

**HOMELESS SERVICES NETWORK
2023 UNIVERSAL REQUEST FOR
PROPOSALS**

Released: April 4, 2023

Submission Due: May 5, 2023

MANDATORY PRE-PROPOSAL WORKSHOP:

Agencies must participate in at least one of the following sessions – in person or virtual

Wednesday, 4/12 – 3:00

Tuesday, 4/18 – 10:00

Friday, 4/21 – 10:00

To receive workshop details please notify HSN of your interest in applying by sending an email to application@hsncfl.org

Homeless Services Network (HSN)

Continuum of Care Lead Agency

2023 Permanent Supportive Housing Request for Proposals (RFP)

In anticipation of several funding opportunities that may become available over the next 24 months, for new and renewal and expansion Permanent Supportive Housing (PSH) projects, HSN is issuing a Request for Proposals for the following activity components associated with Permanent Supportive Housing projects:

- Housing Stability Case Management (to include Intake/Assessment and Navigation)
- Employment Services
- Financial Assistance

HSN shall make funding available to finance projects that 1) utilize the Housing First philosophy, 2) emphasize rapid exit from homelessness, 3) emphasize stable, permanent housing as a primary strategy for ending homelessness, and 4) that will move the Central Florida (Orange, Osceola and Seminole Counties) community forward in making homelessness rare, brief and non-recurring.

This RFP contains information and requires forms for potential applicants to apply and compete for grant funds. Potential applicants are advised to read the materials carefully. The material in this RFP does not represent all of the priorities, program components, or funding sources currently/potentially available through local, state, federal, or other funders and may change at the time that additional funders release notification of other funding opportunities.

The Mandatory Pre-Proposal Workshop provides the initial forum for questions related to this RFP. HSN will only accept questions following the Mandatory Pre- Proposal Workshop from agencies that attended a Mandatory Pre-Proposal Workshop on April 12, April 18 or April 21. The purpose of the Pre-Proposal Workshop is to answer questions and provide clarifications of information in the 2023 Universal Request for Permanent Supportive Housing Proposals. Questions from the agencies that attended the Mandatory Pre-Proposal Workshop must be submitted in writing to application@hsncfl.org and received no later than May 1, 2023. HSN will compile all questions and answers and provide to the agencies that attended the Mandatory Pre-Proposal Workshop.

Attendance at the appropriate Pre-Proposal Workshop ***is required*** for those agencies/organizations submitting new, renewal or expansion project proposals under this RFP. Applicants are required to notify HSN of their intent to attend a Pre-Proposal Workshop by emailing application@hsncfl.org.

Successful applications should address goals, objectives and priorities that have been established in consultation with the Consolidated Plans for Orange, Osceola, Seminole Counties, the Cities of Orlando, Sanford, Kissimmee and St. Cloud, the CoC's Strategic Plan (The Roadmap Home) and meet the guidelines provided in this Request for Proposals (RFP).

If your organization would like to submit a proposal for consideration, please complete the submission requirements listed in the following pages. Both prospective and current HSN sub-recipient grantees must respond to this RFP if seeking funding – new, expansion or renewal - from HSN. New projects that have been awarded first time funding from the 2021, HUD COC, the 2022 HUD COC application and all jurisdictional Shelter Plus Care projects **will not** apply for funding in this RFP. Projects that are site based and receiving HUD COC funds through HSN **will not** apply for funding in this RFP as your

competition is rolled into the annual HUD competition. Please see information Section II in the appropriate funding opportunities section for information on the specific funding opportunities in this RFP.

The organization of this RFP is as follows:

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

SECTION I: General Information

Strategic Use and Alignment of Resources

HSN is designated as the lead agency and HUD Collaborative Applicant for the Central Florida Continuum of Care (FL-507). HSN is responsible for ensuring that resources available to the community to assist those experiencing homelessness and those at-risk of homelessness are utilized strategically to maximize impact, effectiveness and alignment. Therefore, HSN reserves the right to match funding opportunities available to the proposals received to ensure alignment of resources with community needs and appropriate target populations. All proposals received will be evaluated for their appropriateness for each funding opportunity that may be available. HSN reserves the right to award more than one (1) funding source to a selected proposal if necessary to maximize a project's effectiveness and overall impact.

