



2024 UNIVERSAL REQUEST FOR PROPOSALS
TAMPA HILLSBOROUGH HOMELESS INITIATIVE

PART 3 - Youth Homelessness Demonstration Program (YHDP)

Background

In 2023, the U.S. Department of Housing and Urban Development (HUD) awarded more than \$60 million to end youth homelessness in 16 local communities across the country under the Youth Homelessness Demonstration Program (YHDP) - Round 7. The Tampa/Hillsborough County Continuum of Care was awarded \$4,644,758 for a two-year period to plan and implement a youth homelessness response system in our community. After the initial 2-year grant period, the YHDP programs will be renewed annually into the future for as long as they perform and meet a need in the community. This system is intended to prevent and end homelessness among unaccompanied youth and young adults (YYA) ages 16 through 24, including pregnant and parenting youth.

The Tampa/Hillsborough County Youth Action Board (YAB), in collaboration with community partners, has approved the following vision statement for the CoC youth system.

Our shared vision is that youth and young adult homelessness in Tampa-Hillsborough County is rare, brief, and nonrecurring. Every young person will feel seen and affirmed, with equitable and quick access to coordinated housing and supports that are transparent and easy to navigate. We will center youth choice and autonomy in the design and provision of low-barrier housing options, as well as flexible individualized supports and connections related to employment, education, childcare, physical and behavioral healthcare, transportation, and fostering positive relationships.

Project applicants are encouraged to reflect in their project proposals the spirit and operationalization of this vision.

YHDP Partnership Interest Opportunity

Many organizations in our community receive funding to provide support services for Youth and Young Adults ages 16 – 24 (YYA). We are seeking to partner these organizations with YHDP-funded projects, especially at the proposed Youth HUB (e.g. a one stop center for YYA), who would **NOT** require additional funding through YHDP to provide support/auxiliary services.

Organizations that wish to partner and does not need to request additional funding can simply complete the 2024 Universal RFP – YHDP Interest Form and do not need to complete the full project proposal process

(unless they are seeking funding). The YHDP Partnership Interest Forms need to be submitted by 5:00 PM on Friday, May 3, 2024.

YHDP Partnership Agencies would be required to enter into a formal memorandum of agreement (MOA), with an agreed service schedule and will be provided (shared) office space at the Youth HUB.

Estimated Funding Available for Youth Projects

Of the \$2,322,379 annual award amount for YHDP, after set-asides for Planning, HMIS, and Coordinated Entry, there is an annual total of \$1,838,161 for the project types listed below. Actual project amounts may differ from these expectations, based on the proposals submitted and the scoring of those projects. Project descriptions are provided in the next section.

Project Type	Estimated Funding Expected
Youth Hub	~ \$300,000
Host Homes	~ \$132,000
Transitional Housing	~ \$250,000
Rapid Rehousing	~ \$935,161
Permanent Supportive Housing	~ \$221,000
Total	~ \$1,838,161

Eligible Project Applicants

All public and private nonprofit are eligible to apply if they meet the criteria below.

Private nonprofit organizations must have:

- a 501(c)(3) certification*; and
- be registered and in good standing in the State of Florida with a current filing with the Secretary of State, Division of Corporations; and
- have no active exclusions indicated on the entity's SAM.Gov listing.

**NOTE: Religious Organizations (e.g., churches) that are a registered nonprofit organization in the State of Florida that do not have a 501(c)(3) certification are still eligible to apply as the Federal government recognizes donation to religious organizations to be tax deductible. Any project by a religious organization selected for funding must ensure that participation in religious/faith teachings/services is not a requirement for services and funding would not be eligible for religious purposes.*

Organizations must be able to successfully register with SAM.gov, be able to obtain a **Federal Unique Entity Identifier** (effective April 4, 2022, the federal government stopped using the DUNS Number to uniquely identify entities. Now, entities doing business with the federal government, including those that would receive federal grant funds passed through THHI, use the Unique Entity ID created in SAM.gov) and **CAGE Code** prior to the execution of any funding agreement.

