

**REQUEST FOR APPLICATION
DEO 23-RFA-HAF-001
U.S. DEPARTMENT OF THE TREASURY
HOMEOWNER ASSISTANCE FUND:
HOUSING COUSELING AND EDUCATION PROGRAM**

FISCAL YEAR 2022 – 2023

**FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY
OFFICE OF SMALL AND MINORITY BUSINESS CAPITAL
HOMEOWNER ASSISTANCE FUND PROGRAM**

APPLICATION DEADLINE:

August 12, 2022

5:00 PM, EASTERN STANDARD TIME

***Disclaimer – NOTE:** The receipt of applications in response to this Grant Opportunity does not imply or guarantee that any one or all qualified applicants will be awarded a Grant from the Florida Department of Economic Opportunity.*

THIS GRANT OPPORTUNITY IS NOT A COMPETITIVE SOLICITATION SUBJECT TO THE NOTICE OR CHALLENGE PROVISIONS OF SECTIONS 120.57(1) AND (3), FLORIDA STATUTES.

SECTION A PROGRAM OVERVIEW

1. Overview

This Request for Application (RFA) is to solicit applications from U.S. Department of Housing and Urban Development Agency (HUD) approved housing counseling agencies to provide housing counseling and educational services to homeowners who are eligible to participate in the Florida Homeowner Assistance Fund (HAF) Program.

2. Program Authority

The HAF was established under section 3206 of the American Rescue Plan Act of 2021 and provides \$676,102,379 in financial assistance to the state of Florida through the U.S. Department of the Treasury (Treasury). HAF is intended to provide funds to eligible homeowners for the purpose of preventing mortgage payment delinquencies, defaults, foreclosures, loss of utilities or home energy services, and displacements of homeowners experiencing financial hardship. DEO has been designated to manage and operate the HAF on behalf of the State of Florida.

3. Funding Announcement

DEO announces the availability of funds for eligible Applicants to provide housing counseling and educational services to homeowners who are eligible to participate in Florida's HAF Program.

3.1 Purpose: The purpose of this RFA is to obtain the services of one or more HUD-certified counseling agencies in Florida to provide services to households which have been determined eligible to receive funding from Florida's HAF program related to foreclosure prevention or displacement.

3.2 Required Services: The successful Applicant will, directly or in partnership with other successful Applicants, provide housing counseling and educational services to up to 40,000 eligible homeowners directly or indirectly referred by Florida's HAF Program, including, without limitation, assistance with loss mitigation with loan servicers and utility providers, and assistance to homeowners who need help completing their HAF applications. The successful Applicant will also conduct statewide outreach to low- and moderate-income homeowners with a focus on homeowners whose income is less than or equal to the area median income in the United States and "Socially Disadvantaged Individuals."¹ This outreach will also help identify otherwise eligible applicants who have not previously applied to the HAF program.

3.3 Eligibility: To be eligible for an award, an Applicant must be a HUD-approved housing counseling agency in accordance with 24 C.F.R. Part 214.

3.4 Maximum Funds Available: \$20,000,000

¹ Under U.S. Treasury guidance, HAF is also required to target "Socially Disadvantaged Individuals." A "Socially Disadvantaged Individual" means an individual who either (i) identifies as Black or African American, Hispanic American, Asian American, or Native American (i.e., Alaska Native, Native Hawaiian, or an enrolled member of a Federally or State recognized Indian Tribe); (ii) has limited English proficiency; (iii) is a resident of a majority-minority census tract; or (iv) lives in a persistent-poverty county (i.e., a county that has had 20% or more of its population living in poverty over the past 30 years as measured by the three most recent decennial censuses).

