

# **Homeless Services Network of Suwannee Valley**

## **Request for Project Proposals**

### **Step 1: Request for Inclusion in the CoC Action Plan**

United Way of Suwannee Valley, as the lead agency for the Homeless Services Network of Suwannee Valley, will prepare a CoC Action plan. The CoC Action Plan is expected to be a comprehensive, coalition-wide plan of agency efforts in support of those who are homeless or at-risk of homelessness. Any agency providing any services to any subpopulation of households which are either homeless or at risk of homelessness should submit their agency projects for inclusion in the HSNSV CoC Action Plan. Most importantly, any agency which anticipates it may apply for project funding through federal or state resources must be included in the coalition's CoC Action Plan. Agencies submitting project proposals are expected to be familiar with funding sources for which they are applying. Agencies' applications for inclusion in the coalition application to HUD must conform to HUD's requirements pursuant to the Federal Register and the Continuum of Care Action Plan adopted by the Homeless Services Network of Suwannee Valley. The CoC Action Plan will be approved by the full coalition.

### **Step 2: Eligibility**

The local eligibility criteria are as previously adopted by HSNSV and currently in place:

- Have a 501(c)3 at the time of application for funding
- Have at least two years of experience as an organization serving homeless individuals and one year active coalition membership.
- Have met the active participation requirements listed in Section 9.02 of the HSNSV Policies and Procedures (participated in at least 2/3 of the coalition meetings over the past year and served on at least one other committee – CoC Committee, PIT Committee Meeting, Data Quality Committee, attending all regularly-scheduled meetings)
- Actively participate in HMIS in accordance with the HUD Data Standards, ensuring records are current and universal data elements are recorded to secure accurate, complete, and usable data; and in accordance with the HSNSV HMIS Policies and Procedures. (Victim service providers are prohibited by the Violence Against Women Act of 2005 from entering data into the local HMIS.)
- Actively participate in the Point-in-Time survey. Active participation includes the collection of donations, committee meetings and/or survey collection.
- Assist homeless clients in accessing mainstream programs and include follow up.
- Submit an annual audit or, if the agency is not otherwise required to have an audit, compiled financial statements.
- Participate in the CoC Coordinated Entry System as an Access Point.

### **Step 3: Project Proposals for Coalition Funding**

Project proposals must be submitted to United Way of Suwannee Valley, lead agency for the Homeless Services Network of Suwannee Valley, by 5 p.m. on January 8, 2021 in preparation for review at the Review Panel meeting on January 14, 2021. Recommendations will be presented at the coalition meeting on January 15, 2021 after review of the agency's project proposal for consideration for coalition-related funding sources. These would include, but are not limited to, the following: Emergency Solutions Grant CV 2. Project proposals must be submitted on the Homeless Services Network of Suwannee Valley FY 2020-2021 Project Proposal Form. (See attached.) Project proposals must address at least one of the Federal Strategic Plan goals, utilize at least one of the HEARTH Act performance measures and be an eligible activity according to the ESG CV Notice. Projects must be consistent with the CoC Action Plan, and project proposals must specify the CoC Action Plan goal and performance measure the project addresses.

Project proposals must be received by 5 p.m. on January 8, 2021. Project proposals must be submitted with the following attachments:

- \* Copy of applicant agency's IRS 501(c) 3
- \* Copy of the applicant agency's most current financial audit or, in the absence of an audit, the applicant agency's most recent IRS 990 submission
- \* Continuum of Care Project Eligibility: Attestation of Agency Compliance (form attached)

Project proposals may be mailed or delivered to:

Homeless Services Network of Suwannee Valley  
c/o United Way of Suwannee Valley  
871 SW State Road 47  
Lake City, FL 32025

### **Step 4: Presentation of Project Proposals to the Coalition**

Project proposals will be reviewed at the January 14, 2021 Review Panel meeting. The Review Panel will make its recommendations for inclusion in the lead agency UWSV ESG CV 2 application at the January 15, 2021 coalition meeting to vote on eligible projects which will be included in the application. Any agency representatives, which include but are not limited to employees, board members and volunteers, with an application under consideration will recuse themselves from the voting process. Applicants will receive written notification on January 15, 2021 as to whether their agency project will be invited for inclusion in the relevant funding application.

The appeals process previously adopted by HSNSV and currently in place will be followed.

All Project Applications must be submitted to United Way of Suwannee Valley, as the Lead Agency for the Unified Contract.

Agencies submitting project proposals must be prepared to discuss their project with the full coalition membership, which constitutes the governing body, at its meeting on January 15, 2021. Failure to have a representative qualified to present the project will result in the application not being reviewed.

As part of the Homeless Services Network of Suwannee Valley effort to align with the HUD Continuum of Care expectations, site visits are conducted at those agencies which are approved for HUD funding.

### **Step 5: Voting**

Projects to be included in the applications submitted by United Way of Suwannee Valley on behalf of the Homeless Services Network of Suwannee Valley will be determined at a regularly-scheduled or duly-noticed meeting of the homeless coalition.

Voting will be conducted in accordance with the HSNSV Policies and Procedures.