Recognizing that while different funding sources have different regulations, most of the available and anticipated funding sources will fall under guidelines associated with HUD's Continuum of Care (CoC) or Orange County General Fund PSH programs. In the event a proposal is selected for a funding source listed above or with other regulatory requirements, HSN will work with the applicant to help convert the project to the requirements of the specific funding source. Therefore, it is not necessary for the Applicant to match their proposed project to one of the funding sources listed above unless otherwise specified. Applicants may indicate, on the Application, a funding source(s) they prefer as well as any funding source(s) for which they DO NOT want their project considered.

If a project includes multiple activity types (components), only one proposal needs to be completed detailing the different activity types as part of the proposal. In the budget template (Attachment A) the Applicant will describe the funding for each component type and whether the Applicant is applying for funding from this RFP for a specific component type. For example, the Applicant may have a project that includes Housing Stability Case Management and Employment but is only requesting funding from this RFP for Housing Stability Case Management. The single project proposal should explain in detail all activity types and the project outcomes for the different activity types.

Project Proposals Accepted Under this RFP

- **New project** - a project that does not currently exist and if funded will increase overall capacity
- **Expanded Project** - a project that is currently operational that will add additional overall capacity
- **Reallocation Project** – a project currently operational for which the applicant is not the current funded provider, but would like to be considered
- **Renewal Projects** – projects that are currently operating and listed as renewal projects in this RFP

Please Note: A separate application will be released later regarding HUD's CoC Program Competition for New and Renewal projects that have a direct contract with HUD or have a single sub-recipient contract with HSN for HUD funding and will be applying for funding from the HUD 2023 CoC NOFA. In addition, a separate RFP will be released later for multiple-sub recipients providing Outreach services. A multi-year competition for RRH was held in 2022 and will be held again no later than 2025.

Project Completion Timeframes

All Renewal and Reallocation Projects proposed in this RFP should be operational at the renewal dates listed in Section II. New and Expansion projects proposed in this RFP should be operational within 1 to 3 months following a signed award contract.

Housing First Philosophy

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

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

THE SUBMISSION DEADLINE – FOR ALL SUBMISSIONS TYPES is May 5, 2023

WITHOUT EXCEPTION, NO PROPOSALS WILL BE ACCEPTED BY HSN AFTER THE SUBMISSION DEADLINE STATED ABOVE.

Critical dates and Timeline

April 4, 2023	HSN Releases 2023 Universal Request for Proposals
April 12 – 3:00 April 18 – 10:00 April 21 – 10:00	Mandatory Pre-Proposal Workshop
May 5, 2023	Submission Deadline for all Applications
May 8 – 15, 2023 (approximately)	HSN staff conduct threshold review for eligibility criteria
May 15 - 25, 2023 (approximately)	Review/Scoring Volunteers score applications
May 25 – May 31, 2023 (approximately)	CoC Ranking and Review Committee ranks applications for available funding
June 7, 2023 (approximately)	CFCH Managing Board or their appointed Application Review Committee finalizes selection of sub-recipients.
June 16, 2023	Notice of Selection, Conditional Selection or Non-Selection to all project proposal applicants

SECTION II: Funding Opportunities Available/Anticipated for Project Type and Component/s

As initially stated, in anticipation of several funding opportunities that are currently available or may become available over the next 24 months, for new, renewal, reallocation and expansion projects, Homeless Services Network is issuing a Request For Proposals (RFP) for Permanent Supportive Housing projects for the following anticipated and known funding opportunities:

Renewal Project Funding

The projects listed below are considered Renewal Projects for HSN’s 2023 Universal Permanent Supportive Housing RFP Cycle. While these projects are all currently being administered by community providers, any eligible organization may apply for any (one or more) of these existing projects. Any applicant submitting a renewal or reallocation application for these existing projects MUST serve the same geographic area, activity type, targeted population and number of persons or units of housing and must have a plan for ensuring existing tenants do not lose tenancies in the transition from one organization to another. For example, if funding for 6 units comprising 10 beds for PSH in Seminole County is the existing renewal project then any new applicant would have to apply to operate 6 units of PSH comprising 10 beds in Seminole County and assertively strive to serve the same tenants being served by the existing project.

