

## MIAMI-DADE COUNTY HOMELESS TRUST REQUEST FOR APPLICATIONS (RFA) FOR INCLUSION IN THE YOUTH HOMELESSNESS DEMONSTRATION PROGRAM

The Miami-Dade County Homeless Trust, hereinafter referred to as the Continuum of Care (CoC), is soliciting proposals for new projects as part of a Youth Homelessness Demonstration Program (YHDP).

A PRE-APPLICATION WORKSHOP FOR INTERESTED RESPONDENTS WILL BE HELD beginning at 2 p.m. on April 15, 2024 via zoom. See Zoom details below.

<https://miamidade.zoom.us/j/83299046432?pwd=WnMrUTdYQW92YzV2NTZkU3ZacnBaUT09>

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Meeting ID: 832 9904 6432

Passcode: 423749

Please read the solicitation carefully and in its entirety. Attendance to the Pre-Application Workshop is **strongly** recommended. The application can be found on the Homeless Trust website at <https://www.homelesstrust.org/homeless-trust/providers/home.page>

We will also be hosting office hours to allow interested respondents to ask questions about the solicitation, required attachments and post solicitation requirements, see schedule and Zoom details below.

4 p.m. on Monday, April 22, 2024

4 p.m. on Tuesday, April 23, 2024

11 a.m. on Wednesday, April 24, 2024

4 p.m. on Thursday, April 25, 2024

11 a.m. on Friday, April 26, 2024

<https://miamidade.zoom.us/j/89520626737?pwd=dUFOb0JiRTh1OFNYbmFqdHV0TGF1UT09>

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Meeting ID: 895 2062 6737

Passcode: 660062

We invite tribes, government entities, and non-profit providers to review this RFA.

New project responses to this RFA must be EMAILED to [Manuel.Sarria@miamidade.gov](mailto:Manuel.Sarria@miamidade.gov) no later than 2:00 p.m. eastern standard time on Friday, May 24, 2024. **NO EXCEPTIONS WILL BE MADE TO THE 2:00 P.M. DEADLINE.** The *New Project Application* ATTACHMENT 4 (Microsoft Word document), and *New Project Budget Detail* ATTACHMENT 5 (Microsoft Excel document) must remain in their original format (do not convert to PDF). Mr. Sarria will reply to emailed applications to confirm receipt. Submitting to the correct contact person and collecting a delivery receipt for responses to this proposal on or before the stated time and date, will be solely the responsibility of the respondent. The County in no way will be responsible for delays caused by electronic communications or any other occurrence. **Proposals may not be mailed, hand delivered or faxed.**

Manny Sarria  
Miami-Dade County  
Homeless Trust  
(305) 546-4427 cell phone  
[Manuel.Sarria@miamidade.gov](mailto:Manuel.Sarria@miamidade.gov)

## **THIS PROPOSAL IS SUBJECT TO THE CONE OF SILENCE, ORDINANCE 98-106.**

*Please contact the Homeless Trust if the Request for Application document is required in an alternative format or language. Miami-Dade County is not liable for any cost incurred by the applicant in responding to the Request for Applications, and we reserve the right to modify or amend the application deadline schedule if it is deemed necessary or in the interest of Miami-Dade County. Miami-Dade County also reserves the right to accept or reject any and all applications, to waive technicalities or irregularities, and to accept applications that are in the best interest of Miami-Dade County. Miami-Dade County provides equal access and opportunity in employment and services and does not discriminate on the basis of age, gender, race or disability.*

### **I. BACKGROUND/PURPOSE**

On April 13, 2023, the United States Department of Housing and Urban Development (HUD) released its Round 7 Notice of Funding Opportunity (NOFO) seeking eligible applicants for its Youth Homelessness Demonstration Program (YHDP). Following the announcement, the Youth Voice Advisory Council (YVAC), a youth lived experience Miami-Dade CoC advisory board; Miami Homes For All (MHFA); Aronson Consulting; and the Homeless Trust collaborated to submit a response to HUD's NOFO. On September 20, 2023, HUD awarded Miami-Dade County \$8,472,367.00 for 24-30 months, beginning in FY 2023-2024 through FY 2025-2026. Since the award was announcement, our team has collaborated with HUD Technical Assistance and community stakeholders, through a series of in-person and virtual meetings led by youth with lived expertise, to develop a Coordinated Community Plan to End Youth Homelessness (**Attachment 1**).

