



2022 UNIVERSAL REQUEST FOR PROPOSALS TAMPA HILLSBOROUGH HOMELESS INITIATIVE

Released: Monday, April 11, 2022

Submission Due: 3:00 P.M., TUESDAY, MAY 17, 2022

MANDATORY PRE-PROPOSAL WORKSHOPS (Via ZOOM)

Tuesday, April 19, 2022, 1:00 PM

1:00 PM - Non-Profit Agencies with project proposal types to include Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), Joint Transitional Housing-Rapid Rehousing (TH-RRH), Emergency Shelter, Street Outreach, Prevention that could be selected for funding under HUD-CoC, ESG (HESG/FESG), Challenge, CDBG or similar funding sources.

<https://us02web.zoom.us/j/85957666125?pwd=bnIzL1h1WWFLQVnKRFIWAlBPRkN1Zz09>

Meeting ID: 859 5766 6125

Passcode: 989040

Tampa Hillsborough Homeless Initiative
601 East Kennedy, 24th Floor
Tampa, Florida 33602
www.THHL.org

**Tampa Hillsborough Homeless Initiative (THHI)
Continuum of Care Lead Agency
2022 Universal Request For Proposals (RFP)**

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, and/or other funding sources:

NEW FUNDING AVAILABLE

| | | |
|---------------|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| FY2022 | HUD Continuum of Care Program - New Projects – Permanent Housing Bonus/DV Bonus | ~ \$350,000 (IF HUD provides for and/or awards bonus funds for new project(s)) |
| FY2021 | HUD Youth Homelessness Demonstration Program (YHDP) | ~ \$1,000,000 <i>(see details on page 8)</i> |
| FY2022 | State Emergency Solutions Grant - (FESG) | ~ \$147,225 |
| FY2021 | HUD Continuum of Care Program - Permanent Supportive Housing - Rental Assistance - New Subgrantee | ~ \$1,484,253 <i>(See Details on page 9)</i> |

RENEWAL FUNDING (only requires a letter of intent to renew from the agencies currently funded):

| | | |
|------------------------|--------------------------------------------------------------------------------------------------------|---------------------|
| FY2022 | Hillsborough Emergency Solutions Grant (HESG) - <i>Renewals – Rapid Re-Housing</i> | ~ \$574,807 |
| FY2021 | Community Development Block Grant Program (CDBG) – <i>Renewals</i> | ~ \$430,000 |
| FY2021 | Florida Department of Children and Families (DCF) - Challenge Grant – <i>Renewal – Rapid Rehousing</i> | ~ \$86,000 |
| 2020-2023 - PY3 | City of Tampa Emergency Solutions Grant (TESG) - PY3 Renewals | ~ \$265,500 |
| FY2021 | HUD Continuum of Care (CoC) Program – <i>Renewals Only</i> | ~\$7,728,866 |

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.

SEE SECTION II – Funding Opportunities Available/Anticipated – New/Renewals for Detailed Funding Descriptions

*****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(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 include under this RFP.***

THHI shall make funding available to finance projects that 1) utilize the Housing First philosophy, 2) emphasizes rapid exit from homelessness, 3) emphasizes stable, permanent housing as a primary strategy for ending homelessness, and 4) that will move the Tampa-Hillsborough County community forward in making homelessness rare, brief and non-recurring.

This RFP contains information and required forms for potential 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 of the particular priorities, program components, or funding sources currently/potentially available through local, state, or federal funders and may change at the time they (funders) release RFPs/NOFAs for the various funding grants.

RFP Questions

The Mandatory Pre-Proposal Workshop (*see Critical Dates in Section I: General Information*) provides the initial forum for questions related to this RFP. THHI will only accept questions following the Mandatory Pre-Proposal Workshop from agencies that attended the Mandatory Pre-Proposal Workshop on Tuesday, April 19, 2022. Questions from the agencies that attended the Mandatory Pre-Proposal Workshop must be submitted in writing to Lesa Weikel at WeikelL@THHI.org and be received no later than **5 p.m. on Friday, May 13, 2022**. THHI will compile all questions and answers and provide to the agencies that attended the Mandatory Pre-Proposal Workshop(s).

Successful applications should address goals, objectives and priorities that have been established in consultation with the most recent Consolidated Plans for the City of Tampa (<https://www.tampa.gov/housing-and-community-development/info/h-c-d-documents>) and Hillsborough County (<https://www.hillsboroughcounty.org/en/residents/social-services/affordable-housing/projects-plans-and-reports-notices>). Tampa/Hillsborough County CoC's Strategic Plan (560 in 560) and meet the guidelines provided in this Request for Proposals (RFP).

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.

