

2024 UNIVERSAL REQUEST FOR PROPOSALS

Pre-Proposal Workshop
Tuesday, April 9th, 2024
2:00-3:30 PM



2024 Universal RFP Pre-Proposal Workshop

SIGN IN using the CHAT Feature

Please type in the CHAT:

- your name,
- email address, and
- full agency name

We will automatically provide (via email) to each person signing in:

- One Drive Link for Your agency
- Lived Experience Assessment Form Link for Agency
- Agency's Data Quality Reports (if applicable)
- Each Agency will receive 4 points for attending this workshop
- This PowerPoint

Please take notes- you can also review the documents as we discuss at:

<https://www.thhi.org/2024rfp>

2024 Universal RFP

- **Funding Available**
- **Critical Dates**
- **Types of Submissions**
 - **Renewal / Continued Interest – Intent Form**
 - **New / Expanded Proposal Requirements / Format**
- **Tips for a Successful New / Expanded Proposal Submission**
- **Proposal Evaluation & Selection Process**
- **Funding Priorities**

If you have questions, please type them in the Chat

2024 Universal RFP Funding Available

~\$11,959,155- General Homeless Services

~\$1,838,162- YHDP (not discussed today)

~ \$13,797,317 Total

Anticipated and known funding opportunities through the U.S. Department of Housing and Urban Development (HUD), State of Florida (DCF), Hillsborough County, City of Tampa, and/or other funding sources, as listed below in the New Funding and Renewal Funding tables.

2024 Universal RFP

New Project Funding Available

Y2024/2025	HUD Continuum of Care Program (HUD CoC) - New Projects – Permanent Housing Bonus/DV Bonus	~ \$600,000 (IF HUD provides for and/or awards bonus funds for new project(s))
Y2024/2025	Florida Challenge PLUS - Vulnerable Populations	Targeted Prevention (with admin) ~ \$60,328.25 Rapid Rehousing (with admin) ~ \$170,015.75
Y2024/2025	Florida Challenge Base Plus	Rapid Rehousing (with admin) ~ \$131,185
	Total New/Expanded Projects Funding Available	~ \$961,530

2024 Universal RFP Renewal Funding Available

Y24	HUD Continuum of Care (CoC) Program – Renewals Only	~ \$8,930,872
Y2024/2025	Florida ESG	~\$155,000
Y2024/2025	Florida Challenge	~ \$82,560
Y2024/2025	Florida Challenge PLUS	~ \$478,407
Y2024/2025	Hillsborough County HESG	~ \$585,202
Y2024/2025	Tampa ESG	~ \$265,584
Y2024/2025	Community Development Block Grant Program (CDBG) – Pilot Project Dedicated Access Points	~ \$500,000
	Total Renewal Projects Funding Available	~ \$10,997,625

Total Funding Available for "General Homeless Services" (New + Renewal)

~ \$11,959,155

2024 Universal RFP Renewal Funding Available

YOUTH HOMELESSNESS DEMONSTRATION PROGRAM (YHDP) FUNDING

See Part 3 of this RFP for more Information on project proposal submission)

	Youth Homelessness Demonstration Program (YHDP)	~ \$1,838,162 (annual amount)
TOTAL FUNDING AVAILABLE IN THIS RFP		
	Total Funding Available for All Homeless Services – General and YHDP	~\$13,797,317

NOTE: FY = Fiscal Year; PY = Program Year; Most Federal Program years operate on an October 1 – September 30 year; State of Florida operates on a July 1 – June 30 year.

2024 Universal RFP Funding Available

If additional funding opportunities become available to THHI following the issuing of this RFP, THHI reserves the right to select a submitted project eligible for funding in response to this RFP without issuing an additional RFP(s).

Therefore, THHI strongly encourages and will accept project proposals for all project types, including those for which the identified available new funding indicated above may not be included under this RFP.