Any party on the Excluded Parties List System or show active exclusions on the entity's SAM.GOV listing will be considered **ineligible** for funding. THHI uses SAM.gov to verify if a party (agency) is on the excluded list/has active exclusions.

Active and participating CoC Member agencies and HMIS participating agencies will be given additional points in the scoring process.

Eligible Program Participants

For all project types, the eligible population are youth and young adults (YYA), ages 16 through 24, who fall into Category 1, 2, or 4 of HUD's homeless definitions: Category 1 are literally homelessness (e.g., living in unsheltered location, place not meant for human habitation, emergency shelter); Category 2 are at imminent risk of homelessness (e.g., staying temporarily with family or friends but must leave within 14 days); or Category 4 are fleeing or attempting to flee violence. For more information about these categories, see <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-esg-homeless-eligibility/four-categories/>.

Eligible YHDP Project Types

Over the past 6 months, in conjunction with YHDP technical advisors, THHI has held youth and community input sessions, developed a YHDP Core Team and expanded the Youth Action Board. Through these efforts, data and information has been obtained related to the needs of YYA and housing and service options needed most in our community. Through this process, the project types listed below were selected as most needed.

Youth Hub

Purpose: The Youth Hub will be a one-stop site where YYA feel welcomed to engage in systems that will help end their experience of homelessness.

Focus population: YYA ages 16-24

Key components:

1. Coordinated Entry, including access, prioritization, referral, general case management, system/housing navigation, youth housing specialist, peer support, hotline, and diversion (e.g., rental arrears in certain situations, family reunification)
2. Day Drop-In Center, including basic needs (e.g., laundry, showers, storage, food pantry), computer access, entertainment, charging stations, one meal per day
3. Mobile component, including street outreach and transportation (e.g., bus passes, Uber/Lyft/Everdriven, van)

Auxiliary services and/or connections (ideally provided by agencies already funded to provide such services, which can serve as match if documented): education, employment, physical and behavioral healthcare, life skills, financial literacy, childcare, access to benefits, legal assistance, etc.

Project applicants should note that YHDP funding does not provide for acquisition or rehab of property and there are firm deadlines for expending funding. Therefore, it is expected that the proposed site will be owned or identified and properly zoned so that Hub operations can commence within six months of the funding award.

Host Homes

Purpose: The Host Homes program will provide support for youth in the public school system and the persons (other than parents or legal guardians) who are providing temporary stable housing.

Focus population: youth residing with a “host” who is not the youths’ parents or legal guardians and who are referred by the Hillsborough County Schools Helping Students in Transition Program (McKinney Vento Liaison)

Key components:

1. Financial support of up to \$500 per month per host if necessary to continue providing housing to the youth
2. Case management and connections to resources (e.g., employment, healthcare, housing after graduation)

Transitional Housing

Purpose: Transitional Housing will provide stable, supportive, welcoming, temporary housing for YYA until they can move into stable permanent housing.

Focus populations: (1) For youth under 18, the transitional housing program may provide temporary housing for up to two years if needed; and (2) For youth adults ages 18-24, the transitional housing program will provide short term housing (e.g., an average length of stay of less than 90 days).

Key components:

1. Stable temporary housing, which may be facility-based or scattered site
2. Case management and connections to resources and the Hub (e.g., employment, healthcare, benefits, permanent housing)

Rapid Rehousing (RRH)

Purpose: The RRH program will quickly help YYA move into permanent housing in rental units and support them to maintain stable housing.

Focus population: YYA ages 18-24

Key components:

1. Financial assistance, including utility deposits, rent deposits (up to two times the monthly rent), moving costs, utilities, rental assistance for up to 36 months
2. Case management and connections to resources and the Hub (e.g., employment, healthcare, benefits)

Permanent Supportive Housing (PSH)

Purpose: The PSH program will quickly help YYA living with a disabling condition move into permanent housing and support them to maintain stable housing.