Additionally, each of the Renewal projects are eligible for expansion, either by incorporating a new activity type (Housing Stability Case Management or Employment Services) or increasing the level of current services. Any request for expansion will be treated as a new project application and will require the applicant to apply for the renewal project and also submit a separate application for the expanded activities/level of services. For example, if your agency wishes to add an additional, or increase an existing, activity to the COC PSH project then your agency would have to submit two applications, one for the renewal funding and another for the expansion of the renewal funding.

Funding Source	Activity Type	Population Served	Project Start Date	Approximate Funds Available to all Sub-recipients	Match
HUD CoC	PSH Case Management – Scattered Site	iIndividuals, couples and families with children experiencing chronic homelessness	11/1/2023	\$294,116	25%
Orange County PSH	PSH Case Management – Scattered Site	Individuals, couples and families with children experiencing chronic homelessness	10/1/2023	\$1,323,492	

Conditionally Selected, Unfunded Project Proposals

Recognizing the time and resources required to complete and submit a competitive project proposal, HSN desires to minimize the number of project proposal submissions directly related to the projects listed in this RFP and for consideration of funding opportunities that may be or become available in the future. Competitive project proposals that did not receive funding due to the necessary funding not being available will be considered for any new funding opportunities that may arise within the 24 months after the publication of this RFP or may be “next up” (according to overall score) for the same type of activity and targeted population initially proposed in this RFP. The highest scoring applicant for the type of activity offered by the new funding has the capacity to add the new project, then that applicant will be awarded the new funding. If the highest scoring applicant for the type of activity does not have the capacity, then the next highest scoring applicant will be assessed for capacity, and similarly thereafter.

SECTION III: Important Information for Potential Sub-Recipients

Issuing this RFP 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 RFP. 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.”

Administrative Costs

The amount of funds available for administrative cost varies from source to source, with some funding sources providing no administrative funding. Therefore, for the purposes of proposal submission, applicants may include up to 3.75 percent admin costs, which is the typical amount available with the identified funding sources. However, if awarded funding, the project’s actual administrative funding will be based on available and allowable administrative funding as determined by the funding sources.

For funding opportunities that do not provide administrative cost to the sub-recipient, administrative costs are an allowable match expense, when documented and based on actual costs. A cost allocation plan will be required. Additionally, for projects that do provide some funding to the sub-recipient for administrative costs, if administrative costs exceed the allowable funded amount, the additional costs can be used for match, if documented and based on actual costs.

Cost Reimbursement

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

Match

Match may be cash or in-kind for otherwise eligible project costs by the funding source. All match will be required to be documented in writing. 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. Each funding source will have different match requirements, eligible sources and eligible activities for matching funds and match expenditures on program participant services must be tracked in HMIS (comparable database for certified domestic violence providers). It is the responsibility of the applicant organization to have full knowledge of matching requirements.

In general, match for CoC funded projects is 25 percent of the full grant award. There is no match required for Orange County PSH.

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.

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 RFP will be required to comply with a variety of requirements governing the use of State and Federal funds. These include but are not limited to Title 2 CFR 200 – Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal awards (OMB Super-Circular).

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).

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.

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 3) participate in the Central Florida CoC's Coordinated Entry process and follow the established processes in accordance with the project type.

SECTION IV: Eligibility Criteria to Apply

This section includes the eligibility criteria for Applicants.

Non-Profit and Local Government agencies seeking funding for New, Renewal and Expansion Projects.

An Applicant must 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, 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.

Private non-profit organizations must have:

- a 501(c)3 certification,
- been in operation for at least 2 years, and
- be registered and in good standing in the State of Florida based on up-to-date filing with the Secretary of State, Division of Corporations
- Financial audit within previous 18 months of submission date, and had at least two years of audited financial statements
- A financial accounting system of record.