2024 Universal RFP Critical Dates & Timeline

Thursday, April 4, 2024	9:00 AM	PRE-RFP Presentation at the April CoC Meeting (Virtual)
Friday, April 5, 2024		THHI Issues 2024 Universal Request For Proposals (RFP)
Tuesday, April 9, 2024	2:00 PM	Pre-Proposal Workshop (VIRTUAL) for "General Homeless Services" NEW/Expanded projects proposals for project types of PSH, RRH, Joint-RRH-TH, Emergency Shelter, Street Outreach, Supportive Services Only, and Coordinated Entry (applicable funding sources – HUD-CoC, HESG, TESG, FESG, CDBG, Challenge PLUS, Challenge Base PLUS) Projects. <u>Attendance is highly encouraged and agencies that attend will receive 4 additional points in the scoring process</u>
Wednesday, April 10, 2024	2:00 PM	Pre-Proposal Workshop (VIRTUAL) for YHDP Project Proposals - <u>Attendance is highly encouraged and agencies that attend will receive 4 additional points in the scoring process</u>

2024 Universal RFP Critical Dates & Timeline

<p>Wednesday, May 1, 2024</p>	<p>5:00 PM</p>	<ol style="list-style-type: none"> 1. RFP Questions - Final day to submit an RFP Questions to THHI 2. Last Day to Request a Shared Drive Link for Proposal Submission 3. Last Day to Request an HMIS DQ Report for submission 4. Last Day to Request a link to the Lived Experience Assessment
<p>Friday, May 3, 2024</p>	<p>4:00 PM</p>	<p>1) <u>New/Expanded Project Proposals</u> submitted via the One Drive/Shared Folder process. Agencies that do not attend a pre-proposal workshop, MUST request a proposal submission link to the Shared Folder no later than 5 PM on May 1, 2024. Agencies that attend workshop will be automatically emailed a shared folder link to submit their proposal.</p> <p>2) <u>YHDP Project Proposals</u> submitted via the One Drive/Shared Folder Process. Agencies that do not attend a pre-proposal workshop, MUST request a proposal submission link to the Shared Folder no later than 5 PM on May 1, 2024. Agencies that attend workshop will be automatically emailed a shared folder link to submit their proposal.</p> <p>3) <u>Letters of Intent to Renew (Renewal Projects Only – PART 2 pages 2-4)</u> – Electronically via email as stated in this RFP</p> <p>4) <u>Letters of Continued Interest (Previously Submitted Project Proposals)</u> – PART 2, pages 6-7 - Electronically via email as stated in this RFP</p>

2024 Universal RFP Critical Dates & Timeline

Monday, May 6, 2024	10:00 AM	THHI Staff Threshold Review to ensure adherence to the eligibility criteria and fatal flaw review as posted in the THHI 2024 UNIVERSAL RFP applicable project type proposals.
Wednesday, May 8th	10:00 AM	Consumer Advisory Committee - Scoring Meeting- Lived Experience
Thursday, May 9, 2024	10:00 AM	CoC Ranking and Review Committee Scoring - Committee Members will meet (virtually) to score each “General Services Project” proposal using the THHI 2024 Universal RFP Threshold and Scoring Criteria - General Homeless Services.
Friday, May 10, 2024	1:00 PM	YHDP Scoring Team(s) will meet in person to score each YHDP project proposal using the THHI 2024 Universal RFP Threshold and Scoring Criteria – YHDP.
Tuesday, May 14, 2024	6:00 PM	YAB Approval of YHDP Projects (Virtual)

2024 Universal RFP Critical Dates & Timeline

Friday, May 17, 2024	1:00 PM	THHI Board Review Committee meeting (virtually) to receive project recommendations from R&R committee applications and the YHDP Scoring Committee and determine funding recommendations for THHI Board of Directors.
Thursday, May 23, 2024	4:00 PM	THHI Board of Directors Meeting; THHI Board Application Review Committee presents their final recommendations to the THHI Board of Directors; The THHI Board of Directors makes the FINAL APPROVAL of projects for funding, including conditional awards as indicated in the Proposal Evaluation and Selection section of Part 2 (General Homeless Services) and Part 3 (YHDP).
Monday, May 27, 2024		Memorial Day – THHI Offices Closed
Wednesday, May 29, 2024	5:00 PM	Notice of Selection, Conditional Selection, or Non-Selection to all YHDP Applicants
Thursday, June 6, 2024	5:00 PM	Notice of Selection, Conditional Selection or Non-Selection to all general homeless services project