- 3.5 Type of Award:** Grant
- 3.6 Grant Award Period:** August 1, 2022 through June 30, 2023
- 3.7 Use of Grant Funds:** Allowable and unallowable expenditures are defined by one or more of the following:
- 3.7.1** Program expenditures must be in accordance with the requirements of the State of Florida Reference Guide for State Expenditures (<https://www.myfloridacfo.com/division/aa/manuals/documents/ReferenceGuideforStateExpenditures.pdf>).
 - 3.7.2** Sections 112.061, 215.97 and 215.971, Florida Statutes.
 - 3.7.3** The HAF law (Section 3206 of the American Rescue Plan Act of 2021)
 - 3.7.4** The Uniform Guidance (2 C.F.R. Part 200)
 - 3.7.5** The Nondiscrimination requirements (31 C.F.R. Parts 22, 23, and 28)
 - 3.7.6** Other fiscal requirements set forth in program laws, rules, and regulations.
- 3.8 Funding Guidelines:** Grant recipients may only be reimbursed for allowable project costs resulting from obligations incurred during the Agreement period.
- 3.9 Submission of Multiple Applications PROHIBITED:** An Applicant may submit only one Application to be the Prime Grant Recipient under this RFA. An Applicant shall not submit more than one Application for this RFA. An Applicant may be a supporting subcontractor for another Applicant's Application to be the Prime Grant Recipient.
- 3.10** All work shall be performed in accordance with Attachment B – Grant Application and any Agreement resulting from this solicitation.

4. Number of Awards

DEO's preference is to partner with one Applicant for all the services listed above and for the Applicant to subcontract with other HUD-certified housing counseling agencies that can provide in-person and remote housing counseling and educational services to eligible homeowners throughout the State. The Applicant may also partner with other subcontractors that may provide additional expertise necessary to make this program successful, including in connection with community outreach and education. DEO will determine the number of grant awards, if any, at DEO's sole and absolute discretion, based on the availability of funds and the quality of the submitted applications. DEO reserves the right to offer grant awards for less than the amount requested in the Applicants' Applications as DEO deems is in the best interest of the State of Florida and DEO. The receipt of proposals in response to this RFA does not imply or guarantee that any proposal or all proposals will be awarded a Grant. **Additionally, any award pursuant to this RFA is subject to the Applicant entering into an Agreement with DEO within 30 days of approval.**

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SECTION B

SPECIAL INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF APPLICATIONS

1. **Solicitation Number** 23-RFA-HAF-001
2. **Solicitation Type** Request for Application
3. **Issuing Office** Division of Strategic Business Development
Office of Small and Minority Business Capital
Florida Department of Economic Opportunity
Jackie Bigoney, FCCM
Office: 850-717-8498 |
Jackie.Bigoney@deo.myflorida.com
4. **Program** Florida Homeowner Assistance Fund (HAF)

5. **Calendar of Events**

Listed below is the calendar of important actions and dates/times by which the actions must be taken or completed. If DEO finds it necessary to change any of these dates/times, then DEO will include such changes in a subsequently published addendum. The time referenced in the table below is Eastern Standard Time (EST).

Please note that any updates, addenda, and clarifications to this RFA will be posted as an addendum at Vendor Information Portal (VIP) or will be emailed to registered Applicants. **It is the Applicant's responsibility to monitor the website for any RFA updates.**

	Estimated Calendar of Events	Date and Time
1.	Date of RFA issuance and publication	July 28, 2022
2.	RFA Applications Due	August 12, 2022, 5:00 pm EST
3.	Anticipated Posting of Award	August 22, 2022

6. **Questions**

Applicants must submit their questions concerning this RFA via e-mail to Jackie.Bigoney@deo.myflorida.com and clearly identify the author of each such e-mail. Each Applicant must carefully examine the specifications set forth in this solicitation with respect to the work to be performed.

ORAL AND TELEPHONE INFORMATION

Oral and telephone information shall not bind DEO. Applicants must not rely upon oral and telephone information.

7. **Submission of Applications**

Applications must be in compliance with the instructions given herein. Applicants must submit their Applications to this RFA electronically to Jackie.Bigoney@deo.myflorida.com by the date and time specified in Section B.5., Calendar of Events.

APPLICATIONS RECEIVED AFTER THE EXACT TIME SPECIFIED SHALL NOT BE CONSIDERED.

