

2023 BRIGHTER DAYS FOR BRIGHTER FUTURES: YHDP REQUEST FOR APPLICATIONS (RFA)

YHDP RFA RELEASED: MAY 31, 2023

YHDP PROJECT APPLICATIONS DUE: NO LATER THAN 11:59 PM ON JUNE 12, 2023

**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
LGBTQ+	Lesbian, Gay, Bisexual, Transgender, Queer+	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
- 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.

May 11th - 9am & May 12th - 12pm	YHDP Application Announcements and Q&A
May 30th	YHDP RFA released
June 12th	YHDP Project Applications are due at 11:59 pm
June 13th	Project applications distributed to the Review and Rank Committee ASAP
June 13th - June 19th	Individual scoring by review and rank committee members and YAB. Scores submitted to Aja and Brian by 5 pm on June 16th
June 20th	Consensus meeting to review program scores and develop final prioritized list for funding.
June 23rd	Final decisions made regarding programs to be funded.
June 26th	Notices regarding outcome of review and rank sent to program applicants.

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:

- LGBTQ+ 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

Note that the CoC’s CCP is pending HUD approval and budgets and project scopes may be adjusted as HSN works with HUD to ensure that the YHDP project applications submitted meet HUD requirements and regulations.

Issuing this RFA and accepting responses to this RFP 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 RFP 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 project applications to be submitted to HUD by HSN on behalf of the CoC. The following is a list of the activities for which sub-recipients are being sought related to the homelessness diversion, systems navigation, rapid rehousing and supportive housing projects that will be submitted:

- Youth System Navigation
- Youth Housing Case Management
- Youth Drop-In Center & Outreach
- Host Home and Other Innovative Housing Strategies
- Management of Crisis Housing to Rapid Rehousing (TH-RRH)

DESCRIPTION OF FUNDING OPPORTUNITIES

Available opportunities are listed in the table below, with full Project Descriptions available in Appendix A.

PROJECT TYPE/DESCRIPTION	AVAILABLE OPPORTUNITIES	COUNTIES
<p>SSO-CE YOUTH SYSTEM NAVIGATOR</p> <p>Youth cross-system navigators will support YYA as they move through the system from front-door access to stable housing.</p> <p>They will serve as a single point of contact for YYA as they seek housing and navigate complex systems (schools, juvenile justice, foster care, health care, workforce and benefits).</p> <p>They will partner with the Youth Coordinated Entry Manager to identify youth, divert youth and connect youth to CE and other housing options and resources.</p> <p>Projected to serve 500 YYA annually.</p>	<p>Budget:</p> <ul style="list-style-type: none"> • Staff: \$470,000 • Supportive Services: \$125,000 • Admin: 5% <p>Match: \$163,000</p> <p>Positions Available:</p> <ul style="list-style-type: none"> • 8 Navigation Case Managers, 1 FTE each • Program Manager, 1FTE Total which may be split among sub-recipients <ul style="list-style-type: none"> ○ 0.25 FTEs for every 2 Case Managers • Agency must apply for at least 2 Navigation Case Managers & 0.25 Program Manager FTEs to be eligible for consideration 	<ul style="list-style-type: none"> • Orange • Osceola • Seminole <p>Preferred County Coverage:</p> <ul style="list-style-type: none"> • 2 subrecipients: <ul style="list-style-type: none"> ○ Orange and Seminole (4 navigators, .5 manager) ○ Orange and Osceola (4 navigators, .5 manager)

