



**2019 UNIVERSAL REQUEST FOR PROPOSALS
TAMPA HILLSBOROUGH HOMELESS INITIATIVE**

Released: Tuesday, MARCH 26, 2019

Submission Due: 3:00 P.M., Friday, April 26, 2019

MANDATORY PRE-PROPOSAL WORKSHOP – Tuesday, April 9, 2019, 2:00PM

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

**Tampa Hillsborough Homeless Initiative (THHI)
Continuum of Care Lead Agency
2019 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

FY2019	HEARTH (Hillsborough) Emergency Solutions Grant (HESG) <i>New/Expanded Projects – Rapid Re-Housing</i>	\$505,761 (Priority will be given to organizations in rural and unincorporated areas of Hillsborough County)
FY2019	Community Development Block Grant Program (CDBG) – <i>New/Expanded Projects – Emergency Shelter/Community Housing Solutions Center Model</i>	~ \$505,761 (Priority will be given to organizations in rural and unincorporated areas of Hillsborough County)
PY2019	C.A.S.H. (Community-wide Affordable Supportive Housing) Program – <i>New Projects – Acquisition and Rehab for Permanent Supportive Housing Project</i>	~ \$1,998,000
FY2019	Florida Department of Children and Families (DCF) - Challenge Grant – <i>New/Expanded Projects – Rapid Re-Housing</i>	~ \$300,000
FY2019	Florida Emergency Solutions Grant (FESG) – <i>New/Expanded Projects – Rapid Re-Housing</i>	~ \$200,000
FY2019	HUD Continuum of Care Program - <i>New Projects – Permanent Housing Bonus/DV Bonus</i>	~ \$380,844 (IF HUD awards bonus funds for new project.)

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

FY2019	HUD Continuum of Care (CoC) Program – <i>Renewals Only</i>	\$6,136,796
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NOTE: FY = Fiscal Year; PY = Program Year; Most Federal Program years operate on an October 1 – September 30 year; State of Florida operates on a July 1 – June 30 year.

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

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 9, 2019. 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 Tuesday, April 23, 2019. THHI will compile all questions and answers and provide to the agencies that attended the Mandatory Pre-Proposal Workshop.

Successful applications must address goals, objectives and priorities that have been established in consultation with the Consolidated Plans for the City of Tampa (<https://www.tampagov.net/housing-and-community-development/consolidated-plan-fy-2017-2018-action-plan>) and Hillsborough County (<https://www.hillsboroughcounty.org/library/hillsborough/media-center/documents/affordable-housing/hillsborough-county-2016-2020consolidated-plan.pdf?la=en>) 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 from THHI. Agencies seeking renewal funding for current CoC Program projects, are only 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:

Funding Detailed Description

- **FY2019 HEARTH (Hillsborough) Emergency Solutions Grant (HESG) for rural and unincorporated areas of Hillsborough County:** THHI will make \$505,761 available to agencies for new or expanded Rapid Rehousing projects, as well as for 2018-2019 funded projects that seek to receive funding to continue their project, to serve homeless individuals/households that meet the County residency requirement of currently residing in and/or have a last permanent address in unincorporated Hillsborough County, Plant City and/or Temple Terrace. Priority will be given to organizations in rural and unincorporated areas of Hillsborough County.
- **FY2019 Community Development Block Grant (CDBG - Hillsborough County):** THHI will make available \$505,761 to agencies for new and expanded Emergency Bridge Shelter projects, as well as for 2018-2019 funded projects that seek to receive funding to continue their project, to serve homeless individuals/households that meet the County residency requirement of currently residing in and/or have a last permanent address in unincorporated Hillsborough County, Plant City and/or Temple Terrace. Priority will be given to organizations in rural and unincorporated areas of Hillsborough County.
- **FY2019 C.A.S.H. (Community-wide Affordable Supportive Housing) Program:** THHI will make \$1,998,000 available to agencies for acquisition, rehab and/or set-aside units for a new permanent housing project.
- **FY2019 HUD Continuum of Care Program Permanent Housing Bonus:** If HUD awards bonus funds for new projects, THHI will make \$380,844 for eligible Permanent Housing or Domestic Violence New Projects.