8. Withdrawal of Applications

An Applicant may withdraw its submitted Application by e-mail request to DEO no later than 72 hours (Saturdays, Sundays, and state holidays excluded) after the Application due date and time indicated in Section B.5., Calendar of Events.

9. Cost of Preparing Applicant's Application

DEO is not liable for any Applicant costs incurred in responding to this RFA, including, but not limited to, preparing the Application or preparing for oral presentations, if applicable.

10. Disclosure and Ownership of Applications by the Department

An Applicant's Application is a public record subject to the production, disclosure, inspection, and copy pursuant to Chapter 119, Florida Statutes, and Section 24(a) Article I of the Florida Constitution. An Applicant's Application, upon submission, and any resulting Agreement therefrom shall be DEO's property except with respect to those parts asserted with the formalities described in Section B.11., Applicant's Duties to Assert Exemption from Disclosure as a Public Record, to be confidential or exempt pursuant to Chapter 119, Florida Statutes. DEO, in DEO's sole and absolute discretion, shall have the right to use, reproduce, and publish all Applications and Agreements.

Pursuant to section 215.985(14), Florida Statutes, the Florida Department of Financial Services (DFS), has developed a web-based system that provides information and documentation about government agreements called the "Florida Accountability Contract Tracking System" or "FACTS." Any Agreement and any attachments thereto resulting from an Application shall be published on FACTS. All or parts of the Applications to this solicitation may be published on FACTS as attachments to subsequently executed agreements.

11. Applicant's Duties to Assert Exemption from Disclosure as a Public Record

All Applications submitted in response to this RFA are public records unless exempt by law. Any Applicant claiming that its response contains information that is exempt from the public records law shall segregate and clearly mark that information as exempt and provide the specific statutory citation for such exemption.

Failure to segregate and clearly mark any exempt content at the time Application is submitted shall constitute a waiver of any claimed exemption as applied to the portion of the Application, submission, or other document which contains otherwise exempt content. Concurrent with its Application, Applicant must provide DEO with a separate redacted copy of its Application clearly titled "Redacted Copy," containing DEO's solicitation name, number, the name of the Application, and the specific statutory citation for each redaction. **If Applicant fails to submit a Redacted Copy with its Application, DEO is authorized to produce the entire document(s), data, or records submitted by Applicant in answer to a public records request.**

If Applicant segregates and clearly marks information as exempt, DEO will attempt to afford protection from disclosure to the extent permitted under Florida law.

By submitting a redacted Application, Applicant shall protect, defend, indemnify, save, and hold harmless, DEO from any and all claims, demands, liabilities and suits of any nature arising out of, because of, or due to failure of DEO to release information redacted by the Applicant, and to further indemnify DEO for any other loss DEO incurs due to any claim being made against DEO regarding portions of its

Redacted Copy being confidential, proprietary confidential business information, trade secret, or otherwise not subject to disclosure.

12. Type of Agreement Contemplated

Applicants should anticipate that any Agreements awarded hereunder will be paid on a cost reimbursement basis. DEO reserves the right, in DEO's sole and absolute discretion, to award another type of Agreement if doing so will be most advantageous to DEO and the State of Florida, price and other factors considered.

13. Application Acceptance Period

DEO intends to execute the Agreement(s) as soon as practicable after posting of DEO's award decision. DEO, at DEO's sole and absolute discretion, may rescind DEO's award to Applicant and terminate discussions with Applicant(s) if DEO determines it is in DEO's or the state's best interest to do so.

14. Firm Application

Applicant shall not withdraw any Application within 180 days after the Application submission due date except as described in Section B.8., Submission of Applications. Any Application that expresses a shorter duration of validity may, in DEO's sole and absolute discretion, be accepted or rejected.

15. Laws and Permits

Applicants should anticipate that they will be required to comply with all local, state, and federal laws, rules, regulations, and codes whenever work is being performed under resulting Agreements, and Applicants shall have the obligation to obtain and maintain all permits and licenses for the duration of the Agreements.