PROJECT TYPE/DESCRIPTION	AVAILABLE OPPORTUNITIES	COUNTIES
<p>SSO- YOUTH HOUSING CASE MANAGERS</p> <p>The Youth Housing Case Management agency will accept houseless YYA and those fleeing domestic violence referred through the CE prioritization process. CM will collaborate with the YYA’s System Navigator to ensure a smooth transition to housing.</p> <p>YYA choice will drive service delivery and housing modality. CM agencies should be prepared to support YYA’s with varying needs across all housing programs:</p> <ul style="list-style-type: none"> • TH - Short Term/Crisis Housing • Host Homes - Short Term family-based housing • RRH - Permanent housing • PSH - Long Term housing support with intensive CM <p>Projected to serve 165 YYA annually.</p>	<p>Budget:</p> <ul style="list-style-type: none"> • Staff: \$600,000 • Supportive Services: \$125,000 • Admin: 5% <p>Match: \$199,000</p> <p>Positions Available:</p> <ul style="list-style-type: none"> • 8 Youth Housing Case Managers, 1 FTE each • Program Manager, 1FTE Total which may be split among sub-recipients <ul style="list-style-type: none"> ○ 0.25 FTEs for every 2 Case Managers • Agency must apply for at least 2 Youth Housing Case Managers & 0.25 Program Manager FTEs to be eligible for consideration 	<ul style="list-style-type: none"> • Orange • Osceola • Seminole <p>Preferred County Coverage:</p> <ul style="list-style-type: none"> • 2 subrecipients: <ul style="list-style-type: none"> ○ Orange (East, west and downtown) and Seminole (4 FTE Case Manager, 0.5 FTE Program Manager) ○ Orange and Osceola (4 FTE Case Manager, 0.5 FTE Program Manager)
<p>SSO- DROP-IN CENTER & OUTREACH</p> <p>The CoC is inviting organizations to apply to be the lead provider in developing a drop-in center in concert with HSN, the CoC Youth Action Society and additional service providers to be determined in the planning process. A lead agency may apply as a solo provider or with a consortium or additional service partners.</p> <p>A planning process will be initiated in summer 2023 with the goal of launching operations in 2024.</p> <p>In addition to the basic funding allocated through this RFP, the CoC anticipates potentially investing funds in capital acquisition and improvement.</p> <p>Applicants should also anticipate this effort requiring significant additional operating funds not currently available through the YHDP.</p> <p>Projected to serve 600 YYA annually.</p>	<p>Budget:</p> <ul style="list-style-type: none"> • Staff: \$280,000 • Operating: \$50,000 • Supportive Services: \$50,000 • Capital: up to \$250,000 • Other Funds: TBD • Admin: 5% <p>No Match Required</p> <p>Positions Available:</p> <ul style="list-style-type: none"> • 1 Program Director, 1 FTE • 1 Housing/Resource Liaison, 1 FTE • 1 Peer Support, 1 FTE • 1 Outreach Worker, 1 FTE 	<ul style="list-style-type: none"> • Orange <ul style="list-style-type: none"> ○ Main Center: Orange County; 3 days/week ○ Satellite/ Mobile Centers: Seminole/ Osceola; 1 day/week rotating counties ○ Outreach: all 3 counties

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 • 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: \$120,000 • Admin: 5% <p>Match: \$77,000</p> <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 • Seminola
<p>JOINT TRANSITIONAL HOUSING /RAPID REHOUSING</p> <p>Transition to Rapid-Rehousing (TH-RRH) is a new project type, centered in youth choice, that gives flexibility for youth-focused service providers to drive innovation.</p> <ul style="list-style-type: none"> • TH- Up to 24 months. • RRH- Up to 36 months. <p>Together, as combined 48 months of housing and services can be provided as an option to YYAs.</p> <p>The CoC is seeking an operational partner(s) for site-based TH operations. Applicants can also apply to provide case management Supportive Services through the Youth Housing Case Manage SSO.</p> <p>TH beds may/may not be flexibly converted into a permanent RRH placement.</p> <p>Projected to serve 30 YYA annually.</p>	<p>Budget:</p> <ul style="list-style-type: none"> • Operating: \$400,000 • Supportive Services: \$25,000 • Admin: 5% <p>No Match Required</p> <p>Projected Beds: 30</p> <p>Targeted Bed Capacity:</p> <ul style="list-style-type: none"> • Orange (East): 4 - 6 beds • Orange (West): 4 - 6 beds • Osceola: 5 - 7 beds • Seminole County: 5 - 7 beds • Downtown Orlando: 10 - 15 beds <p>Operating can include:</p> <ul style="list-style-type: none"> • Staff to run the house, beds, maintenance repairs, taxes, insurance, structure support, utilities, furniture, equipment, microwave, washers and dryers etc. • Will provide some supportive housing funds (for ex., food and utilities) 	<ul style="list-style-type: none"> • Orange • Osceola • Seminola

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.