THHI encourages organizations to submit proposals for projects, even if the project does not 'fit' perfectly into the descriptions above. By submitting a proposal, the organization is informing THHI of projects it intend or desire 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.

Projects acceptable under this request include:

- **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**

- a project that is currently operating through a 2018-2019 HESG/CDBG/FESG and/or Challenge grant award that is seeking funding to continue the project in 2019.
- a CoC Program funded project currently receiving funding through THHI or directly through HUD’s CoC Program and desires to renew the project’s funding. *Agencies with CoC renewal projects must submit a separate Letters of Intent (as indicated below) for each funding source they desire to renew.*
- **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 funding 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 RFP 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 – Tuesday, April 9, 2019 at 2:00 PM at Tampa Hillsborough Homeless Initiative, 601 East Kennedy, 24th Floor, Tampa, Florida 33602. The purpose of this conference is to answer questions that may arise from the proposal documents.

SUBMISSION DEADLINE – 3:00 P.M. on Friday, April 26, 2019

All proposals for new funding **MUST** be delivered in person to:

Tampa Hillsborough Homeless Initiative
Attention: Antonio S. Byrd
601 E Kennedy Blvd, 24th floor
Tampa, FL 33602
www.THHL.org

All **Letters of Intent to Renew** for renewal funding may be delivered in person or sent electronically:

Tampa Hillsborough Homeless Initiative
Attention: Antonio S. Byrd
601 E Kennedy Blvd, 24th floor
Tampa, FL 33602
ByrdA@THHL.org

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

Critical Dates and Timeline

Tuesday, March 26, 2019		THHI Issues 2019 Universal Request For Proposals
Tuesday, April 9, 2019	2:00 PM	Mandatory Pre-Proposal Workshop at THHI, 601 E. Kennedy Blvd 24th Floor, Tampa, FL 33602
Friday, April 26, 2019	3:00 PM	SUBMISSION DEADLINE 1) <i>Project Proposals</i> hand delivered to THHI Office as indicated in this RFP; and 2) <u>CoC-Funded Renewal Projects Letters of Intent to Renew</u> (Electronic or Hard Copy)
Monday, April 29, 2019	9:00 AM	THHI Staff Threshold Review to Ensure Adherence to the Eligibility Criteria and Fatal Flaw Review as posted in the THHI 2019 UNIVERSAL RFP
Wednesday, May 1, 2019	10:00 AM	CoC Ranking and Review Committee Member Evaluation - Committee Members will meet to score each project proposal using the THHI 2019 Universal RFP Threshold and Scoring Criteria

Tuesday, May 7, 2019	12:00 PM	THHI Board Review Committee Meeting 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>
Tuesday, May 9, 2019	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, May 23, 2019	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 2019 NOFA 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, and/or other funding sources:

New/Expanded/Current (Renewal and Gap) Projects

As previously stated, THHI will consider all proposal projects received for all applicable and available funding sources. THHI recommends that proposed projects are based on either the HUD CoC or ESG program regulations for eligible activities and costs.

FY2019 HESG (Hillsborough County): ~ \$505,761

THHI was awarded funding by Hillsborough County Affordable Housing to administer the Hillsborough – Emergency Solutions Grant for FY19 to be expended between **October 1, 2019** and **September 30, 2020**. This funding is for new or expanded Rapid Rehousing projects, as well as for 2018-2019 funded projects that seek to receive funding to continue their project, to serve homeless individuals/households that meet the County residency requirement of currently residing in and/or have a last permanent address in unincorporated Hillsborough County, Plant City and/or Temple Terrace. Priority will be given to organizations in rural and unincorporated areas of Hillsborough County. Rapid Rehousing funding may be used for a “rapid exit” strategy out of emergency shelter and/or as a standalone rapid rehousing project. Recipient of these FY2019 HESG funds will be required to provide 100% of new match funds (*see match section*). Recipients also may bill 3% of their reimbursable expenses for Administration.