2024 Universal RFP Submission Due Date & Process

******* Friday, May 3, 2024 *******

4:00 PM

- New and Expanded Project Proposals **MUST** be submitted via your Agency's One Drive Link, which will be automatically emailed to those that attended the Pre-Proposal Workshop.
- Letters of Intent to Renew and Letters of Continued Interested Forms **MUST** be submitted electronically via email to Antonio Byrd, COO, Tampa Hillsborough Homeless Initiative at ByrdA@THHI.org

2024 Universal RFP

Project Proposals Defined & Accepted Under this RFP

- **New project** - a project that does not currently exist and, if funded, will increase overall capacity.
- **Expanded Project** - a project that is currently operational, and not currently funded through THHI, that will add/increase overall capacity.
- **Renewal Project** – a project that is currently operating and listed as a renewal project in this RFP that require a Letter of Intent in response to this RFP.
- **Support Funding for A Current Project** – a project currently operating in the community that has experienced a funding gap due to a decrease in funding by another governmental or non-governmental funding source. *(Non-governmental funding is defined as funding received from entities that regularly provide funding to community efforts; it does not refer to funds from private/ individual donations.)*

2024 Universal RFP Renewal Funding Available

- Requires a Letter of Intent To Renew [Form to be submitted](#)
- CDBG Funded Dedicated Access Points (DAPs) Pilot Projects (as listed in the Renewal Projects Section on Part 2, page 3).
- CoC funded projects are eligible for renewal based on the approved funding award amounts from HUD's 2023 CoC Program Competition (as listed in the Renewal Project Sections on pages Part 2, P. 4).
- THHI will issue additional information, deadlines and the CoC Renewal Project Performance Score Card following HUD's release of their FY 2024 CoC Program Competition NOFO.

2024 Universal RFP

CoC Renewals / Reallocation

CoC Reallocation Policy

For the FY 2024 HUD CoC Cycle, the CoC will focus on voluntary reallocation, with an option for the CoC to utilize mandatory reallocation, based on the factors described below:

- **Excess Funding Awards** – HUD CoC funded projects, including those where the agency is a direct HUD recipient and/or a THHI Sub-recipient, should review their current renewal amount compared to their actual expenses over the past 2 funded years. If a project has not expended all funding awarded, that agency should consider the actual amount needed to fulfill their grant outcomes, including serving the same number of clients/households as well as units to determine what, if any amount, can be reallocated to a new CoC project.
- **Low Performing Projects** – CoC Projects that have consecutively been in Tier 2 based on ranking and scoring of their projects should consider voluntarily reallocating their funding in the FY 2024 funding competition. The funding decisions for projects always fall to HUD, based on the criteria they established in the NOFO and are always at risk of a decision by HUD to not renew. While HUD has not indicated they will consider a project's previous application project ranking when making their Tier 2 funding decisions, it is also not outside the realm of possibility for HUD to do so as they continue to focus their funding decisions on high performing projects.
- A mandatory reallocation decision may also be made by the Ranking and Review Committee based on a CoC Renewal Project Score during the FY2024 Renewal Project Scoring and Ranking process.

2024 Universal RFP Continued Interest

- Projects that were conditionally awarded funding but did not receive funding due to the necessary funding not being available during 2 previous RFP Cycles (2022 and 2023), may submit a “Letter of Continued Interest” (form) so long as the Letter of Continued Interest is for the initially proposed project without substantial changes.
- Eligible Project Proposals are listed in the Previously Conditionally Selected, Unfunded Project Proposals Section of the RFP Instructions (Part 2, P. 7).
- Projects with submitted initial proposal(s) in 2022 but did not submit a Letter of Continued Interest during the 2023 RFP Cycle are not eligible to submit a Letter of Continued Interest. A new project proposal must be submitted.
- Instructions for submitting a Letter of Continued Interest can be found on Part 2, P. 7 of the RFP Instructions.

2024 Universal RFP

Questions

Funding Available

Timeline

Renewals

Continued Interest

2024 Universal RFP

Eligibility Criteria to Apply

All public & private non-profit organizations that provide services to households experiencing homelessness and those at-risk of homelessness are eligible to apply.

