



2024 UNIVERSAL REQUEST FOR PROPOSALS TAMPA HILLSBOROUGH HOMELESS INITIATIVE

Released: Friday, April 5, 2024

ALL Submissions Due: 4:00 PM, Friday, May 3, 2024

PRE-PROPOSAL WORKSHOPS (Via ZOOM)

- **General Homeless Services – Tuesday, April 9, 2024 – 2:00 PM – 3:30 PM** – This workshop will focus on new and renewal general homeless services funding project proposal requirements. This will include project proposal types: Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), Joint Transitional Housing-Rapid Rehousing (TH-RRH), Emergency / Crisis Shelter, Street Outreach, Prevention and Coordinated Entry projects that could be selected for new/renewal funding under HUD-CoC, ESG (HESG/FESG/TEG), Challenge, CDBG or similar funding sources. YHDP project proposals will be discussed separately, during the YHDP Workshop on April 10, 2024.

Join Zoom Meeting – General Homeless Services

<https://us02web.zoom.us/j/86405941054?pwd=N2VYeng5cWQ2SmFJMfYzR1hidnJnZz09>

Meeting ID: 864 0594 1054

Passcode: 395646

- **Youth Homelessness Demonstration Program (YHDP) - Wednesday, April 10, 2024 – 2:00 PM–3:30 PM**
- This workshop will focus on new project proposals seeking YHDP funding for project types identified/included in part 3 of this RFP. All other funding/project proposals will be covered during the General Homeless Services workshop on April 9, 2024.

Join Zoom Meeting - YHDP

<https://us02web.zoom.us/j/89705780583?pwd=cTRtaWNxMHpicE1VRGFivC84ZWk4QT09>

Meeting ID: 897 0578 0583

Passcode: 651275

TampaHillsboroughHomelessInitiative

601 East Kennedy, 24th Floor

Tampa, Florida 33602

www.THHI.org

**Tampa Hillsborough Homeless Initiative (THHI)
Continuum of Care Lead Agency
2024 Universal Request For Proposals (RFP)**

In anticipation of several funding opportunities that may become available over the next 12 months, for new, currently funded, or renewal projects, Tampa Hillsborough Homeless Initiative (THHI) is issuing a Request For Proposals (RFP) for known and anticipated, new and renewal 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, totaling an estimated **\$13,797,317** as listed below in the “Available Funding for New and Renewals Projects – Summary” section of Part 1.

The 2024 Universal Request for Proposal (RFP) includes 3 parts:

- **Part 1 – General Information**
 - Critical Dates / Timeline
 - Available Funding for New and Renewal Projects Summary
 - Pre-Proposal Workshops Information
 - RFP Questions
 - Funding Priorities
 - Important Information for Potential Sub-Recipients
 - Eligibility Criteria to Apply and Proposal Requirements

- **Part 2 – General Homeless Services Project Proposal Instructions**
 - New Funding Opportunities Descriptions / Information
 - Renewal Projects Funding Detail and Submission Requirements
 - Continued Interest Projects Detail and Submission Requirements
 - General Homeless Services New Project Proposal Submission Requirements
 - General Homeless Services New Project Proposal Evaluation and Selection
 - General Homeless Services (Part 2) Attachments

- **Part 3 – Youth Homelessness Demonstration Program (YHDP) Project Proposal Instructions**
 - YHDP Background and Estimated Funding available for Youth Projects
 - Eligible Program Participants (YHDP)
 - Eligible YHDP Project Types
 - YHDP Project Proposal Submission Requirements
 - YHDP Project Proposal Evaluation and Selection
 - YHDP – Partnership Interest Form
 - YHDP Project Proposal (Part 3) Attachments

This RFP contains information and required forms for applicants to apply and compete for grant funds. Potential applicants are advised to read the materials carefully. The material in this RFP does not represent all the priorities, program components, or funding sources currently/potentially available through local, state, or federal funders and may change at the time they (the funders) release RFPs/NOFAs for the various grants.

