



**Tampa Hillsborough Homeless Initiative  
2024 Request for Applications (RFA)  
Youth Homelessness Demonstration Program (YHDP)**

## **YHDP Request for Applications (RFA) – Instructions**

**Application with Narratives Submission Date:  
Friday, November 1, 2024, by 3:00 PM Via email to: [Weikell@thhi.org](mailto:Weikell@thhi.org)**

**RFA Workshop – Thursday, October 3, 2024 – At the Monthly CoC Meeting**

### **Background**

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

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

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

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

During THHI's 2024 Universal Request for Proposals (RFP), released on April 5, 2024, no project proposals received for the YHDP funding were able to be selected for funding. To ensure our community did not lose the YHDP funding, THHI completed all YHDP project applications to HUD, as THHI will be the grantee on all grant projects.

This RFA is for the selection of sub grantee agencies to operate the YHDP Funded projects, in accordance with the project applications and budgets submitted to HUD; and outlined below. Elements for the project applications, as submitted to HUD are included with these instructions.



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**Project Funding Available for Award**

Of the \$4,644,758 award amount for YHDP, after set-asides for HMIS, Coordinated Entry, and the Year 1 planning funding, there is a total of **\$4,165,334** for the project types listed below.

*Detail Project Information*, including description, requirements, and budgets are included in the YHDP RFA Project Detail Attachment.

<b>Project Type</b>	<b>Funding Amount</b>	<b>Numbers to Be Served</b>
Youth Hub	\$ 919,792	300 YYAs / annually
Host Homes	\$ 349,127	15 individuals / capacity
Transitional Housing	\$ 392,884	16 beds for YYA
Rapid Rehousing	\$ 2,114,410	35 YYA HHs (18 HHs adult only 17 HHs with minor children)
Permanent Supportive Housing	\$ 389,121	7 households
<b>Total</b>	<b>\$ 4,165,334</b>	

The funding amount represents a 2-year amount, with a 30-month grant term for the initial 2-year period. After the initial grant term, funding is renewable as an annual, 12-month term. The admin funding amount listed for each project (in the project description section) will be divided equally between THHI and the selected sub-grantee. Changes to the established budgets cannot be made.

We expect to award each project type to a single agency and reserve the right to select more than 1 agency per project if additional applications are received and funding sufficient to allow for more than one agency.

**YHDP RFA Timeline and Critical Dates**

THHI Releases the YHDP Request for Applications (RFA)	Tuesday, September 24, 2024	
Workshop - YHDP RFA	Thursday, October 3, 2024 At the monthly CoC meeting, Virtual	9:00 AM



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Submission Deadline - Application and Narratives MUST be submitted to WeikelL@THHI.org	Friday, November 1, 2024	3:00 PM
YHDP RFA Applications Scoring Meeting	Wednesday, November 6, 2024	10:00 AM
THHI Board Application Review Committee Scoring Review and Recommendation Meeting	Tuesday, November 12, 2024 (Virtual)	1:00 PM
THHI Board of Directors Meeting - Approval of Recommendations	Thursday, November 14, 2024	4:00 PM
Notice of Selection / Non-Selection to Applicants	Friday, November 22, 2024	3:00 PM
Post Award Meeting with all Selected Applicants	Monday, December 9, 2024	1:00 PM

**Eligible Project Applicants**

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

Private nonprofit organizations must have:

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

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

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

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



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

### **Eligible Program Participants**

For all project types, the eligible population are youth and young adults (YYA), ages 16 through 24, who fall into Category 1, 2, or 4 of HUD's homeless definitions: Category 1 are literally homelessness (e.g., living in unsheltered location, place not meant for human habitation, emergency shelter); Category 2 are at imminent risk of homelessness (e.g., staying temporarily with family or friends but must leave within 14 days); or Category 4 are fleeing or attempting to flee violence.

For more information about these categories, see <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-esg-homeless-eligibility/four-categories/>.