Focus population: YYA, ages 18-24, living with a documented ongoing disabling condition that hinders their ability to maintain stable housing

Key components:

1. Financial assistance, including utility deposits, rent deposits (up to two times the monthly rent), moving costs, utilities, rental assistance with no time limit
2. Case management and connections to resources and the Hub (e.g., employment, healthcare, benefits)

Overarching Requirements

Project applicants should review the Universal RFP Part 1 General Instructions for requirements for all grants (e.g., conflicts of interest, administrative requirements).

In addition, YHDP-funded projects **MUST** meet the requirements listed below.

- Projects must have very low or no barriers to entry and very minimal ongoing requirements for program participants.
- Projects must adhere to housing first principles at all levels of service.
- Projects must center equity and be welcoming and affirming to everyone, including all races and ethnicities, all genders and sexualities, all faiths, etc.
- Projects must adhere to HUD’s Equal Access Rule.
- Projects must center youth voice and youth choice.
- Projects must utilize (1) Positive Youth Development (PYD) and (2) Trauma-Informed Care (TIC).
- Projects must support family engagement when the youth or young adult desires such engagement.
- Projects must include educational partnerships, employment connections, and opportunities for community integration and permanent connections.
- Projects must include a match of at least 25%. Match may be cash or in-kind for otherwise eligible project costs. Match can be provided by the project applicant agency or through community partners that provide eligible services to program participants.
- Projects must provide for caseloads that HUD considers reasonable as presented below. The “staff” in the ratios does not include staff whose primary role is to ensure security in a site-based project.
 - Site-based TH/PSH: 1:15 staff to client ratio,
 - Scattered site TH/PSH: 1:12 staff to client ratio,
 - RRH: 1:15-20 staff to client ratio, and
 - Supportive Services Only (SSO): 1:25-30 staff to client ratio.

YHDP Projects Proposals **MUST** contain the following sections, in the order listed below:

1. **Completed and Signed Application - YHDP**
2. **Evidence of Organization’s Establishment Date** – Articles of Incorporation or other legal documents establishing the organization
3. **Evidence of 501 (c) 3 Status** – IRS Determination or Affirmation Letter of organization’s 501(c)3 status (or explanation statement/documentation if faith-based entity)
4. **Evidence of Good Standing with the State of Florida** – Print out of the organization’s most recent annual report filed with the Florida Department of State, Division of Corporations (<https://dos.myflorida.com/sunbiz/>). *NOTE: This is not the State Tax Exempt certificate.*
5. **Organization’s Excluded Parties List System (EPLS) Status** - Provide a copy of the organization’s status from the System for Award Management (SAM): www.SAM.gov (Search Record – Entity Registration Summary) that show agency has no active exclusions.

6. **Most Recently Submitted IRS Form 990** – your agencies most recent IRS 990. Agencies that are required to only submit the IRS postcard must provide documentation of submission of the postcard. Prior to entering any funding agreement, agency will be required to provide any additional IRS Form 990 submitted after the date of the project proposal submission.

7. **Most Recent Financial Audit including Supplementary Information and Other Reports and The Management Letter**

If the agency does not engage in a Financial Audit,

- We require the submission of the highest level of external financial reporting you have. An Audit is the highest level, Independent Financial Review is the 2nd level, and a Compilation is the lowest. If you do not have any of the above, you can submit your internal financial reporting for review.
- If the ending financial period date of the most recent financial audit is more than 365 days old, please additionally include internal unaudited financial information for the most recent year end. (Example – if the agency’s most recent audit is for the year ended December 31, 2022, they **must** submit that audit but also the internal unaudited financials (Statement of Financial Position and Statement of Activities) for the year ended December 31, 2023.