- For the SSO- Youth System Navigation and SSO-Youth Housing Case Management projects, HSN will request this funding and distribute the funds post-award based on the number of youth served/FTEs. Agencies should not apply for these funds through this RFA.
- Operating refers to items HUD CoC regulations allow for operating expenses, which includes: maintenance and repair; property taxes and insurance; reserves for replacement of major systems; building security; electric, gas and water; furniture; and equipment. Visit HUD's CoC Binder for more details regarding eligible operating expenses: <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/operating-costs/>
- Capital funds for the Drop-In Center are anticipated to be provided through state funding sources (not be HUD CoC YHDP funding).

SALARIES FOR POSITIONS

The following list details the positions available under this RFA and the amount for salaries that will be available in YHDP funds for each type of position. Applicants should ensure the funding requested corresponds to these amounts.

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

- **Case Manager (Navigation & Youth Housing):** \$65,000/FTE.
- **Program Manager:** \$80,000/FTE
- **Program Director:** \$90,000/FTE
- **Housing/Resource Liaison:** \$65,000/FTE.
- **Peer Support:** \$62,000/FTE.
- **Outreach Worker:** \$65,000/FTE.
- **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. Please see Section III for more details regarding Admin.

MATCH

Each agency applying for an opportunity which the table above indicates has a required Match will be expected to provide 25% of the amount being requested/awarded in matching funds. Applicants are asked to submit a Match commitment letter as part of this application process. Please see Section III for more details regarding Match requirements.

DEFINING SUPPORTIVE SERVICES

Most of the funding opportunities available through this RFA are related to the provision of supportive services. Please 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 out of houselessness 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 18-24, 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 LGBTQ+, 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, please 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).

Please see the resources below for information on HUD eligible expenses.

- [Supportive Services](#)
- [Operating Cost](#)

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/>

MATCH

Match may be cash or in-kind for otherwise eligible project costs which are not covered with YHDP funds. All match will be required to be documented in writing. Match is defined as the provision of direct eligible costs to the project from a source other than the contracted funding source. Match can be provided through an agency's other funded projects which may also provide services to the funded project's eligible program participants or through community partners that are providing additional, eligible services to a funded project's program participants. Match expenditures on program participant services must be tracked in HMIS (comparable database for certified domestic violence providers). HSN will provide further information regarding what is eligible as match under YHDP; it is the responsibility of the applicant organization to utilize that information to ensure match requirements are met.

In general, match for CoC-funded projects is 25 percent of the full grant award, including for YHDP projects.

HSN is not requiring an agency Match for Drop-In Center project, and the Transitional Housing project. For the other projects where Match is required, each applicant is expected to contribute 25% of the requested amount in Match and to provide a letter of commitment with the application.

More information CoC Program Match regulations is available here:

<https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-match/coc-match-overview/>

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 sub-recipients of CPD funding, as well as owners, operators, and managers of shelters, and other buildings and facilities and providers of services funded in whole or in part by any CPD program 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:

Please 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 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 letterhead of 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 an 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 RFP for applicable project submission.
- Failure to sign Certification of Housing First Approach to Operations.
- If an applicant does not participate or agree 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: Please 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. Please clearly identify the projects(s) for which this application is being submitted.
2. What Counties are you willing to serve? (3 points)
3. Is your agency willing to commit to providing the 25% Match for the projects in which Match is requested? This applies to SSO-Youth System Navigation, SSO-Youth Housing Case Management, and Host Home and Other Innovative Housing Strategies projects. (4 points)
4. Please state the mission and purpose of your organization and how it aligns with the YHDP Guiding Principles. (4 points)
5. What is your understanding of youth houselessness and why youth become houseless? (4 points)
6. Describe your agency's experience in working with 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) Young people of color particularly BIPOC youth?
 - c) Young people who identify as LGBTQ+?
 - d) Young people living with disabilities (physical, developmental, cognitive, etc.)?
 - e) Pregnant and/or parenting young people?
 - f) All gender identities?
 - g) Sexually exploited young people?
 - h) Young immigrants or refugees?
 - i) Young people impacted by domestic violence?
 - j) Young people leaving the juvenile justice system or exiting out of foster care?
7. Identify what you believe are priority areas in serving youth experiencing houselessness. (3 points)
8. How will you ensure that youth feel less isolated and disengaged? Please identify your strategies to assist youth and young adults to achieve social and community integration. (5 points)
9. 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)
10. Describe your plan and relevant experience in actively addressing systemic disparities that specifically affect youth who are BIPOC, LGBTQ+, have experience in the juvenile justice system and/or foster-care involvement. Provide specific strategies and activities to address these disparities. (5 points)