- Private non-profit organizations must have a 501(c)3 status that is supported by an IRS Determination Letter and/or an IRS Affirmation Letter
- Be registered and in good standing in the State of Florida based on up-to-date filing with the Secretary of State, Division of Corporations
- Any party on the Excluded Parties List System / have active exclusions will be considered **ineligible** for funding (sam.gov)
- Have a Federal Unique Entity Identifier (UEI) and be actively registered with SAM.gov. If you are not registered, you should be working to complete this process and submit evidence of the steps taken to obtain this.

Request for Proposals

Timeframes

Project Completion Timeframes

For most project types, the Proposed Project should be able to be operational within 1 to 3 months following the award of funding, based on information in the RFP. For acquisition, new construction and/or rehab projects, proposed projects may be ‘Shovel Ready’ or ‘Pipe Line’ projects.

“Shovel Ready” projects are projects where planning and engineering is advanced enough that with sufficient funding, construction can begin within a very short time, including the ability to ensure occupancy of units within 12 months or less following an award of funding.

“Pipe Line” projects are those that have concrete plans in place, but the process to develop to occupancy is greater than 12 months, but less than 18 months. Project ideas that have not had preliminary budget, timeline and planning completed are not “Pipe Line” Projects.

Request for Proposals

Location Considerations

Project Locations

- **Site Based** – also known as project based or facility based – services are provided at a single location
 - Agency owns/rents location where services are offered
 - Project types are usually: emergency shelter, transitional housing or permanent supportive housing project
- **Scattered Site** – projects utilize sites “scattered” throughout the community
 - Emergency Shelter / Transitional housing – agencies have agreements / leases with property owners to use ‘units’ for emergency shelters / transitional housing
 - Rapid Rehousing - household assisted has lease/rent from property owner in the community
 - Permanent Supportive Housing (Leasing) – agency/project has a lease with property owner and selects households to be placed in unit

2024 Universal RFP TIPS for A Successful Submission

FATAL FLAWS – Review Part 1, Page 14 of RFP Instructions

**DO NOT COMMIT A
FATAL FLAW**

Proposals will not be Scored if a FATAL FLAW is Committed

2024 Universal RFP Proposal Requirements

Proposals MUST include the following 22 (23 if DV provider) items in the order listed on the Application Checklist

- 1. Completed and Sign Application – *General Homeless Services***
- 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.

2024 Universal RFP Proposal Requirements

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.

2024 Universal RFP Proposal Requirements

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

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.

2024 Universal RFP Proposal Requirements

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, maybe handwritten

2024 Universal RFP Proposal Requirements

- 12. Project Description** – not to exceed 3 pages (approximately 1,500 words single spaced)
- 13. Budget Summary Form – *General*** - Use the Budget Summary Form (General) included in this RFP
- 14. Detailed Budget/Financial Plan Narrative** - not to exceed 2 pages (approximately 1,000 words single spaced)
- 15. Match Narrative and Documentation of Commitment** – not to exceed 1 page (approximately 500 words, single spaced) plus unlimited number of Match Commitment Letters
- 16. Organizational Capacity and Experience Narrative** - not to exceed 3 page (approximately 1500 words single spaced)
- 17. Inclusion of Persons with Lived Experience Narrative** - not to exceed 2 pages (approximately 1,000 words single spaced)
- 18. Improving Assistance to LGBTQ+ Individuals Narrative** - not to exceed 1 page (approximately 500 words, single spaced)
- 19. Lived Experience Assessment** (completed via Google Form – is not required to be printed for the packet – put a placeholder page)

2024 Universal RFP Proposal Requirements

- 20. **Agency Racial Equity Narrative** - not to exceed 1 page (approximately 500 words, single spaced)
- 21. **Agency Compliance Narrative** - not to exceed 1 page (approximately 500 words, single spaced)
- 22. **Cost Allocation Plan** - not to exceed 1 page (approximately 500 words, single spaced)
- 23. **Domestic Violence (DV) providers ONLY – Data Quality Report**

2024 Universal RFP Proposal Submission Format

- Each project - One (1) original, single PDF file of proposal package submitted as a PDF via the One Drive Link process (to be emailed to all workshop attendees)
 - The submitted document should be a single PDF file that contains all required information, per project proposal. 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 on the checklist (Eligibility Criteria to Apply and Proposal Requirements) of this RFP using paper size of 8.5" x 11".
- 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.