PART 1 – GENERAL INFORMATION

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, TESH, FESH, 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>
Wednesday, May 1, 2024	5:00 PM	<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
Friday, May 3, 2024	4:00 PM	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.
		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.
		3) <u>Letters of Intent to Renew (Renewal Projects Only – PART 2 pages 2-4)</u> – Electronically via email as stated in this RFP
		4) <u>Letters of Continued Interest</u> (Previously Submitted Project Proposals) – PART 2, pages 6-7 - Electronically via email as stated in this RFP
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 (<i>virtually</i>) 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)
Friday, May 17, 2024	1:00 PM	THHI Board Review Committee meeting (<i>virtually</i>) to receive project recommendations from R&R committee applications and the YHDP Scoring Committee and determine funding recommendations for THHI Board of Directors. (THHI Board Review Committee may request each applicant to make a presentation and/or be present to answer questions they may have about their submitted proposal)
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 proposal applicants

Please Note: A separate timeline and addendum will be released later with regard to HUD’s CoC Program Competition following HUD’s release of the 2024 NOFO for CoC Renewal Projects.

SUBMISSION DEADLINE – FOR ALL SUBMISSION TYPES

4:00 P.M. on FRIDAY, MAY 3, 2024

If your organization would like to submit a proposal for consideration, please complete the submission requirements stated in this RFP. **Both prospective and current (renewal) grantees must respond to this RFP if seeking funding – new or renewal - from THHI.** Submission types include:

- **New/expanded project proposals for General Homeless Services and Youth Homelessness Demonstration Program funding** – The proposals MUST be submitted via the One Drive Process by the above submission deadline date/time. One Drive Links will be sent to all attendees of the Pre-Proposal Workshops. Agencies that do not attend a pre-proposal workshop MUST request a One Drive Link no

later than **5 PM on May 1, 2024 in order to submit**. The person who requests the link or attends, will be whom the link is sent to.

- **Renewals – Letter of Intent to Renew** – The forms MUST be submitted electronically via email sent to Antonio Byrd, COO, Tampa Hillsborough Homeless Initiative at ByrdA@THHI.org above submission deadline date/time.
- **Continued Interest Projects – Continued Interest Form** – The forms MUST be submitted electronically via email sent to Antonio Byrd, COO, Tampa Hillsborough Homeless Initiative at ByrdA@THHI.org by the above submission deadline date/time.

WITHOUT EXCEPTION, NO PROPOSALS OR LETTERS OF INTENT TO RENEW FORMS / CONTINUE INTEREST FORMS WILL BE ACCEPTED BY THHI AFTER THE SUBMISSION DEADLINE STATED ABOVE.

ALL AVAILABLE FUNDING FOR NEW AND RENEWAL PROJECTS - SUMMARY

NEW FUNDING AVAILABLE – GENERAL HOMELESS SERVICES

(See Part 2 of this RFP for more Information on project proposal submission)

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

RENEWAL FUNDING - GENERAL HOMELESS SERVICES

See Part 2 of this RFP for more Information on project proposal submission -Requires the submission of the Intent to Renew / Continued Interest Form from the agencies currently funded (and listed below as eligible to renew)

FY 2024	HUD Continuum of Care (CoC) Program – Renewals Only	~ \$8,930,872
FY2024/2025	Florida ESG	~\$155,000
FY2024/2025	Florida Challenge	~ \$82,560
FY2024/2025	Florida Challenge PLUS	~ \$478,407
FY2024/2025	Hillsborough County HESG	~ \$585,202
FY2024/2025	Tampa ESG	~ \$265,584

FY2024/2025	Community Development Block Grant Program (CDBG) – <i>Pilot Project Dedicated Access Points</i>	~ \$500,000
Total Renewal Projects Funding Available		~ \$10,997,625

	Total Funding Available for "General Homeless Services" (New + Renewal)	~ \$11,959,155
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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)
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TOTAL FUNDING AVAILABLE IN THIS RFP

Total Funding Available for All Homeless Services – General and YHDP	~\$13,797,317
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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.

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

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 include under this RFP.***

PRE-PROPOSAL WORKSHOPS

THHI will host 2 virtual Pre-Proposal Workshop for Non-Profit Agencies as part of this RFP. The purpose of the Pre-Proposal Workshops are to provide a forum, for potential applicants, to ask questions and provide and provide clarifications of information in the 2024 Universal Request for Proposal.