INELIGIBLE APPLICATIONS

- Applicant agency did not attend the Mandatory Pre-Proposal Workshop(s)
- Proposals received after the stated due date and time
- Proposals received from agency not eligible to apply
- The RFP Application is not signed by an agency official designated to execute contracts
- Proposals that are completely and/or mostly handwritten. *Proposals that include minimum handwritten items, such as when completing the Housing First/Low Barrier Questionnaire, will be accepted*
- Proposals that 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
- Proposals that exceed stated page number maximums in any section as indicated in this RFP
- Failure to complete the Housing First/Low Barrier Questionnaire
- 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)
- Non-profit agency
 - is not a 501c3 and
 - has not been in operation and have audited financial statements for at least 2 years
 - does not have a financial accounting system of record.

SECTION V: Project Proposal Requirements

- The RFP Application must be signed by an agency official designated to execute contracts. All Contact Information on the Application should be completed and legible.
- If the Proposal is handwritten it will be rejected.
- A cover letter is not requested nor required.
- Requested narratives should be concise yet detailed. Don't include information or attachments not related to the specific Project Proposal or that are not specifically requested in this RFP. Do not reference websites/webpages for reviewers to access additional information in support of your narrative.

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

1. **Completed and Signed Application Information Section 1.** – (Threshold)
2. **Complete General Information About Proposed Project and Activities Section 2.** (10 points)
3. **Housing First/Low Barrier Tables in Section 3.** (15 points)
4. **CoC Involvement and Engagement** (10 points) – The following Information will be used by HSN for scoring purposes. You will not complete this section; this data, previously collected by HSN, will be analyzed for scoring purposes.
 - Number of CoC Membership Meetings Attended, CoC membership status, Committee participation and Practice Skills Training,
 - Past HMIS Participation
 - Participation in the unsheltered portion of either the 2022 and/or 2023 Point in Time Counts
5. **Project Performance, Cost-Effectiveness and Alignment with System Performance Measurement Initiatives** (16 points) - not to exceed 2 pages (approximately 1,000 words single spaced, font size at least 11).

If you are currently a HUD COC funded project or have a non-CoC funded project similar to the project you are applying for (example: you are applying for a PSH project and the Non-CoC project is a PSH project) that is entering all project data into HMIS then you do not complete this section.

6. **Program and Financial Management** (13 points) – Answer all questions regarding audits, 990, and other financial management questions in this section.
7. **Program Budget and Match Spreadsheets** (20 points) – The budget template is attached to the RFP as an excel spreadsheet. Please complete your budget in the excel template form and attach to your submission.
8. **Inclusive Structure and Participation** (15 points) – answer all questions
9. **Project Description Narratives** (25 points) – Please complete on separate pages and attach to your submission
 - A. General Description – not to exceed 3 pages, at least 12 point font – approximately 1,500 words single space
 - B. Staff Qualifications – not to exceed 1 page, approximately 500 words single space
 - C. Cultural Competence and Language barriers/Limited English Proficiency - not to exceed 1 page, approximately 500 words single spaced.
 - Describe how will ensure cultural competence in your service provision?
 - How will you address language barriers/Limited English Proficiency in your service provision?
 - D. Gender Inclusion, Racial Equity and Non-Discrimination for program participation - not

to exceed 1 page (approximately 500 words single spaced).

10. Organizational Capacity and Experience Narrative (16 points) – not to exceed 2 pages, approximately 1000 words single space – Please complete on separate page and attach to your submission

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.

SECTION VI: Funding Priorities

HUD's System Performance Measures

If data for PSH project(s) your agency operates is not currently available in HMIS, HSN strongly encourages each applicant to communicate the impact of the project you are proposing on System Performance Measures in the narrative as instructed in Section V. HUD has developed the following six system-level performance measures to help communities gauge their progress in preventing and ending homelessness:

1. Length of time persons remain homeless;
2. The extent to which persons who exit homelessness to permanent housing destinations return to homelessness;
3. Number of homeless persons;
4. Jobs and income growth for homeless persons in CoC Program-funded projects;
5. Number of persons who become homeless for the first time;
6. Successful housing placement;

SECTION VII: Proposal Evaluation and Selection

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

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

Proposals will be reviewed by HSN staff for adherence to the eligibility criteria to apply stated in this RFP. Refer to Section IV: Eligibility Criteria to Apply and Section V: Project Proposal Requirements.