2024 Universal RFP Proposal Submission Format

- The RFP Application **must be signed** by an agency official designated to execute contracts
- If the Proposal is handwritten it will be rejected
- Housing First/Low Barrier Questionnaire **MAY be handwritten** and **MUST be signed**
- Be mindful of using correct forms; do not use forms from previous RFPs
- A cover letter is not requested nor required
- Do not include the instructions with your submission
- Requested narratives should be **concise yet detailed**. 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.

2024 Universal RFP Important Information

QUESTIONS

2024 Universal RFP Important Information

- There ***is not a minimum or maximum amount*** of funds an agency can request for a new, expanded or current project (excluding CoC and DAPs Renewal Projects).
- THHI reserves the right to award more or less than the amount of funds requested based on funding available and the needs of our CoC.
- For all funding opportunities, *with the exception of HUD CoC Renewal Projects in which the agency is already the direct recipient from HUD*, THHI will be the “grantee” and the selected agency will be the ‘sub-recipient.’”

2024 Universal RFP Important Information

Supportive Services Only Project Ideas

If your project idea is for a supportive service, such as

Education and Job Training

Legal Services

Financial Literacy

Employment Placement

Partner with another organization that is Housing Focused /
Housing Provider and work to include your service idea in their
project proposal

2024 Universal RFP

Funding indicated in this RFP represents funding THHI has and/or anticipates receiving. Therefore, this RFP is organized by project types our funding would support.

If you have a Project Idea...

SUBMIT IT!!

THHI reserves the right to select project proposals submitted in response to this RFP for other funding sources that may become available.

2024 Universal RFP

Important Information

ADMINISTRATIVE (ADMIN) COSTS

- The amount of funds available for admin cost varies from source to source, with some funding sources providing no admin funding.
- For the **purpose of proposal submission**, applicants **may include up to 5 percent of program costs for admin costs**.
- If awarded funding, the project's actual admin funding will be based on available and allowable admin funding as determined by the funding sources.
- Admin costs can be used as Match.

NOTE: Indirect Rate is not the same as Admin

2024 Universal RFP

Important Information

INDIRECT COSTS

- Some funding sources received by THHI allow for the use of an Indirect Cost Rate.
- Whenever an Indirect Cost Rate is allowable and the subrecipient elects to utilize an Indirect Cost Rate, THHI's approved Indirect Cost rate will be applied, which is the federal de minimis rate of 10% of modified total direct costs (MTDC). MTDC means all direct salaries and wages, fringe benefits, materials and supplies, services, and travel.
- Note that if your project budget calls for a direct reimbursement of items such as office rent, office utilities, office supplies, the use of the Indirect Cost Rate is not applicable based on your project's budget structure.
- Further Information of the Indirect Rate:
 - <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/indirect-costs/>

2024 Universal RFP

Important Information

MATCH

- Eligible costs to the project from a source other than the funding source.
- May be cash or in-kind for otherwise eligible project costs by the funding source.
 - Cash: the subrecipient spends actual funds on **eligible CoC Program costs**. Cash counts as match only if the subrecipient can demonstrate that a payment of funds was made to cover the cost of eligible activities expended during the grant term.
 - In Kind: the value of any real property, equipment, goods, or services contributed to a grant **that would have been an eligible activity if the subrecipient paid for them directly with Program funds**. In-kind match can be donations provided directly by the recipient, subrecipient, or third party.

2024 Universal RFP

Important Information

MATCH Cont.

