

2024 BRIGHTER DAYS: YHDP REQUEST FOR APPLICATIONS (HOST HOME RFA)

YHDP HOST HOME RFA RELEASED: FEBRUARY 22, 2024

YHDP PROJECT APPLICATIONS DUE: NO LATER THAN 11:59 PM ON MARCH 15, 2024

HOMELESS SERVICES NETWORK (HSN)

FL-507 CONTINUUM OF CARE LEAD AGENCY

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ACRONYMS USED IN THIS RFA

BIPOC	Black, Indigenous and People of Color	PYD	Positive Youth Development
CCP	Community Coordinated Plan	RFA	Request for Applications
CES	Coordinated Entry System	TH-RRH	Joint Transitional Housing and Rapid Rehousing
CQI	Continuous Quality Improvement	TIC	Trauma-Informed Care
CoC	Continuum of Care	USICH	United States Interagency Council on Homelessness
FTE	Full Time Employee	YAB	Youth Action Board
HMIS	Homeless Management Information System	YAS	Youth Action Society
LGBTQIA+	Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Asexual+	YHDP	Youth Homelessness Demonstration Program
PSH	Permanent Supportive Housing	YYA	Youth and Young Adults

SECTION I: GENERAL INFORMATION

The following section provides general information about the Central Florida Continuum of Care's (CoC) work to address youth homelessness. All potential applications are **highly encouraged** to read and become familiar with Central Florida's [Coordinated Community Plan - Brighter Days for Brighter Futures](#), which provides detailed information about the CoC's work and plans to address youth homelessness in the Central Florida region.

Questions can be directed to:

- Aja Hunter, Youth Project Manager, aja.hunter@hscnfl.org
- Valerie Perez, Youth Project Coordinator, valerie.perez@hscnfl.org
- Brian Postlewait, Chief Operating Officer, brian.postlewait@hscnfl.org

TIMELINE

The following timeline will be observed for this RFA. HSN reserves the right to adjust the timeline if necessary to ensure successful completion and submission of the CoC's YHDP project applications to HUD.

February 22th, 2024	YHDP Application Announcements and Q&A
February 22th, 2024	YHDP RFA released
March 15th, 2024	YHDP Project Applications are due at 11:59 pm
March 18th, 2024	Project applications distributed to the Rank and Review Committee ASAP
March 18th - 22nd	Individual scoring by review and rank committee members and YAB. Scores submitted to Aja and Valerie by 5 pm on March 22nd
March 27th, 2024	Consensus meeting to review program scores and develop final prioritized list for funding.
April 1st, 2024	Final decisions made regarding the program to be funded.
April 2nd, 2024	Public announcement of new sub recipient

BACKGROUND

In October 2022, CoC FL-507 was awarded an \$8.4 Youth Homelessness Demonstration Program (YHDP) grant. As the lead agency for CoC FL-507, The Homeless Service Network of Central Florida will lead the YHDP process for the community. This grant is intended to create youth-dedicated projects to prevent and end youth homelessness for unaccompanied youth and young adults (YYA) under the age of 24.

The planning process for YHDP begins with the development of a CCP (Coordinated Community Plan). The CCP identifies needs within the community and details how YHDP funding will be utilized to end instances of YYA homelessness. During the development of Central Florida's *Brighter Days for Brighter Futures CCP*, HSN brought together YAS (Youth Action Society of Central Florida) and a variety of community partners to ensure the CCP was driven by YYA voice and evidence-based practices. The project types in this RFA were identified by YAS and community partners as needed interventions in Orange, Osceola, and Seminole Counties.

The \$8.4 million YHDP award includes project and planning funding for two years. Each project application that HUD accepts for funding is expected to have the possibility of renewal annually in the HUD Continuum of

Care competition. The total community \$8.4 million (minus the non-renewable funds utilized for planning) in YHDP will continue to be available in our community to serve only youth experiencing houselessness for the foreseeable future.

BRIGHTER DAYS FOR BRIGHTER FUTURES: VISION, MISSION, & GUIDING PRINCIPLES

VISION

The vision stated in the *Brighter Days for Brighter Futures CCP* is that all houseless youth and young adults have a pathway to obtain and maintain a safe, stable, and secure home.