The organization of this RFP is as follows:

| | |
|---------------|-----------------------------------------------------------------------|
| SECTION I: | General Information |
| SECTION II: | Funding Opportunities Available/Anticipated– New/Renewals |
| SECTION III: | Important Information for Potential Sub-Recipients |
| SECTION IV: | Eligibility Criteria to Apply and Proposal Requirements |
| SECTION V: | Funding Priorities |
| SECTION VI: | Proposal Evaluation and Selection |
| SECTION VII: | Innovative and Effective Practices to Meet Identified Community Needs |
| SECTION VIII: | RFP Documents and Attachments |

SECTION I: General Information

Strategic Use and Alignment of Resources

THHI is designated as lead agency and HUD Collaborative Applicant for the Tampa/Hillsborough County Continuum of Care. THHI is responsible for ensuring that 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. Therefore, THHI reserves the right to match funding opportunities available to the proposals received to ensure alignment of resources with community needs and appropriate target populations. All proposals received will be evaluated for their appropriateness 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 of 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 Proposer 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 that will add additional overall capacity
- **Renewal Projects** – 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 proposal 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 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 that details the different activity types as part of the proposal. For example: a Community Housing Solutions Center Emergency Shelter with 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.

See Section VII of this RFP for additional information to consider related to project 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 ‘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.

Housing First Philosophy

Projects must utilize a Housing First philosophy, which is an approach to make homelessness rare, brief and non-recurring, that 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 compliance

MANDATORY PRE-PROPOSAL WORKSHOP

THHI will host a Mandatory Pre-Proposal Workshop for Non-Profit Agencies with project proposal types to include Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), Joint Transitional Housing-Rapid Rehousing (TH-RRH), Emergency Shelter, Street Outreach, Prevention that could be selected for funding under HUD-CoC, ESG (HESG/FESG/TESG), Challenge, CDBG, YHDP, or similar funding sources.

This workshop will be held on **Tuesday, April 19, 2022 at 1:00 PM** via Zoom Meeting:

<https://us02web.zoom.us/j/85957666125?pwd=bnIzL1h1WWFLQVnKRfIWa1BPRkN1Zz09>

Meeting ID: 859 5766 6125

Passcode: 989040

The purpose of the Pre-Proposal Workshop is to answer questions and provide clarifications of information in the 2022 Universal Request for Proposal.

Attendance at the appropriate Pre-Proposal Workshop(s) ***is required*** for those agencies/organizations submitting new project / new funding proposals under this RFP. Agencies seeking only renewals and/or with Previously Conditionally Selected Unfunded Project Proposals (as identified in these instructions) are not required to attend – unless they will be submitting a new project proposal.

SUBMISSION TYPES – under this RFP, there are 3 types of submissions:

- New Project Proposals (new projects / projects seeking new funding
 - Non-Profit Agencies (Service Providers)
- Letters of Intent to Renew - for current renewable projects, listed on pages 10-12 - using the Letter of Intent to Renew Form included as an attachment to this RFP
- Letters of Continued Interest - for Previously Conditionally Selected Unfunded Project Proposals, listed on pages 13-14 - using the Letter of Continued Interest Form included as an attachment to this RFP

See appropriate details in Section II of this RFP for the requirements of each submission type.

THE SUBMISSION DEADLINE – FOR ALL SUBMISSIONS TYPES is 3:00 P.M. on TUESDAY, MAY 17, 2022.

All New Project Proposals for new funding **MUST be submitted via the One Drive Process** that will be emailed to all persons attending the Mandatory Pre-Proposal Workshop.

All Letters of Intent to Renew Forms and Letters of Continued Interest Forms **MUST be submitted electronically via email sent to Antonio Byrd, COO, Tampa Hillsborough Homeless Initiative at ByrdA@THHL.org.**

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.

Critical Dates and Timeline

| | | |
|--------------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Monday, April 11, 2022 | | THHI Issues 2022 Universal Request For Proposals |
| Tuesday, April 19, 2022 | 1:00 PM | Mandatory Pre-Proposal Workshop for Non-Profit (non-Developer/investors) for project types of PSH, RRH, Joint-RRH-TH, Emergency Shelter, Street Outreach, Supportive Services Only (applicable funding sources – HUD-CoC, HESG, FESG, CDBG) Projects |
| Tuesday, May 17, 2022 | 3:00 PM | SUBMISSION DEADLINE FOR: 1) <u>New/Expanded Project Proposals</u> submitted via the One Drive Submission Process emailed to all attendees at the Mandatory Pre-Proposal Workshop 2) <u>Letters of Intent to Renew (Renewal Projects)</u> – Electronically via email as stated in this RFP 3) <u>Letter of Continued Interest</u> (Previously Submitted Project Proposals) – Electronically via email as stated in this RFP |
| Wednesday, May 18, 2022 | 9:00 AM | THHI Staff Threshold Review to Ensure Adherence to the Eligibility Criteria and Fatal Flaw Review as posted in the THHI 2022 UNIVERSAL RFP |

| | | |
|--------------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Friday, May 20, 2022 | 10:00 AM | CoC Ranking and Review Committee Member Evaluation - Committee Members will meet (<i>virtually</i>) to score each project proposal using the THHI 2022 Universal RFP Threshold and Scoring Criteria |
| Wednesday, May 25, 2022 | 1:00 PM | THHI Board Review Committee Meeting (<i>virtually</i>) to Receive Project Recommendations from R&R Committee Applications and Determine Funding Recommendation for THHI Board of Directors. (<i>THHI Board Review Committee may request each applicant agency to make a presentation and/or be present to answer questions they may have about their submitted proposal</i>) |
| Thursday, June 9, 2022 | 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 make the FINAL APPROVAL of projects for funding, including conditional awards as indicated in Section VI of this RFP. |
| Thursday, June 23, 2022 | 5:00 PM | Notice of Selection, Conditional Selection or Non-Selection to all project proposal applicants |

Please Note: A separate timeline and addendum will be released at a later date with regard to HUD's CoC Program Competition following HUD's release of the 2022 NOFO for CoC Renewal Projects.