To achieve the vision of preventing and ending youth homelessness, efforts will be focused on the following areas:

- Open doors to self-sufficiency and success through education, employment and entrepreneurialism to improve the long-term outcomes for youth and young adults experiencing homelessness
  - Increase high school graduation/GED completion rates and stability in higher education
  - Increase the opportunities for homeless youth and young adults to gain meaningful, sustainable work
  - Connect youth and young adults to permanent destinations designed to promote housing stability
- Dedicated housing system navigators who will support identification of youth, navigation of the CoC's Coordinated Entry process and access to existing housing
- Stand-alone support services that offer connection to non-housing resources and mainstream benefits, and connection to other supports such as education and employment
- A crisis response Transitional Housing Model serving young adults ages 18-24 who are seeking permanent housing; or simply need a "cooling off" period with their family of origin; or may serve youth who enrolled in post-secondary education and need somewhere to stay during school breaks.
- Flexible medium-term rental assistance: A program aimed at connecting youth to safe, permanent, and inclusive housing; permanent connections; employment, education, and entrepreneurialism; and promoting social and emotional well-being

Respondents will be expected to participate in CoC led case staffing meetings that will integrate community partners in education, employment, Public Child Welfare, and indigent healthcare, including behavioral health services.

All respondents must promote client choice designed to provide multiple options for the youth and young adults (YYA) served. This can include working with YYAs to design services focused on various employment or education options; providing housing at various sites with multiple levels of support; creating subsidy programs with various lengths of stay based on need; and/or allowing participants to design their own service plan.

*THINGS YOU SHOULD KNOW BEFORE PREPARING YOUR RESPONSE*

○ *Participant Eligibility. Projects funded through this NOFO must document eligibility criteria for program participants. For the definition of homelessness refer to the paragraphs listed under the definition of "homeless" in 24 CFR 578.3. All projects must participate in Coordinated Entry, and selection of program participants must be consistent with the CoC's Coordinated Entry process. All applicants must serve or will serve unaccompanied homeless youth (UHY) or pregnant/parenting youth (PPY) experiencing homelessness. This means they are youth and young adults (YYA) experiencing homelessness under Categories 1, or 4. For more, please see [US HUD's 4 categories of homelessness](#). Additionally, applicants must be able to implement the following practices:*

1. **Use a Housing First approach.** *Housing First prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions. There should be as few barriers as possible to entering housing including for poor credit, criminal backgrounds, or poor housing histories. CoC Program funded projects should help individuals and families move quickly into permanent housing, and the CoC should measure and help projects reduce the length of time people experience homelessness. Additionally, CoCs should engage landlords and property owners to identify an inventory of housing available for rapid rehousing and permanent supportive housing for participants, remove barriers to entry, and adopt client-centered service methods. HUD encourages CoCs to assess how well Housing First approaches are being implemented in their communities.*
2. **Trauma-Informed Care and Harm-Reduction:** An approach to healthcare and wellness that addresses the persistent impacts of trauma on individuals and their communities. Harm-reduction is a transformative approach to individual and social health and wellbeing that incorporates community-driven public health strategies. preventative measures that are rooted in addressing systemic causes of harm and seek to deconstruct punitive approaches to addressing harm.
3. **Youth Choice and Positive Youth Development:** Programming which is dictated by YYA which promotes independence and self-actualization. We believe in youth exercising their autonomy through decision making and having control of various aspects of their lives. By giving youth meaningful opportunities to develop skills and be self-sufficient.
4. **Authentic Youth Collaboration:** We uplift meaningful engagement and genuine partnerships between YYA and organizations. Youth should have equal participation, power, respect in decisions aimed towards issues impacting them. Preventing Adulthood. Prejudice and accompanying systematic discrimination against young people due to the power adults have over children and the social addiction to adults, including their ideas, activities, and attitudes.

**LGBTQIA+ Affirming Practices:** We believe in practices, policies, and environments rooted in inclusivity and equitable access to services and care to LGBTQIA+ youth. Miami-Dade is committed to **improving assistance to LGBTQIA+ individuals**. Discrimination on the basis of gender identity or sexual orientation manifests differently for different individuals and often overlaps with other forms of prohibited discrimination. CoCs should address the needs of LGBTQ+, transgender, gender non-conforming, and non-binary individuals and families in their planning processes. Additionally, when considering which projects to select in their local competition to be included in their application to HUD, CoCs should ensure privacy, respect, safety, and access regardless of gender identity or sexual orientation in projects. CoCs should also consider partnering with organizations with expertise in serving LGBTQIA+ populations.