16. Vendor Registration

Applicants should anticipate that, prior to entering into an Agreement with DEO, the selected Applicant will be required to register with the Florida Department of Management Services' (DMS) MyFloridaMarketPlace Vendor Registration System. Information about the registration process is available at the MyFloridaMarketPlace website at http://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_vendors/requirements_for_vendor_registration. Applicants who do not have Internet access may request assistance from MyFloridaMarketPlace Customer Services at (866) 352-3776.

The following DMS Class/Group codes pertinent to vendor registration are provided below:

85455101, The diagnosis of problems related to housing and economic circumstances

A list of Commodity Codes can be found here:

https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/commodity_codes

17. Florida Department of State Registration Requirements

All entities identified under Chapters 607, 617, 620, 621 and 865, Florida Statutes, shall be appropriately registered with the Florida Department of State prior to entering into an Agreement with DEO.

18. Conflict of Interest

Each Applicant upon filing its Application represents and warrants that Respondent presently has no interest in and shall not acquire any interest, direct or indirect, which would conflict in any manner of degree with the performance of the services required to be performed under any Agreement resulting from this solicitation. Applicants should anticipate that each Grantee is required to provide written notification to DEO within five business days of the discovery of a potential conflict of interest under any Agreement. DEO shall have final and absolute authority to determine whether a conflict of interest exists.

19. Submittal Requirements

Applicants shall submit one complete, electronic copy of the signed original Grant Application, including all required attachments and documentation, compiled into a single file, and transmitted via e-mail as required in Section B.7., Submission of Applications. The original shall be labeled "Original Grant Application," The software used to produce the electronic files must be Adobe Acrobat version 6 or newer. The electronic files must be logically named.

If Applicant fails to submit the signed copy of its original Grant Application, as a courtesy, DEO may contact the Applicant by telephone for submission of this document via e-mail. DEO may do so, at DEO's sole and absolute discretion, only when the Application has satisfied all other requirements of the solicitation.

As more particularly detailed in Section B.11., Applicant's Duties to Assert Exemption from Disclosure as a Public Record, if Applicant considers any portion of its Grant Application to be confidential, the Applicant shall **also** submit one electronic **redacted** copy of the Application suitable for release to the public, transmitted via e-mail as required in Section B.7., Submission of Applications. Any confidential or trade secret information should either be redacted or completely removed in full compliance with Section B.11., Applicant's Duties to Assert Exemption from Disclosure as a Public Record, above. The redacted copy shall be labeled "Redacted Copy" and must include a transmittal letter authorizing release of the redacted version of the Application if DEO receives a public records request.

20. Application Format

The Application shall be prepared by each Applicant utilizing 8.5" x 11" paper and at least an 11- point font size or larger. The Application shall not exceed 40, single-sided, pages in length. Applicants are advised that it is not necessary to file Applications with elaborate brochures and artwork, expensive paper and bindings, or other expensive visual presentation aids. It is necessary, however, that Applications be filed in complete accordance with the instructions herein.

21. Instructions for Preparation of the Application

The instructions for this solicitation are designed to help ensure that all Applications are reviewed and evaluated in a consistent manner, as well as to minimize costs and Application time. **ANY AND ALL INFORMATION SUBMITTED WHICH DOES NOT COMPLY WITH THESE INSTRUCTIONS MAY NOT BE REVIEWED OR EVALUATED IN DEO'S SOLE DISCRETION.**

Applicants must prepare Applications with the following sections tabbed for ease of identification and review, in the order outlined below:

- **Transmittal Cover Letter**

The Transmittal Cover Letter must include the following information:

- Solicitation Number: 23-RFA-HAF-001
Title: Florida Homeowner Assistance Fund Housing Counseling and Education Program
- Application Due Date & Time: August 12, 2022, at 5:00 PM EST
- Applicant's (organization's) name, address, and Federal Employer Identification (FEID) Number; and
- Name, title, address, telephone number, e-mail address, and original signature of a representative who is authorized to contractually bind the Applicant, as well as an alternate Applicant contact name and contact information. (These individuals must have the authority to discuss the Respondent's response and must be available to be contacted by telephone and to attend meetings as may be appropriate.)