SECTION II: 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

- **FY2022 HUD CoC Competition- New Project(s): ~ \$350,000**

At the time of this RFP, no information has been released regarding HUD's FY2022 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 FY2022 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.

● **PY2022 Florida Emergency Solutions Grant (FESG) ~ \$147,225**

THHI’s State of Florida Emergency Solutions Grant funding is being renewed) by the Florida Department of Children & Families (Department) Office on Homelessness (Office), under the federally funded Emergency Solutions Grant (ESG) program, authorized by section 420.622(10) of the Florida Statutes and in 24 CFR 576. Funds under this grant source may be used to assistance individuals/families literally homeless in the Tampa-Hillsborough County geographical area. Agencies selected under this program will be conditionally awarded until final notification of awards are announced by DCF. The grant term for this program will be July 1, 2022 through June 30, 2023. ESG funds may be used for five program components: street outreach, emergency shelter, homelessness prevention, and rapid re-housing assistance as well as administrative activities. The five program components and the eligible activities that may be funded under each are set forth in 24 CFR 576.101 through 24 CFR 576.107.

This funding may be awarded on a 1-year basis with automatic renewal for up to a total of 3 years.

● **FY2021 Youth Homelessness Demonstration Grant (YHDP-Round 6) ~ \$1,000,000**

As the Tampa/Hillsborough County’s Collaborative Applicant, THHI, in collaboration with the CoC’s Unaccompanied Youth Committee, Youth Advocacy Board and other key stakeholders, will be applying in response to HUD’s FY2021 YHDP NOFO on behalf of the Continuum of Care. The initial application is an application to selected as a YHDP community and receive support “in the development and implementation of a coordinated community approach to preventing and ending youth homelessness.” If selected, the YHDP grant involves two (2) steps. The first step is the development of a Coordinated Community Plan (CCP). Only after a CCP is completed and accepted by HUD, is funding made available to projects identified and included in the CCP.

The YHDP funding is awarded based on a formula HUD explains in the YHDP NOFO. The minimum award is \$1,000,000; the maximum is determined by HUD’s formula. The anticipated funding for projects to be available is October 2023. **Project proposals received during this RFP cycle that are UAY focused and selected for conditional award will have first priority in being included in the CCP and YHPD project funding.**

The target population to be served by YHDP funding is unaccompanied youth (UAY), ages 16-24, including parenting youth, where no member of the household is over the age of 24. The YHDP funding may be used to serve UAY that are experiencing literal homelessness, fleeing domestic violence as well as those are experiencing housing instability (e.g. couch surfing).

More Information about YHDP funding can be found at: <https://www.hudexchange.info/programs/yhdp/fy-2021-application-resources/>

Agencies that desire to serve the UAY population, are strongly encouraged to review HUD FY2021 YHDP NOFO, including HUD's YHDP NOFO Appendix A – <https://www.hud.gov/sites/dfiles/CPD/documents/FY21-YHDP-Appendix-A-Final.pdf> – that provides details and information about projects/activities that could be eligible for YHDP funding. It is important to note, the YHDP project funding is renewed as part of the HUD CoC Program Funding Competition, and at time of renewal, the only YHPD projects eligible for renewal must comply with the eligible projects/activities of the HUD CoC Program, under 24 CFR Part 578.

- **HUD Continuum of Care Program - Permanent Supportive Housing - Rental Assistance - New ~ \$1,484,253**

THHI is seeking a new subgrantee for a HUD-CoC Permanent Supportive Housing Project that is Tenant Based Rental Assistance. Under this funding, THHI is the grantee and the subgrantee manages the project.

The subgrantee would provide all rental and supportive services outlined in the budget below. In addition, the project can use up to 20 Chronic Dedicated Housing Choice Vouchers, in collaboration with The Tampa Housing Authority, in which the subgrantee provides supportive services/case management. In total, 94 households are to be assisted with permanent supportive services. Rental assistance is provided based on 24 CFR part 578, as tenant based rental assistance. At time of transfer, selected subgrantee would work with current subgrantee to ensure a smooth transition for the enrolled households. The grant term for this project is October 1, 2022 to September 30, 2023 and would be eligible for renewal under the HUD CoC Program renewal process. This is a cost reimbursement grant that will require monthly reimbursement requests and reporting to the grantee (THHI).

