2020 UNIVERSAL REQUEST FOR PROPOSALS
TAMPA HILLSBOROUGH HOMELESS INITIATIVE

Released: Tuesday, MAY 19, 2020

Submission Due: 3:00 P.M., Friday, June 19, 2020

MANDATORY PRE-PROPOSAL WORKSHOPs (Via ZOOM)

Thursday, May 28, 2020

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

3:00 PM - Developers/Investors (For Profit and Not For Profit) with projects proposals for projects under the C.A.S.H. Program-Developer Incentive and Shared Housing project types

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
2020 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:

<table>
<thead>
<tr>
<th>NEW FUNDING AVAILABLE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PY2020</td>
<td>C.A.S.H. (Community-wide Affordable Supportive Housing) Program – New Projects – Acquisition and Rehab for Permanent Supportive Housing Project</td>
</tr>
<tr>
<td>FY2020</td>
<td>Shared Housing</td>
</tr>
<tr>
<td>FY2020</td>
<td>HUD Continuum of Care Program - New Projects – Permanent Housing Bonus/DV Bonus</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RENEWAL FUNDING (only requires a letter of intent from the agencies currently funded):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2020</td>
<td>HEARTH (Hillsborough) Emergency Solutions Grant (HESG) - Renewals – Rapid Re-Housing</td>
</tr>
<tr>
<td>FY2020</td>
<td>Community Development Block Grant Program (CDBG) – Renewals – Emergency Shelter/Community Housing Solutions Center Model</td>
</tr>
<tr>
<td>FY2020</td>
<td>Florida Department of Children and Families (DCF) - Challenge Grant – Renewal – Rapid Rehousing</td>
</tr>
<tr>
<td>FY2020</td>
<td>Florida Emergency Solutions Grant (FESG) – Renewal – Rapid Re-Housing</td>
</tr>
<tr>
<td>FY2020</td>
<td>HUD Continuum of Care (CoC) Program – Renewals Only</td>
</tr>
</tbody>
</table>

NOTE: FY = Fiscal Year; PY = Program Year; Most Federal Program years operate on an October 1 – September 30 year; State of Florida operates on a July 1 – June 30 year.

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

***If additional funding opportunities become available, including funding through the CARES ACT or other COVID-19 relief efforts, to THHI following the issuing of this RFP, THHI reserves the right to select an eligible project submitted in response to this RFP without issuing an additional RFP(s).***

Therefore, THHI strongly encourages and will accept project proposals for all project types, including those for which the identified available new funding indicated above may not include under this RFP.***

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

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

RFP Questions
The Mandatory Pre-Proposal Workshops (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 Workshops from agencies that attended the appropriate Mandatory Pre-Proposal Workshop on Wednesday, May 27, 2020. Questions from the agencies that attended the Mandatory Pre-Proposal Workshops must be submitted in writing to Lesa Weikel at WeikelL@THHI.org and be received no later than Monday, June 15, 2020. THHI will compile all questions and answers and provide to the agencies that attended the Mandatory Pre-Proposal Workshop(s).

Successful applications should address goals, objectives and priorities that have been established in consultation with the Consolidated Plans for the City of Tampa (https://www.tampagov.net/housing-and-community-development/consolidated-plan-fy-2017-2018-action-plan); Hillsborough County (https://www.hillsboroughcounty.org/library/hillsborough/media-center/documents/affordable-housing/hillsborough-county-2016-2020consolidated-plan.pdf?la=en); Tampa/Hillsborough County CoC’s Strategic Plan (560 in 560) and meet the guidelines provided in this Request for Proposals (RFP).

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

The organization of this RFP is as follows:

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

SECTION I: General Information

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

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

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

**Project Proposals Accepted Under this RFP**

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

- **New project** - a project that does not currently exist and if funded will increase overall capacity
- **Expanded Project** - a project that is currently operational that will add additional overall capacity
- **Renewal Projects** – projects that are currently operating and listed as renewal projects in this RFP that require a Letter of Intent in response to this RFP
- **Support Funding for A Current Project** – a project currently operating in the community that has experienced a funding gap due to a decrease in funding by another governmental or non-governmental funding source. *(Non-governmental funding is defined as funding received from entities that regularly provide funding to community efforts; it does not refer to funds from private/individual donations.)* Organizations must clearly demonstrate in their proposal the project’s current funding level, identify the gap and how the proposal funding is needed to maintain current service capacity. *NOTE: Not all of the funding sources included in this RFP can be used for this purpose.*

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

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

*See Section VII of this RFP for additional information to consider related to project types.*
**Project Completion Timeframes**
For most project types, the Proposed Project should be able to be operational within 1 to 3 months following the award of funding. For acquisition, new construction and/or rehab projects, proposed projects may be ‘Shovel Ready” or “Pipe Line” projects.

“Shovel Ready” projects are projects where planning and engineering is advanced enough that with sufficient funding, construction can begin within a very short time, including the ability to ensure occupancy of units within 12 months or less following an award of funding.

“Pipe Line” projects are those that have concrete plans in place, but the process to develop to occupancy is greater than 12 months, but less than 18 months. Project ideas that have not had preliminary budget, timeline and planning completed are not “Pipe Line” Projects.

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

- A focus on helping individuals and families access and sustain permanent housing as quickly as possible without unnecessary barriers or time limits;
- A variety of services delivered to promote housing stability and individual well-being on an as-needed basis; and
- A standard lease agreement to housing – as opposed to mandated therapy or services compliance

**MANDATORY PRE-PROPOSAL WORKSHOPS**
THHI will host two (2) Mandatory Pre-Proposal Workshops based on project types:

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

   This workshop will be held on **Thursday, May 28, 2020 at 1:00 PM** via Zoom Meeting:
   - Join Zoom Meeting
   - [https://us02web.zoom.us/j/89126335717?pwd=UVExQzYrY2ptazZwKzNXZERnOVZiZz09](https://us02web.zoom.us/j/89126335717?pwd=UVExQzYrY2ptazZwKzNXZERnOVZiZz09)
   - Meeting ID: 891 2633 5717
   - Password: 2020RFP

2) **Developers/Investors (For Profit and Not For Profit)** with projects proposals for projects under the C.A.S.H. Program-Developer Incentive and Shared Housing project types

   This workshop will be held on **Thursday, May 28, 2020 at 3:00 PM** via Zoom Meeting
   - Join Zoom Meeting
   - [https://us02web.zoom.us/j/87815292556?pwd=YmxQZlZrVW42KzNDdU5pV2VGSGxCUUT09](https://us02web.zoom.us/j/87815292556?pwd=YmxQZlZrVW42KzNDdU5pV2VGSGxCUUT09)
The purpose of the Pre-Proposal Workshops are to answer questions and provide clarifications of information in the 2020 Universal Request for Proposal.

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

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

- New Project Proposals (new projects / projects seeking new funding
  - Non-Profit Agencies (Service Providers)
  - Developers / Investors (For Profit and Not For Profit)
- Letters of Intent to Renew (for current renewable projects
- Letters of Continued Interest (for Previously Conditionally Selected Unfunded Project Proposals

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

**THE SUBMISSION DEADLINE – FOR ALL SUBMISSIONS TYPES is 3:00 P.M. on Friday, June 19, 2020.**

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

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

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

### Critical Dates and Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, May 19, 2020</td>
<td>THHI Issues 2020 Universal Request For Proposals</td>
</tr>
<tr>
<td>Monday, May 25, 2020</td>
<td>Memorial Day Holiday</td>
</tr>
<tr>
<td>Thursday, May 28, 2020</td>
<td>Mandatory Pre-Proposal Workshop for Non-Profit (non-Developer/investors) for project types of PSH, RRH, Joint-RRH-TH, Emergency Shelter, Outreach, Supportive Services Only (applicable funding sources – HUD-CoC, HESG, FESG, CDBG) Projects</td>
</tr>
<tr>
<td>Thursday, May 28, 2020</td>
<td>Mandatory Pre-Proposal Workshop for C.A.S.H and Shared Housing Projects (Developers/Investors)</td>
</tr>
</tbody>
</table>
Friday, June 19, 2020 | 3:00 PM | **SUBMISSION DEADLINE FOR:**
1) *New/Expanded Project Proposals* submitted via the Dropbox process emailed to all attendees at the Mandatory Pre-Proposal Workshop
2) *Letters of Intent to Renew (Renewal Projects)* – Electronically via email as stated in this RFP
3) *Letter of Continued Interest* (Previously Submitted Project Proposals) – Electronically via email as stated in this RFP

| Monday, June 22, 2020 | 9:00 AM | THHI Staff Threshold Review to Ensure Adherence to the Eligibility Criteria and Fatal Flaw Review as posted in the THHI 2020 UNIVERSAL RFP

| Thursday, June 25, 2020 | 10:00 AM | CoC Ranking and Review Committee Member Evaluation - Committee Members will meet *(in person or virtually)* to score each project proposal using the THHI 2020 Universal RFP Threshold and Scoring Criteria

| Wednesday, July 1, 2020 | 12:00 PM | THHI Board Review Committee Meeting *(in person or virtually)* to Receive Project Recommendations from R&R Committee Applications and Determine Funding Recommendation for THHI Board of Directors.
*(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)*

| Friday, July 3, 2020 |  | Fourth of July Holiday (July 4, 2020 falls on Saturday)

| Thursday, July 9, 2020 | 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, July 23, 2020 | 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 2020 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 Project Funding

• **FY2020 C.A.S.H. (Community-wide Affordable Supportive Housing) Program:** THHI will make $1,559,000 available to agencies for acquisition, rehab and/or set-aside units for a new permanent housing project. THHI will make these 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.

• **FY2020 Shared Housing:** THHI will make $2,322,687 available to develop Shared Housing units. One of the primary reasons for homelessness is the lack of affordable housing. For many single people residing in shelters and homeless encampments, an efficiency apartment is not obtainable even with income from low wage jobs or social security benefits. Shared Housing may be the solution for them. It is common for people to develop a community and a support system while experiencing homelessness. Shared Housing can make housing affordable, keep those relationships intact and promote long term housing stability for those that may currently live together in shelters, encampments and parks throughout Hillsborough County. Shared Housing is not a new concept and a local Shared Housing strategy is one solution to providing immediate housing for single adults experiencing homelessness. THHI will work with investors (not for profit and/or for profit) to purchase single family, multi-bedroom homes with an expectation that funding will be 50% from the investor and 50% from THHI.

Projects should consider an average cost for acquisition/rehab is $140,000 (per property/home). THHI will provide up to $70,000 toward acquisition/rehab but not more than 50% of the total cost to acquire / rehab each home. The Developer/Investor must secure remaining funds for acquisition/rehab to make the home habitable. Additionally, the following applies based on the type of developer/investor:
Fifty (50) homes will be available under Shared Housing.

- **For profit developers projects:**
  - No less than 40% (20) of the homes will be owned by for profit developers
  - Must have 50% matching funds
  - Matching funds require 20% equity

- **Non-profit developers projects:**
  - No less than 40% (20) of the homes will be owned by non-profit developers
  - Must have 50% matching funds
  - Matching funds require 10% equity

- **Local neighborhood residents:** (NOT AVAILABLE IN THIS RFP)
  - Up to 20% (10) of the homes will be owned by local neighborhood residents
  - Must have 50% matching funds
  - Matching funds require 5% equity

The homes will have a 10-15-year recapture requirement. Many of the tenants will have HUD-funded vouchers with case management, but many will be employed with low wage jobs and no voucher.

- **FY2020 HUD CoC Competition- New Project(s): ~ $380,844**
  At the time of this RFP, no information has been released regarding HUD’s FY2020 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 through this RFP process.