MISSION

The mission stated in the *Brighter Days for Brighter Futures CCP* is that Central Florida will utilize YHDP as a catalyst to ensure YYA experiencing houselessness have access to timely, equitable, and affirming support to attain success in leadership, housing, education, employment, well-being and interpersonal relationships.

GUIDING PRINCIPLES

All YHDP programs funded through this RFA are required to align program design and implementation with the guiding principles outlined below. The following is a summary of the Guiding Principles stated in the *Brighter Days for Brighter Futures CCP*, which will be incorporated into the implementation of the CoC's new YHDP projects. More detailed information on the Guiding Principles is available in the *Brighter Days for Brighter Futures CCP*.

Guiding Principles:

- The United States Interagency Council on Homelessness (USICH) Youth Framework and the Four Core Outcomes.
 - Stable Housing
 - Education /Employment
 - Permanent Connections
 - Social and Emotional Wellbeing
- Responding to the needs of special populations
- Equity
- Positive Youth Development
- Trauma-Informed Care
- Family Engagement
- Unsheltered Homelessness
- Housing First - Immediate access to housing with no preconditions
- Youth Choice
- Individualized and Client-Driven Supports
- Social and Emotional Wellbeing
- Social and Community Integration
- Coordinated Entry

SPECIAL POPULATIONS

Applicants are **encouraged to consider how their program designs will address the unique needs of youth and young adults who are often at a greater risk of experiencing houselessness**. These populations are:

- LGBTQIA+ Youth and Young Adults
- Pregnant and Parenting Youth and Young Adults
- Youth and Young Adults involved in the Juvenile Justice System
- Youth involved in the Foster Care System
- Youth and Young Adults Victims of Trafficking and Exploitation
- BIPOC Youth and Young Adults
- Youth and Young Adults with Disabling Conditions

SECTION II: FUNDING OPPORTUNITIES AVAILABLE THROUGH THIS RFA

Issuing this RFA and accepting responses to this RFA does not obligate HSN to contract for any of the services/projects specified herein. HSN reserves the right to reject any and all proposals received without penalty and not to issue a contract as a result of this RFA. HSN reserves the right to cancel or to reissue the RFA in whole or in part prior to execution of a contract.

For all funding opportunities, HSN is the “grantee,” and the selected agency will be the “sub-recipient.”

OVERVIEW OF FUNDING OPPORTUNITIES

HSN is issuing this Request for Applications to identify sub-recipients for the new YHDP Host Homes and Other Innovative Housing Strategies project. This is the second RFA allocating the YHDP funds. The following projects were funded in the first round and are currently in the ramp-up phase of operations:

- Youth System Navigation
- Youth Housing Case Management
- Youth Drop In Center and Outreach
- Management of Crisis Housing to Rapid Rehousing (TH-RRH)

There is \$581,700 (Two Years) available under this RFA for Host Home and Other Innovative Housing Strategies.

DESCRIPTION OF FUNDING OPPORTUNITIES

The available opportunity is listed in the table below, with full Project Description available in Appendix A.

Project Type/Description	Available Opportunities	Counties
<p>SSO- Host Home and other Innovative Housing Strategies</p> <p>HOST HOMES ARE ONE INNOVATIVE HOUSING SOLUTION FOR OUR COMMUNITY AND WILL SERVE AS A SHORT TERM, ALTERNATIVE HOUSING OPTION FOR YYA BETWEEN THE AGES OF 16-24 WHO ARE:</p> <ul style="list-style-type: none"> ● UNACCOMPANIED, ● UNWILLING OR UNABLE TO ACCESS TRADITIONAL SHELTERS OR ● ENROLLED IN POSTSECONDARY EDUCATION AND NEED SOMEWHERE TO STAY DURING EXTENDED BREAKS. <p>THE HOST HOME MATCHING PROCESS WILL BE FACILITATED BY THE CONTRACTOR OR SUBRECIPIENT AND HONOR YYA CHOICE AND VOICE THROUGHOUT THE PROCESS.</p> <p>YOUTH SEEKING HOST HOMES WHO ARE MINORS, PREGNANT OR PARENTING, EXITING FOSTER CARE OR LGBTQ+ WILL BE PRIORITIZED FOR PLACEMENT.</p> <p><i>*THE SELECTED CONTRACTOR OR SUBRECIPIENT WILL ALSO BE VERSED IN OTHER INNOVATIVE HOUSING SOLUTIONS AND EDUCATE/ TRAIN COMMUNITY MEMBERS AND PARTNERS IN THESE SOLUTIONS.</i></p> <p>PROJECTED TO SERVE 40 YYA ANNUALLY.</p>	<p>Budget:</p> <ul style="list-style-type: none"> ● Staff: \$160,000 ● Supportive Services: \$117,000 ● Admin: \$13,850 (5%) <p>Positions Available:</p> <ul style="list-style-type: none"> ● 1 Host Home Project Manager, 1 FTE ● 1 Host Home Trainer/Coach, 1 FTE 	<ul style="list-style-type: none"> ○ Orange ○ Osceola ○ Seminole