Funding Budget Available:

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Rental Assistance* | \$1,032,288.00 |
| Supportive Services | |
| Case Management - Salary/Benefits; supervisor - salary benefit; staff mileage | \$320,992.00 |
| Utility Deposits | \$ 4,000.00 |
| Operating Of Supportive Services (other related costs such as supplies, phones, office space) | \$ 42,275.00 |
| Supportive Services Total | \$367,267.00 |
| Admin -Agency | \$ 42,349.00 |
| Admin - THHI | \$ 42,349.00 |
| TOTAL PROJECT FUNDING | \$1,484,253.00 |
| | |
| Total Match Required for Funding <i>(25% of Total Grant Award including THHI admin portion)</i> | \$371,063.25 |
| *Rental Assistance budget may be increased by HUD based on FMR at time of Award in alignment with the following number of unit sizes included in this project: | |
| <i>Total Funded Units</i> | 70 |
| <i>0 Bedroom</i> | 0 |
| <i>1 Bedroom</i> | 43 |

| | |
|-----------|----|
| 2 Bedroom | 22 |
| 3 Bedroom | 5 |

Renewal Projects List

The funding and applicable projects listed in this section are considered Renewal Projects for THHI’s 2022 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.

PY2022 HESG (Hillsborough County) – Renewal Projects: ~ \$574,807

| Sub-Recipient | Funding Source | Project Name |
|-----------------------------------------|-----------------------|----------------------------------------------------------------------------------|
| Agency for Community Treatment Services | HESG | Rapid Rehousing (Rapid Exit) |
| Catholic Charities | HESG | Rapid Rehousing |
| Cove Behavioral Health | HESG | Community Housing Solutions Center – Rapid Rehousing (Rapid Exit) |
| A.S.A.P / dba EPIC | HESG | Rapid Rehousing |
| Metropolitan Ministries | HESG | Stable Home Stable Family – Rapid Rehousing (Rapid Exit and Unaccompanied Youth) |

Projects Initially Funded with CDBG that are Currently Funded with County ESG-CV ~ \$430,000

| Sub-Recipient | Funding Source | Project Name |
|-------------------------|-----------------------|---------------------------------------------------------------|
| Cove Behavioral Health | CDBG | Community Housing Solutions Center – Off-Site Units |
| Dawning Family Services | CDBG | Family Housing Solutions Center |
| Metropolitan Ministries | CDBG | Prevention and Diversion Staffing Rapid Rehousing Staffing |

PY2022 Florida Challenge Grant – Renewal Projects ~ \$86,000

Challenge Renewal Projects - the following Challenge projects are eligible for renewal:

| Sub-Recipient | Funding Source | Project Name |
|-----------------------------------------|----------------|------------------------------|
| Agency for Community Treatment Services | Challenge | Rapid Rehousing (Rapid Exit) |

FY2022 HUD CoC Program – Renewal Projects - \$7,728,866

As of this RFP, HUD has not opened the FY2022 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) FY2022 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 2021 CoC Program Non-Competitive Renewal process:

| Agency | Sub-Recipient (if applicable) | Project Name | Project Type | Amount of Renewal Funding (Based on FY21 Awards) |
|----------------------------------------------------|-----------------------------------------|-----------------------------------------------|-------------------------|--------------------------------------------------|
| Agency for Community Treatment Services | n/a | Hillsborough County Permanent Housing Program | PSH-Project Based | \$148,456 |
| Agency for Community Treatment Services | n/a | Hillsborough H.E.A.R.T Project | PSH - Leasing | \$2,150,727 |
| Catholic Charities Diocese of St. Petersburg, Inc. | n/a | Pathways Rapid Rehousing Program | RRH | \$1,208,277 |
| Housing Authority of the City of Tampa | n/a | TRA Collaborative | PSH – Rental Assistance | \$419,172 |
| Housing Authority of the City of Tampa | n/a | TRA Collaborative 2004 | PSH – Rental Assistance | \$229,565 |
| Tampa Hillsborough Homeless Initiative, Inc. | Agency for Community Treatment Services | More H.E.A.R.T. | PSH – Leasing | \$493,133 |

| | | | | |
|----------------------------------------------|----------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------|--------------------|
| Tampa Hillsborough Homeless Initiative, Inc. | Catholic Charities Diocese of St. Petersburg, Inc. | Hillsborough Pathways for Youth (Consolidated with Hillsborough Pathways to Housing) | RRH | \$396,816 |
| Tampa Hillsborough Homeless Initiative, Inc. | Dawning Family Services | A Path for Families | RRH | \$410,794 |
| Tampa Hillsborough Homeless Initiative, Inc. | The Spring of Tampa Bay | The Spring of Tampa Bay - Rapid Rehousing | RRH | \$470,670 |
| Tampa Hillsborough Homeless Initiative, Inc. | TBD | HOME3-PHAME | PSH – Rental Assistance | \$1,484,253 |
| 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 |
| | | | | \$7,728,866 |

THHI will issue additional information, deadlines and the CoC Renewal Project Performance Score Card following HUD’s release of their FY 2022 CoC Program Competition NOFA. Agency’s 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 10/1/2020 to 9/30/2021 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 CoC-APR 2019 (“canned report”) for the Renewal Project Performance Score Card.