11. Describe how your organization currently incorporates principles of Trauma Informed Care in its service delivery and operations. (4 points)
12. Describe how your organization currently incorporates principles of Positive Youth Development framework in its service delivery and operations. (4 points)
13. Include a description of any intentional strategies to provide professional development and support to agency staff. Please provide examples. (4 points)
14. Describe how staff wellbeing is prioritized at your agency. (3 points)
15. 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)
16. Describe how your agency will recruit and maintain active Youth Advisory Board members with lived experience of homelessness. (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?
17. Describe how the proposed program is innovative in its approaches and strategies to reach LGBTQ+ youth, pregnant and parenting youth, youth under 18, and BIPOC youth. (6 points)
18. Please 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)
19. Describe your organization's youth 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. (8 points)
20. 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. (24 points for SSO-Youth Housing CM/ 8 points all other projects)

All Project Types:

 - a) Number of persons served annually throughout the agency
 - b) YYAs served annually throughout the agency (# persons)

SSO-Youth Housing CM Only:

 - c) # exits to permanent placements 2022
 - d) % of exits to permanent placements 2022
 - e) Housing search times 2022 (average days from enrollment to move in)
 - f) Returns to homelessness: Dec 31 2022, 2-year lookback
21. Describe in detail the activities that will be provided under the proposed program(s). This should include: (25 points)
 - a) A description of services to be provided,
 - b) Collaborations in providing services and other relevant details about program implementation.
 - c) Include information regarding experience and how long the organization has provided each type of service described.
 - d) What are the outcomes and performance measures for this program?
 - e) Demonstrate how the program (s) 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?

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 adult partner reviewers:

- The 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.
- The 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 June 20, 2023, 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 RFP review, scoring, and discussion during the Consensus Meeting on June 20th:

- 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 2023 Brighter Days for Brighter Futures RFA includes the following documents listed below.

- HSN 2023 Brighter Days for Brighter Futures RFA
- HSN 2023 Brighter Days for Brighter Futures Application (fillable Word document)
- HSN 2023 Brighter Days for Brighter Futures Budget Workbook (excel)
- HSN 2023 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
- Sample job descriptions
- CoC FL-507 Universal Standards

The completed submission in response to HSN's 2023 Brighter Days for Brighter Futures RFA must include the following threshold attachments listed below.

Please 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: PROJECT DESCRIPTIONS

PROJECT: DROP IN CENTER/OUTREACH

PROJECT DESCRIPTION:

The CoC is inviting organizations to apply to be the lead provider in developing a drop-in center in concert with HSN, the CoC Youth Action Society and additional service providers to be determined in the planning process. A lead agency may apply as a solo provider or with a consortium or additional service partners.

Youth drop-in centers are safe spaces for YYA at risk of or experiencing homelessness will receive services oriented towards housing stability within the context of mainstream service connection, supportive services and meeting immediate basic needs, such as safety, food, showers, storage, laundry, first-aid and provision of hygiene supplies. The environment must be a safe and affirming space for all YYA to come exactly as they are and create connections with peers and community members.

This project is designed to ensure quick identification of homeless or at-risk YYA that would not generally present through the traditional homeless service entry points. This center will provide prevention, diversion support, and front-door navigation assistance. YYA accessing the drop-in center will be able to access a variety of supportive services and get their needs quickly assessed. Services will be available on site by staff and through partnerships with community service providers.

A planning process will be initiated in summer 2023 with the goal of launching operations in 2024. In addition to the basic funding allocated through this RFP, the CoC anticipates potentially investing funds in capital acquisition and improvement. Applicants should also anticipate this effort requiring significant additional operating funds not currently available through the YHDP. The CoC is committed to working with the partners on a strategy to ensure the success of this project.