In the table above:

- Staff amounts refer to the amount available for the various staff positions being sought for this project.
- Supportive Services refers to additional funding available for items such as food, assistance with moving costs, transportation, utility deposits, legal services, etc.

SALARIES FOR POSITIONS

Applicants should ensure the funding requested corresponds to these amounts for the Host Homes project manager and trainer/coach.

Salaries listed below include base, benefits, non-salary personnel (mileage, phone etc.), and supervisors wage up to 15% of the supervisor.

- **Host Home Project Manager:** \$85,000/FTE
- **Host Home Trainer/Coach:** \$75,000/FTE

ADMIN

Admin will be funded at a rate of 5% of the amount requested by each agency. See Section III for more details regarding Admin.

MATCH

There is **no match requirement** for projects funded under this RFA.

DEFINING SUPPORTIVE SERVICES

Review the information below related to supportive services to ensure that your agency can provide supportive services to the YYA being served through these projects in alignment with the expectations of the CoC.

YAS defines supportive services as methods and tools that assist individuals in combating barriers in their day-to-day lives. Through supportive services, the individual should feel heard and safe while having the opportunity to express themselves. With this support, the YYA should transition from homelessness to permanent housing with a better understanding of themselves (including mental, physical, and emotional aspects) and their ability to overcome adversity.

YYA can choose which supports are best for them. All populations will have access to the following services: basic needs, housing navigation, counseling, transportation, case management and aftercare. Each of these services will look different depending on the population served. Supportive Services should include the following:

CASE MANAGEMENT:

- Staff roles are defined above all else as youth advocates prioritizing youth choice
- Comprehensive and regular cultural competency training, with system review for
- maintaining fidelity to the practice
- Comprehensive and regular racial equity training
- Full implementation of trauma-informed practices, including special attention to grief and loss, PTSD, family separation and sex trafficking

HEALTHY RELATIONSHIP EDUCATION THAT INCLUDES THE FOLLOWING:

- Employee/supervisor
- Significant other/self
- Parent/offspring
- Patient/doctor
- Landlord/tenant

- Teacher/student
- Training on how and when to advocate for oneself and request mediation

SUBSTANCE ABUSE TREATMENT THAT INCLUDES:

- Peer support
- Harm reduction
- Safety planning
- Relationship building
- Coping skills

MEETING THE SPECIFIC NEEDS OF YOUTH UNDER THE AGE OF 18, INCLUDING:

- Life skills
- Family support/family engagement/family counseling/family reunification
- GED/schoolwork area
- Communication support (help getting access to phone/internet)
- Financial literacy

MEETING THE SPECIFIC NEEDS OF YOUTH WHO ARE PREGNANT AND/OR PARENTING, INCLUDING:

- Accessing healthcare (pre- and post-natal)
- Legal assistance/pro-bono
- Parenting classes
- Family counseling
- Peer support groups
- Access to prenatal care
- Childcare vouchers
- In-home educational supports

MEETING THE NEEDS OF YOUTH BETWEEN THE AGES OF 16-24, INCLUDING:

- Utility assistance
- Employment services
- Career counselor
- Resume building
- Employment opportunities
- Communication support – help with access to phone/internet
- Moving assistance
- In-kind donations for new apartments
- Landlord mediation
- How to understand a lease
- Credit education – credit rating, credit card safety
- Links to HUD-approved first-time homebuyers programs
- Budgeting
- Financial literacy
- SOAR
- Access to behavioral and mental health professionals of color, if desired
- Access to multilingual behavioral and mental health professionals, if desired
- Accessibility to services for those who speak Spanish/Creole
- Legal support related to immigration

