



2024 UNIVERSAL REQUEST FOR PROPOSALS

TAMPA HILLSBOROUGH HOMELESS INITIATIVE

PART 2 - GENERAL HOMELESS SERVICES

Funding Opportunities Available/Anticipated– New/Renewals

As initially stated, in anticipation of several funding opportunities that may become available over the next 12 months, for new and renewal projects, Tampa Hillsborough Homeless Initiative (THHI) is issuing a Request For Proposals (RFP) for the following anticipated and known funding opportunities through the following Hillsborough County, State of Florida, U.S. Department of Housing and Urban Development (HUD) programs, City of Tampa, and/or other funding sources:

New Project Funding

FY2024	HUD Continuum of Care Program (HUD CoC) - New Projects – Permanent Housing Bonus/DV Bonus	~ \$600,000 <i>(IF HUD provides for and/or awards bonus funds for new project(s))</i>
FY2024	Florida Challenge PLUS - Vulnerable Populations	Targeted Prevention (with admin) ~ \$60,328.25 Rapid Rehousing (with admin) ~ \$170,015.75
FY2024	Florida Challenge Base Plus	Rapid Rehousing (with admin) ~ \$131,185
Total New/Expanded Projects Funding Available		~ \$961,530

- **FY2024 HUD CoC Competition- New Project(s): ~ \$600,000**

At the time of this RFP, no information has been released regarding HUD’s FY2024 CoC Program Competition process or application. A CoC Bonus funding for new or expanded projects **MAY** be available and a Domestic Violence (DV) Bonus project **MAY** be available. If this funding is available, THHI will select an applicable project(s) from the proposals through this RFP process.

HUD CoC Program funding for a New Project through a CoC Bonus and/or DV Bonus (if available) or reallocation can be used for the following project types, in accordance with 24 CFR Part 578.

- Permanent Housing (PH)
 - Permanent Supportive Housing (PSH) – to include project-based and/or scattered site rental assistance/leasing projects with supportive services, that serves persons with disabilities and may be required to be dedicated Chronic.
 - Rapid Re-Housing (RRH)
- Joint Transitional Housing – Rapid Rehousing
- Coordinated Entry

In the event HUD’s FY2024 CoC Program Competition does allow for the submission of a new or expanded Project(s) through a Bonus category, the new project(s) will be selected from the proposals received through this RFP process.

- **PY2024 Florida Challenge PLUS Grant (ChalPLUS) – Rapid Rehousing ~ RRH = ~ \$170,015; HP = ~ \$60,328.25**

THHI will make available, for new and currently funded (expansion) rapid rehousing / targeted homeless prevention programs, through the Florida Challenge PLUS Grant funding provided by the Florida Department of Children & Families (DCF). This funding must be used to serve ‘vulnerable populations’ which is defined by the regulation as include youth exiting the foster care system, individuals experiencing substance abuse or mental health issues, families engaged in the chi survivors, and youth involved with the Department of Justice. Connections to Central Florida Behavioral Health Network is required to be reported. The Challenge Grant regulations are the mostly the same as those under HUD’s ESG Program. Funds under this grant source may be used to assistance in the Tampa-Hillsborough County geographical area with a grant term of July 1, 2024 to June 30, 2025. Based on performance of selected project, this grant may be renewal for up to a total of 3 terms. Above amounts include admin funding.

- **PY2024 Florida Challenge BASE PLUS Grant (ChalBASE) – Rapid Rehousing ~ \$131,185 (with admin)**

THHI will make available, for new and currently funded (expansion) rapid rehousing programs, the Florida Challenge Base PLUS Grant funding provided by the Florida Department of Children & Families (DCF), for the term of July 1, 2024 to June 30, 2025. Florida Challenge Base PLUS Grant regulations are the same as those under HUD’s ESG Program. Funds under this grant source may be used to assistance individuals/families that are literally homelessness and/or actively fleeing violence in the Tampa-Hillsborough County geographical area. Based on performance of selected project, and continued funding by DCF, this grant may be renewal for up to a total of 3 terms.

Renewal Projects List

The funding and applicable projects listed in this section are considered Renewal Projects for THHI’s 2024 Universal RFP Cycle and the funded agency **MUST submit a Letter of Intent to Renew Form in response to this RFP.**

If an eligible renewal project does not submit a letter to renew and/or informs THHI in writing that they will not be seeking renewal, THHI will utilize the project’s funding for a new project selected from the project proposals received during the Universal RFP cycle.