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**

- **Coordinated Entry**

In the event HUD’s FY2020 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 List**

The funding and applicable projects listed in this section are considered Renewal Projects for THHI’s 2020 Universal RFP Cycle and the funded agency *MUST submit a Letter of Intent to Renew in response to this RFP*.

If an eligible renewal project does not submit a letter to renew and/or informs THHI in writing that they will not be seeking renewal, THHI will utilize the project’s funding for a new project selected from the project proposals received during the Universal RFP cycle.
PY2020 HESG and CDBG (Hillsborough County) – Renewal Projects
Agency’s that were awarded funding in the PY2019 cycle and are currently operating projects funded through THHI with CDBG and HESG funding may choose to renew their projects for the PY2020 with a grant term of October 1, 2020 through September 30, 2021.

CDBG/HESG Renewal Projects - the following CDBG and HESG projects are eligible for renewal:

<table>
<thead>
<tr>
<th>Sub-Recipient</th>
<th>Funding Source</th>
<th>Project Name</th>
<th>Amount of Renewal Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>DACCO</td>
<td>CDBG</td>
<td>Community Housing Solutions Center – Shelter Staffing</td>
<td>$102,200</td>
</tr>
<tr>
<td>Dawning Family Services</td>
<td>CDBG</td>
<td>Family Housing Solutions Center</td>
<td>$204,400</td>
</tr>
<tr>
<td>Metropolitan Ministries</td>
<td>CDBG</td>
<td>Prevention and Diversion Staffing</td>
<td>$199,161</td>
</tr>
<tr>
<td>Agency for Community Treatment Services</td>
<td>HESG</td>
<td>Rapid Rehousing (Rapid Exit)</td>
<td>$74,761</td>
</tr>
<tr>
<td>DACCO</td>
<td>HESG</td>
<td>Community Housing Solutions Center – Rapid Rehousing (Rapid Exit)</td>
<td>$165,500</td>
</tr>
<tr>
<td>A.S.A.P / dba EPIC</td>
<td>HESG</td>
<td>Rapid Rehousing</td>
<td>$100,000</td>
</tr>
<tr>
<td>Metropolitan Ministries</td>
<td>HESG</td>
<td>Stable Home Stable Family – Rapid Rehousing (Rapid Exit and Unaccompanied Youth)</td>
<td>$165,500</td>
</tr>
</tbody>
</table>

PY2020 Florida Emergency Solutions Grant (FESG) – Renewal Projects
THHI was awarded a 3-year grant by the state of Florida under Florida ESG allocation in FY2019. The Agency(s) awarded funding in the PY2019 cycle and are currently operating projects funded through THHI with FESG funding may choose to renew their projects for the PY2020 with a grant term of July 1, 2020 through June 30, 2021.

FESG Renewal Project(s) - the following FESG project(s) are eligible for renewal:

<table>
<thead>
<tr>
<th>Sub-Recipient</th>
<th>Funding Source</th>
<th>Project Name</th>
<th>Amount of Renewal Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Spring of Tampa Bay</td>
<td>FESG</td>
<td>Rapid Re-Housing (Rapid Exit)</td>
<td>$147,225</td>
</tr>
</tbody>
</table>

PY2020 Florida Challenge Grant – Renewal Projects
THHI was awarded a 3-year grant by the state of Florida under The Florida Challenge Grant program in FY2019. Agency(s) awarded funding in the PY2019 cycle and are currently operating projects funded through THHI with Challenge Grant funding may choose to renew their projects for the PY2020 with a grant term of July 1, 2020 through June 30, 2021.
**Challenge Renewal Projects** - the following Challenge projects are eligible for renewal:

<table>
<thead>
<tr>
<th>Sub-Recipient</th>
<th>Funding Source</th>
<th>Project Name</th>
<th>Amount of Renewal Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency for Community Treatment Services</td>
<td>Challenge</td>
<td>Rapid Rehousing (Rapid Exit)</td>
<td>$82,560</td>
</tr>
</tbody>
</table>

**FY2020 HUD CoC Program – Renewal Projects - $6,462,673**

As of this RFP, HUD has not opened the FY2020 CoC Program Competition; therefore, additional information and requirements specific to the HUD 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) FY2020 CoC Program Competition NOFA.

**CoC Renewal Projects** - The following CoC projects are eligible for renewal based on the approved funding award amounts from HUD’s 2019 CoC Program Competition:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Sub-Recipient (if applicable)</th>
<th>Project Name</th>
<th>Project Type</th>
<th>Amount of Renewal Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency for Community Treatment Services</td>
<td>n/a</td>
<td>Hillsborough County Permanent Housing Program</td>
<td>PSH-Project Based</td>
<td>$131,730</td>
</tr>
<tr>
<td>Agency for Community Treatment Services</td>
<td>n/a</td>
<td>Hillsborough H.E.A.R.T Project</td>
<td>PSH - Leasing</td>
<td>$1,939,516</td>
</tr>
<tr>
<td>Catholic Charities Diocese of St. Petersburg, Inc.</td>
<td>n/a</td>
<td>Pathways Rapid Rehousing Program</td>
<td>RRH</td>
<td>$1,056,561</td>
</tr>
<tr>
<td>Housing Authority of the City of Tampa</td>
<td>n/a</td>
<td>TRA Collaborative</td>
<td>PSH – Rental Assistance</td>
<td>$350,556</td>
</tr>
<tr>
<td>Housing Authority of the City of Tampa</td>
<td>n/a</td>
<td>TRA Collaborative 2004</td>
<td>PSH – Rental Assistance</td>
<td>$189,989</td>
</tr>
<tr>
<td>Tampa Hillsborough Homeless Initiative, Inc.</td>
<td>Agency for Community Treatment Services</td>
<td>More H.E.A.R.T.</td>
<td>PSH – Leasing</td>
<td>$456,259</td>
</tr>
<tr>
<td>Tampa Hillsborough Homeless Initiative, Inc.</td>
<td>Catholic Charities Diocese of St. Petersburg, Inc.</td>
<td>Hillsborough Pathways to Housing</td>
<td>RRH</td>
<td>$92,769</td>
</tr>
<tr>
<td>Tampa Hillsborough Homeless Initiative, Inc.</td>
<td>Catholic Charities Diocese of St. Petersburg, Inc.</td>
<td>Hillsborough Pathways for Youth</td>
<td>RRH</td>
<td>$253,671</td>
</tr>
</tbody>
</table>
THHI will issue additional information, deadlines and the CoC Renewal Project Performance Score Card following HUD’s release of their FY 2020 CoC Program Competition NOFA. Agencies with renewal projects, both directly through HUD and as Sub-Recipients through THHI, are reminded that project performance will be reviewed using the timeframe of 10/1/2018 to 9/30/2019 to align the project performance review with the dates required for the Tampa/Hillsborough County CoC’s System Performance Measures that will be submitted to HUD and scored by HUD as part of the CoC Program Competition. THHI will utilize the CoC-APR 2019 (“canned report”) for the Renewal Project Performance Score Card.

**FY 2020 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 2020 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 2020 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 2020 NOFA, with any new project to be selected from new project proposals received as part of this RFP. An agency that voluntarily chooses to provide funding for reallocation may submit a new project proposal that will be considered for the reallocated funding, but is not guaranteed to be selected.

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

**Letter(s) of Intent to Renew**

Agencies that want to renew their current projects funded by THHI as indicated in the renewal lists in this RFP must submit 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, and
- If the agency would be interested in expanding their renewal project(s).
- If a project to be renewed is a HUD-CoC project, the Letter of Intent to Renew must also clearly indicate:
  - if the renewal funding amount listed to be renewed if the full allowable amount,
  - if any of the project(s) funding is being voluntarily released for reallocation, and/or
  - if any projects will be consolidated in the FY2020 HUD CoC Program Competition.

Letter(s) of Intent to Renew must be submitted to THHI by: **3:00 P.M. on Friday, June 19, 2020.** Letters received after this date and time will not be accepted, and therefore the funding will not be renewed. The letters MUST be submitted electronically via email to Antonio Byrd, COO, Tampa Hillsborough Homeless Initiative at ByrdA@THHI.org.

**Previously Conditionally Selected, Unfunded Project Proposals**

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

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

<table>
<thead>
<tr>
<th>Year of Initial Proposal</th>
<th>Agency Name</th>
<th>Project Name</th>
<th>Project Type/Components</th>
<th>Amount of Funding Initially Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>Metropolitan Ministries</td>
<td>Mobile (Street) Outreach</td>
<td>Street Outreach</td>
<td>$78,880</td>
</tr>
<tr>
<td>2019</td>
<td>Camelot Community Care</td>
<td>Tampa Bay Youth Outreach Expansion</td>
<td>Emergency Shelter/ Host Homes; Case Management and Rapid Rehousing</td>
<td>$754,138</td>
</tr>
<tr>
<td>2019</td>
<td>Catholic Charities</td>
<td>Homeless Prevention (Unincorporated Hillsborough County)</td>
<td>Homeless Prevention</td>
<td>$80,000</td>
</tr>
<tr>
<td>2019</td>
<td>Housing First Steps Forward</td>
<td>HFSF Apartments</td>
<td>Acquisition for Permanent Supportive Housing (PSH) Set Aside Units</td>
<td>$1,200,000</td>
</tr>
</tbody>
</table>

**Letter(s) of Continued Interest**

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

The Letter of Continued Interest must be on the agency’s letterhead and signed by an authorized representative for the agency and must include:

- The Proposed Project’s name and amount of requested funding;
- Brief project description; and
- States that the Continued Interest in funding is for the initially proposed project without substantial changes.

Letter(s) of Continued Interest must be submitted to THHI by: **3:00 P.M. on Friday, June 19, 2020.** Letters received after this date and time will not be accepted, and therefore the funding will not be renewed. The letters MUST be submitted electronically via email to Antonio Byrd, COO, Tampa Hillsborough Homeless Initiative at ByrdA@THHI.org.

**SECTION III: Important Information for Potential Sub-Recipients**

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

**Administrative Costs**

The amount of funds available for administrative cost varies from source to source, with some funding sources providing no admin funding. Therefore, for the purposes of proposal submission, applicants may include up to 5 percent admin costs. However, if awarded funding, the project’s actual admin funding will be based on available and allowable admin funding as determined by the funding sources.
For funding opportunities that do not provide admin to the sub-recipient, admin costs are an allowable match expense, when documented and based on actual costs. A cost allocation plan will be required. Additionally, projects that do provide some funding to the sub-recipient for admin costs, if admin costs exceed the allowable funded amount, the additional costs can be used for match, if documented and based on actual costs.

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

**Match**
Match may be cash or in-kind for otherwise eligible project costs by the funding source. All match will be required to be documented in writing. While the required amount of match differs based on funding source, all funding sources require match. Match is defined as the provision of direct eligible costs to the project from a source other than the funding source. Match can be provided through an agency’s other funded projects which may also provide services to the funded project’s clients or through community partners that are providing additional, eligible services to a funded project’s clients. Match may be by component if the funding source allows both components as eligible. For example, a rapid exit rapid rehousing project may utilize emergency shelter expenses as match as both components (RRH and shelter) are eligible ESG expenses.

In general, match for CoC funded projects is 25 percent of the full grant award; for ESG and projects operating under ESG guidelines, the match is 100 percent of the full grant award amount. CASH Program (Developer Incentive) funded projects 50 percent of the full grant award amount. See Shared Housing information in the New Funding section of this RFP for match requirements for Shared Housing projects.

**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)
Additionally, agencies awarded funds through this RFP will be required to provide access to their financial records to a representative of THHI to evaluate their financial management systems. THHI staff will monitor each program to ensure compliance with the terms of the funding agreement between the THHI and the agency. This will include monitoring records kept by the applicant to demonstrate the eligibility of clients, the services provided, and other required information.