5. **Improving System Performance.** CoCs should be using system performance measures (e.g., average length of homeless episodes, rates of return to homelessness, rates of exit to permanent housing destinations, increased income and access to benefits) to determine how effectively they are serving people experiencing homelessness.
6. **Partnering with Housing, Health, and Service Agencies.** *HUD encourages CoCs to maximize the use of mainstream and other community-based resources when serving persons experiencing homelessness and should: work closely with public and private healthcare organizations and assist program participants to obtain medical insurance to address healthcare needs; partner closely with PHAs and state and local housing organizations to utilize coordinated entry, develop housing units, and provide housing subsidies to people experiencing homelessness. These partnerships can also help CoC Program participants exit permanent supportive housing through Housing Choice*

*Vouchers and other available housing options. CoCs and PHAs should especially work together to implement targeted programs such as Emergency Housing Vouchers, HUD-VASH, Mainstream Vouchers, Family Unification Program Vouchers, and other housing voucher programs targeted to people experiencing homelessness. CoCs should coordinate with their state and local housing agencies on the utilization of new HOME program resources provided through the Homelessness Assistance and Supportive Services Program that was created through the American Rescue Plan; partner with local workforce development centers to improve employment opportunities; and work with tribal organizations to ensure that tribal members can access CoC-funded assistance when a CoC's geographic area borders a tribal area.*

7. **Racial Equity.** We believe in addressing and eliminating racial disparities by eradicating practices and amending policies serving as barriers mostly impacting Black, Brown, and youth of color. In nearly every community, Black, Indigenous, and other people of color are substantially overrepresented in the homeless population. HUD is emphasizing system and program changes to address racial equity within CoCs. CoCs should review, in collaboration with community partners, local policies, procedures, and processes to determine where and how to address racial disparities affecting individuals and families experiencing homelessness. Using a targeted universalism approach, improving racial disparities are at the center of building equity.
8. **Persons with Lived Experience.** HUD is encouraging CoCs to include in the local planning process people who are currently experiencing or have recently experienced homelessness to address homelessness. People with lived experience should determine how local policies may need to be revised and updated, participate in CoC meetings and committees as stakeholders, provide input on decisions, and provide input related to the local competition process (e.g. how rating factors are determined). CoCs should seek opportunities to hire people with lived experience.

**All respondents are subject to the timeline in section V.**

## **II. DESCRIPTION OF FUNDING OPPORTUNITIES**

<b>Project Type</b>	<b>Funding Amount (Annual)</b>	<b>Description</b>	<b>Estimated to serve (annually)</b>
Rapid Re-Housing (RRH)	\$2,200,000	Respondents must offer rental assistance with supportive services to unaccompanied homeless youth between ages 18-24 who are referred through the CoC's Coordinated Entry process. While respondents may serve youth exiting foster care, they must also serve YYA experiencing homelessness with no prior foster care enrollment. Specifically, referrals must be recorded in the Homeless Management Information System (HMIS) by the CoC's designated referral source. Rental assistance may not exceed 24 months and must follow the CoC's Standards of Care for Rapid Rehousing ( <a href="#">RRH</a> ). Support services may be provided for 30 months (up to six months after the rental assistance is terminated) and will be based on young adult's (YA) expressed needs. Services must include housing navigation and move-in assistance, case management and mental health / wellness support, the ability to	73 YA

Project Type	Funding Amount (Annual)	Description	Estimated to serve (annually)
		<p>enroll in school / college and supportive employment. Additional support services may include life skills training and other allowable activities designed to prepare YA for stable housing. RRH respondents must participate in By Name List meetings organized by the CoC.</p> <p><b>Estimated Number of Units: 56</b>  <b>Estimated Number of Staff: 5-6</b></p>	
<p>Joint component Transitional Housing (TH):Rapid Re-housing (RRH)</p>	<p>\$1,200,000</p>	<p>Respondents must prioritize pregnant and parenting YA's by offering the choice of Transitional Housing (TH) or direct placement into the rental assistance component. Both components will provide supportive services to unaccompanied homeless youth between ages 18-24 who are referred through the CoC's Coordinated Entry process. Specifically, referrals must be recorded in HMIS by one the CoC's designated Access Points or Street Outreach projects. While respondents may serve youth exiting foster care, they must also serve YYA experiencing homelessness with no prior foster care enrollment. The combined assistance may not exceed 24 months, meaning if a YA accepts TH and utilizes the TH for six (6) months, RRH assistance may not exceed eighteen (18) months. The RRH must follow the CoC's Standards of Care for <a href="#">RRH</a>. Support services may be provided for 30 months (up to six months after the YA exits the joint component project) and will be based on young adult's (YA) expressed needs. Services must include housing navigation and move-in assistance, case management and mental health / wellness support. Additional support services may include financial education, supportive employment, life skills training and other allowable activities designed to prepare YA for stable housing.</p> <p><b>Estimated Number of Units(TH): 7</b>  <b>Estimated Number of Units(RRH): 17</b>  <b>Estimated Number of Staff: 5-6</b></p>	<p>35 YA</p>
<p>Support Services Only (SSO): Housing</p>	<p>\$300,000</p>	<p>Provide relationship based supportive services necessary to assist youth and young adults (YYA) navigate the homeless system with a focus on obtaining and</p>	<p>292 YYA</p>