If an Applicant fails to submit a signed transmittal cover letter, DEO may, at DEO's sole and absolute discretion, contact the Applicant by telephone and request that the Transmittal Cover Letter be sent to DEO via e-mail; provided, further, that DEO will only do so when the Response has satisfied all other requirements of the solicitation.

Each Applicant's Grant Application response must include the following contents and comply with the following formatting:

- **Tab 1 – Table of Contents**

The Table of Contents must contain section headings and subheadings along with corresponding page numbers.

- **Tab 2 – Project Approach and Methodology**

The Applicant must provide comprehensive narrative statements, limited to no more than five pages in length, which outline the project approach and methodology to be employed, and illustrate how the methodology will serve to accomplish the project requirements and meet the proposed project schedule.

- **Tab 3 – Application Contents and Required Documentation**

The Applicant must include a completed copy of Attachment B – Grant Application, in its application. Application attachments and appendices should be kept to a minimum.

Each Applicant must include the following mandatory required documents for evaluation as Attachments to the Application using the Attachments' titles referenced below:

- a. **Housing Counseling Plan of Action – Attachment B, Item 4a.**

The Applicant's Application must address the housing counselors that will provide client assistance that addresses unique financial circumstances or housing issues and focuses on ways of overcoming specific obstacles to achieving housing stability for the homeowner, including, without limitation, loss mitigation, providing assistance in completing

applications, avoiding foreclosure, liens, and disruption of utilities, and resolving a financial crisis.

b. Educational Services Plan of Action – Attachment B, Item 4b.

The Applicant's Application must address formal classes, with established curriculum and instructional goals provided in a group or classroom setting, covering topics applicable to groups of people, including, but not limited to:

- 1) How to maintain a home;
- 2) Provide options during loss mitigation discussions with their lenders
- 3) How to prevent foreclosure, liens, and disruption of utilities; and
- 4) The importance of good credit.

c. Community Outreach Plan of Action – Attachment B, Item 4c.

The Applicant's Application must provide strategies that will enhance community awareness, increase the visibility of the FL HAF program, broaden community support, engage new partners/stakeholders, and improve knowledge and increase housing stability for homeowners in crisis.

d. Budget Summary and Financial Report Form – Attachment B, Item 13

The Applicant must prepare and submit an itemized program budget, which includes the following:

- i. A detailed line-item breakdown of anticipated uses of HAF funds.
- ii. Correlate activities to each of the plan of actions.
- iii. Cover only the anticipated Agreement period.
- iv. Grant amount not to exceed **\$20,000,000.00**.

• **Tab 4 – Attachments**

Proposal Applications to this RFA must include the following documents and certifications:

- a. Qualification Questions (Attachment A)
- b. CMBE Certification; if applicable. Attach a copy of your CMBE Certification, if certified with DMS.

22. Terms and Conditions

All Applications are subject to the terms and conditions of the sections of this RFA. In case of conflict among such terms and conditions, then the Special Instructions for the Preparation and Submission of Applications (Section B) shall have precedence over the Applicant's Grant Application.

An Applicant's Application's additional terms and conditions shall have no legal significance and shall not supersede DEO's terms and conditions. By submitting its Application, an Applicant agrees with the immediately preceding sentence. Failure to comply with the terms and conditions of this solicitation, including but not limited to, the failure to provide mandatory information to be included in each Application, shall be grounds for rejecting an Application.

23. Employment of DEO Personnel

The Applicant shall not knowingly engage, on a full or part-time basis, any personnel who are in the employment of DEO, without prior written approval of DEO.

Further, the Applicant shall not knowingly engage any former employee of DEO where such employment conflicts with section 112.3185, Florida Statutes, titled "Additional standards for state agencies employees."

24. Applicant's Responsibility

The Applicant hereby agrees to be solely responsible for obtaining all materials and determining the best methods that will be utilized to meet the intent of the requirements of this solicitation.