- Must be documented in writing for the RFP.
- Can be provided through an agency's other funded projects which may also provide services to the funded project's clients - *if the other funding source allows for their funding to be used as match.*
- For further general info on match:
 - <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-match/cash-match/>

In general:

- Match for HUD-CoC funded projects - 25% of total grant award (*leasing projects is 25% of award minus leasing dollars*)
- Match for ESG/Projects operating under ESG guidelines – 100%

Don't let Match be the only reason you do not submit a proposal

2024 Universal RFP

Important Information

Cost Reimbursement

All funding will be awarded on a cost reimbursement process:

- Funded agency incurs the cost
- Funded agency requests reimbursement of the incurred cost to THHI supplying appropriate and required back up documentation that may include:
 - Proof of the required cost
 - Proof that payment of the required cost was made
 - Proof that the payment ‘cleared the bank’
- HMIS Data Entry – Accuracy will be reviewed as part of reimbursement request approval

2024 Universal RFP

Important Information

Cost Reimbursement

Have a good idea of how this will / would affect your agency's ability to function

- Be able to operate while pending reimbursements without financial hardship
- Reimbursements happen USUALLY between 30 and 60 days – dependent on organization being able to provide the proper documentation and follow submission instructions
- Have consistent cash flow
- Have a separation of duties for personnel time allocations, etc.
- Have a governance and organizational structure in place that allows for success and transparency within the organization.

2024 UNIVERSAL RFP

Important Information

CoC and HMIS Required Participation

Any project that is awarded funding through as a result of this RFP will be required to participate in:

- The CoC – Active Member – 80% attendance at CoC Monthly Meetings and at least one committee, attended 80%
- The UNITY Information Network (HMIS) – Timely & Accurate Data Entry
- The CoC Coordinated Entry process
 - Street Outreach and Shelters – required to complete CE assessments
 - RRH, PSH or other permanent housing programs – required to participate in CE (except Challenge PLUS projects).

2024 Universal RFP

Questions

2024 Universal RFP

TIPS for A Successful Submission

- BE HOUSING FOCUSED – HOUSING ENDS A PERSON'S HOMELESSNESS - explain how your project would align with housing.
- **READ and FOLLOW** the RFP Instructions
- **READ and USE** the Proposal Scoring Criteria
 - Score your own proposal
 - Have a co-worker or friend score your proposal
- Do Not Exceed page limits
 - 1 page = 1 page
 - 1 page single spaced is approximately 500 words
 - If you double space, your 500 words can become 2 pages
- Be concise yet detailed in your narratives
- Have another person double check your final draft, especially for completion and order before your submission

2024 Universal RFP

TIPS for A Successful Submission

- Ensure each project proposal submission is a SINGLE PDF file and that all required documents / sections are in the order listed on the checklist (application)
- Ensure that you have EVERY document listed on the Proposal Checklist of the RFP Application before submitting
 - Don't ignore any section
 - If you think a section doesn't apply to you
 - submit a question for clarity
 - clearly state why your agency can not provide the document
 - Example: A faith-based organization is not also a 501c3 – provide narrative explaining

2024 Universal RFP

TIPS for A Successful Submission

- Ensure that you answer all the questions and/or provide all the information requested in each section.
- The Housing First/Low Barrier Questionnaire is to be answered based on the project in the proposal.
- Don't assume the reviewer knows your organization or it's capacity.
- If narrative states the project is **unique or different** from other projects in the community, concisely describe what makes the project distinguishable from similar projects in the community.
- Ensure your Project Outcomes include the requirements in the RFP instructions.
- Confirm that your match information is consistent and matches the amount put on the Application form – reviewers do compare the section and want to see a clear explanation of how you plan to provide match.
- Ensure your budget summary and narrative makes sense AND aligns with project description.
- Double check your numbers and formulas on your budget!

2024 Universal RFP

TIPS for A Successful Submission

- Ensure your budget summary and narrative includes your match.
- The agency compliance narrative should be supported by the agencies most Recent Financial Audit that is being submitted as part of the proposal.
- Don't be afraid to bring in other organizations that may provide a supportive service better than your organization.
- Homeless Prevention Projects – be targeted and more than 'eviction' prevention.

2024 Universal RFP Funding Priorities

Funding Priorities Part 1, Pages 7-8

In writing your narratives, consider how your proposed project meets / improves Federal and Local Priorities – Projects are required to be scored on priorities

- USICH – Federal Plan – “All In”
- HUD - System Performance Measurements (SPMs)
- CoC Priorities

2024 Universal RFP

Why Data Quality (DQ) matters and is a scoring criteria

- ALL system wide data reporting to HUD for our community
- Data impacts HUD funding decisions (annual CoC comp scoring)
- Agencies entering data into HMIS are scored based on data quality
 - THHI runs DQ reports for all agencies that attend this workshop and will post/provide to agency – as it will be used for scoring
- DV providers are required to have a comparable database that can produce HUD required reports
 - This means there are some DQ that can also be scored

2024 Universal RFP

Important Information

THHI strongly encourages agencies / grant writers to familiarize themselves with HUD's regulations in order to gain understanding of the type of **eligible** activities and cost.