**FY2024 "General Homeless Services" - Eligible
Renewal Projects**

Agency	Funding Source	Project Type	Renewal Amount
Metropolitan Ministries	Florida ESG	Rapid Rehousing (with admin)	\$155,000.00
Agency for Community Treatment Services	Florida Challenge	Rapid Rehousing (with admin)	\$82,560.00
Dawning Family Services	Florida Challenge PLUS	Reunification - Prevention (with admin)	\$173,644.00
Dawning Family Services	Florida Challenge PLUS	Reunification - Rapid Rehousing (with admin)	\$74,419.00
Just Initiative	Florida Challenge PLUS	Vulnerable Populations - Prevention (with admin)	\$60,328.25
Just Initiative	Florida Challenge PLUS	Vulnerable Populations - Rapid Rehousing (with admin)	\$170,015.75
Agency for Community Treatment Services	Hillsborough County HESG	Rapid Rehousing	\$87,780.00
Cove Behavioral Health	Hillsborough County HESG	Rapid Rehousing	\$78,027.00
Dawning Family Services	Hillsborough County HESG	Emergency Shelter	\$185,314.00
ECHO	Hillsborough County HESG	Rapid Rehousing	\$73,150.00
EPIC	Hillsborough County HESG	Rapid Rehousing	\$82,904.00
Metropolitan Ministries	Hillsborough County HESG	Homeless Prevention Staffing	\$78,027.00
Catholic Charities	Tampa ESG	Rapid Rehousing	\$87,042.00
Dawning Family Services	Tampa ESG	Rapid Rehousing	\$87,042.00
The Spring of Tampa Bay	Tampa ESG	Emergency Shelter	\$91,500.00
Catholic Charities	Hillsborough County CDBG	Pilot Project - Dedicated Access Points	\$187,500
Dawning Family Services	Hillsborough County CDBG	Pilot Project - Dedicated Access Points	\$125,000
Metropolitan Ministries	Hillsborough County CDBG	Pilot Project - Dedicated Access Points	\$125,000
St. Vincent de Paul	Hillsborough County CDBG	Pilot Project - Dedicated Access Points	\$62,500

\$2,066,753.00

FY2024 HUD CoC Program – Renewal Projects

As of this RFP, HUD has not opened the FY2024 CoC Program Competition; therefore, additional information and requirements specific to the HUD CoC Program Competition will be released as an addendum to this RFP to ensure compliance with any and all of HUD’s requirements contained in their (HUD) FY2024 CoC Program Competition NOFA.

CoC Renewal Projects - The following CoC projects are eligible for renewal based on the approved funding award amounts from HUD’s 2024 CoC Program Competitive Renewal process:

FY2024 HUD CoC Program – Renewal Projects				
Agency	Sub-Recipient (if applicable)	Project Name	Project Type	Amount of Renewal Funding (Based on FY23 Awards)
Agency for Community Treatment Services	n/a	Hillsborough County Permanent Housing Program	PSH-Project Based	\$173,700
Agency for Community Treatment Services	n/a	Hillsborough H.E.A.R.T Project	PSH - Leasing	\$2,464,918
Catholic Charities Diocese of St. Petersburg, Inc.	n/a	Pathways Rapid Rehousing Program	RRH	\$1,436,565
Housing Authority of the City of Tampa	n/a	TRA Collaborative	PSH – Rental Assistance	\$517,536
Housing Authority of the City of Tampa	n/a	TRA Collaborative 2004	PSH – Rental Assistance	\$251,705
Tampa Hillsborough Homeless Initiative, Inc.	Agency for Community Treatment Services	More H.E.A.R.T.	PSH – Leasing	\$548,788
Tampa Hillsborough Homeless Initiative, Inc.	Catholic Charities Diocese of St. Petersburg, Inc.	Hillsborough Pathways for Youth	RRH	\$466,344
Tampa Hillsborough Homeless Initiative, Inc.	Dawning Family Services	A Path for Families	RRH	\$479,206
Tampa Hillsborough Homeless Initiative, Inc.	The Spring of Tampa Bay	The Spring of Tampa Bay - Rapid Rehousing	RRH	\$545,190
Tampa Hillsborough Homeless Initiative, Inc.	Gracepoint Wellness	HOME3-PHAME	PSH – Rental Assistance	\$1,729,917
Tampa Hillsborough Homeless Initiative, Inc.	n/a	Coordinated Entry	SSO - CE	\$78,160
Tampa Hillsborough Homeless Initiative, Inc.	n/a	UNITY Information Network	HMIS	\$238,843
				\$8,930,872

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. Agencies with renewal projects, both directly through HUD and as Sub-Recipients through THHI, are reminded that project performance will be reviewed using the timeframe of 10/1/2022 to 9/30/2023 to align the project performance review with the dates required for the Tampa/Hillsborough County CoC’s System Performance Measures that will be submitted to HUD and

scored by HUD as part of the CoC Program Competition. THHI will utilize the HMIS CoC-APR report for the Renewal Project Performance Score Card.

