	Able to operate program on a reimbursement basis and submit required documentation to Escambia County.	
7.	Organization has robust reporting capacity.	

Application Bonus Points

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	Category	Total Points Possible	Score
1.	Partners with public or private organizations/agencies that provide complimentary services.	10	
2.	Other funding match provided.	30	
3.	Program is "Specific and Measurable".	10	
4.	Program provides reasonably detailed description for sustainability of the program beyond funding period.	50	
	TOTAL BONUS POINTS	100	

Notice of Conditional Selection Decision

Escambia County staff will provide written notice regarding the conditional selection decision to each applicant by **Friday, February 7, 2025, at 5:00 pm.** The selection may include single or multiple awardees for full and/or partial funding. All awards are pending Escambia County Board of County Commissioners approval.

Post Award Requirements

If awarded, a contract will be executed by the Escambia County Board of County Commissioners and administered by Escambia County staff. The contract will be based upon the information submitted in the application, all accompanying exhibits/attachments and any additional information that is requested/received during the review phase. Contract language is not negotiable. **The contract is reimbursement based and the applicant must be able to pay for project costs prior to requesting payment.** Modifications and updates to application exhibits may be required prior to contract execution. Applicants should review the attached contract to ensure their ability to comply with all requirements and expectations, including potential increased insurance coverage and financial audits.

SECTION V: Application Forms

All forms must be complete for application to be considered for conditional award.

1. Applicant Information

Applicant Name:	Authorized Representative Name/Title:
Address:	Telephone:
City, State/Zip:	Applicant Website:
Contact Person Name/Title:	Unique Entity ID (SAM #):
Contact Person E-mail:	Federal Employer ID #:

2. Project Information

Project Name:
Project Address <i>(if different from organization address)</i> :
This is a/an: <input type="checkbox"/> New Project or <input type="checkbox"/> Expanded Project
Total Funding Requested for this Project: \$ _____
Number of Persons to be Served: _____
Project Type:
Target Qualifying Population <i>(check as many as applicable below)</i>:

<input type="checkbox"/> Homeless <input type="checkbox"/> At Risk of Homelessness <input type="checkbox"/> Fleeing, or Attempting to Flee Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking	<input type="checkbox"/> Unaccompanied Youth (ages 18-24) Who Have Experienced Persistent Instability in Housing <input type="checkbox"/> Veterans, or Families of Veterans with a Member that Meets the Criteria for one of the Qualifying Populations
Target Service Location (<i>check as many as applicable below</i>):	
<input type="checkbox"/> City of Pensacola, District _____ <input type="checkbox"/> City of Milton, District _____	<input type="checkbox"/> Unincorporated Escambia County, District _____ <input type="checkbox"/> Unincorporated Santa Rosa County, District _____ <input type="checkbox"/> Other: _____

3. Certification

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. I further certify that I am authorized to submit this application and have followed all policies and procedures of my agency regarding grant application submissions.

Authorized Organization Representative:

Signature: _____

Typed Name: _____

Title: _____ Date: _____

4. Project Description

Narrative response must include:

- Sufficient information to understand the scope of the project, the number and type of clients to be served, the services to be provided and the cost of the proposed activities.
- How the project will follow an evidence-based program model or creates an innovative approach to reducing housing insecurity.
- The project’s plan to coordinate with housing providers, workforce development boards, and wrap-around supportive service organizations to provide housing and supportive services.

Limit response to 2,000 words.

The narrative is required and must be attached to the application in either Word or PDF format.

5. Quality of Service Questionnaire

The applicant shall provide a brief response to each question below:

1. Describe how the project aligns with Escambia HOME Consortium HOME-ARP Allocation Plan (Appendix 1).
2. Explain how your agency is actively participating in the Homeless Continuum of Care (CoC) and existing HMIS and Coordinated Entry systems in the Consortium service area, and how this project will integrate with those systems.
3. Describe how the project will provide connections to supportive solutions, include the extent to which this project will connect client to mainstream services (i.e. food stamps, SSI/SSDI, Medicare/Medicaid, physical health care, mental health care, substance abuse treatment, recovery support groups, public housing, childcare providers, etc.), and community-based supports (i.e. volunteer opportunities, faith-based organizations, civic groups, etc.) to ensure long term stability.
4. Describe how your agency has worked to remove traditional barriers (i.e. no income, no insurance, no transportation, etc.) to provide services for individuals and families who are members of the qualifying populations.
5. Describe how your agency evaluates program success.
6. Describe how the agency will continue to provide quality services in the community in the case of reduced or loss of funding, and after funding has ended.