FY 2022 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 2022 HUD CoC Cycle, the CoC will focus on voluntary reallocation, as 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 2021 funding competition. The funding decisions for projects in Tier 2 will always fall to HUD, based on the criteria they established in the NOFA 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.

Reallocated funding will be utilized for New Projects as allowable under HUD's FY 2022 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-notice>, including the Continuum of Care (CoC) Program Interim Rule - <https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule>

Letter(s) of Intent to Renew

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 for HUD-CoC, CDBG (PY2021), HESG, FESG and/or Challenge Grant, 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 FY2021 HUD CoC Program Competition.

Letter(s) of Intent to Renew must be submitted to THHI by: **3:00 P.M. on Tuesday, May 17, 2022.** Letters received after this date and time will not be accepted, and therefore the funding will not be renewed. The letters **MUST** be submitted electronically via email to Antonio Byrd, COO, Tampa Hillsborough Homeless Initiative at ByrdA@THHI.org.

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 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 2020 RFP AND Eligible to submit Letter of Continued Interest for 2021 RFP | Submitted Continued Interest Letter for 2021 RFP AND Eligible to submit Letter of Continued Interest for 2022 RFP |
|--------------------------|-------------------------------------------------|------------------------------------------------------------------|---------------------------------------|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| 2020 | Dawning Family Services | Prevention/Diversion with Coordinated Entry Access | \$166,665.47 | N/A | No |
| 2020 | Cove Behavioral Health | RRH Expansion | \$204.00 | N/A | Yes |
| 2020 | Cove Behavioral Health | DACCO Homeless Prevention | \$54,060 | N/A | Yes |
| 2020 | Metropolitan Ministries | Stable Home Stable Family RRH Expansion | \$376,000 | N/A | Yes |
| 2021 | AIDS Service Association of Pinellas d/b/a EPIC | Homeless Street Outreach and Engagement | \$121,197.50 | | N/A |
| 2021 | Dawning Family Services | Emergency Shelter (Staff); Rapid Rehousing (rapid exit - expand) | \$1,265,715.46 | | N/A |
| 2021 | Just Initiative | Rapid Rehousing (rapid exit) | \$186,438.00 | | N/A |
| 2021 | Guided Path | Rapid Rehousing | \$150,271.15 | | N/A |

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: **3:00 P.M. on Tuesday, May 17, 2022.** Letters received after this date and time will not be accepted, and therefore the funding will not be renewed. The letters MUST be submitted electronically via email to Antonio Byrd, COO, Tampa Hillsborough Homeless Initiative at ByrdA@THHI.org.

SECTION III: Important Information for Potential Sub-Recipients

For all funding opportunities, with the exception of 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.’”

Administrative Costs

The amount of funds available for administrative cost varies from source to source, with some funding sources providing no admin funding. Therefore, for the purposes of proposal submission, applicants may include up to 5 percent 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

All contracts will be on a cost reimbursement basis. Sub-recipient will be required to submit to THHI proper back up documentation for project eligible expenses as determined by the funding source regulations and requirements.

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 percent of the full grant award; for ESG and projects operating under ESG guidelines, the match is 100 percent of the full grant award amount.

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 avoid 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 situation of 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.

State and Federal Administrative Requirements

Agencies must comply with Federal administrative requirements. All agencies awarded funds through this RFP will be required to comply with a variety of requirements governing the use of State and Federal funds. These include but are not limited to **2 CFR 200 - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS** [streamlines and consolidated previous Standards for Financial Management (OMB Circular A-110), Cost Principles and Allowable Costs (OMB Circular A-122), Federal Audit Standards (OMB Circular A-133), Conflict of Interest (OMB Circular A-110 and 24 CFR 576.79), and Procurement Principles (OMB Circular A-110).]

Additionally, agencies awarded funds through this RFP will be required to provide access to their financial records to a representative of THHI to evaluate their financial management systems. 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.

In Direct 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.

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.

Handicapped 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 subrecipients 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. Termination process for rental assistance, leasing, and/or housing relocation and stabilization services must include: written notice to the program participant, with clear statement of reasons for termination; review of 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 assure that homeless individuals and families are given assistance 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 assure 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 program 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 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.

Maximum/Minimum Funding Request Amounts

There is not a 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 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.

SECTION IV: Eligibility Criteria to Apply and New Project Proposal Requirements

This section includes the eligibility criteria to Apply and New Project Proposal Requirements for **Non-Profit Agencies** seeking funding new/expanded for PSH, RRH, TH-RRH, Emergency Shelter, Street Outreach, Homeless Prevention project types that would fall under 1 or more of the following – HUD-CoC Program, HUD ESG (HESG/FESG/TESG), YHDP.

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 have:

- a 501(c)3 certification, 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.

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 able to be used for religious purposes.

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

Any party on the Excluded Parties List System will be considered **ineligible** for funding. THHI uses SAM.gov to verify if a party (agency) is on the excluded list.

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

Non-Profit Agencies Proposal Requirements and Order - Proposals MUST contain the following sections, in the order listed below:

1. Completed and Signed Application – Non-Profit Agency

2. 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.