COUNTIES SERVED:

- Orange: Main Center Orange County 3 days a week
- Satellite/mobile drop in centers in Seminole/Osceola (1 day a week in other areas)
- Outreach serves all 3 counties

HOW MANY SUBRECIPIENTS: 1 Lead and may fund up to 3

POSITIONS: 4 FTEs

- Program Director, 1 FTE
- Housing/Resource Liaison, 1 FTE
- Peer Support 1 FTE
- Outreach Worker 1 FTE

PROJECTED YOUTH SERVED: 600

PROJECT: YOUTH SYSTEM NAVIGATORS

PROJECT DESCRIPTION:

Youth cross-system navigators will support YYA as they move through the system from front-door access to stable housing. They will serve as a single point of contact for YYA as they seek housing and navigate complex systems (schools, juvenile justice, foster care, health care, workforce and benefits). They will partner with the Youth Coordinated Entry Manager to identify youth, divert youth and connect youth to CE and other housing options and resources.

Youth Cross-System Navigators will not duplicate the services of case managers, but rather they will partner to provide youth advocacy and community connections. They will uplift and honor YYA voice and choice throughout the process. They will collaborate with all youth-serving organizations to ensure streamlined access to housing, mainstream and ancillary services. They will have an extensive understanding of all system resources and options available to YYA and support YYA as they navigate them.

YOUTH CROSS-SYSTEM NAVIGATORS WILL:

- Conduct coordinated entry assessments
- Provide youth-centered system navigation based on the individual needs of the YYA
- Assist with diversion when possible and access flexible funds to remove barriers and quickly move YYA through the system
- Meet with YYA in a variety of settings as well as remotely
- Build relationships with system partners to enhance service coordination
- Advocate for YYA voice and choice throughout all systems of care
- Assess each youth's goals around education and employment programs and ensure linkages to resources that support housing stability (i.e., behavioral health, connection to mainstream benefits, etc.)
- Guide youth through the housing response system process
- A YYA may still require additional housing intervention to obtain housing (enrollment in Host Homes, TH, RRH, PSH, etc.), assisting youth with the application process, obtaining necessary documentation, coordinating with the new case manager to ensure a smooth transition.
- Participate in HSN youth provider training, Youth Homelessness Workgroup meetings, and Brighter Days Housing Solution meetings, discussing evolving needs of local youth, systemic barriers, and strategies to address them.

COUNTIES SERVED:

- Osceola
- Seminole
- Orange

HOW MANY SUBRECIPIENTS: Likely 1- 2

- Orange and Seminole - (4 navigators, 0.5 manager)
- Orange and Osceola - (4 navigators, 0.5 manager)

POSITIONS:

- Youth Navigators: 8 FTEs
- Program Manager: 1 FTE
- Admin Support: 1 FTE

PROJECTED YOUTH SERVED: 500

PROJECT: YOUTH HOUSING CASE MANAGEMENT - SSO**PROJECT DESCRIPTION:**

The Youth Housing Case Management agency will accept houseless YYA and those fleeing domestic violence referred through the CE prioritization process, serving the most vulnerable YYA first. CM will collaborate with the YYA's System Navigator to ensure a smooth transition to housing. Responsibilities include:

- intake and assessment
- individual and group counseling
- crisis intervention
- locating housing lead
- case planning
- resource brokerage and referral
- case coordination and advocacy and
- follow-up and after care.

YYA choice will drive service delivery and housing modality. Services are individualized, trauma informed, and in line with the Service Delivery Description listed above and located in the coordinated community plan.

CM agencies should be prepared to support YYA's with varying needs across all housing programs:

- TH - Short Term/Crisis Housing
- Host Homes - Short Term family based housing
- RRH - Permanent housing
- PSH - Long Term housing support with intense CM

If a YYA who is placed into housing (Host Home and other Innovative Strategies, TH, RRH, PSH) shows signs of destabilization, the CM will bring that client's case to the monthly, Brighter Days Youth Housing Solutions meeting for further case conferencing and increased services.