Attendance at the appropriate Pre-Proposal Workshop in not required **BUT is highly encouraged, and agencies that attend will receive 4 additional points in the new project scoring process.**

- **General Homeless Services – Tuesday, April 9, 2024 – 2:00 PM – 3:30 PM** – This workshop will focus on new and renewal general homeless services funding project proposal requirements. This will include project proposal types: Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), Joint Transitional Housing-Rapid Rehousing (TH-RRH), Emergency / Crisis Shelter, Street Outreach, Prevention and Coordinated Entry projects that could be selected for new/renewal funding under HUD-CoC, ESG

(HESG/FESG/TEG), Challenge, CDBG or similar funding sources. YHDP project proposals will be discussed during the YHDP Workshop on April 10, 2024.

Join Zoom Meeting – General Homeless Services

<https://us02web.zoom.us/j/86405941054?pwd=N2VYeng5cWQ2SmFJMTYzR1hidnJnZz09>

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- **Youth Homelessness Demonstration Program (YHDP) - Wednesday, April 10, 2024 – 2:00 PM – 3:30 PM** - This workshop will focus on new project proposals seeking YHDP funding for project types identified/included in part 3 of this RFP. All other funding/project proposals will be covered during the General Homeless Services workshop on April 9, 2024.

Join Zoom Meeting - YHDP

<https://us02web.zoom.us/j/89705780583?pwd=cTRtaWNxMHpjE1VRGFVVC84ZWk4QT09>

Meeting ID: 897 0578 0583

Passcode: 651275

RFP Questions

The Pre-Proposal Workshops (*see Critical Dates*) provides the initial forum for questions related to this RFP.

Questions from the agencies must be submitted in writing (via email) to both Lesa Weikel at WeikelL@THHI.org **AND** Erin Donovan at DonovanE@THHI.org. Questions must be received no later than **5 p.m. on Wednesday, May 1, 2024**. THHI will compile all questions and answers and post to our website the questions received and answers provided in an FAQ document. 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.

FUNDING PRIORITIES

Successful applications should address goals, objectives, and priorities that have been established in consultation with the most recent Action and Consolidated Plans for the City of Tampa (<https://www.tampa.gov/housing-and-community-development/info/h-c-d-documents>), Hillsborough County (<https://www.hillsboroughcounty.org/en/residents/social-services/affordable-housing/projects-plans-and-reports-notices>), and the Tampa/Hillsborough County CoC's Funding Priorities that meet the guidelines provided in this RFP.

HUD encourages CoC communities to strongly consider the policy priorities established in The Federal Plan “All In: The Federal Strategic Plan to Prevent and End Homelessness” (<https://www.usich.gov/all-in>) and HUD's goals as articulated in HUD's “FY 2022-2026 Strategic Plan: One HUD, For All”: <https://www.hud.gov/HUD-FY22-26-Strategic-Plan-Focus-Areas>, as well as the impact on the CoC System Performance Measures in conjunction with local priorities to determine the ranking of all projects.

Tampa/Hillsborough County Continuum of Care Funding Priorities:

1. Permanent Housing – Permanent Supportive Housing and Rapid Rehousing
2. Street Outreach (Hot Spot Mobile Outreach)

3. Emergency Shelter (Community Housing Solutions Center/Bridge Housing concepts)
4. Coordinated Entry
5. Homelessness Prevention (targeted)

HUD's System Performance Measures

HUD has developed the following seven system-level performance measures to help communities gauge their progress in preventing and ending homelessness:

1. Length of time persons remain homeless
2. The extent to which persons who exit homelessness to permanent housing destinations return to homelessness
3. Number of homeless persons
4. Employment and Income Growth for Homeless Persons in CoC Program-funded Projects
5. Number of persons who become homeless for the first time
6. Homelessness prevention and housing placement of persons defined by Category 3 of HUD's homeless definition in CoC Program-funded projects***
7. Successful placement from street outreach and successful placement in or retention of permanent housing

**** NOTE: System Performance Measure #6 applies only to CoCs that HUD has recognized as a "High Performing Community (HPC)." At this time, HUD has not recognized any HPCs and, therefore, Measure #6 does not apply to the Tampa/Hillsborough County CoC.*

THHI shall make grant funding available to fund projects that:

- 1) utilize the Housing First philosophy,
- 2) emphasize rapid exit from homelessness,
- 3) emphasize stable, permanent housing as a primary strategy for ending homelessness, and
- 4) will move the Tampa-Hillsborough County community forward in making homelessness rare, brief, and non-recurring.