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

Additional information about HUD ESG Program eligible activities and expenses, can be found on the HUD Exchange at <https://www.hudexchange.info/programs/esg>.

FY2019 CDBG (Hillsborough County): ~ \$505,761

THHI was awarded funding by Hillsborough County Affordable Housing to administer the Community Development Block Grant Program for FY19 to be expended between **October 1, 2019** and **September 30, 2020**. This funding is for Community Housing Solutions Center projects, as well as for 2018-2019 funded projects that seek to receive funding to continue their projects. THHI purposes a \$34 per household/per bed night rate.

A Community Housing Solutions Center is an enhanced model of an Emergency Bridge Shelter project, which includes the following activities/components:

- Short term emergency shelter beds with the goal of rapidly exiting to permanent housing.
- Active case management to include housing search, placement, and stabilization.
- SOAR trained staff for assisting with the application of SSI/SSDI program.
- Assistance with the referral and application of other mainstream benefit programs.
- Onsite classes on the topics of:
 - General education development (GED),
 - Budgeting and Financial Literacy,
 - Tenant/landlord relations,
 - Healthy living (Exercise and Eating),
 - Resume writing and interviewing, and/or
 - Other educational/apprenticeship related topics.
- Onsite health screenings,
- Access to array of other services directly or through community partners, and
- Transportation resources.

This funding is for projects to serve homeless individuals/households that meet the County residency requirement of currently residing in and/or have a last permanent address in unincorporated Hillsborough County, Plant City and/or Temple Terrace. Priority will be given to organizations in rural and unincorporated areas of Hillsborough County.

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

Additional information about HUD ESG Program eligible activities and expenses, can be found on the HUD Exchange at <https://www.hudexchange.info/programs/esg>.

C.A.S.H. (Community-wide Affordable Supportive Housing) Program: ~ \$1,998,000

THHI will make available funds through local, state, and federal governments, as well as private funders to develop permanent supportive housing (PSH) for persons emerging from homelessness within the City of Tampa and Hillsborough County. Funding being made available in this RFP is for Developers and Property Owners to acquire, rehab and/or set-aside permanent supportive housing units under the Developer Incentive component of the C.A.S.H. Program. Funds awarded under this program may be conferred as a forgivable loan. Affordability covenants, as a result of utilization of these funds, will be in effect for 10-15 years. The developer is required to

work closely with a service provider, designated by THHI, to ensure residents of the PSH project(s) are provided case management and other wrap around services, either directly or through community partnerships. Units obtained under this funding source must be available for occupancy within 12 months of acquisition. New construction projects are eligible under the C.A.S.H. Program, but on a case-by-case basis.

The C.A.S.H. Program has four (4) components:

- Developer Incentive – as detailed above; developers and property owners will receive an upfront incentive for dedicating/setting aside all or a portion of units within a development for persons emerging from homelessness
- Risk Mitigation Fund- available if there are excessive damages, lost rent, or legal fees for Landlords
- Set-Aside Units- acquired from developers that receive financial incentives from local governments (10% of units)
- Rental Gap Incentive – start-up funds available to assist individuals/families emerging from homelessness that do not qualify for other financial assistance.

The Tampa/Hillsborough County Continuum of Care shows a great need for single (one bedroom) affordable units for the sub-populations served Veterans, Unaccompanied Youth, Chronic, and Unsheltered.

FY2019 Florida Challenge Grant – New/Expanded Projects: ~ \$300,000

THHI is in the process of applying for a 3-year grant (FY 2019-2021) by the Florida Department of Children & Families (Department) Office on Homelessness (Office) (DCF) under the Florida Challenge Grant program, authorized by section 420.622(4) of the Florida Statutes. 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, 2019 through June 30, 2020.