25. Definitions

- Agreement: A written agreement between DEO and the Grantee, including all documents, exhibits and attachments specifying services to be performed or provided by the Grantee, billing rates for these services and the manner in which the Grantee shall be reimbursed for these services, which shall be executed by both the Grantee and DEO.
- Agreement Manager: A person designated by DEO who is charged with monitoring an Agreement through the term of the agreement and who is specifically responsible for enforcing performance of the Agreement terms and conditions, and maintaining all financial information; i.e., payment history, payment method, payment tracking, etc. The Agreement Manager serves as the liaison between DEO and the Grantee regarding performance issues pertaining to the Agreement.
- Applicant: The person or entity applying in response to this RFA.
- Application: The offer extended to DEO in response to this RFA
- DEO: Florida Department of Economic Opportunity.
- DEO Business Hours: 8:00 A.M. through 5:00 P.M., Monday through Friday, during which time DEO conducts routine business.
- DEO Non-Business Hours: DEO-observed holidays, weekends, and nighttime frames during which DEO is closed to conducting routine business.
- DEO-Observed Holidays: DEO currently observes the following holidays. If any of these holidays fall on a Saturday, then the preceding Friday is observed. If any of these holidays fall on a Sunday, then the following Monday is observed.
 - New Year's Day
 - Martin Luther King Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Veteran's Day
 - Thanksgiving Day and the following day

➤ Christmas Day

- Grantee: The person or entity that enters into an Agreement to provide contractual services to DEO pursuant to this RFA.
- Grantee's Personnel: Persons directly employed by the Grantee.
- Invoice: Grantee's itemized document stating prices and quantities of goods and/or services delivered and sent to DEO for verification and payment.
- Project Manager: DEO's staff member(s), manager(s), grantee(s) or consultant(s) with overall responsibility and authority to oversee the contractual services being performed or provided by the Grantee for DEO as described in the Agreement.
- Subcontractor: A person or entity contracting to perform part of another's entire Agreement, upon DEO's approval; also referred to as subgrantee.
- Subgrantee: A person or entity contracting to perform part of another's entire Agreement, upon DEO's approval; also referred to as subcontractor.
- Written Notice: Written Notice is herein defined as notice in writing, signed and may be an e-mail of the original.

26. Strict Enforcement

DEO reserves the right to enforce strict compliance with any requirement of this solicitation.

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SECTION C
SELECTION AND AWARD

1. RFA Process

The RFA process consists of three sequential phases: 1) Application Preparation; 2) Completeness Check; and 3) Evaluation and Selection, as further delineated below.

1.1. In the Application Preparation Phase, the Applicants will prepare and submit an Application to DEO based on the requirements identified in Section B.21., Instructions for Preparation of the Application, and Attachment B – Grant Application, of this RFA and any addenda to the RFA.

1.2. In the Completeness Check, DEO will review the applications received to determine whether the applications are substantially complete. This step will address whether: the required forms are present and properly signed; the Application appears to have addressed the grant application contents required; there is not an easily discernible or obvious error that may be promptly corrected; and if information marked confidential and exempt is submitted with the Application, a properly redacted copy was also provided. Should such an error be detected, DEO may notify the Applicant, in its sole discretion, and the Applicant will have two business days to take corrective action to adjust the grant Application. During the correction period, the Applicant is permitted to only take action to correct completeness errors cited by DEO and not to supplement its application by adding material for any other purpose. DEO is under no obligation to detect and/or offer the opportunity for completeness and/or correction. DEO's election to offer this opportunity should not, and does not, give rise to an expectation that the application is correct and complete. Applicant is solely responsible for completing the corrective measures and ensuring their receipt by DEO.