The HUD Exchange (<https://www.hudexchange.info>) is THE 'go to' resource for accessing information on the following funding streams and topics.

- HUD CoC Program - <https://www.hudexchange.info/programs/coc/>
- HUD ESG Program - <https://www.hudexchange.info/programs/esg/>
- Housing First- <https://www.huduser.gov/portal/periodicals/em/spring-summer-23/highlight2.html>
- Indirect Rate: https://www.hud.gov/sites/documents/OHC_ICR020216.PDF

2024 Universal RFP Proposal Evaluation & Selection Process

Phase 1: Threshold Requirements – THHI Staff

Phase 2: Proposal Review, Scoring and Selection Process

- A. CoC Ranking & Review Committee
- B. Consumer Advisory Committee Scoring
- C. The THHI Board Application Review Committee
- D. The THHI Board of Directors Notice of Final Decision

Notice of Final Decisions

Upon approval of the THHI Board of Directors, THHI staff will provide written notice to each project of the decision to award, conditionally award or not award the project funding no later the **Thursday, June 6, 2024**, which is 10 business days following the THHI Board of Directors' meeting.

2024 Universal RFP Final Thoughts

Carefully consider information listed in Section VII of the RFP

If you have an idea – SUBMIT IT!!

THHI reserves the right to select project proposals submitted in response to this RFP for other funding sources that may become available

Remember: Do NOT Commit a Fatal Flaw

2024 Universal RFP Document List

Part 1 – General Instructions

[THHI 2024 Universal RFP – Part 1 – General Instructions](#)

Part 2 – General Homeless Services

[THHI 2024 Universal RFP – Part 2 – General Homeless Services Instructions](#)

[THHI 2024 Universal RFP - Letter of Intent to Renew / Continued Interest Form](#)

[THHI 2024 Universal RFP – Application](#)

[THHI 2024 Universal RFP – Housing First-Low Barrier Questionnaire](#)

[THHI 2024 Universal RFP – Threshold and Scoring Criteria](#)

[THHI 2024 Universal RFP - Lived Experience Narrative Scoring](#)

[THHI 2024 Universal RFP – Budget Summary Form](#)

[**THHI 2024 Universal RFP – Lived Experience Assessment – Instructions and Example – ALL \(General and YHDP\) < Click the Link to Download**](#)

A link to this form will be sent to all agencies that attend any of the Pre-Proposal workshops listed in this RFP. Agencies that plan to submit a proposal and do 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 – Active HMIS Agencies For Proposal Scoring – **ALL \(General and YHDP\)**](#)

[THHI 2024 Universal RFP – HMIS Data Quality Report For Proposal Scoring – Example – **ALL \(General and YHDP\)**](#)

These reports will be run and provided to all agencies that attend any of the Pre-Proposal workshops listed in this RFP. Agencies that plan to submit a proposal and do not attend the workshop must request the report from THHI no later than 5:00 PM on Wednesday, May 1, 2024.

2024 Universal RFP Questions

????? QUESTIONS ?????

- No questions can be asked via phone. If you have a question that cannot be answered using the written materials provided for the RFP, please email Lesa and Erin your questions.
- All questions must be emailed to WeikelL@thhi.org AND DonovanE@thhi.org.
- All Questions Received and Answers Provided will be posted to our website. You will need to check for the answers on our site: <https://www.thhi.org/2024rfp>
 - This document will be posted on the following Fridays – April 4/12, 4/19 and 4/26 and Thursday, 5/2/24. THHI will provide answers as quickly as possible, however a delay in a response is not grounds for late submissions.
- **Last date to ask question: 5PM on Wednesday, May 1, 2024**
- **Answers may take 1-2 business days to receive and respond– DON'T wait to the last day to submit questions or it may not be answered.**