**In Direct Cost Rates**

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

Some funding sources received by THHI allow for the use of an Indirect Cost Rate. Whenever an Indirect Cost Rate is allowable and the subrecipient elects to utilize an Indirect Cost Rate, THHI’s approved Indirect Cost rate will be applied, which is the federal de minimis rate of 10% of modified total direct costs (MTDC). MTDC means all direct salaries and wages, fringe benefits, materials and supplies, services, and travel.

Note that if your project budget calls for a direct reimbursement of items such as office rent, office utilities, office supplies, the use of the Indirect Cost Rate is not applicable based on your project’s budget structure.

**Liability Insurance Required for All Grants**

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

**Handicapped Accessibility**

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

**Nondiscrimination**

All agencies must ensure nondiscrimination. This applies to employment, and contracting as well as to marketing, and selection of project participants. Discrimination is not allowed on grounds of race, color, national origin, religion, sex, age, or disability. Fair Housing laws prohibit discrimination based on the above and on familial status. Disability includes persons living with AIDS. The requirements in 24 CFR part 5, subpart A are applicable, including the nondiscrimination and equal opportunity requirements at 24 CFR 5.105(a). Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u, and implementing regulations at 24 CFR part 135 apply, except that homeless individuals have priority over other Section 3 residents in accordance with § 576.405(c). Additionally, all projects must comply with HUD’s Equal Access to Housing Final Rule which requires that recipients and subrecipients of CPD funding, as well as owners, operators, and managers of shelters, and other buildings and facilities and providers of services funded in whole or in part by any CPD program to grant equal access to such facilities, and other buildings and facilities, benefits, accommodations and services to individuals in accordance with the individual's gender identity, and in a manner that affords equal access to the individual's family. Records demonstrating compliance with the nondiscrimination and equal opportunity requirements under § 576.407(a), including data concerning race, ethnicity, disability status, sex, and family characteristics of persons and households who are applicants for, or program participants in, any program or activity funded in whole or in part with the awarded funding source and the affirmative outreach requirements in § 576.407(b).
**Formal Termination Policy**
Agencies awarded funds must develop a formal Termination Policy that clearly describes a process by which clients’ services may be terminated if program requirements are violated. The process must recognize individual rights and allow termination in only the most severe cases. Termination process for rental assistance, leasing, and/or housing relocation and stabilization services must include: written notice to the program participant, with clear statement of reasons for termination; review of decision to terminate, with opportunity for the program participant to present written or oral objections to agency; prompt written notice to the project participant of final decision.

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

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

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

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

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

**Coordinated Entry** – Any project that is awarded funding through this RFP will be required to participate in the Tampa/Hillsborough County CoC’s Coordinated Entry process and follow the established processes in accordance with the project type.
Maximum/Minimum Funding Request Amounts
There is not a minimum or maximum amount of funds an agency can request for a new, expanded or currently existing project (excluding Renewal Projects). THHI reserves the right to award more or less than the amount of funds requested based on funding available.

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

SECTION IV: Eligibility Criteria to Apply and New Project Proposal Requirements
This section includes the eligibility criteria to Apply and New Project Proposal Requirements for:

A. Non-Profit Agencies seeking funding new/expanded for PSH, RRH, TH-RRH, Emergency Shelter, Street Outreach, Homeless Prevention project types that would fall under 1 or more of the following – HUD-CoC Program, HUD ESG (HESG/FESG), and

B. Developers / Investors (For Profit and Non Profit) seeking funding for the C.A.S.H. Program – Developer Incentive and/or the Shared Housing Funding.

A. Non-Profit agencies seeking funding new/expanded for PSH, RRH, TH-RRH, Emergency Shelter, Street Outreach, Homeless Prevention project types that would fall under 1 or more of the following – HUD-CoC Program, HUD ESG (HESG/FESG),

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.

Organizations must be able to successfully register with SAM.gov, be able to obtain a DUNS number and CAGE Code prior to the execution of any funding agreement.

Any party on the Excluded Parties List System will be considered ineligible for funding.

Active and participating CoC Member agencies and HMIS participating agencies will be given additional points in the scoring process.
Non-Profit Agencies (Non-Developer/Investor) Proposal Requirements and Order - Proposals **MUST** contain the following sections, in the order listed below:

1. **Completed and Signed Application – Non-Profit Agency**

2. **Housing First/Low Barrier Questionnaire** (all project types) – Completed and Signed

   **NOTE:** The Housing First/Low Barrier Questionnaire is to be answered based on the project in the proposal.

3. **Project Description – not to exceed 3 pages (approximately 1,500 words single spaced)**
   
   **A. Overview** - The narrative should provide an overview of the proposed project. It should
   
   - provide sufficient information to understand the scope of the project, the clients to be served, the
     services to be provided and the cost of the proposed activities.
   - detail how the project will follow a “Housing First” approach to maintain a low barriers process
     for accessing housing and services to quickly move clients into permanent housing.
   - detail the project’s plan to use 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:
     
     - **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
     - **is innovative, “outside the box” that will utilize demonstrative effective practices and/or**
       “next practices”
   
   - If the project is an expansion of a current project and/or is to be combined with other available
     funding sources or a component of an overall program (that are not included in this RFP), the
     description should detail any resources/funding/components that will be part of the overall
     project.

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

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

   **Household Type:** Households without Children, Households with Children**
   
   **Children Only Households** **(**Children are defined as those under the age of 18**)

   **Target Populations (such as):** Chronic, Veterans, Domestic Violence, Families with Children,
   Unaccompanied Youth / Parenting Youth, unsheltered

   **Economic Demographics:** Extremely-Low Income (<30%), Very-Low Income (31% to 50%), Low-
   Income (51%-80%)

   **Other Demographics (such as):** persons with mental illness, substance abuse, persons with disabilities
The proposal should also clearly identify and describe the characteristics and needs of the clients to be served by the project.

C. **Project Performance Outcomes** - The proposal should state the anticipated number of clients (adults, children, households) the project will serve on an annual basis along with concise, identified and measurable outcomes including the percentage of persons/households expected to achieve each outcome.

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

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

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

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

- Average and median length of stay for participants (ES/TH)
- Percent of participants/households that will exit to a permanent housing situation (ES/TH/RRH/PSH)
- Average Length of time from project enrollment to permanent housing placement (ES/TH/RRH/PSH)
- Percent of adult participants that have increased Earned Income from entry to exit, or entry to latest status (annual assessment) (all project types)
- Percent of adult participants that have Increased Total Income from entry to exit, or entry to latest status (annual assessment) (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 required outcomes measurements will result in a lower score; projects that operate current projects are encouraged to include current outcomes references.*

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

5. **Detailed Budget/Financial Plan Narrative - not to exceed 2 pages (approximately 1,000 words single spaced)** - The applicant should:
   - Explain in detail how the amount of funding being requested and/or listed as match in each section of the Budget Summary Form was calculated. Examples:
     - 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 timeframe 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 Capacity 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](http://www.SAM.gov) (Search Record – Entity Registration Summary)

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**

---

**Developers / Investors (For Profit and Non Profit) seeking funding for the C.A.S.H. Program – Developer Incentive and/or the Shared Housing Funding**

All public & private Profit and Non-Profit entities that currently provide or wish to expand to develop property that is dedicated to providing permanent housing for households emerging from homelessness, and meet the criteria below:

- Are a legally formed entity [e.g., corporation, limited partnership, limited liability company, etc.] qualified to do business in the state of Florida as of the Application Deadline, and
- Have an ‘active’ registration status with the Florida Department of State, Division of Corporations; and
- Is not listed on the Excluded Party List (*must be already registered with sam.gov or have completed registration request to sam.gov at time of proposal application submission*)
Organizations must be able to successfully register with SAM.gov, be able to obtain a DUNS number and CAGE Code prior to the execution of any funding agreement.

Any party on the Excluded Parties List System will be considered ineligible for funding.

B. Developers/Investor Proposal Requirements and Order - Proposals MUST contain the following sections, in the order listed below:

1. Completed and Signed Application – Developer/Investor Application

2. Low Barrier Access to Housing Questionnaire – Completed and Signed

   NOTE: The Low Barrier Access to Housing 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/development being proposed, such as:
     i. location
     ii. number of units and unit sizes
     iii. configuration/description of development
     iv. construction features/amenities
   • describe whether or not the applicant has ‘site’ control, timeframe for project to be occupant ready and the feasibility of completing project by Spring 2021
   • describe how the project will be managed (e.g. on-site property manager), and who will be responsible for managing and maintaining the property
   • state how the amount of rent for each unit size will be determined; what utilities will and will not be included; other tenancy costs/fees
   • explain/describe how the project/development
     i. will improve the performance of the community’s overall system to provide affordable housing for persons emerging from homelessness, fills a gap/need within our system/community, 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”
   
   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. Population/Sub-Population to be Served / Tenancy Selection - The proposal should clearly identify and describe the characteristics and needs of the households emerging from homelessness to be served by the project/development, to include:
   • detail how the project/development will provide dedicated housing for households emerging from homelessness that have challenging backgrounds which may include, but not be limited to: criminal history, poor credit and eviction histories, very low income
• describe tenancy eligibility requirements for the project
• detail any population that the project/development would exclude
• Detail the desired target population such as: single adult males, single adult females, single adults (mixed population), unaccompanied youth (ages 18-24)

C. Lease Up/Occupancy/Project Collaboration with Non-Profit Agency(ies) - The proposal should:
• state how the developer/investor entity will collaborate with a nonprofit service provider/agency(ies) to include having a collaborative partnership formalized before construction is completed for the lease up phase. Collaborations (current or proposed) with Active CoC Member agencies and/or agencies currently participating in the CoC are preferred. Be as specific as possible and include any MOUs or formal agreements to collaborate. *(MOUs/agreements will not count towards page count for this section)*
• state how the developer/investor will structure occupancy and/or lease agreements such as terms of the lease, key lease conditions, conditions of tenancy, conditions for renewal
• after initial lease up, describe how the project will fill vacancies/

4. Budget Summary Form – Use the Budget Summary Form included in this RFP – to clearly show project costs including costs to be covered by this funding if awarded and costs that will be covered by other funding options (match)

5. Detailed Budget/Financial Plan Narrative - not to exceed 2 pages (approximately 1,000 words single spaced) - The applicant should:
   a. Detail information on how the requested funding will be used in the development of the proposed project
   b. Include information that other funding sources that will provide to show the full scope of the proposed project’s cost and funding sources

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 developer/investors plan match to the project/development funding requested through in-kind and/or cash match. Applicant is encouraged to provide any supporting information/documents to demonstrate match that may already be committed and/or likely to be used as match funding. Developers/Investors are required to bring 50% match to the project.

   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 pages (approximately 1500 words single spaced) - The applicant should:
   a. Detail the applicant’s experience and developer capacity including experience developing affordable housing projects for low income households in the past and number of years of experience related to developing similar projects
   b. Detail the applicant’s financial capacity
   c. describe any federal, state, and/or local government funding experience and processes for the administration of this type of funding including program regulations and requirements, financial processing, reimbursement requests and reporting requirements.
   d. Indicate if the applicant has a General contractor and/or Engineer In-House
e. Describe how the applicant’s project management experience (partnering with select professionals ie: contractors, sub-contractors, real estate agents in the affordable housing field, lenders)

8. Company Financial Health and Fiscal Capacity - not to exceed 1 page (approximately 500 words, single spaced) – The Applicant should:
   a. describe and demonstrate the company’s financial health to demonstrate ability to complete proposed project within the established time frame
   b. highlight information pertinent to the company’s financial state supported by the company’s most recently filed tax returns submitted as part of this project proposal
   c. describe cash flow and access to credit to move the project forward while reimbursement requests (as applicable) are being processed
   d. briefly describe the company’s accounting process including segregation of duties for financial transactions
   e. disclose any concerns or findings identified during projects with local or state funding development projects, and how they were resolved
   f. If the company is registered with/uses Compliance Depot, please indicated in the narrative and attached Registration Summary Page.