Prior to entering any funding agreement, agency’s that do not have an Audit or Financial Review completed by an independent CPA submitted, will be required to provide one. Agency’s with less than \$500,000 in revenue will be required to submit an (Independent) Financial Review; Agency’s with \$500,000 or more in revenue will be required to submit an Audit.

8. **Current List of Board of Directors** - include each member’s full name and position on the board.

9. **Current Organizational Chart**

Organizational charts should clearly indicate each team member’s position and if they are a W-2 employee, 1099 employee, outside contractor or a volunteer. Organizations that outsource key organizational functions, such as accounting, should include the outsourced company as part of their organizational chart (with proper notations). This chart should also indicate who is authorized to enter into contracts for your organization.

10. **Current Organizational Budget**

Must include sources of revenue and expenses. Each applicant is responsible for making sure that their numbers and formulas are correct in their submission.

11. **Housing First/Low Barrier Questionnaire** (all project types) – Completed and Signed

NOTE: The Housing First/Low Barrier Questionnaire is to be answered based on the project in the proposal.

12. **Project Description – not to exceed 4 pages (approximately 2,000 words single spaced)**

A. Overview - The narrative should provide an overview of the proposed project. It should:

- provide sufficient information to understand the scope of the project, the focus population(s) of youth and young adults (YYA) to be served, the services to be provided, and an overview of the costs of proposed activities;
- detail how the project will follow a “Housing First” approach to maintain a low barriers process for accessing housing and services to quickly move YYA into permanent housing;
- detail the project’s plan to use and/or connect to mainstream resources and benefits.

B. Client Demographics/Focus Population/Sub-Population to be Served - The proposal should describe the expected YYA households to be served.

- Focus Populations, such as YYA households without children, pregnant or parenting YYA, and/or children-only households (youth under 18)
- Other Demographics, such as YYA living with disabling conditions and/or behavioral health issues, ELI/VLI households, LGBTQ+, pregnant and parenting youth, BIOC (Black, indigenous, People of Color), educational or employment status, survivors of violence or trafficking, etc.

C. YYA Principles and Requirements – Describe how the project will be implemented to fulfill the following expectations:

- Projects must have very low or no barriers to entry and very minimal ongoing requirements for program participants and adhere to housing first principles at all levels of service.
- Projects must center equity and be welcoming and affirming to everyone, including all races and ethnicities, all genders and sexualities, all faiths, etc.
- Projects must adhere to HUD’s Equal Access Rule.
- Projects must center youth voice and youth choice.
- Projects must utilize Positive Youth Development (PYD).
- Projects must utilize Trauma-Informed Care (TIC).
- Projects must support family engagement when the youth or young adult desires such engagement.
- Projects must include educational partnerships and employment connections.
- Projects must include opportunities for community integration, improving social and emotional well-being, and permanent connections.

D. Project Performance Outcomes - The proposal should state the anticipated number of YYA households the project will serve on an annual basis along with concise, identified and measurable outcomes including the percentage of persons/households expected to achieve each outcome. The outcomes should not refer to the services/activities to be provided by the applicant but instead the accomplishments of the YYA as a result of provided services. For example: 75% will be referred to a community agency for employment services is an activity but 75% of those assisted will increase their earned income is a measurable outcome; 85% will receive a referral to a permanent housing program is an activity but 85% will exit to permanent housing is a measurable outcome.

The following Outcome Measurements, based on project type, are required to be included in the project proposal (HUB=Youth Hub; HH=Host Homes; TH=Transitional Housing; RRH=Rapid Rehousing; PSH=Permanent Supportive Housing). Additional outcome measures can be included if desired.