Phase 2 – Proposal Review and Scoring

Proposals that meet threshold criteria will be scored and evaluated by at least two objective reviewers based on:

1. General Information of Project and Activities – 10 points
2. Housing First/Low Barrier – 15 points
3. CoC Involvement/Engagement – 10 points
4. Project Performance, Cost Effectiveness & Alignment with System Performance – 16 points
5. Program and Financial Management - 13 points
6. Program Budget and Match – 20 points
7. Inclusive Structure and Participation – 15 points

8. Project Description Narrative – 25 points
9. Organizational Capacity and Experience – 16 points

Phase 3 –Ranking and Selection Process

Proposal scores will be submitted to the CoC Ranking and Review Committee and then the CFCH Managing Board or its appointed Application Review Committee for ranking and selection.

- A. The CoC Ranking and Review Committee Members will meet (*in-person or virtually as agreed upon by the Ranking and Review Committee members*) to review projects and their scores using the Scoring Criteria outlined in Phase 2. HSN staff will provide needed back up documentation, such as the applicant’s agency’s attendance at the monthly CoC meetings over the past 12 months, CoC Committee participation, and HMIS participation that will be used in completing the scoring.

Members of the Ranking and Review Committee will not have a vested interest in a submitted project proposal. A vested interest includes being an employee, volunteer and/or board member of an applicant agency or other entity that is direct partner and/or would otherwise directly benefit of the proposed project.

- B. The CoC Ranking and Review Committee will develop recommendations for known funding sources and submit those recommendations to the CFCH Managing Board or their identified Application Review Committee, for approval, when appropriate. A copy of each proposal will be available to each CFCH Managing Board Application Review Committee member. The CFCH Managing Board Application Review Committee members will meet (*in person or virtually as determined by the HSN Application Review Committee members*) to review the project proposals information and Ranking and Review Committee documents. In some cases, especially with local jurisdictional funds, the jurisdiction may be the entity approving the final funding recommendations.

The CoC Ranking and Review Committee recommendation of funding will include 1) recommendations for funding for projects in which funding is already available, 2) recommendations for conditional awards for projects which funding is not currently available and 3) recommendations for non-funding. Projects that are conditionally awarded will be consider for appropriate funding opportunities if such funding is received by HSN.

- C. The CFCH Managing Board or their appointed designees/committee will review the recommendation(s) for funding presented by the CoC Ranking and Review Committee and will make final decision regarding which project(s) to award funding, including conditional awards.

Notice of Final Decision

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

SECTION VIII: RFP Documents and Attachments

The issuance of HSN’s 2023 Universal Permanent Supportive Housing RFP includes the following documents listed below.

- HSN 2023 Universal Permanent Supportive Housing RFP
- HSN 2023 Permanent Supportive Housing Application (fillable Word document)
- HSN 2023 Budget Spreadsheet (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 PSH job description
- HMIS/CES PSH workflow
- CoC Standards, including PSH standards
- Permanent Supportive Housing Exit Policies and Procedures

The completed submission in response to HSN’s 2023 Universal Permanent Supportive Housing RFP must include the following threshold attachments listed below.

- Completed Section 1 of Application, signed by authorized party
- Application with completed Sections 2 - 8
- Narrative response to Section 9
- Narrative response to Section 10
- Project Budget Spreadsheet
- Federal Certification regarding Lobbying
- Federal Certification regarding Debarment and Suspension
- Requirements for Adopting a Housing First Approach - 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
- 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
- Most Recent Financial Audit including Supplementary Information and Other Reports and The Management Letter
- Current List of Board of Directors
- Current Organizational Chart
- Current Organizational Budget