MEETING THE SPECIFIC NEEDS OF YOUTH WHO IDENTIFY AS LGBTQIA+, INCLUDING:

- Connections to open and affirming faith-based communities
- Peer support groups

- Mental health care from a provider that supports this group specifically
- Connections to LGBTQ+-informed medical provider

SECTION III: IMPORTANT INFORMATION FOR POTENTIAL SUB-RECIPIENTS

HSN encourages all qualified applicants, including both prospective and current HSN sub-recipient grantees, to respond to this RFA. If your organization would like to submit a proposal for consideration, complete all of the submission requirements described in this RFA. Any entity interested in seeking funding from HSN under this opportunity **MUST** submit an application to be considered for funding.

MINIMUM REQUIREMENTS

To be considered for funding as a sub-recipient through this RFA, applicants **must meet or be prepared to meet** the following requirements:

- ✓ Incorporate all YHDP values and guiding principles outlined in this document and the CCP into programs being implemented.
- ✓ Be located and/or able to provide services to youth and young adults who are experiencing houselessness in the FL- 507 CoC geographic area (Orange, Osceola, and Seminole Counties).
- ✓ If awarded funding, agree to utilize any recommendations of the YHDP Committee, YAS, Sub-committees and HSN's YHDP staff on program design, including assessment tools, and implementation.
- ✓ Adhere to **Housing First practices** while serving households experiencing houselessness.
- ✓ Participate in, and accept, all new program participants referrals from the FL- 507 CoC Coordinated Entry System as outlined in the CoC's CES Policy and Procedures Manual
- ✓ Have a process to link YYA to certified mental health professionals.
- ✓ Provide services or case management to support stable housing, permanent connections, education/employment, and social-emotional well-being.
- ✓ Have or define a process of establishing a Youth Advisory Board consisting of a minimum of 3 members, ages 16-24.
- ✓ Incorporate **Positive Youth Development** (PYD) into their program design and implementation.
- ✓ Participate in the Homeless Management Information System (HMIS).
- ✓ Not be debarred from receiving federal funds and in good standing with all government and funding contracts. Provide Federal Certification regarding Debarment and Suspension Form
- ✓ Provide Federal Disclosure of Lobbying Activities Certification
- ✓ Proof of most recent financial statement
- ✓ Proof of outcome data (If in HMIS, we will pull the data. If not, you will need to provide your outcome data.)

YOUTH COLLABORATION

All programs under this RFA are required to include continuous youth collaboration on program design, rules, and policies. Each program must develop a process in which program participants can safely contribute ideas and submit grievances with the expectation that the program will be responsive to their input. In addition, part of the Continuous Quality Improvement process will involve Youth Action Society of Central Florida (YAS), HMIS staff, and the Grant Management Team to review the program's follow through with implementing recommended changes based on youth feedback and program performance data.

Programs must offer their Youth Action Board members opportunities to collaborate with YAS and HSN members in the work on ending youth houselessness.

ADDITIONAL INFORMATION & REQUIREMENTS

COST REIMBURSEMENT

All contracts will be on a cost reimbursement basis. Sub-recipients will be required to submit to HSN proper back up documentation for project eligible expenses as determined by HUD CoC Program and HUD YHDP regulations and requirements. Specifics for proper back-up documentation will be clarified during the contracting process. In general, reimbursement requests must comply with the HUD CoC Program Interim Rule and 2 CFR 200 (OMB Super-Circular).

See the resources below for information on HUD eligible expenses.

- [Supportive Services](#)

ADMINISTRATIVE COSTS

For the purposes of proposal submission, applicants may include up to 5 percent (calculated prior to including the Admin amount) for Admin costs. However, if awarded funding, the project's actual administrative funding will be based on available and allowable administrative funding as determined by the funding source and HSN. If administrative costs exceed the allowable funded Admin amount, the additional costs can be used for match, if documented and based on actual costs.

More information CoC Program Admin regulations is available here:

<https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/project-administration/>

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).

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 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 program participants' 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.

Program participants must be notified of termination policies during the project intake process.

CONFIDENTIALITY

Agencies must comply with HMIS privacy policies, HIPAA privacy rules and with confidentiality requirements pertaining to the records and locations of programs providing family violence prevention or treatment services.