While the above funding priorities have been established for the 2024 Universal RFP, not all funding sources included can be used to fund all the project types listed in the funding priorities. For example, HUD-CoC funding cannot be used for emergency shelter, homelessness prevention, or street outreach.

Proposed projects that clearly describe how the project will move the community forward to make homelessness rare, brief, and non-recurring by achieving these goals and objectives set forth by HUD and the Tampa/Hillsborough County CoC will score higher and therefore be given higher consideration for funding.

If your organization would like to submit a proposal for consideration, please complete the submission requirements listed in the following pages. **Both prospective and current grantees must respond to this RFP if seeking funding – new or renewal - from THHI.** Agencies seeking renewal funding for funding listed in the Renewal Funding Available List will only be required to submit a Letter of Intent to Renew. Please see information in the appropriate funding opportunities section for more information.

Strategic Use and Alignment of Resources

THHI is designated as the lead agency and HUD Collaborative Applicant for the Tampa/Hillsborough County Continuum of Care. THHI is responsible for ensuring that the resources available to the community to assist those experiencing homelessness and those at-risk of homelessness, are strategically utilized to maximize impact, effectiveness, and alignment to the overall strategy. Therefore, THHI reserves the right to match funding opportunities available to the proposals received to ensure the alignment of resources with community needs and appropriate target populations. All proposals received will be evaluated for their relevance for each funding opportunity that may be available. THHI reserves the right to award more than one (1) funding source to a selected proposal if necessary to maximize a project's effectiveness and overall impact.

Recognizing that while different funding sources have different regulations, nearly all the available and anticipated funding sources will fall under the HUD CoC or ESG programs. THHI recommends that activities and expenses in the proposed projects meet either the HUD CoC or ESG programs eligible categories/criteria. In the event a proposal is selected for a funding source with other regulatory requirements, THHI will work with the applicant to help convert the project to the requirements of the specific funding source.

Therefore, it is not necessary for the Applicant to indicate or match their proposed project to one of the funding sources or amounts listed above unless otherwise specified. Proposers may indicate, on the Application, a funding source(s) that they **DO NOT** want their project considered for. All proposals must fit one of the project types listed:

Project Proposals Accepted Under this RFP

THHI encourages organizations to submit proposals for projects, even if the project does not 'fit' perfectly into the funding descriptions above. By submitting a proposal, the organization is informing THHI of projects it intends or desires to develop to help meet an unmet need in the community and collaboratively work to make homelessness rare, brief, and non-recurring in Tampa-Hillsborough County.

- **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 if funded will add additional overall capacity.
- **Renewal Project** – projects that are currently operating and listed as renewal projects 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.)* Organizations must clearly demonstrate in their proposal the project's current funding level, identify the gap and how the proposed funding is needed to maintain current service capacity. **NOTE: Not all of the funding sources included in this RFP can be used for this purpose.**

Funding requests that 'supplant' or seek to replace a project's current funding source(s) will not be accepted.

If a project includes multiple, linked activity types (components), only one proposal needs to be completed which details the different activity types as part of the proposal. For example: a Community Housing Solutions Center Emergency Shelter with a Coordinated Entry Access point is a single project with two eligible activities

(components). The single project proposal should explain in detail both activity types and the project outcomes for the different activity types.

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. For acquisition, new construction and/or rehab projects, proposed projects may be ‘Shovel Ready’ or ‘Pipeline’ projects.

“Shovel Ready” projects are projects where planning and engineering are 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.

“Pipeline” 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 “Pipeline” Projects.