- Average and median length of stay for participants (TH, HH)

- Percent of participants/households that will exit to a permanent housing situation (Hub, TH, HH, RRH, PSH)
- Average length of time from project enrollment to permanent housing placement (HH, TH, RRH, PSH)
- Percent of YYA 18 and over that have increased Earned Income from entry to exit, or entry to latest status (annual assessment) (TH, RRH, PSH)
- Percent of YYA 18 and over that have Increased Total Income from entry to exit, or entry to latest status (annual assessment) (HH, TH, RRH, PSH)
- Percent of unsheltered YYA served at the Hub who exit to emergency shelter, transitional housing, rapid rehousing, or permanent supportive housing (HUB)
- Percent of unsheltered YYA served at the Hub that will become engaged (agree to housing plan) (HUB)

NOTE: Failure to include these required outcomes measurements will result in a lower score; agencies that currently operate similar projects are encouraged to include current outcomes references.

13. **Budget Summary Form – YHDP** – Use the Budget Summary Form – YHDP included in this RFP.

14. **Detailed Budget/Financial Plan Narrative - not to exceed 2 pages (approximately 1,000 words single spaced)** - The applicant should:

- Explain in detail how the amount of funding being requested and/or listed as match in each section of the Budget Summary Form was calculated. Examples:
 - if the project is requesting case management staff, then the narrative should state: 2 FTE Salary at \$45,000/year; 2 FTE benefits/fringe at 20% of salary
 - Transportation – 50 31-day bus passes at \$36 per pass
- If additional “Other” items are needed to show all the project’s costs, please add lines to the Budget Summary Form as needed within a section.
- Explain the agency’s process to ensure adequate cash flow to operate when receiving funding that is based on a cost reimbursement process.

15. **Match Narrative and Documentation of Commitment – not to exceed 1 page (approximately 500 words, single spaced) plus unlimited number of Match Commitment Letters – detailed description of the agency’s ability to provide in-kind and/or cash match to the proposed project through the agency’s internal resources and/or community resources. The description must include the source of the match and what the match will provide towards the project. Letters from collaborating agencies or letters from other funding sources should clearly specify their role in the proposed project or contribution (financial or in-kind) that they will make and the timeframe the match will be available. To be clear, these letters should apply directly to the project being submitted in this RFP or directly related to the project. If the agency will be utilizing match from another contract and/or through services provided by another agency or internal project, written documentation stating 1) the eligible services/expenses being used as match, 2) the amount that may be used for match, and 3) the time frame the match will be available to be used for the project, if funded must be included. Any letter(s) or documentation of match commitment included in the proposal do not count towards the page limit for match.**

NOTE: This narrative should clearly show how the match amount listed on the RFP application was determined and therefore the totals should match. This narrative should clearly indicate which match is committed and

non-committed (anticipated). For the non-committed match, the narrative should explain the probability of the non-committed match being available.

16. Organizational Capacity and Experience Narrative - not to exceed 3 page (approximately 1500 words single spaced) - The applicant should:

- demonstrate at least a two-year history of assessing the needs of and providing services to low-income individuals/households who are homeless, formerly homeless or at risk of becoming homeless; if less than two years of experience, applicant shall demonstrate partnership/collaboration with an agency with such experience;
- describe experience of operating at least similar projects, including performance outcome data from similar programs operated by the organization that shows the effects of the services provided;
- describe the federal, state, and/or local government grant experience and the current capacity of the organization and each person responsible for grant administration including program regulations and requirements, financial processing and billing, and data accuracy and reporting;
- indicate what, if any, capacity increases would be necessary if funding is awarded and the estimated time it would take to increase capacity;
- describe the financial health of the organization (e.g., indicate current ratio or working capital ratio, last two years of net income or loss, debt to equity ratio).

NOTE: Do not assume that the reviewer/scorer is familiar with your organization's history or capacity. This section will be scored based on the content included in your Organizational Capacity and Experience Narrative.

17. Inclusion of Youth and Young Adults with Lived Experience Narrative – not to exceed 2 pages (approximately 1000 words, single spaced) – Describe AND demonstrate how your organization incorporates or will incorporate the inclusion of input and experience of Youth and Young Adults with Lived Experience in your organizational structure, decision making, quality improvement efforts and program design, related to homeless services provided. The specific activities (or similar) listed below, will be scored (see Consumer Advisory Committee Scoring Criteria).