9. Evidence the Applicant is a Legally Formed Entity Qualified to do Business in the State of Florida as of the Application Deadline – Print out of the organization’s most recent annual report filed with the Florida Department of State, Division of Corporations (https://dos.myflorida.com/sunbiz)

10. Organization’s Excluded Parties List System (EPLS) Status - Print out a copy of the organization’s status from the System for Award Management (SAM): www.SAM.gov (Search Record – Entity Registration Summary); may submit proof that registration with sam.gov has been submitted

11. Business tax returns filed with the IRS in the last 2 years - May include returns for 2017, 2018 and/or 2019 (as applicable based on business starting date and if the business has not filed 2019 tax return at time of project proposal application)

12. Year To Date (YTD) Profit and Loss (P&L) Statement, prepared by an Accountant – for the period of January 1, 2020 to May 31, 2020

13. Compliance Depot Registration Summary Page (if applicable)

14. Current Organizational Chart

Proposal Format – ALL APPLICATIONS/SUBMITTED PROPOSALS

- One (1) original proposal package submitted as a PDF via the Dropbox process. The submitted document should be a single PDF file that contains all required information. The PDF proposal package must include all required signed signature pages and attachments. All of the above must be received by the specified date and time indicated as the proposal submission due date in this RFP document to be considered for funding award.

- Each Project Proposal package PDF should be assembled in in the order listed in Section IV (Eligibility Criteria to Apply and Proposal Requirements) of this RFP using paper size of 8.5” x 11”. For any pages in landscape format, the orientation should be the top of the page on the secured side of the package. The
The package should clearly distinguish each section and/or include a table of contents. All required narratives should be typed, (see fatal flaw section), single spaced and does not exceed the stated maximum length.

- The RFP Application must be signed by an agency official designated to execute contracts.
- If the Proposal is hand written it will be rejected.
- A cover letter is not requested nor required.
- Do not include these instructions with your submission.
- Requested narratives should be concise yet detailed. Don’t include information or attachments not related to the specific Project Proposal or that are not specifically requested in this RFP. Do not reference websites/webpages for reviewers to access additional information in support of your narrative.
- If your organization is submitting more than one Project Proposal, you must indicate on the RFP Application Form the priority number of the Project. For example: If your agency submits a RRH project and a PSH project, and the RRH project is your agency’s first priority, the RFP Application Form for the RRH Project Proposal should state “first priority” and the RFP Application Form for the PSH project should state “second priority.”

**FATAL FLAWS – ALL APPLICATIONS/SUBMITTED PROPOSALS**

Proposals that commit the following will be considered as having a fatal flaw, and will not be given consideration for funding:

- Applicant agency did not attend the Mandatory Pre-Proposal Workshop(s)
- Proposals received after the stated due date and time
- Proposals received from agency not eligible to apply
  - Non-profit agency is not a 501c3, 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
  - Developer/Investor – not a legally formed entity at time of application based on Florida Department of State, Division of Corporations and/or listed on the Excluded Parties List
- The RFP Application is not signed by an agency official designated to execute contracts
- Proposals that are completely and/or mostly handwritten. *Proposals that include minimum handwritten items, such as when completing the Housing First/Low Barrier Questionnaire, will be accepted.*
- Proposals that are submitted in a manner that does not follow the order outlined in this RFP, as listed in Section IV (Eligibility Criteria to Apply and Proposals Requirements) of this RFP for applicable project submission
- Proposals that do not include all required documents as stated in Section IV (Eligibility Criteria to Apply and Proposals Requirements) of this RFP for applicable project submission
- Proposals that exceed stated page number maximums in any section as indicated in this RFP
- Failure to complete the Housing First/Low Barrier Questionnaire (non-profit agency) or Low Barrier Housing Access Questionnaire (Developer/Investor) including signature
SECTION V: Funding Priorities

HUD’s Strategic Plan
The submitted proposals will be evaluated based in part, on the extent the project is able to demonstrate achievement of HUD’s goals as articulated in HUD’s 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’s System Performance Measures
HUD has developed the following seven system-level performance measures to help communities gauge their progress in preventing and ending homelessness:

1. Length of time persons remain homeless;
2. The extent to which persons who exit homelessness to permanent housing destinations return to homelessness;
3. Number of homeless persons;
4. Jobs and income growth for homeless persons in CoC Program-funded projects;
5. Number of persons who become homeless for the first time;
6. Homelessness prevention and housing placement of persons defined by Category 3 of HUD’s homeless definition in CoC Program-funded projects;***
7. Successful housing placement;

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

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

Tampa/Hillsborough County Continuum of Care Strategic Plan – 560 in 560
Through the efforts of the CoC, our community has made significant headway in the fight against homelessness. Based on the Hillsborough County 2014 Homeless Point-in-Time (PIT) Count, there were 1,091 people unsheltered, sleeping on the street or in places not meant for human habitation, in Hillsborough County. As of the February 2019 PIT Count, 672 people were unsheltered, a five year decrease of 38% in the number of people that are experiencing homelessness and were unsheltered. Our community has also experienced significant decreases in the other subpopulations:

✓ 15% decrease in overall homelessness
✓ 37% decrease in Veteran homelessness
✓ 35% decrease in chronic homelessness
✓ 36% decrease in unaccompanied youth homelessness (2015 data)
✓ 37% decrease in family homelessness

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

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

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

1. Hillsborough County Expungement Clinics
2. Second Chance Job Fair
3. **C.A.S.H. Program***
4. **Hot Spot Mobile Outreach***
5. **Rapid Exit from Shelters***
6. Speed Leasing
7. Operation: REVEILLE
8. Housing is Healthcare
9. **Shared Housing***
10. The B.E.A.C.H. House Project

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

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

1. 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 2020 Universal RFP, not all funding sources included can be used to fund all the project types listed in the funding priorities. For example, HUD-CoC funding cannot be used for emergency shelter, homelessness prevention or street outreach.

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

All proposals submitted by the deadline will be competing in a multiple-phase process:

Phase 1 – Threshold Requirements – Eligibility Criteria to Apply and Proposal Requirements

Proposals will be reviewed by THHI staff for adherence to the **ELIGIBILITY CRITERIA to Apply and PROPOSAL REQUIREMENTS** stated in this RFP, to include:

1. Applicant Eligibility - Applicant eligibility will be determined based on the 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. THHI staff may consult with the Ranking and Review Committee in determine whether or not the standards were met. If the applicant and proposal are determined eligible, then the proposal will proceed to Phase 2 - Proposal Review, Scoring and Selection Process.

Phase 2 – Proposal Review, Scoring and Selection Process

Proposals that meet threshold criteria will be forward to the CoC Ranking and Review Committee and the THHI Board Application Review Committee for review and ranking.

A. The CoC Ranking and Review Committee Members will meet *(in-person or virtually as agreed upon by the Ranking and Review Committee members)* to review and score each project proposal using the THHI 2020 RFP Threshold and Scoring Criteria, with each proposal reviewed and scored by at least 3 members of the Committee. THHI staff will provide needed back up documentation, such as the applicant’s agency’s attendance at the monthly CoC meetings over the past 12 months, CoC Committee participation, and HMIS participation that will be used in completing the scoring.

Members of the Ranking and Review Committee who have a vested interested in a submitted project proposal will recluse themselves from scoring the project for which they have a vested interest. A vested interest includes being an employee, volunteer and/or board member of an applicant agency or other entity that is direct partner and/or would otherwise directly benefit of the proposed project.

B. The THHI Board Application Review Committee will be provided a summary of the proposals received and a summary of the Ranking and Review Committee scoring for each proposal. A copy of each proposal will be available to each THHI Board Application Review Committee member. The THHI Board Application Review Committee members will meet *(in person or virtually as determined by the THHI Application Review Committee members)* to review the project proposals information and Ranking and Review Committee documents. The THHI Board Application Review Committee will then determine a recommendation of funding to be presented to the THHI Board of Directors’ for approval.

The THHI Board Application Review Committee recommendation of funding will include 1)
recommendations for funding for projects in which funding is already available, recommendations for conditional awards for projects which funding is not currently available and 3) recommendations for non-funding. Projects that are conditionally awarded will be consider for appropriate funding opportunities if such funding is received by THHI.

C. The THHI Board of Directors of the will review the recommendation(s) for funding presented by the THHI Board Application Review Committee, and will make final decision regarding which project(s) to award funding, including conditional awards.

Notice of Final Decision
Upon approval of the THHI Board of Directors, THHI staff will provide written notice to each project of the decision to award, conditionally award or not award the project funding within 10 business days following the Thursday, July 23, 2020 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 thereby 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.

**Hot Spot Mobile Outreach** - To address the issue of unsheltered homelessness within several “hotspots” that are experiencing high rates of homelessness throughout Hillsborough County, THHI will collaborate with housing service providers and the current outreach teams within the CoC to coordinate Hot Spot Mobile Outreach (HSMO). Mobile outreach teams in the past have provided basic services (bus passes, snacks, water, blankets, etc.). By contrast, HSMO will be housing-centered. Mobile command centers will be established and remain at the hot spot locations for up to 30 days.

Based on the February 2019 Homeless Point-In-Time Count, 47% (672 people) of those experiencing homelessness were reported as unsheltered. Unsheltered refers to the sleeping conditions of people experiencing homelessness in places not meant for human habitation (parks, benches, sidewalks, abandoned buildings, car, tent encampment areas, etc.)

Currently, there are six designated hotspots based on data collected from the February 2019 Homeless Point-in-Time Count. HSMO will operate at two locations simultaneously for 30 days at each location. HSMO will work in conjunction with Shared Housing (see #8). If necessary, hotel vouchers will be available to expedite the process of providing housing.

**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 2020 Universal RFP includes the documents and attachments listed below.

- THHI 2020 Universal RFP – Instructions
- THHI 2020 Universal RFP – Application – Non-Profit Agencies
- THHI 2020 Universal RFP – Application - Developers/Investors
- THHI 2020 Universal RFP – Budget Summary Form
- THHI 2020 Universal RFP – Housing First-Low Barrier Questionnaire (Non-Profit Agencies)
- THHI 2020 Universal RFP – Low Barrier Housing Access Questionnaire (Developer/Investors)
- THHI 2020 Universal RFP – Threshold and Scoring Criteria – New Projects (Non-Profit Agencies)
- THHI 2020 Universal RFP – Threshold and Scoring Criteria – New Development Projects (Developers/Investors)

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

- THHI 2020 Universal RFP – CoC Committee Attendance for Scoring (March 2019 – February 2020) For Proposal Scoring
- THHI 2020 Universal RFP – HMIS Active Agencies For Proposal Scoring
- THHI 2020 Universal RFP – HMIS Agency DQ Reports for Proposal Scoring
1. General Information

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>Authorized Official Name/Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Telephone:</td>
</tr>
<tr>
<td>City, State, Zip:</td>
<td>Organization Website:</td>
</tr>
<tr>
<td>Contact Person Name/title:</td>
<td>DUNS # and CAGE Code:</td>
</tr>
<tr>
<td>Contact Person E-mail:</td>
<td>Federal Tax ID#:</td>
</tr>
</tbody>
</table>

2. Project Information

- **Is this a/an:**
  - [ ] New Project
  - [ ] Expanded Project
  - [ ] Existing Project (Gap)

- **Is this a:**
  - [ ] Pipeline Project
  - [ ] Shovel Ready Project

- **What is the Project’s Housing First/ Low Barrier Questionnaire Score:** ________

- **Total Requested Project Funding Amount:** $________________________

- **How much Match Commitment (total) do you have for this project:** $__________________________