FY 2024 CoC Program Reallocation Policy:

Reallocation of HUD CoC funding provides CoC's with the opportunity to 1) reallocate excess funding and 2) to move funding from low performing projects to new projects with the intent that the new project(s) will be higher performing. Reallocation can be done either through voluntary reallocation or through forced reallocation based on a CoC's published reallocation process for low performing projects. HUD examines and considers a CoC's ratio of reallocation when scoring a CoC's Application, as it demonstrates to HUD that CoC's are consistently evaluating the effectiveness of the funding awarded to a CoC's projects and working to ensure that all HUD CoC funded projects are being used to effectively end homelessness.

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. If a project is chosen for mandatory reallocation, the agency will be notified prior to the issuance of the Notice of Inclusion and Exclusion. The Notice of Inclusion and Exclusions will then reflect the reallocation.

Reallocated funding will be utilized for New Projects as allowable under HUD's FY 2024 NOFA, with any new project to be selected from new project proposals received as part of this RFP. An agency that voluntarily chooses to provide funding for reallocation may submit a new project proposal that will be considered for the reallocated funding but is not guaranteed to be selected.

Additional information about HUD CoC Program eligible activities and expenses, can be found on the HUD Exchange - <https://www.hudexchange.info/coc/coc-program-law-regulations-and-notices>, including the Continuum of Care (CoC) Program Interim Rule - <https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule>

Letter of Intent to Renew Form Submission Required

Agencies that want to renew their current projects funded by THHI as indicated in the renewal lists in this RFP **must** submit the Letter of Intent to Renew Form included as an attachment to this RFP. For HUD-CoC funded projects, where THHI is the grantee, the current sub-recipient must submit a letter of intent to renew form as well. Agencies with multiple projects and/or funding sources may submit a single letter, clearly stating the funding source(s) and project(s) they intend to renew.

The Letter of Intent to Renew form must be completed and signed by an authorized representative for the agency.

The Letter of Intent to Renew Form information will include:

- Requests to renew their project(s), and
- States the amount of their renewal funding (as applicable), and
- If the agency would be interested in expanding their renewal project(s).
- If a project to be renewed is a HUD-CoC project, the Letter of Intent to Renew must also clearly indicate:
 - if the renewal funding amount listed to be renewed if the full allowable amount,
 - if any of the project(s) funding is being voluntarily released for reallocation, and/or
 - if any projects will be consolidated in the FY 2024 HUD CoC Program Competition.

The Letter of Intent to Renew Forms must be submitted to THHI by: **4:00 P.M. on Friday, May 3, 2024, electronically via email to Antonio Byrd, COO, Tampa Hillsborough Homeless Initiative at ByrdA@THHI.org.** Forms received after this date and time will not be accepted, and therefore the funding will not be renewed.

Previously Conditionally Selected, Unfunded Project Proposals

Recognizing the time and resources required to complete and submit a competitive project proposal, the CoC desires to minimize the number of project proposal submissions directly related to projects that were conditionally awarded pipeline projects to provide a 'shelf-life' to proposals for consideration of funding opportunities that may be or become available in the future.

Projects that were conditionally awarded funding but did not receive funding due to the necessary funding not being available, may be allowed to submit a "Letter of Continued Interest" during the next two subsequent RFP cycles, so long as the Letter of Continued Interest is for the initially proposed project without substantial changes. Substantial changes would be a significant increase in amount requested, project type / structure, location of property, proposed project outcome decreased. **If the agency is seeking funding for a substantially different project, then a full proposal submission would be required.**

The following agency's submitted project proposals in response to the 2022 and 2023 Universal RFPs and were conditionally selected but did not receive funding. Agencies that submitted in 2022, were required to submit a continued interest form in 2023.

The following List of Conditionally Selected Projects may choose to submit a Letter of Continued Interest.