Housing First Philosophy

Projects MUST utilize a Housing First philosophy AND OPERATE using a Housing First approach. This approach to make homelessness rare, brief, and non-recurring, centers on providing people experiencing homelessness with housing as quickly as possible – and then providing services as needed. This approach has the benefit of being consistent with what most people experiencing homelessness want and seek help to achieve. Housing First programs share critical elements:

- A focus on helping individuals and families’ access and sustain permanent housing as quickly as possible without unnecessary barriers or time limits;
- A variety of services delivered to promote housing stability and individual well-being on an as-needed basis; and
- A standard lease agreement to housing – as opposed to mandated therapy or services-compliant restrictions.
- For further information on Housing First: <https://www.hudexchange.info/programs/coc/toolkit/responsibilities-and-duties/housing-first-implementation-resources/#housing-first-implementation>

Important Information for Potential Sub-Recipients

For all funding opportunities, except HUD CoC Renewal Projects in which the agency is currently the direct recipient from HUD, THHI will be the “grantee” and the selected agency will be the ‘sub-recipient.’”

State and Federal Administrative Requirements

Agencies must comply with Federal and State administrative requirements, including but not limited to **Federal 2 CFR 200 - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS** including Subpart F requirements and **State Single Audit requirements, including Section 215.97, Florida Statutes .**

THHI staff will monitor each program to ensure compliance with the terms of the funding agreement between the THHI and the agency. This will include monitoring records kept by the applicant to demonstrate the eligibility of clients, the services provided, and other required information.

Organizational Governance

Good organization governance is a critical factor for any agency that is selected for a funding award as governance is the backbone for the organization's capacity to administer government funding with their many regulations. Good governance includes strong board involvement, separation (segregation) of duties in fiduciary matters, and clearly defined roles and processes.

E-Verify / Level 2 Background Checks

Agencies selected for funding will most likely need to have a policy and process for using E-Verify for all employees to verify a potential employee's eligibility to work in the United States. Additionally, some funding may require subrecipients to conduct a level 2 background check on all employees working on a funded project. Funders may request documentation and/or affidavits attesting to an agency use/process for both E-Verify and Level 2 background checks. Inability to comply with these requirements may result in the withdrawal of funding awards.

Administrative Costs

The amount of funds available for administrative costs varies from source to source, with some funding sources providing no admin funding. Therefore, applicants may include up to 5 percent of admin costs. However, if awarded funding, the project's actual admin funding will be based on available and allowable admin funding as determined by the funding sources.

For funding opportunities that do not provide admin to the sub-recipient, admin costs are an allowable match expense, when documented and based on actual costs. A cost allocation plan will be required. Additionally, projects that do provide some funding to the sub-recipient for admin costs, if admin costs exceed the allowable funded amount, the additional costs can be used for match, if documented and based on actual costs.

Cost Reimbursement / Financial Viability

All contracts will be on a cost-reimbursement basis. Sub-recipients will be required to submit proper backup documentation to THHI for project-eligible expenses as determined by the funding source regulations and requirements. Therefore, organizations need to demonstrate the financial viability to operate a federal and/or state-funded program on a reimbursement basis. A financially viable organization can:

- Operate for a minimum of 90 days pending reimbursement without financial hardship;
- Demonstrate an existing and consistent cash flow; and
- Have a separation of duties for personnel time allocations, etc

Match

Match may be cash or in-kind for otherwise eligible project costs by the funding source. All match will be required to be documented in writing. While the required amount of match differs based on funding source, all funding sources require match. Match is defined as the provision of direct eligible costs to the project from a source other than the funding source. Match can be provided through an agency's other funded projects which may also provide services to the funded project's clients or through community partners that are providing

additional, eligible services to a funded project's clients. Match may be by component if the funding source allows both components as eligible. For example, a rapid exit rapid rehousing project may utilize emergency shelter expenses as match as both components (RRH and shelter) are eligible ESG expenses.

In general, match for CoC funded projects is 25% of the full grant award; for ESG and projects operating under ESG guidelines, the match is 100% of the full grant award amount. FESG CV, and CDBG funding does not require match.