ADDITIONAL TOPICS:

See Appendix B for more information and requirements related to the following issues:

- Cost of Submitting Proposals
- Participation in Continuum of Care (CoC)
- Conflict of Interest
- State and Federal Administrative Requirements
- Liability Insurance Required for All Grants
- Handicapped Accessibility

SECTION IV: ELIGIBILITY CRITERIA TO APPLY

This section includes the eligibility criteria for Applicants under this RFA.

AGENCY REQUIREMENTS

An Applicant may be a corporation exempt from taxation under section 501(c)(3) of the Internal Revenue Code, a unit of state or local government, or an arm of state or local government that can demonstrate its ability, or corporate entity, if funded, to effectively provide housing and/or services to people experiencing homelessness in Orange, Osceola and/or Seminole Counties and must meet the criteria below.

Agency must have:

- Articles of Incorporation and/or Certification of IRS tax exempt status and/or articles of incorporation in the case of non-tax-exempt agencies.
- Been in operation for at least 2 years.
- 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.
- Financial Audit within the previous 18 months of submission date. If a financial audit is unavailable, the agency will be asked to produce two years of Reviewed Financials with "Review Report" or "Account's Review report." Letter should be on the letterhead of the accounting firm, include the date of the report, the address of the client, and describe the nature of the review and the accountant's responsibility in performing the review. Agency must commit to producing audited financial statements within 18 months of a YHDP award signed contract.
- A financial accounting system of record.

INELIGIBLE APPLICATIONS

- Proposals received after the stated due date and time.
- Proposals received from agency not eligible to apply.
- The RFA Application is not signed by an agency official designated to execute contracts.
- Proposals that are completely and/or mostly handwritten.
- Proposals that do not meet criteria outlined in Section IV (Eligibility Criteria to Apply).
- Proposals that do not include all required documents as stated in Section V (Project Proposals Requirements) of this RFA for applicable project submission.
- Failure to sign Certification of Housing First Approach to Operations.
- If an applicant does not participate or agrees to participate in the Homeless Management Information System (HMIS) or, for DV applicants, a comparable program participant data system in compliance with HUD's HMIS standards.
- If an applicant does not participate or agree to participate in the Continuum of Care (meetings, committees, and other activities).
- Any Applicant that is on the Federal Excluded Parties List System or State of Florida Suspended Vendor List will be considered ineligible for funding.
- Applicant does not have a Unique Entity Identifier (UEI).

SECTION V: PROJECT APPLICATION QUESTIONS & REQUIREMENTS

APPLICATION INSTRUCTIONS

Format: Use the provided fillable PDF or MS word.

The RFA submission must be signed by an agency official designated to execute contracts. All Contact Information on the application should be completed and legible.

If the application handwritten it will be rejected.

A cover letter is neither requested nor required.

Requested narratives should be concise yet detailed. Don't include information or attachments not related to the specific project type or that are not specifically requested in this RFA. Do not reference websites/webpages for reviewers to access additional information in support of your narrative.

APPLICATION QUESTIONS & POINT VALUES

All applicants will be asked to respond to the following questions in the fillable application form provided by HSN. Agency responses to each of these questions will be scored for each project, with the point values shown in the list below.

1. What Counties are you willing to serve? (3 points)
2. State the mission and purpose of your organization and how it aligns with the YHDP Guiding Principles. (4 points)
3. What is your understanding of youth houselessness and why youth become houseless? Also, identify what you believe are priority areas in serving youth experiencing homelessness? (8 points)
4. Describe your agency's experience in working with the following populations of youth and young adults experiencing houselessness or housing instability. (10 points)
 - a) Young adults and unaccompanied youth/minors (under age 18)
 - b) Youth and Young Adults of color particularly BIPOC youth
 - c) Youth and Young Adults who identify as LGBTQIA+ and/or gender nonconforming
 - d) Youth and Young Adults living with disabilities (physical, developmental, cognitive, etc.)
 - e) Pregnant and/or parenting youth and young adults
 - f) Sexually exploited Youth and young adults
 - g) Migrants (with or without documentation) or refugees
 - h) Youth and young adults impacted by domestic violence
 - i) Youth and young adults leaving the juvenile justice system or exiting out of foster care
5. How will you ensure that youth feel less isolated and disengaged? Identify your strategies to assist youth and young adults to achieve social and community integration. (5 points)
6. Describe your plan and relevant experience in collaborating with other youth serving systems/organizations in Central Florida (education, child welfare, juvenile justice, mental, behavioral, and physical health, etc.). (4 points)
7. Describe your plan and relevant experience in actively addressing systemic disparities that specifically affect youth who are BIPOC, LGBTQIA+, have experience in the juvenile justice system and/or foster-care involvement. Provide specific strategies and activities to address these disparities. (5 points)
8. Describe how your organization currently incorporates principles of Trauma Informed Care in its service delivery and operations. (4 points)
9. Describe how your organization currently incorporates principles of Positive Youth Development framework in its service delivery and operations. (4 points)
10. Describe the program's plan to connect YYA to mainstream resources, such as education, employment, health and social programs for which they are eligible. Describe how the program will