Year of Initial Proposal	Agency Name	Project Name	Amount of Funding Initially Requested	Submitted Continued Interest Letter for 2023 RFP AND Eligible to submit Letter of Continued Interest for 2024 RFP
2022	The Spring of Tampa Bay	Expanded - Rapid Rehousing	\$496,615.00	Yes
2023	St Vincent dePaul CARES	Emergency Shelter (motels)	\$256,000	
2023	St Vincent dePaul CARES	Street Outreach	\$600,000	
2023	New Beginnings of Tampa	St. Michael's Homeless Veteran Outreach Center and Day Shelter / Hand Up Tampa Bay Center for the Homeless and Day Shelter	\$1,010,180	
2023	New Beginnings of Tampa	Emergency Shelter - Site Renovations and operations for NBT Main Center and Support Services	\$540,000	

Letter(s) of Continued Interest

Agencies that want to have their previously submitted projects, that were conditionally approved but not funded, considered for funding under this RFP, must submit a Letter of Continued Interest, as included as an attachment to this RFP, to notified THHI of the agency’s continued interest to seek funding for the previously submitted project proposal.

The Letter of Continued Interest Form must be completed and signed by an authorized representative for the agency and the form will include:

- The Proposed Project’s name and amount of requested funding;
- Brief project description; and
- States that the Continued Interest in funding is for the initially proposed project without substantial changes, such as: greater than 20% in additional funding, changes to project type/population to be served; numbers to be served less than 80% of the original proposal.

Letter(s) of Continued Interest Form must be submitted to THHI by: **4:00 P.M. on Friday, May 3, 2024, electronically via email to Antonio Byrd, COO, Tampa Hillsborough Homeless Initiative at ByrdA@THHI.org.** Letters received after this date and time will not be accepted, and therefore the funding will not be renewed.

Project Proposal Submission Requirements

New, Currently Funded and/or Proposal Requirements and Order – Utilizing the New Project Proposal Outline, Proposals **MUST** contain the following sections, in the order listed below:

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.
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 3 pages (approximately 1,500 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 clients to be served, the services to be provided and the cost of the 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 clients into permanent housing.
- detail the project's plan to use and/or connect to SOAR (SSI/SSDI Outreach, Access, and Recovery) specialist.
- explain/describe how the project:
 - i. will improve the performance of the community's overall system, fills a gap/need within our system, and moves the community forward to make homelessness rare, brief and non-recurring
 - ii. is innovative, "outside the box" that will utilize demonstrative effective practices and/or 'next practices"
- If the project is an expansion of a current project and/or is to be combined with other available funding sources or a component of an overall program (that are not included in this RFP), the description should detail any resources/funding/components that will be part of the overall project.

NOTE: If the project description narrative states the project is unique or different from other projects in the community, be sure to concisely describe what makes the project distinguishable from similar projects in the community.

B. Client Demographics/Target Population/Sub-Population to be Served - The proposal should detail the demographics of the individuals/households to be served including target household types, sub-populations, and economic and other demographic information of the individuals/households to be served. To be considered a 'target', the project must serve at least 75 percent of the household type / sub-populations they indicate are the project's "target."

- Household Type: Households without Children, Households with Children**
- Children Only Households** (**Children are defined as those under the age of 18)
- Target Populations (such as): Chronic, Veterans, Domestic Violence, Families with Children, Unaccompanied Youth / Parenting Youth, unsheltered
- Economic Demographics (based on AMI): Extremely-Low Income (<30%), Very-Low Income (31% to 50%), Low-Income (51%-80%)
- Other Demographics (such as): persons with mental illness, substance abuse, persons with disabilities

The proposal should also clearly identify and describe the characteristics and needs of the clients to be served by the project.

- C. Project Performance Outcomes - The proposal should state the anticipated number of clients (adults, children, 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 clients as a result of provided services. For example:

75% will be referred to a community agency for employment services is an activity. 75% of those assisted will increase their earned income is a measurable outcome.