- Representation on the organization's Board of Director's or other decision-making board
- Client / Consumer Advisory Board
- Emphasis on hiring Person with Lived Experience
- Use of Peer Mentors and/or Peer Specialists
- Satisfaction surveys / comment cards

18. Lived Experience Assessment – Completed via Google Form link (A link to this form will be sent to all agencies that attend the YHDP Pre-Proposal workshop. Agencies that plan to submit a proposal and does not attend the workshop, must request this link from THHI no later than 5:00 PM on Wednesday, May 1, 2024.)

19. Improving Assistance to LGBTQ+ YYA Narrative – not to exceed 1 page (approximately 500 words, single spaced) – Describe how your agency/project helps address the needs of LGBTQ+, transgender, gender non-conforming, and non-binary youth and young adults including privacy, respect, affirmation, safety, and access regardless of gender identity or sexual orientation in projects.

20. Agency Racial Equity Narrative – not to exceed 1 page (approximately 500 words, single spaced) Describe on how agency reviews and evaluates / will review and evaluate for racial equity and utilizes information to move project towards full racial equity.

21. **Agency Compliance Narrative – not to exceed 1 page (approximately 500 words, single spaced)** – describe your organization’s compliance history to include:
- past compliance findings or concern for other funding sources, to include identifying other funding sources;
 - compliance findings/concerns from other monitoring agencies;
 - any Prior Audit Findings and Questioned Costs indicated in the agency’s audited financial reports within the past 3 years or that are older but unresolved;
 - status of any of the compliance findings/concerns reported, such as resolved, unresolved

NOTE: The agency compliance narrative should be supported by the agency’s most recent Financial Audit that is being submitted as part of the proposal.

22. **Cost Allocation Plan – not to exceed 1 page (approximately 500 words, single spaced)** – Describe how your agency calculates costs shared between different projects within your organization, such as administrative expenses, shared office space, shared case managers, etc. as applicable to the project being proposed. *An indirect rate for administrative costs cannot be used.*

23. Domestic Violence (DV) providers ONLY – Data Quality Report

- Provide a data quality report, for the period of 10/1/2022 – 9/30/2023, generated from your HMIS comparable database for all projects within the comparable databased, OR reason the agency cannot provide a data quality report from the comparable data base (See Threshold and Scoring Criteria Attachment for more info)

PROPOSAL FORMAT and FATAL FLAWS –

- One (1) original proposal package, per project proposal, submitted as single PDF via the One Drive process. The submitted document should be a single PDF file that contains all required information. The PDF proposal package must include all required signed signature pages and attachments. All of the above must be received by the specified date and time indicated as the proposal submission due date in this RFP document to be considered for funding award.
- Each Project Proposal package PDF should be assembled in in the order listed in the Eligibility Criteria to Apply and Proposal Requirements sections and Project Application of this RFP using paper size of 8.5” x 11”. For any pages in landscape format, the orientation should be the top of the page on the secured side of the package. The package should clearly distinguish each section and/or include a table of contents. All required narratives should be typed, (see fatal flaw section), single spaced and does not exceed the stated maximum length.
- The RFP Application must be signed by an agency official designated to execute contracts. All Contact Information on the Application should be completed and legible.
- If the Proposal is handwritten it will be rejected.
- A cover letter is not requested nor required.
- Do not include these instructions with your submission.

- Requested narratives should be concise yet detailed. Don't include information or attachments not related to the specific Project Proposal or that are not specifically requested in this RFP. Do not reference websites/webpages for reviewers to access additional information in support of your narrative.
- If your organization is submitting more than one Project Proposal, you must indicate on the RFP Application Form the priority number of the Project. For example: If your agency submits a RRH project and a PSH project, and the RRH project is your agency's "first priority," the RFP Application Form for the RRH Project Proposal should state "first priority" and the RFP Application Form for the PSH project should state "second priority."