- screen for eligibility, coordinate and make referrals to mainstream resources and staff training on mainstream resources for youth. (5 points)
11. Describe how your agency will recruit and maintain active Youth Advisory Board members with lived experience of houselessness. (6 points)
 - a) How will they be included in program design, development, and implementation?
 - b) How will you prioritize and use youth voice to improve this program and the operations of your organization?
 - c) How do you compensate youth for their participation and collaboration?
 12. Describe how the proposed program is innovative in its approaches and strategies to reach LGBTQIA+, youth, pregnant and parenting youth, youth under 18, and BIPOC youth. (6 points)
 13. Describe in detail who is/will be responsible for leading the program. Be sure to list their title and role on the program. (4 points)
 14. Describe your organization's related outcome data within the past year. Outcome data should be quantitative and can include connections to mainstream supports such as employment, education, SOAR benefits, and health related services. Acceptable data includes youth programmatic data or data related to another population being served in a host home or similar project. (8 points)
 15. Your agency must enter data outcomes from the last two (2) years on any existing programs your agency operates that are similar to the projects/opportunities that your agency is applying for under this RFA. Your agency will be asked to provide the data outcomes stated below. (8 points)

All Project Types:

 - a) Number of persons served annually throughout the agency
 - b) YYAs served annually throughout the agency (# persons)
 16. Describe how knowledgeable the organization is with the local child welfare system and the level of comfort navigating the system with or on behalf of youth under the age of 18. (5 points)
 17. Describe how knowledgeable the organization is with the multi-county education system and its connection to youth experiencing houselessness. (5 points)
 18. Describe in detail the activities that will be provided under the proposed program(s). This should include: (25 points)
 - a) A description of how your organization explains the concept of Host Homes, including both youth-identified host matches and program- identified matches.
 - b) A description of services to be provided to youth, including information regarding experience and how long the organization has provided each type of service described.
 - c) Collaborations in providing services and other relevant details about program implementation; including an explanation as to how the host home staff will collaborate/partner with youth housing case managers.
 - d) The desired outcomes and performance measures for the program.
 - e) Demonstrate how the program will be low-barrier and how you will address barriers that could potentially jeopardize a young person's housing stability. (e.g., transportation, childcare, meeting basic needs, discrimination, etc.)
 - f) How does this project help the community meet the shared vision, goals and objectives of the coordinated community plan?
 19. Describe the organization's community networks and how they can be leveraged to increase awareness of the Host Homes project and how this will improve host recruitment efforts. (5 points)
 20. Provide an example of how the organization has started something new. Include details such as: (6 points)
 - a) What the planning process included?
 - b) How the organization collaborated with other partners and experts?
 - c) What was learned in the process?

Tip: 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.

BUDGET WORKBOOK REVIEW

The submission must include a completed Budget Workbook, which will be reviewed by HSN staff to ensure conformity to the RFA Funding Opportunities descriptions in Section II of this RFA.