80% will receive a referral to a permanent housing program is an activity. 70% 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:

- Average and median length of stay for participants (ES/TH)
- Percent of participants/households that will exit to a permanent housing situation (ES/TH/RRH/PSH)
- Average Length of time from project enrollment to permanent housing placement (ES/TH/RRH/PSH)
- Percent of adult participants that have increased Earned Income from entry to exit, or entry to latest status (annual assessment) (ES/TH/RRH/PSH)
- Percent of adult participants that have Increased Total Income from entry to exit, or entry to latest status (annual assessment) (ES/TH/RRH/PSH)

- Percent of unsheltered persons served in street outreach projects who exit to emergency shelter, safe haven, transitional housing, or permanent housing destinations (SO)
- Percent of unsheltered persons encountered in street outreach projects that will become engaged (agree to housing plan) (SO)

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

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)** - The applicant should:
- a. 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:
 - i. if the project is requesting case management staff, then the narrative should state: 2 FTE Salary at \$30,000/year; 2 FTE benefits/fringe at 10% of salary
 - ii. Transportation – 50 31-day bus passes at \$36 / pass
 - b. 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.
 - c. If funding is being requested for acquisitions or rehabilitation, be sure to explain the overall project’s budget and financing plan.
 - d. 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 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:

- a. 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
- b. describe your organization's governance structure – to include the process of approving financial payments and other separation of duties.
- c. 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
- d. 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.
- e. indicate what, if any, capacity increases would be necessary if funding is awarded and the estimated time it would take to increase capacity
- f. describe the financial health of the organization

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 Persons with Lived Experience Narrative – not to exceed 2 pages (approximately 1000 words, single spaced) – Describe AND demonstrate how your organization incorporates the inclusion of input and experience of Persons with Lived Experience in your organizational structure, decision making, quality improvement efforts and program design, related to homeless services provided. Narrative should include information beyond “our policy is.” The specific activities (or similar) listed below, will be scored (see Consumer Advisory Committee Scoring Criteria).

- a. Representation on the organization's Board of Director's or other decision-making board
- b. Client / Consumer Advisory Board
- c. Emphasis on hiring Person with Lived Experience
- d. Use of Peer Mentors that provide feedback
- e. Satisfaction surveys / comment cards

18. Improving Assistance to LGBTQ+ Individuals 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 individuals and families including privacy, respect, safety, and access regardless of gender identity or sexual orientation in projects.

19. 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.)

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:
- a. past compliance findings or concern for other funding sources, to include identifying other funding sources,
 - b. compliance findings/concerns from other monitoring agencies
 - c. 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.
 - d. status of any of the compliance findings/concerns reported, such as resolved, unresolved

NOTE: The agency compliance narrative should be supported by the agencies 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 General and Administrative expenses, shared occupancy costs, etc. as applicable to the project being proposed. Remember, not all project funding will include admin expenses, however in most cases, admin expenses can be match for a project. *An indirect rate for admin 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 – ALL New / Expanded APPLICATIONS/SUBMITTED PROPOSALS

- 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 General Homeless Services 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 in Section IV, A and B of these instructions including 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 Ranking and Review Committee in determine 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 CoC Ranking and Review Committee, the Consumer Advisory Committee, and the THHI Board Application Review Committee for review, scoring, and ranking.

- A. The CoC Ranking and Review Committee Members will meet (*in-person or virtually as agreed upon by the Ranking and Review Committee members*) to review and score each project proposal using the THHI 2024 RFP Threshold and Scoring Criteria, with each proposal reviewed and scored by at least 3 members of the 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.

Members of the Ranking and Review Committee who have a vested interested in a submitted project proposal will reclude themselves from scoring the project for which they have a vested interest. 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. Consumer Advisory Committee Scoring – Inclusion of Persons With Lived Experience – The CoC Consumer Advisory Committee will complete a separate scoring of the Inclusion of Persons With Lived Experience narrative (#17 of the required proposal items) using the Consumer Advisory Committee Scoring Criteria – Persons With Lived Experience. Scores from this process will be added to the Total Ranking and Review Score to determine Final Total Score.
- C. The THHI Board Application Review Committee will be provided a summary of the 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 (*in person or virtually as determined by the THHI Application Review Committee members*) to review the project proposals information and Ranking and Review Committee documents. The THHI Board Application Review Committee will then determine a recommendation of funding 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 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 project of the decision to award, conditionally award or not award the project funding within 10 business days following the Thursday, June 6, 2024 THHI Board of Directors' meeting.

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 – General Homeless Services

The issuance of THHI's 2024 Universal RFP includes the documents and attachments listed below, for General Homeless Services 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 - Letter of Intent to Renew / Continued Interest Form – **General**
- THHI 2024 Universal RFP – Application – **General**
- THHI 2024 Universal RFP – Budget Summary Form - **General**
- THHI 2024 Universal RFP – Housing First-Low Barrier Questionnaire – **General**
- THHI 2024 Universal RFP – Threshold and Scoring Criteria – **General**
- THHI 2024 Universal RFP - Lived experience Narrative Scoring – **General**
- 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.