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

FY2019 Florida Emergency Solutions Grant (FESG) – New/Expanded Projects: ~ \$200,000

THHI is in the process of applying for a 3-year grant (FY 2019-2021) by the Florida Department of Children & Families (Department) Office on Homelessness (Office) (DCF) 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, 2019 through June 30, 2020. 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.

FY2018 HUD CoC Competition- New Project(s): ~ \$380,844

At the time of this RFP, no information has been released regarding HUD's FY 2019 CoC Program Competition process or application. A Permanent Housing 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 received under this request.

HUD CoC Program funding for a New Project through a Permanent Housing Bonus and/or DV Bonus (if available) or reallocation can be used for the following project types:

- Permanent Housing (PH)
 - Permanent Supportive Housing (PSH) – to include project-based and/or scattered site rental assistance/leasing projects with supportive services
 - Rapid Re-Housing (RRH)
- Joint Transitional Housing – Rapid Rehousing

In the event HUD’s FY19 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.

Renewal Projects

FY2019 HUD CoC Program – Renewal Projects - \$6,136,796

As of this RFP, HUD has not opened the FY2019 CoC Program Competition; therefore, additional information and requirements specific to the HUD’s CoC Program Competition may be released as an addendum to this RFP to ensure compliance with any and all of HUD’s requirements contained in their (HUD) FY2019 CoC Program Competition NOFA.

- **CoC Renewal Projects** - The following CoC projects are eligible for renewal based on the FY2019 approved funding award amounts from HUD’s 2018 CoC Program Competition

Agency	Sub-Recipient (if applicable)	Project Name	Project Type	Amount of Renewal Funding
Agency for Community Treatment Services	n/a	Hillsborough County Permanent Housing Program	PSH-Project Based	\$124,839
Agency for Community Treatment Services	n/a	Hillsborough H.E.A.R.T Project	PSH - Leasing	\$1,852,491
Catholic Charities Diocese of St. Petersburg, Inc.	n/a	Pathways Rapid Rehousing Program	RRH	\$991,353
Housing Authority of the City of Tampa	n/a	TRA Collaborative	PSH – Rental Assistance	\$323,268
Housing Authority of the City of Tampa	n/a	TRA Collaborative 2004	PSH – Rental Assistance	\$174,893
Tampa Hillsborough Homeless Initiative, Inc.	Alpha House of Tampa	A Path for Families	RRH	\$342,046
Tampa Hillsborough Homeless Initiative, Inc.	Gracepoint Wellness	HOME3-PHAME	PSH – Rental Assistance	\$1,244,697
Tampa Hillsborough Homeless Initiative, Inc.	Agency for Community	More H.E.A.R.T.	PSH – Leasing	\$441,066

	Treatment Services			
Tampa Hillsborough Homeless Initiative, Inc.	Catholic Charities Diocese of St. Petersburg, Inc.	Hillsborough Pathways to Housing (inclusive of expansion award)	RRH	\$325,140
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
				\$6,136,796

THHI will issue additional information, deadlines and the CoC Renewal Project Performance Score Card following HUD’s release of their FY 2019 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 10/1/2017 to 9/30/2018 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 2018 (“canned report”) for the Renewal Project Performance Score Card.

FY 2019 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 2019 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 2019 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 2019 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 HUD-CoC must submit a letter of intent to renew. For HUD-CoC funded projects, where THHI is the grantee, the current sub-recipient must submit a letter of intent to renew 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 must be on the agencies' letterhead and signed by an authorized representative for the agency. The letter must include:

- Requests to renew their project(s), and
- States the amount of their renewal funding for HUD-CoC, CDBG, HESG, FESG and/or Challenge Grant, as applicable.

Letter(s) of Intent to Renew for CoC Renewal Projects must be submitted to THHI by: **FRIDAY, April 26, 2019.** Letters received after this date and time will not be accepted, and therefore the funding will not be renewed. The letters may be delivered in person or submitted electronically or hard copy to:

Antonio S. Byrd
Chief Operating Officer
Tampa Hillsborough Homeless Initiative
601 E. Kennedy Blvd., 24th Floor
Tampa, FL 33602
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.