SECTION VI: APPLICATION EVALUATION AND SELECTION

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

PHASE 1 – THRESHOLD REQUIREMENTS

Proposals will be reviewed by HSN staff for adherence to the eligibility criteria to apply stated in this RFA. The following attachments must be submitted to demonstrate the applicant meets the threshold requirements:

- Completed Application, signed by authorized party
- Completed Budget Workbook
- Federal Certification regarding Lobbying
- Federal Certification regarding Debarment and Suspension
- Requirements for Adopting a Housing First Approach to Operations- Initialed
- Evidence of Organization's operations of at least 2 years – Articles of Incorporation
- Evidence of 501 (c) 3 Status – IRS Determination or Affirmation Letter of organization's 501(c)3 status (if non-profit entity)
- 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).
- Most Recently Submitted Federal Form 990 (if non-profit entity)
- Most Recent Financial Audit including Supplementary Information and Other Reports and The Management Letter. Reviewed financial statements may be submitted if an audit is not available. See Section IV of this RFA document for details regarding what should be submitted.
- Current List of Board of Directors
- Current Organizational Chart
- Current Organizational Budget

PHASE 2 – APPLICATION REVIEW AND SCORING

Since there is a limited amount of funding available, applications will need to be reviewed and ranked to receive funding, ensuring that the applicants chosen will have the greatest impact. This task will be undertaken by the Review and Rank Committee that will consist of the YAS and a number of other adult partner reviewers:

- YAS will meet to review all applications and develop one consolidated score for each application.
- Adult partner reviewers will independently review and score each application. Scores from adult partners will be averaged to develop one consolidated score.
- YAS consolidated score and adult partner consolidated score will be weighed 50/50 to get an overall average score for each application.
- Applications will be ranked based on their overall score for discussion during a scheduled Consensus Meeting.

Proposals that meet threshold criteria will be scored and evaluated based on:

- Counties of Operation
- Mission aligned with YHDP principles
- Understanding of youth houselessness
- Experience with Sub-populations
- Priority areas
- Social and Community Integration
- Collaboration with other systems of care
- Plan/experience actively addressing disparities
- Incorporation of Trauma Informed Care

- Incorporation of Positive Youth Development
- Professional development for staff
- Prioritization of well-being
- Plan to connect YYA to mainstream resources
- Recruitment of Youth Advisory Board
- Strategies for reaching YYA sub populations
- Program leadership
- Program Outcome Date
- Project Description

PHASE 3 – CONSENSUS MEETING

During the Consensus Meeting on March 27, 2024, the Review and Rank Committee will come together to review the consolidated scores and discuss each application in more detail, resulting in a final decision about which applicants will receive YHDP funding.

Consensus on a decision means that each team member says they buy-in to the decision and actively support its implementation, even if they did not think it was the very best decision. The Review and Rank Committee will use the following gradients of agreement for discussion purposes regarding RFA review, scoring, and discussion during the Consensus Meeting on March 27th:

- The CoC Ranking and Review Committee for YHDP will include 5 YAS members and 4 adult partners.
- YAS members will prepare their slate.
- The 4 adult partners will review and score the applications. The adult partners' scores will be averaged to produce a slate of projects.
- YAS and Adults will meet and develop a consensus and produce a consensus slate.
- HSN will review (providing there is no feedback that would count an agency out) the consensus slate for any issues that would be problematic for submission to HUD.
- HSN will submit the final slate to the CFCH Managing Board for review and approval. . A copy of each proposal will be available to each CFCH Managing Board member.
- The CFCH Managing Board or their appointed designees/committee will review the recommendation(s) for funding presented by the Ranking and Review Committee and will make final decision regarding which project(s) to award funding, including conditional awards.

Members of the Ranking and Review Committee and the CFCH Managing Board members reviewing applications will not have a vested interest in a submitted application. 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 from the application activities.

NOTICE OF FINAL DECISION

Upon approval of the CFCH Managing Board or their designee/committee, HSN staff will provide written notice to each applicant of the decision to award, conditionally award, or not award the project funding.

SECTION VII: RFA DOCUMENTS AND ATTACHMENTS

The issuance of HSN's 2024 Brighter Days Host Home RFA includes the following documents listed below.

- HSN 2024 Brighter Days Host Home RFA
- HSN 2024 Brighter Days Host Home Application (fillable Word document)
- HSN 2024 Brighter Days Host Homes Budget Workbook (excel)
- HSN Requirements for Adopting a Housing First Approach to Operations (Non-Profit Agencies)
- HMIS Related Requirements
- Federal Certification Regarding Lobbying
- Federal Certification Regarding Debarment and Suspension
- CoC FL-507 Universal Standards

The completed submission in response to HSN's 2024 Brighter Days Host Home RFA must include the following threshold attachments listed below.