3. 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 it 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: 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 measureable 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.

4. Budget Summary Form – Use the Budget Summary Form included in this RFP

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

- Explain in detail how the amount of funding being requested and/or listed as match in each section of the Budget Summary Form was calculated. Examples:
 - 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
- 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.
- If funding is being requested for acquisitions or rehabilitation, be sure to explain the overall project’s budget and financing plan.
- Explain the agency’s process to ensure adequate cash flow to operate when receiving funding that is based on a cost reimbursement process

6. 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.

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

- demonstrate at least a two year history of assessing the needs of and providing services to low-income individuals/households who are homeless, formerly homeless or at risk of becoming homeless; if less than two years of experience, applicant shall demonstrate partnership/collaboration with an agency with such experience

- describe experience of operating at least similar projects, including performance outcome data from similar programs operated by the organization that shows the effects of the services provided
- describe the federal, state, and/or local government grant experience and the current capacity of the organization and each person responsible for grant administration including program regulations and requirements, financial processing and billing, and data accuracy and reporting.
- indicate what, if any, capacity increases would be necessary if funding is awarded
- 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.

8. Persons with Lived Experience Narrative – not to exceed 1 page (approximately 500 words, single spaced) – Describe how your organization incorporates the input and experience of person's with Lived Experience in your organization structure, decision making and quality improvement efforts, which may include, but not limited to, activities such as:

- Representation on the organizations Board of Director's or other decision-making board
- Client / Consumer Advisory Board
- Emphasis on hiring person's with Lived Experience
- Use of Peer Mentors that provide feed back
- Satisfaction surveys / comment cards

9. Agency Compliance Narrative – not to exceed 1 page (approximately 500 words, single spaced) – describe your organization's compliance history to include:

- past compliance findings or concern for other funding sources, to include identifying the other funding sources,
- compliance findings/concerns from other monitoring agencies
- any Prior Audit Findings and Questioned Costs indicated in the agency's audited financial reports within the past 3 years or that are older but unresolved.
- status of any of the compliance findings/concerns reported, such as resolved, unresolved

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

10. 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 admin expenses, shared office space, 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.*

11. Evidence of Organization's Establishment Date – Articles of Incorporation or other legal documents establishing the organization

12. Evidence of 501 (c) 3 Status – IRS Determination or Affirmation Letter of organization's 501(c)3 status

13. 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.*

14. **Organization’s Excluded Parties List System (EPLS) Status** - Print out a copy of the organization’s status from the System for Award Management (SAM): www.SAM.gov (Search Record – Entity Registration Summary)
15. **Most Recently Submitted Federal Form 990**
16. **Most Recent Financial Audit including Supplementary Information and Other Reports and The Management Letter**
 - a) If the agency does not engage in a financial audit, please submit a question, as outlined in the RFP Questions section, to Lesa Weikel at WeikelL@THHI.org and be received no later than **5 p.m. on Friday, May 13, 2022**, for information about other acceptable financial submission.
 - b) 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, 2020, 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, 2021.
17. **Completed Gender, Race and Ethnicity Analysis Form** -An example is provided as an attachment to the 2022 Universal RFP. The actual form will be emailed to the person attending the Mandatory Pre-Proposal workshop and completed using the electronic form provided.
18. **Current List of Board of Directors**
19. **Current Organizational Chart**
20. **Current Organizational Budget**

Proposal Format – ALL APPLICATIONS/SUBMITTED PROPOSALS

- One (1) original proposal package submitted as a 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 Section IV (Eligibility Criteria to Apply and Proposal Requirements) 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 hand written 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:

- Applicant agency did not attend the Mandatory Pre-Proposal Workshop(s)
- 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
- 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 hand-written 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 Section IV (Eligibility Criteria to Apply and Proposals Requirements) 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 (non-profit agency)

SECTION V: Funding Priorities

HUD's Strategic Plan

The submitted proposals will be evaluated based in part, on the extent the project is able to demonstrate achievement of HUD's goals as articulated in HUD's 2022-2026 Strategic Plan: <https://www.hud.gov/HUD-FY22-26-Strategic-Plan-Focus-Areas> and; in the core values of USICH's efforts in developing a new Federal Strategic Plan to Prevent and End Homelessness: <https://www.usich.gov/news/usichs-core-values-as-we-create-a-new-federal-strategic-plan>. HUD strongly encourages CoC communities to strongly consider the policy priorities established in the mentioned strategies in conjunction with local priorities to determine the ranking of all projects.

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. Jobs 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 housing placement;

*** NOTE: System Performance Measure #6 applies only to CoC’s that HUD has recognized as a “High Performing Community (HPC).” At this time, HUD has not recognized any HPCs and therefore, Measure #6 is not applicable to the Tampa/Hillsborough County CoC.

HUD strongly encourages CoC communities to strongly consider the impact on System Performance Measures in the evaluation, ranking and selection of all projects.