- **Project Priority** (If submitting more than one project please rank the priority of this project): ________

3. Project Type

- **PH - Permanent Supportive Housing (PSH) Scattered-Site**
  - [ ] Rental Assistance
  - [ ] Leasing
  - [ ] Essential Services
  - [ ] Acquisition
  - [ ] Rehabilitation
  - [ ] Other: ______________________

- **PH - Permanent Supportive Housing (PSH) Project Based**
  - [ ] Operations
  - [ ] Acquisition
  - [ ] Rehabilitation
  - [ ] Essential Services
  - [ ] New Construction
  - [ ] Other: ______________________

- **PH - Permanent Supportive Housing (PSH) Set-Aside Units**
  - [ ] Acquisition
  - [ ] Rehabilitation

- **PH - Rapid Rehousing/Rapid Exit**
  - [ ] Rental Assistance (and arrears)
  - [ ] Last Months Rent
  - [ ] Essential Services
  - [ ] Security Deposit
  - [ ] Utility Deposits
  - [ ] Moving Costs
  - [ ] Utility Assistance (and arrears)
  - [ ] Application Fees
  - [ ] Other: ______________________

- **Emergency Shelter (Community Housing Solutions Center/ Emergency Bridge Housing Concepts/ Coordinated Entry Access Point)**
  - [ ] Renovation/Rehabilitation
  - [ ] Operations/Units/Beds
  - [ ] Essential Services
  - [ ] New Construction
  - [ ] Other: ______________________

- **Joint Emergency Bridge (shelter) / TH and PH-RRH Component**
  - [ ] New Construction
  - [ ] Essential Services
  - [ ] Operations
  - [ ] Renovation/Rehabilitation
  - [ ] Rapid Rehousing Component
  - [ ] Lease Structure for Bridge (ES)/TH
  - [ ] Security Deposit
  - [ ] Utility Deposits
  - [ ] Moving Costs
  - [ ] Utility Assistance (and arrears)
  - [ ] Application Fees
  - [ ] Other: ______________________

- **Services Only Project (Project not directly paired with a housing or shelter project)**
  - [ ] Street / Mobile Outreach
  - [ ] Prevention / Diversion
  - [ ] Essential Services
  - [ ] Other: ______________________

4. Essential Services

- **If you indicated the provision of essential services in the project type section above, indicate the essential supportive services to be provided by project.**

- **Case Management**
- **Employment Assistance and Job Training**
- **Outpatient Health Services**
- **Child care**
- **Legal Services**
- **Engagement**
- **Other:**

- **Housing Search Assistance**
- **Substance Abuse Treatment Services**
- **Mental Health Services**
- **Emergency Health Services**
- **Education Services**

- **Health Services**
- **Life Skills Training**
- **Mental Health Services**
- **Emergency Health Services**
- **Education Services**

- **Mediation**
- **Food**
- **Furnishings**
- **Credit Repair**
- **Services for Special Populations**
5. Application Checklist

Please ensure the application includes the following documents:

- Completed and Signed Application
- Housing First/Low Barrier Questionnaire
- Project Description
- Budget Summary Form
- Detailed Budget/Financial Plan Narrative
- Match Narrative and Documentation of Commitment
- Organization Capacity and Experience Narrative
- Agency Compliance Narrative
- Cost Allocation Plan
- Evidence of Organization’s Operations of at Least 2 Years - Articles of Incorporation
- Evidence of 501c3 Status
- Evidence of Good Standing with the State of Florida
- Organization’s Excluded Parties List System (ELPS) Status (sam.gov printout)
- Most Recently Submitted Federal Form 990
- Most Recent Financial Audit including Supplementary Information and Other Reports and The Management Letter
- Current List of Board of Directors
- Current Organizational Chart
- Current Organizational Budget

6. Other Certification

I certify that the information contained in this application is true and correct and that it contains no misrepresentations, falsifications, intentional omissions, or concealment of material facts. I further certify that no contracts have been awarded, funds committed or construction begun on the proposed project, and that no action will be taken prior to issuance of official authorization to proceed by THHI. I further certify that I am authorized to submit this application and have followed all policies and procedures of my agency regarding grant application submissions.

Signature of Authorized Official

Printed Name of Authorized Official

Title

Date
### 1. General Information

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Type of Entity:</th>
<th>☑ For Profit</th>
<th>☑ Not For Profit</th>
<th>Authorized Official Name/Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Name:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>Telephone:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City, State, Zip:</td>
<td>Organization Website:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Person Name/Title:</td>
<td>DUNS # and CAGE Code:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Person E-mail:</td>
<td>Federal Tax ID#:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2. Project Information

- Is this a/an: ☑ New Project ☑ Expanded Project
- Is this a: ☑ Pipeline Project ☑ Shovel Ready Project
- What is the Project’s Low Barrier Housing Access Questionnaire Score: ________
- Total Requested Project Funding Amount: $________________________
- How much Match Commitment (total) do you have for this project: $________________________
- Project Priority (if submitting more than one project please rank the priority of this project): ________

### 3. Permanent Housing Development - Project Type (check all that apply)

- ☑ Unit Set-Aside (Developer Incentive)  ☑ Shared Housing  ☑ Other: ________
- ☑ Acquisition  ☑ Rehabilitation

### 4. Collaborative Partner(s) for Provision of Supportive Services

- ☑ Current MOU/Partner(s)  ☑ Proposed Partner(s)

**Note:** (May be proposed and/or in discussion with if awarded; as described in Project Proposal)

### 5. Application Checklist

- Completed and Signed Application - DEVELOPER/INVESTOR
- Low Barrier Housing Access Questionnaire - Completed and Signed
- Project Description
- Budget Summary Form
- Detailed Budget/Financial Plan Narrative
- Match Narrative and Documentation of Commitment
- Organization Capacity and Experience Narrative
- Company Financial Health and Fiscal Capacity Narrative
- Evidence the Applicant is a Legally Formed Entity Qualified to do Business in the State of Florida
- Organization’s Excluded Parties List System (ELPS) Status (sam.gov printout)
- Business Tax Returns filed with the IRS in the last 2 Years
- Year to Date (YTD) Profit & Loss (P&L) Statement, prepared by an Accountant (1/1/2020-5/31/2020)
- Compliance Depot Registration Summary (if applicable)
- Current Organizational Chart

### 6. Other Certification

I certify that the information contained in this application is true and correct and that it contains no misrepresentations, falsifications, intentional omissions, or concealment of material facts. I further certify that no contracts have been awarded, funds committed or construction begun on the proposed project, and that no action will be taken prior to issuance of official authorization to proceed by THHI. I further certify that I am authorized to submit this application and have followed all policies and procedures of my agency regarding grant application submissions.

<table>
<thead>
<tr>
<th>Signature of Authorized Official</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Name of Authorized Official</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>
## THHI 2020 UNIVERSAL REQUEST FOR PROPOSAL
### BUDGET SUMMARY SHEET

<table>
<thead>
<tr>
<th>Agency Name:</th>
<th>Funding Amount Requesting:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name:</td>
<td>Project Match:</td>
</tr>
<tr>
<td>Project Type:</td>
<td>Total Project Amount:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>BUDGET REQUEST</th>
<th>MATCH</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACQUISITION OF REAL PROPERTY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant funds may be used to pay up to 100 percent of the cost of acquisition of real property selected by the recipient or Subrecipient for use in the provision of providing housing and services to benefit homeless persons. (Budget Narrative must provide greater detail of the financing and total project costs)</td>
<td>$</td>
<td>- $</td>
<td>- $</td>
</tr>
<tr>
<td>(ADD BUDGET LINE ITEMS AS APPLICABLE/NEEDED TO SHOW COSTS FOR PROJECT)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL ACQUISITION OF REAL PROPERTY</td>
<td>$</td>
<td>- $</td>
<td>- $</td>
</tr>
</tbody>
</table>

| **NEW CONSTRUCTION** | | | |
| New construction may include building entirely new facilities, constructing an addition to an existing structure that increases the floor area by 100 percent or more, and the cost of land for construction for use in the provision of providing housing and services to benefit homeless persons. Projects must demonstrate that construction is more cost-effective than rehabilitation. Grant funds may be used to pay up to 100 percent of the cost as long as the match requirement is met through other resources. New construction on leased properties is ineligible. (Budget Narrative must provide greater detail of the financing and total project costs) | $ | - $ | - $ |
| (ADD BUDGET LINE ITEMS AS APPLICABLE/NEEDED TO SHOW COSTS FOR PROJECT) | | | |
| TOTAL NEW CONSTRUCTION | $ | - $ | - $ |

| **REHABILITATION** | | | |
| Eligible rehabilitation costs include installing cost-saving energy measures and bringing a structure up to health and safety standards to provide housing or supportive services to homeless persons. Rehabilitation on leased properties is ineligible. (Budget Narrative must provide greater detail of the financing and total project costs) | $ | - $ | - $ |
| (ADD BUDGET LINE ITEMS AS APPLICABLE/NEEDED TO SHOW COSTS FOR PROJECT) | | | |
| TOTAL REHABILITATION | $ | - $ | - $ |

<p>| <strong>LEASING/RENTAL ASSISTANCE (PSH - Scattered-Site Housing not Owned by Proposer)</strong> | | | |
| Rents must be reasonable and, in the case of individual units, the funding awarded may not exceed HUD-determined fair market rents. | | | |
| # of 0 Bedroom (Efficiencies) @ $935/mo x 12 months | $ | - $ | - $ |
| # of 1 Bedroom @ $981/mo x 12 months | $ | - $ | - $ |
| # of 2 Bedroom @ $1,206/mo x 12 months | $ | - $ | - $ |
| # of 3 Bedroom @ $1,575/mo x 12 months | $ | - $ | - $ |
| # of 4 Bedroom @ $1,925/mo x 12 months | $ | - $ | - $ |
| TOTAL LEASING/RENTAL ASSISTANCE | $ | - $ | - $ |</p>
<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>BUDGET REQUEST</th>
<th>MATCH</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HOMELESS PREVENTION (Financial/Rental Assistance)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Assistance:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short-term and medium-term rental assistance (18-24 months max depending on funding source)</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Rental arrears (One-time payment up to 6 months max, including late fees)</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Financial Assistance:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental application fees</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Security deposits (no more than 2 month's rent)</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Advance payment of last month's rent (applies to 24-month cap)</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Utility arrears (6 months max)</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Utility deposits</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Utility payments (# months max)</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Moving Costs (e.g. truck rental, moving company, up to # months storage)</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>TOTAL HOMELESS PREVENTION</strong></td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>OPERATIONS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Rent (Building/Office)</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Security</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Equipment</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Insurance</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Utilities / Connectivity</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Supplies</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Other (please specify)</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Other (please specify)</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>TOTAL OPERATIONS</strong></td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>ESSENTIAL/SUPPORTIVE SERVICES</strong></td>
<td>Essential Services that directly benefit homeless persons - such as staffing for other elements such as RRH, emergency shelter, street outreach, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engagement Staff</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Case Manager(s)</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Housing Specialist</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Emergency Health Services</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Emergency Mental Health Services</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Transportation</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Other (please specify)</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Other (please specify)</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Indirect Cost (describe the above line item amounts the 10% rate is applied)</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>TOTAL ESSENTIAL/SUPPORTIVE SERVICES</strong></td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>RAPID RE-HOUSING (Financial/Rental Assistance)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Assistance:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short-term, medium-term rental assistance (18-24 months max depending on funding source)</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Rental arrears (One-time payment up to 6 months max, including late fees)</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Financial Assistance:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental application fees</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Security deposits (no more than 2 month's rent)</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Advance payment of last month's rent (applies to 24-month cap)</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Utility arrears (6 months max)</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Utility deposits</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
</tbody>
</table>
### THHI 2020 UNIVERSAL REQUEST FOR PROPOSAL

#### BUDGET SUMMARY SHEET

<table>
<thead>
<tr>
<th>Agency Name:</th>
<th>Funding Amount Requesting:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name:</td>
<td>Project Match:</td>
</tr>
<tr>
<td>Project Type:</td>
<td>Total Project Amount:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>BUDGET REQUEST</th>
<th>MATCH</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utility payments</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Moving Costs (e.g. truck rental, moving company, up to 3 months storage)</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>TOTAL RAPID RE-HOUSING</strong></td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>ADMIN* (based on actual admin cost with cost allocation plan; no indirect rates)</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>TOTAL Proposed BUDGET</strong></td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
</tbody>
</table>

*Not all funding sources will provide funding for Admin expenses to the sub-recipient, however Admin expenses related to the project is eligible match most funding sources.