For additional resources on match, please see:

<https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-match/coc-match-overview/>

Cost of Submitting Proposals

The cost of preparing and submitting a proposal is the sole responsibility of the PROPOSER and shall not be chargeable in any manner to THHI. THHI will not reimburse any PROPOSER for any costs associated with the preparation and submission of a proposal, including but not limited to, expenses incurred in making an oral presentation, or participating in an interview.

Conflict of Interest

THHI requires that the Proposers provide professional, objective, and impartial advice and at all times hold THHI's interests paramount, strictly avoiding conflicts with other assignments or their own corporate interests and act without any consideration for future work. The Proposers have an obligation to disclose any actual or potential conflict that impacts their capacity to serve in the best interest of THHI, or that may reasonably be perceived as having this effect. If, THHI, in its sole discretion, determines that a conflict of interest exists, such Proposer shall not be considered for a funding award. Failure to disclose said situations may lead to the disqualification of the Proposer or the termination of award.

Indirect Cost Rates

Indirect Cost Rate is NOT the same as admin costs under most funding sources.

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.

For further information, please see the following link:

<https://www.hudexchange.info/resource/6289/indirect-cost-toolkit-for-coc-and-esg-programs/>

Liability Insurance Required for All Grants

All agencies awarded funds as a Sub-Recipient will be required to obtain liability and worker's compensation coverage that will be further defined in the funding agreement if awarded. **THHI must be named as the additional insured.** The cost of the insurance may be included in the project budget.

Accessibility

All projects must be accessible to persons with disabilities. Programs, information, participation, communications, and services must be accessible to persons with disabilities. Agencies must comply with Section 504 of the Rehabilitation Act of 1974 and Americans with Disabilities Act (ADA).

Nondiscrimination

All agencies must ensure nondiscrimination. This applies to employment, and contracting as well as to marketing, and selection of project participants. Discrimination is not allowed on grounds of race, color, national origin, religion, sex, age, or disability. Fair Housing laws prohibit discrimination based on the above and on familial status. Disability includes persons living with AIDS. The requirements in 24 CFR part 5, subpart A are applicable, including the nondiscrimination and equal opportunity requirements at 24 CFR 5.105(a). Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u, and implementing regulations at 24 CFR part 135 apply, except that homeless individuals have priority over other Section 3 residents in accordance with § 576.405(c).

Additionally, all projects must comply with **HUD's Equal Access to Housing Final Rule**, which requires that recipients and sub-recipients of CPD funding, as well as owners, operators, and managers of shelters, and other buildings and facilities and providers of services funded in whole or in part by any CPD program to grant equal access to such facilities, and other buildings and facilities, benefits, accommodations and services to individuals in accordance with the individual's gender identity, and in a manner that affords equal access to the individual's family. Records demonstrating compliance with the nondiscrimination and equal opportunity requirements under § 576.407(a), including data concerning race, ethnicity, disability status, sex, and family characteristics of persons and households who are applicants for, or program participants in, any program or activity funded in whole or in part with the awarded funding source and the affirmative outreach requirements in § 576.407(b).

Formal Termination Policy

Agencies awarded funds must develop a formal Termination Policy that clearly describes a process by which clients' services may be terminated if program requirements are violated. The process must recognize individual rights and allow termination in only the most severe cases. The termination process for rental assistance, leasing, and/or housing relocation and stabilization services must include: written notice to the program participant, with a clear statement of reasons for termination; review of the decision to terminate, with opportunity for the program participant to present written or oral objections to agency; prompt written notice to the project participant of final decision.

Supportive Assistance

Agencies awarded funds must ensure that homeless individuals and families are assisted in obtaining appropriate supportive services including permanent housing, mental health treatment, medical health treatment, counseling, case management, supervision, and other services essential for achieving independent living. Additionally, agencies must ensure that the individuals and families are assisted in obtaining other Federal, State, local, and private assistance, where available. This will include individually assisting clients to identify, apply for, and obtain benefits under mainstream health and social services programs for which they are eligible, such as: TANF, Medicaid, SSI/SSDI, Food Stamps, Hillsborough County Health Care Plan, and various Veterans Programs.