FATAL FLAWS – ALL APPLICATIONS/SUBMITTED PROPOSALS

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

- Proposals received after the stated due date and time
- Proposals received from agency not eligible to apply
 - Non-profit agency is not a 501c3, and/or is not in good standing with the State of Florida, and/or is listed on the Excluded Parties List/has active exclusions
- The RFP Application is not signed by an agency official designated to execute contracts
- Proposals that are completely and/or mostly handwritten. *Proposals that include minimum handwritten items, such as when completing the Housing First/Low Barrier Questionnaire, will be accepted*
- Proposals that are **submitted in a manner that does not follow the order outlined in this RFP**, as listed in Section IV (Eligibility Criteria to Apply and Proposals Requirements) of this RFP for applicable project submission
- Proposals that **do not include all required documents** as stated in Eligibility Criteria to Apply and Proposals Requirements and Application of this RFP for applicable project submission
- Proposals that **exceed stated page number maximums** in any section as indicated in this RFP
- Failure to complete the Housing First/Low Barrier Questionnaire; Questionnaire is not signed

Proposal Evaluation and Selection

All YHDP proposals submitted by the deadline will be competing in a multiple-phase process:

Phase 1 – Threshold Requirements – Eligibility Criteria to Apply and Proposal Requirements

Proposals will be reviewed by THHI staff for adherence to the **ELIGIBILITY CRITERIA to Apply and PROPOSAL REQUIREMENTS** stated in this RFP, to include:

1. Applicant Eligibility - Applicant eligibility will be determined based on the eligibility to apply criteria, based on type of agency/funding, as described on page 4 of Part 3 of the 2024 RFP and include the applicant is in good standing with the state of Florida and is not listed as an Excluded Party List.
2. Proposal Eligibility – Proposal eligibility will be determined based on the submitted proposal containing no fatal flaws as listed in this RFP.

If THHI determines these standards are not met in accordance with the listed Fatal Flaws indicated above, the project will be rejected, and the applicant agency notified by letter. THHI staff may consult with the YHDP Scoring Team in determining whether or not the standards were met. If the applicant and proposal are determined eligible, then the proposal will proceed to Phase 2 - Proposal Review, Scoring and Selection Process.

Phase 2 – Proposal Review, Scoring and Selection Process

Proposals that meet threshold criteria will be forwarded to the YHDP Scoring Team, the Youth Action Board (YAB), and the THHI Board Application Review Committee for review, scoring, and ranking.

- A. The YHDP Scoring Team will meet *in-person* to review and score each YHDP project proposal using the THHI 2024 RFP Threshold and Scoring Criteria – YHDP. The YHDP Scoring Team will consist of two (2) YAB Coordinators, two (2) YAB Members and one (1) member of the CoC’s Ranking and Review Committee. THHI staff will provide needed back up documentation, such as the applicant’s agency’s attendance at the monthly CoC meetings over the past 12 months, CoC Committee participation, and HMIS participation that will be used in completing the scoring.

Youth Action Board members and members of the Ranking and Review Committee who have a vested interest in a submitted project proposal will not be allowed to be part of the YHDP Scoring Team. A vested 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.

- B. The Youth Action Board (YAB) at their May 14, 2024 (virtual) meeting will be presented with a summary of YHDP proposals submitted to include a summary of the YHDP Scoring Teams scoring for each proposal. The YAB will review, discuss and vote to accept the summary and scoring. A copy of each proposal will be available to each YAB member, if requested.
- C. The THHI Board Application Review Committee will be provided a summary of the YHDP proposals received and a summary of the Ranking and Review Committee scoring for each proposal. A copy of each proposal will be available to each THHI Board Application Review Committee member. The THHI Board Application Review Committee members will meet (*virtually*) to review the project proposals information and YHDP Scoring Team documents. The THHI Board Application Review Committee will then determine a recommendation of funding, based on input received during the YAB meeting, to be presented to the THHI Board of Directors’ for approval.