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. CASH Program funded projects 50 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:

- * 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)
- * 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.

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 homeless 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, 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 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 current 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 Proposal Requirements

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, been in operation for at least 2 years, 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. Any party on the Excluded Parties List System will be considered **ineligible** for funding. Active and participating CoC Member agencies and HMIS participating agencies will be given additional points in the scoring process.

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

1. Completed and Signed Application

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 SOAR (SSI/SSDI Outreach, Access, and Recovery) including training date for the staff that will be providing the case management for the project.
- 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 serviced. 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 measurable outcomes including the percentage of persons/households expected to achieve each outcome.

The outcomes should not refer to the services/activities to be provided by the applicant but instead the accomplishments of the clients as a result of provided services. For example:

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

80% will receive a referral to a permanent housing program is an activity. 70% will exit to permanent housing is a measurable outcome.

The following Outcome Measurements, based on project type, are required to be included in the project proposal:

Average and median length of stay for participants (ES/TH)

Percent of participants/households that will exit to a permanent housing situation (ES/TH/RRH/PSH)

Average Length of time from project enrollment to permanent housing placement (ES/TH/RRH/PSH)

Percent of adult participants that have increased Earned Income from entry to exit, or entry to end of grant term (all project types)

Percent of adult participants that have Increased Total Income from entry to exit, or entry to end of grant term (all project types)

Percent of persons served in street outreach projects who exit to emergency shelter, safe haven, transitional housing, or permanent housing destinations (SO)

NOTE: Failure to include these 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 a 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
- 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 and Experience Narrative.

8. 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.

- 9. 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.*
- 10. Evidence of Organization’s operations of at least 2 years** – Articles of Incorporation
- 11. Evidence of 501 (c) 3 Status** – IRS Determination or Affirmation Letter of organization’s 501(c)3 status
- 12. 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
- 13. 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).
- 14. Most Recently Submitted Federal Form 990**
- 15. Most Recent Financial Audit including Supplementary Information and Other Reports and The Management Letter**
- 16. Current List of Board of Directors**
- 17. Current Organizational Chart**
- 18. Current Organizational Budget**

Proposal Format

- One (1) original proposal package and five (5) copies of the proposal package with all required information must be provided to THHI. In addition, one (1) electronic copy of the original proposal package (to include all required signed signature pages and attachments) must be provided on a Flash/Thumb drive as part of the proposal submission. 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 and related attachments should be typed (see fatal flaw section), single space, tabbed and submitted 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 original should be secured with a staple or binder clip, labeled on the front sheet as the “Original.” Each of the five (5) copies should be secured with a stable or binder clip and labeled on the front sheet as “Copy.” Original should be single-sided; Copies may be single-sided or double-sided. Please, no sheet protectors or spiral binding.
- The RFP Application must be signed by the agency official designated to execute contracts.

- If the Proposal is hand written it will be rejected.
- A cover letter is not 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.
- If your organization is submitting more than one Project Proposal, you must indicated 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

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
- Proposals received after the stated due date and time
- Proposals received from an agency not eligible to apply (organization is not a 501c3, has not been in operation for at least 2 years, 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 the 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 do not include 1 original, 5 copies and 1 electronic copy as part of their submission
- 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
- Proposals that do not include all required documents as stated in Section IV (Eligibility Criteria to Apply and Proposals Requirements) of this RFP.
- Proposals that exceed stated page number maximums as indicated in this RFP
- Proposals that are not 'packaged' as a proposal package (e.g. submitted as a stack of 6 copies of each page of the proposal).
- Failure to complete the Housing First/Low Barrier Questionnaire including signature.