1.3. In the Evaluation and Selection Phase, DEO will evaluate the Applications.

2. Evaluation Criteria

2.1. General

- a. DEO reserves the right to accept or reject any or all Applications received and reserves the right to make an award without further discussion or evaluation of the Applications submitted;
- b. An incomplete Application includes, but is not limited to, one which:
 - Fails to comply with any statutory requirements;
 - Does not materially conform with the requirements and instructions contained herein;
 - Fails to utilize or complete prescribed forms; or
 - Has improper or undated signatures.
- c. In determining whether an Applicant is responsible, DEO may consider any information or evidence which comes to its attention and which reflects upon an Applicant's capability to fully perform any resulting Agreement requirements and/or the Applicant's demonstration of the level of integrity and reliability which DEO determines to be required to assure performance of any resulting Agreement. DEO may deem the Applicant as non-responsible. Applications may be rejected as non-responsible

if past performance or current status do not reflect the capability, integrity, or reliability to perform fully and in good faith the requirements of the RFA.

2.2 Scoring Criteria (100 possible points)

ELIGIBLE APPLICANTS MUST BE A HUD APPROVED HOUSING COUNSELING AGENCY.

1. Management Capacity 25 pts.

Provide a strategic plan overview that addresses goals, stakeholders, the work plan (major tasks and deliverables), resources (staffing and budget) and monitoring/quality controls. Describe any HUD-certified housing counseling agencies and/or community partnerships that may assist Applicant, and their proposed roles. Identify the staff members who will be responsible and/or positions that will be filled for the Housing Counseling project management and maintenance. Provide a short profile of any key managers whom you anticipate will contribute to this project.

2. Readiness to Proceed 25 pts.

Planning is complete, and the project is ready to begin assisting homeowners immediately. Applicant must provide evidence it is a HUD-certified housing counseling agency.

3. Project Description 25 pts.

Write an overview/summary of the project being proposed,

1. State the project purpose and include a description of the proposed activity
2. Specify the homeowners that will be assisted by completing of this project
3. Describe the tie-back to COVID-19 pandemic
4. Describe how the work will be done and the team assembled to complete work
5. Explain the method used to determine project funding requirements
6. Describe anticipated outcomes
7. Describe how the status of the project will be reported to DEO8. Describe the internal controls that will be in place to prevent duplication of benefits

4. Budget 10 pts.

Include your project budget using the Budget Worksheet. The project budget must be cost-reasonable, appropriate, and accurate. Budgeted items must be consistent with the project description and tasks.

5. Special Designation 5 pts.

Certified Minority Business Enterprise

6. Application Completeness 10 pts.

All required documents and checklist complete at time of submission

3. Award

After evaluation and scoring, DEO will determine which Applicant(s) it believes offers the best ability to achieve the program goals and recommend award(s) accordingly. Upon consideration of the recommendation, the Secretary of DEO, or a duly authorized designee, shall make the award decision. DEO reserves the right to award any or all parts of the RFA to a single or multiple Applicants. The Grant awardee(s) will be notified in writing by DEO. **NO AWARD ISSUED PURSUANT TO THIS RFA IS FINAL UNTIL THE SELECTED APPLICANT(S) HAVE ENTERED INTO A GRANT AGREEMENT WITH DEO.**

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ATTACHMENT A

QUALIFICATION QUESTIONS

Applicant must submit a Yes/No Application to the following Qualification Questions. Applicants are to meet and respond to the qualifications identified in the following Qualification Questions in order to be considered responsive. **DEO will not evaluate Applications from Applicants who answer “No” to any of the Qualification Questions, following the RFA Completeness Check.**

Number	Qualification Questions	Yes	No
1.	Does the Applicant certify that the person submitting the Application is authorized to respond to this RFA on Applicant’s behalf?		
2.	Does the Applicant certify that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Section List, created pursuant to section 215.473, Florida Statutes, or engaged in business operations in Cuba or Syria?		
3.	Does the Applicant certify that it is not on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, or engaged in a boycott of Israel?		
4.	Does the Applicant certify that it registers with and uses the E-Verify system as required by section 448.095, Florida Statutes.		