Confidentiality

Agencies must comply with confidentiality requirements pertaining to the records and locations of programs providing family violence prevention or treatment services.

Participation in Continuum of Care (CoC)

Any agency awarded funding through this RFP is **required** to 1) actively participate in the CoC including attendance at the monthly CoC meetings and on at least a CoC committee, 2) comply with UNITY (HMIS) Procedures, and 3) participate in the Coordinated Entry Process, as outlined below:

Active CoC Participation (Agency is an “Active” member) – as defined by the Tampa/Hillsborough County CoC Governance Charter, active CoC member includes attendance at 80 percent of the monthly CoC meetings and be a voting member of a CoC Committee. Beginning in 2018, attendance at both the monthly CoC meeting and CoC Committee became required at 80 percent of the last 12 meetings for active member status.

UNITY Information Network (HMIS) – Any project that is awarded funding through THHI will be required to participate in the UNITY Information Network, the Tampa/Hillsborough County CoC’s Homeless Management Information System (HMIS). “Participate” is defined as actively entering data in accordance with the HUD HMIS and UNITY Data Standards and designated UNITY workflow for project type; maintain a high level of data accuracy, timeliness of data entry, and completeness. For data to be deemed complete, there cannot be more than the allowable rate of missing/client doesn’t know/client refused responses for the project type, as laid out in the Tampa/Hillsborough CoC Data Quality Plan. Domestic violence agencies are exempt from entering into HMIS but are required to have a comparable database to submit reports.

Coordinated Entry – Any project that is awarded funding through this RFP will be required to participate in the Tampa/Hillsborough County CoC’s Coordinated Entry process and follow the established processes in accordance with the project type.

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

Maximum/Minimum Funding Request Amounts

There is **no** minimum or maximum amount of funds an agency can request for a new, expanded, or currently existing project (excluding CoC Renewal Projects). THHI reserves the right to award more or less than the amount of funds requested based on the funding available.

CoC renewal projects may not request more than the renewal amounts listed in this RFP. CoC projects may request less than the amount listed if they are voluntarily providing funding for reallocation. Any funding that may become available due to a renewal project’s reduced request may be allocated/reallocated to a new project as stated in this RFP.

Ineligible Costs

Funds awarded may not be used for entertainment, lobbying expenses, audits (unless admin funding is available and awarded), or other ineligible expenses under applicable funding regulations.

Resources

Nearly all funding available through this Universal RFP is? HUD Funding. THHI strongly encourages agencies and their grant writers to familiarize themselves with HUD's regulations for each funding type in order to gain understanding of the type of activities and costs are eligible.

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

- HUD CoC Program - <https://www.hudexchange.info/programs/coc/>
- HUD ESG Program - <https://www.hudexchange.info/programs/esg/>
- HUD YHDP Program - <https://www.hudexchange.info/programs/yhdp/>
- Equal Access to Housing Final Rule - <https://www.hudexchange.info/resource/1991/equal-access-to-housing-final-rule/>
- HUD's Housing First Assessment Tool - <https://www.hudexchange.info/resource/5294/housing-first-assessment-tool/>

ELIGIBILITY CRITERIA TO APPLY and SUBMISSION REQUIREMENTS FOR ALL (General Homeless Services and YHDP) NEW / EXPANDED Project Proposal

This section includes the eligibility criteria to Apply and submission requirements for all – General Homeless Services and YHDP new and expanded project proposals.

Eligibility Criteria to Apply

All public & private non-profit organizations that currently provide services as well as those that want to expand to provide services homeless individuals/households and those at-risk of becoming homeless are eligible to apply, if they meet the criteria below.

Private non-profit organizations MUST:

- Be a 501(c)3 non-profit organization*; and
- 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; and
- have no active exclusions indicated on the entity's SAM.Gov listing. If you do not have a SAM.GOV account, please start the process and provide the evidence that there is not a current exclusion.

**NOTE: Religious Organizations (e.g. churches) that are a registered non-profit 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) 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.

Submission requirements for ALL Project Proposals – General Homeless Services and YHDP new and expanded project proposals:

- 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.