### **YHDP Requirements**

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

- Projects must have ***very low or no barriers to entry and very minimal ongoing requirements for program participants.***
- Projects must adhere to housing first principles at all levels of service.
- Projects must center equity and be welcoming and affirming to everyone, including all races and ethnicities, all genders and sexualities, all faiths, etc.
- Projects must adhere to HUD's Equal Access Rule.
- Projects must center youth voice and youth choice.
- Projects must utilize (1) Positive Youth Development (PYD) and (2) Trauma-Informed Care (TIC).
- Projects must support family engagement when the youth or young adult desires such engagement.
- Projects must include educational partnerships, employment connections, and opportunities for community integration and permanent connections.
- Projects may be required to provide match of at least 25%, if the requested waiver is not approved. Match may be cash or in-kind for otherwise eligible project costs. Match can be provided by the project applicant agency or through community partners that provide eligible services to program participants.

### **Important Information for Potential Sub-Recipients**

For all YHDP funding opportunities, THHI will be the "grantee" and the selected agency will be the "sub-recipient."



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### **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.

### **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.



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### **Match**

While HUD YHDP funding typically requires a 25% Match, either cash or in-kind for otherwise eligible project costs, based on information submitted by THHI, HUD has granted an exemption to the match requirement for these projects. Select subrecipients must ensure they are able to connect youth and young adults served in their project(s) be connected to other resources and services available in the community, to meet the needs of the youth and young adults.

### **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.

All YHDP project budgets were submitted and approved to use the *de minimis rate of 15% of modified total direct costs* (MTDC). MTDC means all direct salaries and wages, fringe benefits, materials and supplies, services, and travel.

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).





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### **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.



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**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.

**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**

- HUD YHDP Program - <https://www.hudexchange.info/programs/yhdp/>



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- HUD YHDP Reporting Guide - <https://files.hudexchange.info/resources/documents/YHDP-Reporting-Guidance-Sage-HMIS-Reporting-Repository.pdf>
- HUD YHDP Special Activities Guidance - <https://www.hud.gov/sites/dfiles/CPD/documents/Appendix-A.pdf>
- 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/>

## **Submission Requirements**

All YHDP RFA Applications with narratives must be received by 3:00 PM on Friday, November 1 via email to [WeikelL@THHI.org](mailto:WeikelL@THHI.org).

### **Submission Packet must include**

- Completed and Signed Application (2 pages)
- Completed Narrative Responses (not to exceed 10 pages)

### **Narrative Responses Format:**

- Single Space pages
- Format pages to accommodate 8-1/2 X 11-inch pages
- All margins should be 1 inch
- Use 12-point, Times New Roman
- No more than one page of text may be placed on one sheet of paper, i.e. you may not shrink pages to get two or more on a page. Shrunken pages or pages where a reduced font is used will not be reviewed by the reviewers and information provided in this fashion will not be used for scoring purposes.
- The use of tables/charts is allowable as part of the narrative submission pages, but do not format narratives into columns. Pages with text in columns will not be reviewed by the reviewers and information provided in this fashion will not be used for scoring purposes.
- All pages should be numbered
- Reviewers will only review the first 10 pages of narrative responses. Narratives contained on pages beyond page 10 will not be reviewed or used for scoring purposes



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**Questions**

Questions, with the exception of those asked and answered at the RFA workshop being held during the October CoC Meeting, must be submitted in writing, via email to Lesa Weikel at [WeikelL@thhi.org](mailto:WeikelL@thhi.org). The last date to submit written questions is Wednesday, October 30, 2024. THHI will post all questions received and answers provided to our website each Friday (if new questions received). THHI will provide answers as quickly as possible, however a delay in a response is not grounds for late submissions.

**Related Documents**

The following documents are being released in conjunction with these instructions and are considered critical elements of this YHDP RFA:

- YHDP RFA – Project Descriptions
- YHDP RFA – Application with Narrative Questions
- YHDP RFA – Scoring Criteria