The proposed budget will be used in scoring projects related to funding award decisions. If selected for funding, new budgets may be requested based on the actual funding sources' budget requirements and eligible costs.

Proposer Representative Signature/Title

Date

---

3 of 3
Low barrier/Housing First shelters and permanent housing projects are proven effective in engaging and assisting all sub-populations of homeless persons to a path to permanent stable housing. Communities have demonstrated that projects can be well-run and safe without requirements that keep many homeless individuals from entering and/or remaining in their project.

Please answer the following questions related to the proposed project’s eligibility criteria and project rules. The questionnaire will be scored with each “yes” answer receiving 0 points and each “no” answer receiving 1 point. An N/A answer will receive 1 point. Maximum points is 24. The higher the score, the closer the project is to being Housing First/Low Barrier.

Do not alter, change or add additional information to this questionnaire. Questionnaires submitted that are altered, changed or have additional comments will be considered void and will receive a score of 0.

1. Will/Does the project require a background screening prior to project entry (excluding sexual offender/predator check)?
   Yes ☐ No ☐

2. Will/Does the project prohibit persons with certain criminal convictions (e.g. violent felonies, arson) from entering your project (excluding registered sexual offender/predator)?
   Yes ☐ No ☐

3. Will/Does the project require participants to be clean and sober prior to project entry and/or during project stay?
   Yes ☐ No ☐

4. Will/Does the project require alcohol/drug tests on participants suspected of being under the influence?
   Yes ☐ No ☐

5. Will/Does a positive alcohol/drug test result in termination from the project and/or require participant to participate in substance abuse treatment and/or detox to resume project services?
   Yes ☐ No ☐

6. Will/Does the project require participants to have a mental health evaluation prior to project entry?
   Yes ☐ No ☐
7. Will/Does the project require project participants who demonstrate mental health symptoms to participate in mental health services and/or medication compliance (excluding those who present a danger to self or others) as a condition of services?
   Yes ☐ No ☐

8. Will/Does the project require participants to have income at time of project entry?
   Yes ☐ No ☐

9. Will/Does the project require participants to obtain an income as a condition of remaining in the project?
   Yes ☐ No ☐

10. Will/Does the project require participants to participate in supportive services (such as vocational training, employment preparation, budgeting or life skills classes; not including required case management meetings) as a condition of continued services?
    Yes ☐ No ☐

11. Will/Does the project require participants to be ‘progressing’ in their goals in order to remain in the project?
    Yes ☐ No ☐

12. Will/Does the project require participants to sign a services plan agreement to receive the project services? (Please note a service plan is not the same as a housing plan.)
    Yes ☐ No ☐

13. Will/Does project participant have to do “chores” as a part of project stay and/or will project participants who do work around the facility receive special treatment or are rewarded with special benefits (applicable for facility/project - based emergency shelters, transitional housing, permanent housing)?
    Yes ☐ No ☐ N/A ☐

14. Will/Does the project include curfews and/or required ‘lights out’ time for all participants (applicable for facility/project - based emergency shelters, transitional housing, permanent housing)?
    Yes ☐ No ☐ N/A ☐
15. Will/Does the project exclude or refuse project entry based on race, color, religion, national origin, disability, sex, sexual orientation, gender identity and/or gender expression.

   Yes ☐   No ☐

16. Will/Does the project include any requirements, outside of those typically found in a lease agreement or in “community-living” conduct rules (applicable for facility/project - based emergency shelters, transitional housing, permanent housing, scattered site housing)? Examples of acceptable ‘community-living’ rules include agreement to be non-violent, agreement to no weapons on site, agreement to no alcohol/drug consumption on site.

   Yes ☐   No ☐   N/A ☐

17. Will a project participant be asked/forced to leave the project and/or will agency refuse service if project participant is disrespectful to a staff member or other project participant, including making verbal threats, acting belligerently, or “having an attitude?”

   Yes ☐   No ☐

18. Will/Do project participants have to travel to the agency’s office(s) to receive the majority of their services, including case management, after they are housed (applicable to scattered-site PSH, RRH and HP projects)?

   Yes ☐   No ☐   N/A ☐

19. Will/Do project participants have to travel to the agency’s office(s) to receive the majority of services, including case management (applicable to Street Outreach and Engagement only)?

   Yes ☐   No ☐   N/A ☐

20. Will/Does the project exclude any dependent children in the household, based on age and/or gender, from remaining with the household at the project (applicable for facility/project - based emergency shelters, transitional housing, and permanent housing for households with children)?

   Yes ☐   No ☐   N/A ☐

21. Will/Does the project prohibit any member(s) of a household (as defined by the household), based on age, gender, biological relationship and/or marital status, from residing together at the project (applicable for facility/project - based emergency shelters, transitional housing, permanent housing, scattered site permanent housing)?

   Yes ☐   No ☐   N/A ☐
22. Will/Does the project exclude any family composition type: single dad, single mom, same gender couples, opposite-gender couples, multi-generational, and non-romantic groups who present for services as a family (applicable to projects that serve households with children under the age of 18)?

Yes ☐ No ☐ N/A ☐

23. Will/Does project require project participants to be “placed” in accordance with their sex assigned at birth and/or “perceived” gender; and/or require participant to “prove” their gender identity prior to receiving services (applicable for facility/project-based emergency shelters, transitional housing, permanent housing, scattered site permanent housing)?

Yes ☐ No ☐ N/A ☐

24. Will/Does the project exclude participants who do not have a form of identification (applicable for emergency shelters)?

Yes ☐ No ☐ N/A ☐

TOTAL SCORE: _________________

Certification of Responses
I attest that the answers above are true and are provided by marking Yes, No, or N/A without any additional comment or clarification.

Authorized Applicant Signature: _____________________________________________________

Authorized Applicant Name and Title: ________________________________________________

Date ______________
Company Name: ____________________________ Project Name: _____________________________

Housing First/Low Barrier access to permanent housing are proven effective in assisting all sub-populations of homeless persons to a path to permanent stable housing. Communities have demonstrated that permanent housing projects can be well-run and safe without requirements that keep many homeless individuals from entering and/or remaining in permanent housing.

Please answer the following questions related to the proposed project’s eligibility (tenancy) criteria and project rules. The questionnaire will be scored with each “yes” answer receiving 0 points and each “no” answer receiving 1 point. An N/A answer will receive 1 point. Maximum points are 14. The higher the score, the closer the project is to providing Low Barrier Access to Housing.

*Do not alter, change or add additional information to this questionnaire. Questionnaires submitted that are altered, changed or have additional comments will be considered void and will receive a score of 0.*

1. Will the landlord prohibit/deny persons with poor credit history becoming a tenant of this property?
   
   Yes ☐ No ☐

2. Will the landlord prohibit/deny persons with certain criminal convictions (e.g. violent felonies, arson) from entering your property?
   
   Yes ☐ No ☐

3. Will the landlord deny an applicant tenancy due to previous evictions (past due landlord debt)?
   
   Yes ☐ No ☐

4. Will the landlord require applicants to conduct property maintenance?
   
   Yes ☐ No ☐

5. Will the landlord require applicants to have income at time of application/tenancy approval?
   
   Yes ☐ No ☐
6. Will the landlord deny a prospective tenant without a short/long term voucher?
   Yes ☐  No ☐

7. Will the landlord exclude or refuse tenancy based on race, color, religion, national origin, disability, sex, sexual orientation, gender identity and/or gender expression?
   Yes ☐  No ☐

8. Will the landlord include any requirements, outside of those typically found in a lease agreement or in a “shared housing” community living agreement?
   (Examples of acceptable “shared housing community living agreement” may include agreements such as to not enter other’s designated personal rooms, no weapons on-site, no violence on-site, to not consume items that belong to another person)
   Yes ☐  No ☐

9. Will a tenant be asked/forced to leave the property if the tenant is disrespectful to other tenants including making verbal threats, acting belligerently, or acting aggressively in a threatening manner?
   Yes ☐  No ☐

10. Will the landlord exclude any dependent children in the household, based on age and/or gender, from remaining with the household at the property? (N/A for projects designated as serving adult only/households without children)
    Yes ☐  No ☐  N/A ☐

11. Will the landlord prohibit or limit tenant from having a guest(s), including overnight guests?
    Yes ☐  No ☐

12. Will the landlord ask for proof of immigration status from an applicant prior to tenancy approval?
    Yes ☐  No ☐
13. Will the landlord require tenants to conduct property maintenance?

Yes ☐ No ☐

14. Will the landlord exclude tenancy to persons who do not have a form of identification?

Yes ☐ No ☐

TOTAL SCORE: _________________

Certification of Responses

I attest that the answers above are true and are provided by marking Yes, No, or N/A without any additional comment or clarification.

Authorized Applicant Signature: ___________________________________________________

Authorized Applicant Name and Title: ________________________________________________

Date ______________
### THRESHOLD REVIEW (Completed by THHI Staff)

*Any NO answer in the Threshold Review Section to a FATAL FLAW Item = ineligible to apply per FATAL FLAWS listed in the RFP*

<table>
<thead>
<tr>
<th>Scoring Factor</th>
<th>Description of Scoring Factor</th>
<th>Points Available</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Applicant attended the Mandatory Pre-Proposal Workshop on Thursday, May 28, 2020, 1:00 PM</td>
<td>Ineligible to Apply - RFP clearly stated this workshop was mandatory</td>
<td>Yes = Continue to next factor</td>
<td>Yes/No</td>
</tr>
<tr>
<td>B. Proposal was submitted to THHI by the Friday, June 19, 2020 3:00 PM deadline</td>
<td>Ineligible to Apply - RFP clearly stated deadline and that no proposal submitted after the deadline would be considered</td>
<td>Yes = Continue to next factor</td>
<td>Yes/No</td>
</tr>
<tr>
<td>C. Organization has been in operation for at least 2 years</td>
<td>FATAL FLAW - RFP clearly stated this is an eligibility to apply criteria</td>
<td>Yes = Continue to next factor</td>
<td>Yes/No</td>
</tr>
<tr>
<td>D. Non-Profit Organization with 501(c) 3 status (submitted with IRS letter)</td>
<td>FATAL FLAW - RFP clearly states this is an eligibility to apply criteria</td>
<td>Yes = Continue to next factor</td>
<td>Yes/No</td>
</tr>
<tr>
<td>E. Organization is in good standing in the State of Florida, Division of Corporations</td>
<td>FATAL FLAW - RFP clearly states this is an eligibility to apply criteria</td>
<td>Yes = Continue to next factor</td>
<td>Yes/No</td>
</tr>
<tr>
<td>F. Organization is NOT listed on the “Excluded Parties List” (sam.gov) (must demonstrate at a minimum entity has registered/started registration process with sam.gov at time of proposal application)</td>
<td>FATAL FLAW - RFP clearly stated this is an eligibility to apply criteria</td>
<td>Not Listed as Excluded = Continue to next factor</td>
<td>Yes/No</td>
</tr>
<tr>
<td>G. RFP Application Form is signed by the agency official designated to execute contracts</td>
<td>FATAL FLAW - RFP clearly stated application must be signed by this person</td>
<td>Yes = Continue to next factor</td>
<td>Yes/No</td>
</tr>
<tr>
<td>H. Proposal is typed; not completely/mostly handwritten</td>
<td>FATAL FLAW - RFP clearly stated that proposals that are completely/mostly handwritten will have committed a fatal flaw</td>
<td>Yes = Continue to next factor</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