Tampa/Hillsborough County Continuum of Care Strategic Plan – 560 in 560

Through the efforts of the CoC, our community has made significant headway in the fight against homelessness. Based on the Hillsborough County 2014 Homeless Point-in-Time (PIT) Count, there were 1,091 people unsheltered, sleeping on the street or in places not meant for human habitation, in Hillsborough County. As of the February 2020 PIT Count, 612 people were unsheltered, a seven (7) year decrease of 44% in the number of people that are experiencing unsheltered homelessness. Our community has also experienced significant decreases in the other subpopulations since 2014:

- ✓ 25% decrease in overall homelessness
- ✓ 32% decrease in Veteran homelessness
- ✓ 35% decrease in chronic homelessness
- ✓ 66% decrease in unaccompanied youth homelessness (2015 data)
- ✓ 30% decrease in family homelessness

The CoC has enthusiastically adopted a series of evidence-based practices collectively known as Housing First. Business, government, healthcare, human services, and philanthropic leaders have coalesced around making homelessness rare, brief and non-recurring in Hillsborough County. To truly address homelessness, the community must simultaneously address the top causes of homelessness:

- lack of affordable housing
- poverty
- mental illness
- unemployment
- low wages
- substance abuse

The **560 In 560** addresses the issue of unsheltered homelessness and some of the top causes leading to homelessness. The goal of **560 In 560** is to provide housing opportunities to 560 people in 560 days, beginning June 2019 through December 2020. This aggressive and lofty goal focuses on reducing the percentage of unsheltered homelessness by 90% from the number reported in the 2014 PIT Count. **560 In 560** will assemble an array of resources that can rapidly house individuals and families from emergency shelters and move them towards self-sufficiency with minimal assistance. This process will simultaneously make emergency shelter and permanent housing available for those sleeping on the streets or places not meant for human habitation and that require more intensive assistance prior to becoming self-sufficient. The CoC will strengthen its partnerships and programs with key players and develop new partnerships and programs to reach the goal of **560 In 560**. The following initiatives and events will help achieve the goal:

1. Hillsborough County Expungement Clinics
2. Second Chance Job Fair
6. Speed Leasing
7. Operation: REVEILLE

3. *C.A.S.H. Program*
4. ***Hot Spot Mobile Outreach****
5. ***Rapid Exit from Shelters****

8. Housing is Healthcare
9. Shared Housing
10. The B.E.A.C.H. House Project

Therefore, proposals are being solicited to fund projects that have been identified as priorities within the Tampa/Hillsborough County Continuum of Care (CoC) as noted in the above list (***bold, italic****)

The order of priorities established by the CoC is as follows:

1. Street Outreach (Hot Spot Mobile Outreach)
2. Permanent Supportive Housing
3. Rapid Re-housing
4. Emergency Shelter (Community Housing Solutions Center/Bridge Housing concepts)
5. Coordinated Entry
6. Homelessness Prevention (targeted)

While the above funding priorities have been established for the 2022 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.

SECTION VI: Proposal Evaluation and Selection

All 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 forward to the CoC Ranking and Review Committee and the THHI Board Application Review Committee for review 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 2022 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. 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.

- C. 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 9, 2022 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 Weikel@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.

SECTION VII: Innovative and Effective Practices to Meet Identified Community Needs

Proposed projects that offer something ‘other than business as usual’ and include innovative and effective best or next practices, will receive higher scores and considerations than those projects that are simply the continuation or capacity expansion of a current program in the community. THHI is seeking ‘out of the box’ proposals. Projects may be proposed that incorporate different component types and include additional partners (with an established agreement for the proposed project) to provide a specific service as part of an overall project proposal. Projects that incorporate all or part of the effective practice examples described below will be scored higher in the scoring and selection process.

Permanent Supportive Housing (PSH) is affordable rental housing linked to supportive services designed to enable persons with disabilities, including chronically homeless, to become and remain stably housed. National studies show that PSH is a cost-effective solution to chronic homelessness and can successfully house and stabilize vulnerable persons living on the street who previously often were believed to be beyond help. These citizens frequently confront serious, persistent issues such as addiction or alcoholism, mental illness, HIV/AIDS, and other serious challenges to be able to maintain stable housing, and thus require a more substantial level of care in a supportive housing environment to return to housing stabilization. PSH is an evidence-based practice that has been proven to be the most successful intervention for chronically and long-term homeless persons. HUD has independently verified that more than 80% of tenants in permanent supportive housing remain stably housed for more than one year. Effective PSH projects:

- Ensure ongoing housing (financial) assistance and case management/supportive services (directly or through linkages) for homeless individuals or families in permanent supportive housing project.
- Are low barrier and housing first focused
- Focus on housing plans and not service plans
- Utilize the community-wide Coordinated Entry Process which prioritizes persons for PSH according to their vulnerability to dying on the streets and their chronic homelessness status

Permanent Supportive Housing projects typically fall into one of the following ‘structure’ types:

- *Tenant Based Rental Assistance* – clients are assisted in finding housing within the community/private rental market with the lease being established between the client and the landlord. The project provides rental/utility assistance based on the client’s income in a manner determined by the funding source and voluntary supportive services are encouraged and offered. Leases should be standard leases that an “unassisted” tenant would receive.
- *Site Based* – The housing property is owned and operated by the applicant for the purposes of providing PSH with supportive services typically on site. Tenants are charged a rent based on their household’s income with voluntary supportive services encouraged and offered. Site Based projects are not recovery or ‘transitional’ housing projects; rather they operate similar to permanent housing that is offered within the community/private rental market with a lease/occupancy agreement similar to those within the private rental market. Site Based projects are able to provide low barrier tenant criteria to be able to provide housing to persons with high rental barriers.