Label attachments using your agency's name and the letters provided below (for example, your completed application should be labeled):

- Attachment A should be named ***Your-Agency-Name_A_Application*** and submitted as a PDF.
- Attachment B should be named ***Your-Agency-Name_B_Budget-Workbook*** and submitted as either an Excel file or a PDF.
- Attachments C-M should be combined and submitted as a single PDF file, named ***Your-Agency-Name_C-M_YHDP-App-Attachments***.

Required Attachments:

- A. Completed Application, signed by authorized party
- B. Completed Budget Workbook
- C. Federal Certification regarding Lobbying
- D. Federal Certification regarding Debarment and Suspension
- E. Requirements for Adopting a Housing First Approach to Operations- Initialed
- F. Evidence of Organization's operations of at least 2 years – Articles of Incorporation
- G. Evidence of 501 (c) 3 Status – IRS Determination or Affirmation Letter of organization's 501(c)3 status (if non-profit entity)
- H. 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).
- I. Most Recently Submitted Federal Form 990 (if non-profit entity)
- J. Most Recent Financial Audit including Supplementary Information and Other Reports and The Management Letter. Reviewed financial statements may be submitted if an audit is not available. See Section IV of this RFA document for details regarding what should be submitted.
- K. Current List of Board of Directors
- L. Current Organizational Chart
- M. Current Organizational Budget

APPENDIX A: ADDITIONAL INFORMATION FOR SUB-RECIPIENTS

COST OF SUBMITTING PROPOSALS

The cost of preparing and submitting a proposal is the sole responsibility of the Applicant and shall not be chargeable in any manner to HSN. HSN will not reimburse any Applicant for any costs associated with the preparation and submission of a proposal.

PARTICIPATION IN CONTINUUM OF CARE (COC)

Any agency awarded funding through this RFA is **required** to:

- 1) Actively participate in the CoC including attendance at the monthly CoC meetings, committee meetings, offered trainings and Point in Time Count(s).
- 2) Comply with HMIS Policies & Procedures or, for victim services providers, have a Comparable Database that complies with HMIS standards and requirements, and participate in the Central Florida CoC's Coordinated Entry process and follow the established processes in accordance with the project type.

CONFLICT OF INTEREST

HSN requires that the Applicant provide professional, objective, and impartial services and always strictly avoid conflicts with other responsibilities or their own business interests and act without any consideration for future work. The Applicants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve in the best interest of HSN, or that may reasonably be perceived as having this effect. If HSN, in its sole discretion, determines that a conflict of interest exists, such Applicant shall not be considered for a funding award. Failure to disclose said situations may lead to the disqualification of the Applicant or the termination of award. All applicants must complete the federal and state conflict of interest forms attached.

STATE AND FEDERAL ADMINISTRATIVE REQUIREMENTS

Agencies must comply with Federal administrative requirements. All agencies awarded funds through this RFA 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 Title 2 CFR 200 – Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal awards (OMB Super-Circular) and the HUD CoC Program Interim Rule (24 CFR Part 578).

HSN staff will monitor each program to ensure compliance with the terms of the funding agreement between HSN and the agency. This will include monitoring records kept by the applicant to demonstrate the eligibility of program participants, the services provided, fiscal compliance, record retention, match, and other contractual requirements.

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. HSN must be named as an additional insured party.

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).

APPENDIX B: HOST HOMES RESOURCES

OVERVIEW

There is no one way to develop a host home project and below are some examples that may help define your agency's approach to this new project. HSN is interested in operating a flexible host homes project that may include the following:

- youth-identified hosts
- serving youth under age 18 in coordination with the child welfare system
- recruiting hosts and implementing program matches
- other innovative ideas

RESOURCE MATERIALS

<https://www.pointsourceyouth.org/interventions/host-homes>

Point Source Youth is a national leader in Host Homes work. Their website provides an overview of program-matched host homes as well as a downloadable handbook that can provide detailed information on building a host homes project.

<https://www.pointsourceyouth.org/blog/create-a-successful-school-based-host-homes-program>

Download the Point Source Youth School-Based Host Home Program Guide.

https://www.safeplaceforyouth.org/host_home_program

The SPY Host Home project webpage provide an overview of how they operationalize the work.