---

**Project Applicant:**

**Type of Project:**

- PH PSH – Scattered Site
- PH PSH – Project Based
- PH – RRH
- Emergency Bridge Housing (CHSC)
- Joint Emergency Bridge (ES) / TH + RRH
- Services Only
- Other: __________________________

**Name of Project:**

- New Project
- Expanded Project
- Existing – (GAP Funding)
| I. Proposal submitted as a single PDF document submitted via the required Dropbox process | FATAL FLAW - RFP clearly stated this failure to submit these items is a fatal flaw | Yes = Continue to next factor  
No = Fatal Flaw |
|---|---|---|
| J. Proposal submitted follows the order listed on the Application Checklist (which matches the RFP instructions in section IV) | FATAL FLAW - RFP clearly stated this is a fatal flaw if not followed | Yes = Continue to next factor  
No = Fatal Flaw |
| K. Proposal includes all required documents are stated in section IV of the RFP | FATAL FLAW - RFP clearly stated proposals that do not include all required documents will have committed a fatal flaw | Yes = Continue to next factor  
No = Fatal Flaw |
| L. Proposal does not exceed page limits in any section in which a page limit was indicated | FATAL FLAW - RFP clearly stated that proposals that exceed the page limits will have committed a fatal flaw | Yes = Continue to next factor  
No = Fatal Flaw |
| M. Proposal included a Completed and Signed Housing First/Low Barrier Questionnaire | FATAL FLAW – RFP clearly stated failure to include a completed Housing First/Low Barrier Questionnaire will have committed a fatal flaw | Yes = Continue to next factor  
No = Fatal Flaw |

**ELIGIBLE to APPLY**  
*(Circle by THHI staff and Signed by THHI Staff)*  
**YES**  
**NO**

Name of THHI Staff Member Completing Threshold Review: ________________________________

Signature of THHI Staff Member Completing Threshold Review: ________________________________

Date of Threshold Review____________________

**END of THRESHOLD REVIEW PORTION**
## PROJECT PROPOSAL SCORING

*Please enter your score for each scoring criteria based on the project proposal. While most scoring factors are related to specific questions, reviewer may consider all elements of the proposal to determine score for each item. Please use only whole and half points.*

<table>
<thead>
<tr>
<th>Scoring Factor</th>
<th>Scoring Description/Notes</th>
<th>Points Available</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Housing First/Low Barrier Questionnaire Score</strong></td>
<td>Housing First/Low Barrier access to needed services is a proven best practice. If form is altered/changed/has additional information added by the Applicant, the score = “0”</td>
<td>0-24 Points = Enter Score From Submitted Housing First/Low Barrier Questionnaire</td>
</tr>
<tr>
<td><strong>2. Project proposal describes how the project will help improve the performance of the community’s overall system, fills a gap/need within our system and move the community forward in achieving HUD and CoC priorities and goals to make homelessness rare, brief and non-recurring in our CoC.</strong></td>
<td>Using the Project Description and all application content, the project addresses the needs of one or more of the identified priorities, goals and/or overall system performance</td>
<td>Clearly describes how the proposed project helps move the community forward to making homelessness rare, brief and non-recurring by achieving HUD and CoC priorities and goals = 10 pts.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Somewhat describes how the proposed project helps move the community forward to making homelessness rare, brief and non-recurring by achieving HUD and CoC priorities and goals = 5 pts.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Does not or vaguely describes how the proposed project helps move the community forward to making homelessness rare, brief and non-recurring by achieving HUD and CoC priorities and goals = 0 pts.</td>
</tr>
<tr>
<td><strong>3. Proposed Project is innovative, “outside the box”</strong></td>
<td>Using the Project Description and all proposal content, the project is innovative, ‘outside of the box,” and uses demonstrative effective practices and/or ‘next practices”</td>
<td>Clearly and in detail described an innovative project utilizing proven and effective practices = 5 pts.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Touches on some innovative ideas and effective practices, but lacks detail = 2.5 pts.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not innovative and/or does not utilize proven effective practices = 0 pts.</td>
</tr>
</tbody>
</table>
4. **Project Description – Overview:** Describes the overall scope of the project including the clients to be served, which services will be provided and how they will be provided, and process for quickly assisting clients into permanent housing.

- Clearly and in detail describes the overall scope of the project including the clients to be served, which services will be provided and how they will be provided, and process for quickly assisting clients into permanent housing = 5 pts.
- Describes, but lacks important details, the overall scope of the project including the clients to be served, which services will be provided and how they will be provided, and process for quickly assisting clients into permanent housing = 3 pts.
- Vaguely or inadequately describes the overall scope of the project including the clients to be served, which services will be provided and how they will be provided, and process for quickly assisting clients into permanent housing = 0 pts.

5. **Project Description – Client Demographics/Target Populations:** Describes the project’s proposed populations to be served, including identifying targets, and information demonstrating an understanding of the needs of the clients they propose to serve.

- Target = serve at least 75 percent of the household type / sub-populations they indicate are the project’s “target

- Clearly defines the target demographics of the individuals/households to be served with details that demonstrates an understanding of the needs of those they propose to serve = 3 pts
- Adequately defines the target demographic, but lacks some detail to demonstrate a full understanding of the needs of those they propose to serve = 1 pt.
- Vaguely defines the target demographic, does not demonstrate an understanding of the needs of those they propose to serve = 0 pts

6. **Project Description – Project Performance Outcomes:** Outcomes are the primary way for projects to demonstrate effectiveness and impact in effectible ending homelessness.

- Outcomes based on client accomplishments; not on the number of services/activities provided; demonstrate a positive impact on overall system performance.
  - Percent of participants/households that will exit to a permanent housing situation (80%)
  - Average Length of time from project enrollment to permanent housing placement (60 days or less)
  - Percent of adult participants that have increased Earned Income from entry to exit, or entry to end of grant term (10%)
  - Percent of adult participants that have Increased Total Income from entry to exit, or entry to end of grant term (25%)

- Outcomes are concise, identified and measurable outcomes that can positively impact overall system performance and are not based on number of activities/services = 5 pts
- Outcomes are adequate, but not concise, included some that are based on number of activities/services, and adequately shows positive impact on overall system performance = 3 pts
- Outcomes are all based on number of services/activities provided, outcomes are vague, and/or do not demonstrate a positive impact on overall system performance = 0 pts
<table>
<thead>
<tr>
<th>7. Budget</th>
<th>The Budget Summary and Detailed Narrative describes/explains the Project’s funding request including costs in appropriate eligible categories, quantity and description details are thorough, and project is feasible.</th>
<th>Budget Information is detailed, clear and complete; aligns with the project descriptions, presents a feasible project = 5 pts. Budget Information adequately provides necessary information for eligible costs, adequately aligns with the project descriptions, adequately presents a feasible project = 2.5 pts. Budget information includes ineligible costs, vague details, missing key information to support project description and/or does not present a feasible project = 0 pts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Match Commitment</td>
<td>All funding sources require some percentage of match, therefore applicant needs to have both an understanding of match and the ability to provide required match</td>
<td>Detailed, clear and complete indicating the applicant understands match and will be able to provide required project match = 3 pts. Demonstrates a basic understanding of match, however the applicant’s may have difficulty providing necessary match = 1.5 pts. Vague, missing key information and/or does not demonstrate an understanding of match and/or the ability to provide required project match = 0 pts.</td>
</tr>
<tr>
<td>9. Organization’s Capacity and Experience: History of addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless.</td>
<td>Extensive or high history/experience is defined as 8+ years Some History/experience is defined as 4 to 7 years Minimum or No History/Experience is defined as less than 3 years</td>
<td>Extensive history in addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless = 2 pts. Some history in addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless = 1 pt. Minimum history in addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless = 0.5 pts.</td>
</tr>
</tbody>
</table>
### 10. Organization’s Capacity and Experience

**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**

- **Extensive or high history/experience** is defined as 8+ years
- **Some History/experience** is defined as 4 to 7 years
- **Minimum or No History/Experience** is defined as less than 3 years

- **Extensive experience** with operating similar projects, with documented data performance outcomes to substantiate high performance positive outcomes = 2 pts.
- **Some experience** with operating similar projects with documented data performance outcomes, however outcomes are below average = 1 pt.
- **Minimum little experience** in operating similar projects and/or does not have data documenting positive outcomes and/or data outcomes indicate poor performance = 0.5 pts.

### 11. Organization’s Capacity and Experience

**Federal, state, and/or local government grant experience and 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.**

- **Extensive or high history/experience** is defined as 8+ years
- **Some History/experience** is defined as 4 to 7 years
- **Minimum or No History/Experience** is defined as less than 3 years

- **Extensive experience** with government grants with high staff experience in project administration and compliance requirements = 2 pts.
- **Some experience** with government grants with some staff experience in project administration and compliance requirements = 1 pt.
- **Minimum or no experience** with government grants and staff has minimum/no experience in project administration and compliance requirements = 0 pts.

### 12. Agency Compliance

*(THHI Finance Staff will review submitted Audit and provide data/info for this scoring criteria)*

- Using the provided Financial Audit including Supplementary Information and Other Reports and The Management Letter

- **No deficiencies** = 2 pts.
- **Technical/Corrected** = 1.5 pts.
- **1 unresolved finding** = 1 pt.
- **2+ unresolved findings** = 0 pt.

### 13. Cost Allocation Plan

- Applicant will be asked to utilize cost allocation in relation to items such as building usage, admin expenses

- **Clearly indicates and details** how the applicant will allocate costs between other projects within their organization that share costs = 2 pts.
- **Indicates how** the applicant will allocate costs between other projects within their organization that share costs, but lack sufficient detail = 1 pts.
- **Does not clearly indicates** how the applicant will allocate costs between other projects within their organization that share costs and/or indicates the use of an indirect rate = 0 pts.
| 14. Financial Health and Capacity | Utilizing the Budget Narrative, Organizational Capacity, Organization Budget, submitted IRS 990 and/or Audit material, to demonstrate adequate financial health, processes and/or cash flow to continue operations while reimbursement is processed | Applicant has strong financial health = 2 pts.  
Applicant has adequate financial health = 1 pts.  
Applicant does not have adequate financial health = 0 pts. |
| 15. Overall proposal Presentation | The overall presentation of the proposal – formatting, content, flow of narratives, adherence to RFP instructions – demonstrates attention to detail and quality | Presented in a detailed, concise organized manner that was easy to understand and review = 1 pt.  
Lacked attention to detail and overall organization of information making it difficult for the reviewer(s) to locate information needed to complete scoring = 0 pts. |
| 16. Applicant is an “Active” Member of the Continuum of Care as defined in the Tampa/Hillsborough County CoC Governance Charter by attending at least 80% of CoC monthly meetings held in the past 12 months AND attending at least 80% of a CoC Committee meeting in the past 12 months (or THHI Board Member) | THHI will provide a List of “Active members” based on attendance records at the CoC monthly meetings and CoC Committees for the past 12 months (March 2019 – February 2020) | Yes = 2 pt.  
No = 0 pt. |
| 17. Applicant has at least 1 staff member regularly participating (at least 50% attendance) on a CoC Committee | THHI will provide CoC Committee Attendance tracking for the past 12 months (March 2019 – February 2020) | Yes = 1 pt.  
No = 0 pt. |
| 18. Applicant agency has a leadership role in the CoC as evidence by at least 1 of the agency’s paid staff serving as chair or co-chair of a CoC Committee; or on THHI’s Board of Directors | THHI will provide a list of all CoC Committee Chairs and Co-Chairs with their corresponding agency for the past 12 months (March 2019 – February 2020) | Applicant Staff Member Chairs or Co-Chairs a Committee = 1 pt.  
Applicant Staff member does NOT Chair or Co-Chair a committee = 0 pts. |
| 19. Applicant’s HMIS participation | Applicant agency actively enters data into HMIS as defined as having entered data within the past 90 days (inclusive of any/all of applicants projects using HMIS)  
**DV providers prohibited from entering into HMIS will receive maximum points** | Applicant actively enters data in HMIS = 1 pts.  
Applicant is an HMIS partner agency but is not actively entering data = 0.5 pt.  
Applicant is a non-DV provider and is not a current HMIS partner = 0 pts. |
### 20. Applicant’s Overall HMIS Data Completeness (Quality)

THHI staff will provide Data Completeness Results to the scorers. The time frame for Reports will be 10/1/18 to 9/30/19

All HMIS projects are required to maintain satisfactory completeness (quality). If the applicant has current HMIS projects, all current projects will be used to determine the Agency’s overall data completeness (quality).