CM are well versed in:

- Locating housing opportunities and mediating housing challenges between YYA, landlords, and peers,
- Supporting YYA in education and employment attainment/advancement,
- Linkages to health related supports (mental, physical, and behavioral) and
- Assisting YYA in developing permanent connections with trusting adults and their community

COUNTIES SERVED:

- Osceola
- Seminole
- Orange

HOW MANY SUBRECIPIENTS: 2 anticipated

- Orange (East west and downtown) and Seminole- (4 FTE CM, 0.5 Program Manager)
- Orange and Osceola- (4 FTE CM, 0.5 Program Manager)

POSITIONS:

- 8 Case Managers
- 1 FTE Program Manager (may be multiple Program Managers at less than 1 FTEs)

PROJECTED YOUTH SERVED: 165

PROJECTED BEDS (IF APPLICABLE): 165

PROJECT: HOUSING INNOVATION SSO–HOST/KINDRED/SHARED HOUSING**PROJECT DESCRIPTION:**

Host homes is 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:

- Unaccompanied
- Unwilling or unable to access traditional shelters
- In need a “cooling off” period with their family of origin in order to safely reunite with family, and/or
- Enrolled in postsecondary education and need somewhere to stay during extended breaks.

The host home matching process will be facilitated by the contractor or subrecipient and honor YYA choice and voice throughout the process. All host home families will be vetted to ensure the YYA safety, undergo training, and receive support from staff to support a successful placement. All YYA participating in the host home program will be provided with a YYA system navigator to assist with managing external resources, determining next steps, and ensuring a successful transition.

Youth seeking host homes who are minors, pregnant or parenting, exiting foster care or LGBTQ+ will be prioritized for placement.

*The selected contractor or subrecipient will also be versed in other innovative housing solutions and educate/ train community members and partners in these solutions.

COUNTIES SERVED:

- Osceola
- Seminole
- Orange

HOW MANY SUBRECIPIENTS: 1

- Looking for a contractor or subrecipient

POSITIONS AND SALARIES: 2 FTEs

- Host Home Project Manager, 1 FTE
- Host Home Trainer/Coach, 1 FTE
- 5% of requested amount in Admin funds

PROJECTED YOUTH SERVED: 40

JOINT TRANSITIONAL (CRISIS) HOUSING TO RRH (48 MONTHS)

PROJECT DESCRIPTION:

Transitional Housing (Crisis) to Rapid-Rehousing (TH-RRH) is a new project type authorized by HUD to give flexibility for youth-focused service providers to drive innovation in service delivery and increased housing opportunities for youth and youth adults in a variety of living situations.

The TH portion of the project is not a traditional 2-year housing-readiness program. Instead, it is contemplated to provide crisis housing with intensive services to quickly move YYAs to housing stability utilizing a housing-focused/Housing First approach. YYAs entering this project should receive immediate short-term crisis housing (which can extend up to 24 months) with a goal of actualizing housing stability based on their needs.

This project type provides an additional housing option which is Rapid-Re Housing (RRH) rental assistance and services. RRH should be seamlessly offered as an option when appropriate to all YYAs entering this project.

TH can be provided for up to 24 months. RRH and services can be provided for up to 36 months. Together, as combined 48 months of housing and services can be provided as an option to YYAs.

While the basic service model includes site-based housing and services, as well as optional scattered-site housing and case management services for RRH, providers can bring a variety of ancillary services to assist YYAs in a journey towards housing permanency and well-being. The agency providing case management services must offer participants connections to healthcare, education, employment, mental health, and other services either directly or through agreements with referral agencies.

The CoC is seeking an operational partner for site-based TH operations. Applicants can also apply to provide case management Supportive Services through the Youth Housing Case Manage SSO. TH operations would include YYA appropriate crisis beds for up to 24 months as part of the TH-RRH project. TH beds may/may not be flexibly converted into a permanent RRH placement. TH may include appropriately modeled shared housing to maximize capacity. Applicants should contemplate a variety of housing arrangements to accommodate the needs of YYA.

TARGETED BED CAPACITY:

Orange (East): 4-6 beds

Orange (West): 4-6 beds

Osceola: 5-7 beds

Seminole County: 5-7 beds

Downtown Orlando: 10-15 beds

- Operate Crisis Beds/Housing
- Collaborate with Youth Systems Navigators and Case Managers to support YYA
- Operating can include
 - Staff to run the house, beds, Cleaning, maintenance repairs, taxes, insurance, structure support, security, utilities, furniture, equipment, microwave, washers and dryers etc.
 - Will provide some supportive housing funds (ex food)

PROJECTED YOUTH SERVED: 105 annually

PROJECTED BEDS (IF APPLICABLE): 30-40

APPENDIX B: 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 RFP 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).