6. Ability to Complete Activities Outline

The applicant shall provide an outline that documents their ability to complete the funded activities in the allotted timeframe. This outline shall include:

- Timelines of critical tasks to be accomplished for each proposed activity.
- Monthly spending plans and proposed drawn down schedules; and Reporting schedule for outcomes achieved.

The outline is required and must be attached to the application in either Word or PDF format

7. Budget Narrative

The applicant shall provide a budget narrative to describe the overall project budget and sources of match funds (if any) expected for the period of the grant. The budget narrative ***must*** include the following criteria:

- Description and justification of the proposed Personnel Costs, including Fringe Benefits.
- Description and justification of the proposed Other Program Operation Costs.
- Description and justification of the proposed Administrative Costs.
- Clearly identify the timeframes and methods for obligating grant funds, and how the agency plans to ensure funds are spent before the deadline.
- If the applicant plans to provide additional services, other than those eligible under the funding in this application, clearly denote the type of other services or programs and the funding sources.
- Identify sources of any leveraged funds which are currently committed to the organization for this project (***attached commitment letters***).

A copy of the applicant’s overall budget, including other services or programs and funding sources, general management and oversight budget charged to grant sources must be attached following the Budget Narrative.

8. Budget Form

Complete each line as applicable to the proposed project.

Budget Template

Notice of Funding Availability

Edit GREY fields to add broad line items to form your budget. BLUE fields provide budget short descriptions and amounts requested.

Year 1		
Eligible Costs	Quantity AND Description <i>(max 400 characters)</i>	Assistance Requested
Subtotal Requested		\$ -
Admin Requested (max of 10%) <i>(i.e. accounting costs, contract management costs, facility costs)</i>		
Total Amount Requested		\$ -

9. Project Outcomes

Applicants must provide anticipated outcomes and related performance measures (minimum of three).

Performance Measure	Baseline Data <i>(must include source)</i>	Desired Outcome	Describe the project component(s) that will be used, and how the outcome will be achieved and monitored.
1.			
2.			
3.			
4.			
5.			
6.			
7. OTHER: _____			
<p>If awarded, applicants will be required to submit detailed reports include de-identified and de-duplicated demographic, service, health, and outcome data.</p>			

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Required Attachments

- a) Documentation showing the applicant is located in and provides services in Escambia County and/or Santa Rosa County.
- b) Letter of Determination from the IRS confirming your organization's federally tax-exempt status, if applicable.
- c) Copy of your organization's current W-9.
- d) Copy of your organization's 2022 or 2023 tax return. You may submit a 2021 tax return along with explanation for late filing.
- e) Copy of your organization's most recent 2 years of financial statements, with audit if applicable.

10. Completeness Checklist

Applicants must complete chart below and attach as PAGE 1 of the submission.

<u>Application Forms and Attachments</u>	<u>Page #</u>
<u>Project Name:</u>	
<u>Project Applicant:</u>	
Table of Contents (COMPLETENESS CHECKLIST)	1
1. Applicant Information	
2. Project Information	
3. Certification	
4. Project Description	
5. Quality of Service Questionnaire	
6. Ability to Complete Activities Outline	
7. Budget Narrative	
8. Budget and Match Form	
9. Project Outcomes	
10. Required Attachments	
Affirmation of attendance/viewing of pre-application meeting/video.	
a. Documentation of Partnerships – MOUs, Letters of Commitment or Contracts demonstrating location and program services in Escambia County and/or Santa Rosa County	
b. Applicants Annual Operating Budget	
c. Proof of 501c3 Status (if applicable)	
d. Current W-9	
e. 2022 and 2023 Tax returns	
f. Two most recent years' financial statements (audited, if applicable)	

**SECTION VI: Appendix 1 – Escambia HOME Consortium HOME-ARP
Allocation Plan**