SECTION V: Funding Priorities

Funding Priorities

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 Strategic Plan: <https://www.hud.gov/sites/dfiles/SPM/documents/HUDSTRATEGICPLAN2018-2022.pdf> and the Home, Together: Federal Strategic Plan to Prevent and End Homelessness - https://www.usich.gov/resources/uploads/asset_library/Home-Together-Federal-Strategic-Plan-to-Prevent-and-

[End-Homelessness.pdf](#). 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 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 policy priorities established in the mentioned strategies in conjunction with local priorities to determine the evaluation, ranking and selection of all projects.

Tampa/Hillsborough County Continuum of Care Five Year Plan on Homelessness

The Tampa/Hillsborough County CoC goals (aligned with the federal priorities above) to effectively end homelessness which have been presented, in draft form, to the Tampa/Hillsborough CoC and community multiple times in the past few years.

The 6 goals of the Tampa/Hillsborough County Continuum of Care Five Year Plan on Homelessness are:

- To make homelessness rare, brief and non-recurring for Veterans
- To make homelessness rare, brief and non-recurring for Chronic
- To make homelessness rare, brief and non-recurring for unaccompanied youth
- To make homelessness rare, brief and non-recurring for families
- To make homelessness rare, brief and non-recurring for individuals sleeping on the streets.
- Add at least 500 permanent, affordable housing units for persons emerging from homelessness

Therefore, proposals are being solicited to fund projects that have been identified as priorities within the Tampa/Hillsborough County Continuum of Care (CoC). The order of priorities established by the CoC is as follows:

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

While the above funding priorities have been established for the 2019 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 effectively ending homelessness 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 applicant is a non-profit, having been in existence/operations for at least 2 years, 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. 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 to review and score each project proposal using the THHI 2019 RFP Threshold and Scoring Criteria. 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 copy of each project proposal, a summary of the Ranking and Review Committee scoring and each project’s individual Threshold and Scoring Criteria Sheet completed by Ranking and Review Committee members. The THHI Board Application Review Committee members will review the project proposals 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 both recommendations for funding for projects in which funding is already available as well as conditional awards for projects which funding is not currently available. 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, May 9, 2019 THHI Board of Directors' meeting.

Appeals Process

All eligible applicants submitting a project may appeal a decision of non-selection for funding. Appeals must be written and received by THHI no later than the tenth (10th) business day following the date for Notice of Conditional Selection or Non-Selection indicated in this RFP timeline. Appeals (one original) must be submitted to Lesa Weikel via email at WeikelL@THHI.org. It is incumbent upon agency submitting an appeal to verify that request has been received by deadline.

The notice of appeal must include a written statement specifying in detail each and every one of the grounds asserted for the appeal. The appeal must be signed by an individual authorized to represent the sponsor agency (i.e., Executive Director) and must include (highlight and cite) the specific sections of the application on which the appeal is based. The appealing agency must specify facts and evidence sufficient for THHI to determine the validity of the appeal. That is, the notice of appeal must have attached the specific areas of the application being appealed and must also clearly explain why the information provided is adequate enough to gain additional points.

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

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 new project type recognized by HUD as eligible for new project funding since the FY2017 CoC Program Competition.

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.

SECTION VIII: RFP Documents and Attachments

The issuance of THHI's 2019 Universal RFP includes the documents and attachments listed below.

- THHI 2019 Universal RFP – Instructions
- THHI 2019 Universal RFP – Application
- THHI 2019 Universal RFP – Budget Summary Form
- THHI 2019 Universal RFP – Housing First-Low Barrier Questionnaire

- THHI 2019 Universal RFP – Threshold and Scoring Criteria

The following documents will be provided following the Mandatory Pre-Proposal Conference. THHI may choose to provide information specific to the organizations that attend the Mandatory Pre-Proposal Conference.

- THHI 2019 Universal RFP – CoC Monthly Meeting Attendance (4/18 – 3/19) For Proposal Scoring
- THHI 2019 Universal RFP – CoC Committee Attendance for Scoring (4/18 – 3/19) For Proposal Scoring
- THHI 2019 Universal RFP – HMIS Active Agencies For Proposal Scoring
- THHI 2019 Universal RFP – HMIS Agency DQ Reports for Proposal Scoring