***Authorized Representative’s Signature**

***Typed Name and Title of Authorized Representative**

***This individual must have the authority to bind the respondent.**

**ATTACHMENT B
GRANT APPLICATION**

The Applicant's Application must contain the following information in the format specified below:

1. Project Title

Florida Homeowner Assistance Fund – Housing Counseling and Educational Services

2. Applicant Information

- a. Organization Name:
- b. Government/Authority Federal Employer Identification (FEID) Number:
- c. Unique Entity Identifier (UEI) number:
- d. Name of Primary Contact who will be listed as the Grantee and will sign all official documents:
- e. Mailing Address (including city, state, zip):
- f. Contact Information (including telephone, fax, e-mail):

3. Applicant's Grant Manager Information

- a. Name of Grant Manager:
- b. Title:
- c. Mailing Address (including city, state, zip):
- d. Contact Information (including telephone, fax, e-mail):

4. Category of Proposed Project (mark those that apply)

- a. **Housing Counseling:** Housing counselors will provide client assistance that addresses unique financial circumstances or housing issues and focuses on ways of overcoming specific obstacles to achieving a housing stability, including, without limitation, loss mitigation, providing assistance in completing applications, avoiding foreclosure, liens, and disruption of utilities, and resolving a financial crisis.
- b. **Education:** Formal classes, with established curriculum and instructional goals provided in a group or classroom setting, covering topics applicable to groups of people, including, but not limited to:
 - (1) How to maintain a home;
 - (2) Provide options during loss mitigation discussions with their lenders
 - (3) How to prevent foreclosure, liens, and disruption of utilities; and
 - (4) The importance of good credit.
- c. **Community Outreach:** Strategies that will enhance community awareness, increase the visibility of the FL HAF Program, broaden community support, engage new partners/stakeholders, and improve knowledge and increase housing stability for homeowners in crisis.

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**ATTACHMENT B (continued)
GRANT APPLICATION**

5. Plan of Action | Grant Purpose (limited to no more than 10 pages):

List ALL proposed activities (in the provided reference table below) and define objectives for each activity.

Provide a detailed account of the programmatic activities that will be incurred by the proposed project.

Activity/Task	Budget Cost	Activity/Task Description	Target Completion Date	Deliverable (Outcomes/ Performance Measures)
Category A: Housing Counseling				
Activity:	\$			
Activity:				
Category B: Education				
Activity:				
Activity:				
Category C: Community Outreach				
Activity:				
Activity:				

This section should have sufficient detail to allow DEO to understand precisely what Applicant will do for each individual task that will be a part of its project, when they will do it, how they will do it, for whom they will do it, by whom it will be done, where it will take place, what impact the funding will have, etc. Failure to provide specificity about the scope of the project may result in significant delays, or non-award.

Additionally, in any resulting Agreement, DEO will require Applicant to deliver specific deliverables that trigger payment under the Agreement, in accordance with section 215.971, Florida Statutes. The deliverables must include criteria for evaluating successful completion, using quantifiable and measurable outcomes. Applicant's Application should outline proposed deliverables for inclusion in any resulting Agreement that meet the above requirements, which are directly related to the Grant Purpose and scope of work.

**ATTACHMENT C
APPLICATION CHECKLIST**

To ensure that your Application can be accepted, please be sure the following items are completed and enclosed. This checklist is provided merely for the convenience of the Applicant and may not be relied upon in lieu of the instructions or requirements of this solicitation.

Check off each of the following:

- ___ 1. The Transmittal Cover Letter has been completed, signed by authorized representative, and enclosed in the Application.
- ___ 2. The Qualification Questions (Attachment A) has been completed as required in this solicitation, signed by authorized representative, and enclosed in the Application.
- ___ 3. The Grant Application (Attachment B) has been completed, reviewed for accuracy, signed by authorized representative, and enclosed in the Application.
- ___ 4. The Certified Minority Business Enterprise Certificate (CMBE) has been attached, if applicable.
- ___ 5. The electronic, signed, original Application must be received, at the location specified, prior to the Application Due Date and Time designated in the RFA document.
- ___ 6. The Applicant shall submit one electronic, signed, original Grant Application response titled "Original Grant Application Response."
- ___ 7. If Respondent considers any portion of its Grant Application to be confidential, the Applicant shall mark those pages confidential and the Applicant shall submit one electronic, signed, redacted copy of the Application titled "Redacted Copy" with statutory citations for the redactions.