The THHI Board Application Review Committee recommendation of funding will include 1) recommendations for funding for YHDP projects in which funding is already available, recommendations for conditional awards for projects which funding is not currently available and 3) recommendations for non-funding. Projects that are conditionally awarded will be consider for appropriate funding opportunities if such funding is received by THHI.

- D. The THHI Board of Directors of the will review the recommendation(s) for funding presented by the THHI Board Application Review Committee and will make final decision regarding which project(s) to award funding, including conditional awards.

Notice of Final Decision

Upon approval of the THHI Board of Directors, THHI staff will provide written notice to each YHDP project applicant of the decision to award, conditionally award by **Wednesday, May 29, 2024**.

NOTE: Agencies whose projects proposals are approved for YHDP, additional steps are required for the 'official' submission of projects to HUD. THHI will coordinate with selected agencies on next steps – which must be completed by June 30, 2024.

Appeals Process

All eligible applicants submitting a project may appeal a decision of non-selection for funding. Appeals must be written and received by THHI no later than the tenth (10th) business day following the date for Notice of Conditional Selection or Non-Selection indicated in this RFP timeline. Appeals (one original) must be submitted to Lesa Weikel via email at WeikelL@THHI.org. It is incumbent upon agency submitting an appeal to verify that request has been received by deadline.

The notice of appeal must include a written statement specifying in detail each and every one of the grounds asserted for the appeal. The appeal must be signed by an individual authorized to represent the sponsor agency (i.e., Executive Director) and must include (highlight and cite) the specific sections of the application on which the appeal is based. The appealing agency must specify facts and evidence sufficient for THHI to determine the validity of the appeal. That is, the notice of appeal must have attached the specific areas of the application being appealed and must also clearly explain why the information provided is adequate enough to gain additional points.

RFP Documents and Attachments – YHDP

The issuance of THHI's 2024 Universal RFP includes the documents and attachments listed below, for YHDP proposals.

IMPORTANT NOTE: Most attachments for General Homeless Services and YHDP project proposals are DIFFERENT – Please ensure you are using the correct forms for your project proposal(s). Using the incorrect attachment / form may result in lower scores.

- THHI 2024 Universal RFP – Application - **YHDP**
- THHI 2024 Universal RFP – Budget Summary Form - **YHDP**
- THHI 2024 Universal RFP – Housing First-Low Barrier Questionnaire - **YHDP**
- THHI 2024 Universal RFP – Threshold and Scoring Criteria – **YHDP**
- THHI 2024 Universal RFP - Youth HUB – Partnership Interest Form – **YHDP**
- THHI 2024 Universal RFP – Lived Experience Assessment Example – **ALL (General and YHDP)** – *A link to this form will be sent to all agencies that attend the YHDP Pre-Proposal workshop. Agencies that plan to submit a proposal and does not attend the workshop, must request this link from THHI no later than 5:00 PM on Wednesday, May 1, 2024.*
- THHI 2024 Universal RFP – CoC participation - Monthly Meeting Attendance, CoC Committee Attendance, CoC Leadership (April 2023 – March 2024) for Proposal Scoring – **ALL (General and YHDP)**
- THHI 2024 Universal RFP – HMIS Active Agencies For Proposal Scoring – **ALL (General and YHDP)**
- THHI 2024 Universal RFP – HMIS Agency DQ Reports for Proposal Scoring – Example – **ALL (General and YHDP)** – *These reports will be run and provided to all agencies that attend the YHDP Pre-Proposal workshop. Agencies that plan to submit a proposal and does not attend the workshop, must request the report from THHI no later than 5:00 PM on Wednesday, May 1, 2024.*