**DV providers prohibited from entering into HMIS will receive maximum points**

<table>
<thead>
<tr>
<th>Satisfactory Percentage Completed</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 = 2 points</td>
<td></td>
</tr>
<tr>
<td>1-2 = 1 point</td>
<td></td>
</tr>
<tr>
<td>3+ = 0 points</td>
<td></td>
</tr>
</tbody>
</table>

Applicant is a non-DV provider and does not have a currently operating projects that are entering data into HMIS = 0 points

---

Project Applicant: ___________________________  Name of Project: _______________________

Maximum Points Possible: 80  

Total Points Awarded: ________

Reviewer’s Overall Observations/Concerns:

__________________________________________

__________________________________________

__________________________________________

__________________________________________

Reviewer’s Name: _________________________  Reviewer’s Signature: _________________________  Date Reviewed: ______
<table>
<thead>
<tr>
<th>Scoring Factor</th>
<th>Description of Scoring Factor</th>
<th>Points Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Applicant attended the Mandatory Pre-Proposal Workshop (Virtual) on Thursday, May 28, 2020 at 3PM</td>
<td>Ineligible to Apply - RFP clearly stated this workshop was mandatory</td>
</tr>
<tr>
<td>B.</td>
<td>Proposal was submitted to THHI by Friday, June 19, 2020, 3:00 PM deadline</td>
<td>Ineligible to Apply - RFP clearly stated deadline and that no proposal submitted after the deadline would be considered</td>
</tr>
<tr>
<td>C.</td>
<td>Business is a legally formed entity in the state of Florida that is in good standing (active/current annual report) with the State of Florida, Division of Corporations (sunbiz.org)</td>
<td>FATAL FLAW - RFP clearly stated this is an eligibility to apply criteria</td>
</tr>
<tr>
<td>D.</td>
<td>Organization is NOT listed on the “Excluded Parties List” (sam.gov) (must demonstrate at a minimum entity has registered/started registration process with sam.gov at time of proposal application)</td>
<td>FATAL FLAW - RFP clearly stated this is an eligibility to apply criteria</td>
</tr>
<tr>
<td>E.</td>
<td>RFP Application Form is signed by the business owner or official designated to execute contracts</td>
<td>FATAL FLAW - RFP clearly stated application must be signed by this person</td>
</tr>
<tr>
<td>F.</td>
<td>Proposal submitted as a single PDF document submitted via the required Dropbox process</td>
<td>FATAL FLAW - RFP clearly stated this failure to submit these items is a fatal flaw</td>
</tr>
</tbody>
</table>
### G. Proposal submitted follows the order listed on the Application Checklist (which matches the RFP instructions in section IV)

<table>
<thead>
<tr>
<th>FATAL FLAW</th>
<th>Yes = Continue to next factor</th>
<th>No = Fatal Flaw</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP clearly stated this is a fatal flaw if not followed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### H. Proposal includes all required documents are stated in section IV of the RFP

<table>
<thead>
<tr>
<th>FATAL FLAW</th>
<th>Yes = Continue to next factor</th>
<th>No = Fatal Flaw</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP clearly stated proposals that do not include all required documents will have committed a fatal flaw</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### I. Proposal does not exceed page limits in any section in which a page limit was indicated

<table>
<thead>
<tr>
<th>FATAL FLAW</th>
<th>Yes = Continue to next factor</th>
<th>No = Fatal Flaw</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP clearly stated that proposals that exceed the page limits will have committed a fatal flaw</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### J. Proposal included a Completed Signed Low Barrier Access to Housing Questionnaire

<table>
<thead>
<tr>
<th>FATAL FLAW</th>
<th>Yes = Continue to next factor</th>
<th>No = Fatal Flaw</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP clearly stated failure to include a completed “Housing First/Low Barrier Questionnaire” will have committed a fatal flaw</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ELIGIBLE to APPLY

(Circle by THHI staff and Signed by THHI Staff)

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

Name of THHI Staff Member Completing Threshold Review: ________________________________

Signature of THHI Staff Member Completing Threshold Review: ________________________________

Date of Threshold Review____________________

END of THRESHOLD REVIEW PORTION
## PROJECT PROPOSAL SCORING

Please enter your score for each scoring criteria based on the project proposal. While most scoring factors are related to specific questions, reviewer may consider all elements of the proposal to determine score for each item. Please use only whole and half points.

<table>
<thead>
<tr>
<th>Scoring Factor</th>
<th>Scoring Description/Notes</th>
<th>Points Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Low Barrier Questionnaire Score</td>
<td>Low Barrier Access to Housing questionnaire. If form is altered/changed/has additional information added by the Applicant, the score = “0”</td>
<td>0-14 Points = Enter Score From Submitted Low Barrier Access to Housing Questionnaire</td>
</tr>
<tr>
<td>2. Project proposal describes how the contractor/landlord will help improve the performance of the community’s overall system, fills a gap/need within our system and move the community forward in achieving HUD and CoC priorities and goals to make homelessness rare, brief and non-recurring in our CoC.</td>
<td>Using the Project Description and all application content, the project addresses the needs of one or more of the identified priorities, goals and/or overall system performance</td>
<td>Clearly describes how the proposed project helps move the community forward to making homelessness rare, brief and non-recurring by achieving HUD and CoC priorities and goals. = 10 pts.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Somewhat describes how the proposed project helps move the community forward to making homelessness rare, brief and non-recurring by achieving HUD and CoC priorities and goals = 5 pts.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Does not or vaguely describes how the proposed project helps move the community forward to making homelessness rare, brief and non-recurring by achieving HUD and CoC priorities and goals = 0 pts.</td>
</tr>
<tr>
<td>3. Project Description – Overview: Describes the overall scope of the project, location, number of units, sizes of units, property maintenance, property management post rehabilitation.</td>
<td>Clearly and in detail describes the overall scope of the project including location, description of development number of units/size of units, management of the property, etc. = 5 pts.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Describes, but lacks important details, the overall scope of the project including location, description of development number of units/size of units, management of the property, etc. = 3 pts.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vaguely or inadequately describes, the overall scope of the project including location, description of development number of units/size of units, management of the property, etc. = 0 pts.</td>
</tr>
<tr>
<td>4. Project Description – Populations to be Served / tenancy selection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Describes what target subpopulation (Individuals, Unaccompanied Youth, or Families) tenancy eligibility / selection criteria, addresses barriers to occupancy.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How will developer select the proposed subpopulation, tenancy selection/eligibility criteria, address barriers to accessing housing.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clearly defines the subpopulations to be served; eligibility criteria; tenancy selection, addresses barriers to access housing = 3 pts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adequately defines the subpopulations to be served; eligibility criteria, tenancy selection, addresses barriers to access housing = 1 pt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vaguely defines the subpopulations to be served; eligibility criteria, tenancy selection, addresses barriers to access housing = 0 pts</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Project Description – Lease Up/Project Collaborations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describes the process for leasing up the project and filling vacancies including collaborations with nonprofit service provider for supportive services</td>
</tr>
<tr>
<td>How will developer initially lease up the project, fill vacancies and develop collaboration(s) with nonprofit service provider(s).</td>
</tr>
<tr>
<td>Clearly defines how the project will lease up the project, fill vacancies and establish collaborations with nonprofit service provider(s) as part of the lease up and vacancy process = 3 pts</td>
</tr>
<tr>
<td>Adequately defines how the project will lease up the project, fill vacancies and establish collaborations with nonprofit service provider(s) as part of the lease up and vacancy process = 1 pt</td>
</tr>
<tr>
<td>Vaguely defines how the project will lease up the project, fill vacancies and establish collaborations with nonprofit service provider(s) as part of the lease up and vacancy process = 0 pts</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Budget Summary and Detailed Narrative describes/explains the Project’s funding request and full cost of project including costs in appropriate eligible categories, quantity and description details are thorough, and project is feasible.</td>
</tr>
<tr>
<td>Budget Information is detailed, clear and complete; aligns with the project descriptions, presents a feasible project = 5 pts.</td>
</tr>
<tr>
<td>Budget Information adequately provides necessary information for eligible costs, adequately aligns with the project descriptions, adequately presents a feasible project = 2.5 pts.</td>
</tr>
<tr>
<td>Budget information includes ineligible costs, vague details, missing key information to support project description and/or does not present a feasible project = 0 pts.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Match Commitment - Shared Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Developer/Investor is required to provide a minimum of 50% match funds towards the project.</td>
</tr>
<tr>
<td>THHI will not provide more than 50% to acquire/rehab properties, therefore applicant needs to have both an understanding of match and the ability to provide required match</td>
</tr>
<tr>
<td>Detailed, clear and complete indicating the applicant understands match and will be able to provide required project match = 3 pts.</td>
</tr>
</tbody>
</table>
| Demonstrates a basic understanding of match, however the applicant’s may have difficulty providing necessary match }
8. **Organization’s Capacity and Experience:** History of the business owners having experience in similar projects, previous Affordable housing development or project management, (partnering with select professionals i.e: contractors, sub-contractors, real estate agents in the affordable housing field, lenders); local government funding and processes, General contractor or engineer services in house

| Extensive or high history/experience is defined as 8+ years | Some History/experience is defined as 4 to 7 years | Minimum or No History/Experience is defined as less than 3 years |

9. **Company Financial Health and Fiscal Capacity**

| Extensive evidence of company’s financial health and fiscal capacity to complete proposed project = 2 pts. | Adequate evidence of company’s financial health and fiscal capacity to complete proposed project = 1 pt. | Minimum evidence of company’s financial health and fiscal capacity to complete proposed project = 0.5 pts. |

10. **Overall proposal Presentation**

| Presented in a detailed, concise organized manner that was easy to understand and review = 1 pt. | Lacked attention to detail and overall organization of information making it difficult for the reviewer(s) to locate information needed to complete scoring = 0 pts. |

11. **Applicant has/will form a collaborative partnership with an Active CoC Member Agency or currently participating member agency has access to the Coordinated Entry project/list**

| Collaboration with an Active or participating CoC member agency increases collaboration with the overall CoC and efforts to make homelessness rare, brief and non-recurring. | Yes – Active CoC Member= 2 pts. | Yes – Currently Participating Agency with CES access = 1 pt. |

| No = 0 pt. | | |
Project Applicant: _____________________________ Name of Project: _____________________________

Maximum Points Possible:  50                     Total Points Awarded: __________

Reviewer’s Overall Observations/Concerns:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Reviewer’s Name: _____________________________ Reviewer’s Signature: _____________________________ Date Reviewed: _______