- **Leasing Project** – similar to Tenant Based Rental Assistance, however the applicant established master leases with landlords in the community/private rental market and subleases to the participants. Leases/sub-leases should be standard leases that an “unassisted” tenant would receive. Leasing projects can be a good match for a Shared Housing Project.

Community Housing Solutions Center (CHSC) with Coordinated Entry Access Point is a friendly, low-demand environment that provides access to services, housing resources, emergency bridge shelter, and serves as a designated access point for the CoC’s Coordinated Entry. A CHSC welcomes and engages homeless persons, and develops relationships with them in the effort to engage them in steps towards permanent housing. Services are provided to both residents and non-residents of the CHSC, and should include access to physical and mental health screening/services, transportation, showers, laundry facilities, case management, supportive services to assist with applications for benefits (i.e. SOAR), and an array of other services with the goal of helping persons move from homelessness to permanent housing as quickly as possible. The bridge/emergency shelter beds would be for up to 90 days. Law enforcement and designated mobile teams would have direct access to referring participants to the CHSC.

Emergency Shelter/Transitional Housing + Rapid Rehousing (Rapid Exit) is a project model that pairs the provision of emergency shelter or transitional housing with rapid rehousing funding to create ‘rapid exit’ options for the persons/households residing in the emergency shelter or transitional housing there by reducing the time a person/household remains homeless. *(Note: Under some RRH funding sources, residents of transitional housing are not eligible for the RRH funded services.)*

Transitional Housing + Rapid Rehousing is a newer project type recognized by HUD as eligible for new project funding since the FY2017 CoC Program Competition.

Hot Spot Mobile Outreach - To address the issue of unsheltered homelessness within several “hotspots” that are experiencing high rates of homelessness throughout Hillsborough County, THHI will collaborate with housing service providers and the current outreach teams within the CoC to coordinate Hot Spot Mobile Outreach (HSMO). Mobile outreach teams in the past have provided basic services (bus passes, snacks, water, blankets, etc.). By contrast, HSMO will be housing-centered. Mobile command centers will be established and remain at the hot spot locations for up to 30 days. Hot Spot Mobile Outreach projects may also serve as an access point of the Coordinated Entry System, may include hotel vouchers (ES) and focus on efforts to move persons from unsheltered to shelter situations while assisting in obtaining needed and critical documentation for housing program eligibility requirements.

Targeted Bed Expansion – An existing project that is able to expand their current capacity by adding additional beds to be dedicated to a specific target population, such as Unaccompanied Youth.

Street Outreach and Engagement with Rapid Rehousing Component - a street outreach project that includes short-term (3-6 months), rental assistance to move people directly into permanent housing. While this would require 2 project proposals to be submitted, due to being different project types, the linkage between the two can be clearly established in the program description.

Project SOAR Specialists – Inclusion of SOAR Specialist in a project proposal.

Unaccompanied Youth (UAY) Focused Projects – Projects that advance the development of the CoC’s ability and capacity to effectively reach and provide housing-focused services to UAY and Parenting Youth households that is tailored to the needs of this population to include LGBT+ and pregnant youth. Such components/projects may include Street Outreach and dedicated UAY Coordinated entry Access point, low barrier emergency shelter/crisis housing shelter with rapid exit rapid rehousing, connections to mainstream and

community resources necessary for housing stability.

SECTION VIII: RFP Documents and Attachments

The issuance of THHI's 2021 Universal RFP includes the documents and attachments listed below.

- THHI 2022 Universal RFP – Instructions
- THHI 2022 Universal RFP – Application
- THHI 2021 Universal RFP – Budget Summary Form
- THHI 2022 Universal RFP – Housing First-Low Barrier Questionnaire
- THHI 2022 Universal RFP – Threshold and Scoring Criteria – New Projects
- THHI 2022 Universal RFP – Gender, Race and Ethnicity Analysis Form – Example Form
- THHI 2022 Universal RFP - Letter of Intent to Renew / Continued Interest Form

The following documents will be provided following the Mandatory Pre-Proposal Workshop ***and*** not later than Wednesday, April 27, 2022. THHI may choose to provide information specific to the organizations that attend the Mandatory Pre-Proposal Workshop.

- THHI 2022 Universal RFP – CoC Monthly Meeting Attendance (April 2021 – March 2022) for Proposal Scoring
- THHI 2022 Universal RFP – CoC Committee Attendance for Scoring (April 2021 – March 2022) For Proposal Scoring
- THHI 2022 Universal RFP – HMIS Active Agencies For Proposal Scoring
- THHI 2022 Universal RFP – HMIS Agency DQ Reports for Proposal Scoring