Project Type	Funding Amount (Annual)	Description	Estimated to serve (annually)
Structure Support		<p>maintaining housing, education, and permanent connections. These services must include case management and housing navigation. We are looking for proposals that hire people with lived expertise, preferably someone with lived youth experience; offer diversion and family reunification support; and, follow up with YYA for at least 30 days after the resolution of their housing crisis.</p> <p><b>Estimated Case Load: 15</b> <b>Estimated Number of Staff: 4-5</b></p>	
Coordinated Entry (CE)	\$300,000	<p>Youth Access Points must provide trauma informed screening of YYA through a physical access point, or by canvassing places where YYA experiencing homelessness frequent. Utilizing HMIS, respondents must comply with the CoC Standards of Care for <a href="#">CE</a> and <a href="#">HMIS Data Quality</a> in the provision of the assessment, engagement and referrals. CE respondents must participate in By Name List meetings organized by the CoC.</p> <p><b>Estimated Case Load: 80</b> <b>Estimated Number of Staff: 4-5</b></p>	400 YYA

### Waivers

Please review Appendix A for eligible waivers. Respondents wishing to incorporate the waivers allowed by HUD and included in Appendix A, must select the waivers they chose to implement and write a narrative explanation in Attachment 4 New Project Application.

**BONUS POINTS** will be provided to applications that highlight the following in their applications:

- **Multi-Agency Partnership Application.** Leveraging housing or healthcare partnerships or services. To show your leveraging an agency must submit a letter of support from a third party. Examples of third parties for housing leveraging include a Public Housing Agency or Developer. For applicants leveraging healthcare, letters of support must include direct contributions from a public or private health insurance provider or the provision of healthcare services by a private or public organization tailored to the project. Eligibility criteria for the project cannot be restricted by the eligibility requirements of the health care service provider. Health care organizations can include substance abuse treatment and recovery providers which must provide services for all program participants who qualify and choose these services. Additionally, applications should have partnerships outlined, attach agreements with service providers, etc.
- **Hiring youth with lived experience of homelessness.** Additional points will be awarded to organizations that are currently or will hire youth with lived experience of homelessness. If youth are currently not employed, applications should detail why and how they will implement this practice. This includes a commitment to forming a Youth Action Board (YAB) as a paid opportunity for YYA with lived expertise to be incorporated into organizational governance structures.

- **Providing services to special populations.** The YHDP is prioritizing LGBTQIA+ and gender non-conforming youth, minor youth, systems-involved youth (justice and foster care), victims of sex trafficking and exploitation, and youth with co-occurring diagnosis (i.e., mental health, substance abuse, HIV, and other communicable diseases). Applications must highlight best practices implemented, past experiences serving special populations, key performance indicators regarding special populations, and letters of support highlighting services and special populations.

**OPTIONAL:** Video or letter of support from youth you serve or work with. Additional points will be awarded to agencies that submit a video or signed letter from their youth action board/advisory group or youth participants. The video or signed letter can highlight the organization's abilities to implement youth best practices, i.e., authentic youth collaboration, etc.

### **III. SELECTION PROCESS**

New applications received pursuant to this RFA will be reviewed, scored and recommended for funding by a committee appointed by the County Mayor comprised of subject matter experts and County staff with experience in the relevant areas specific to the solicitation, including YYA with lived expertise. Oral presentations will be scheduled to allow committee members to ask questions about new project applications. Scoring criteria is provided for New HUD projects (**Attachment 20**). The selection committee recommendations may be subject to negotiation. The Trust, in partnership with the Youth Voice Action Council, has the discretion to negotiate a best and final offer for budgets, up or down, if additional or less funding is made available as part of the competition.

### **IV. IMPORTANT INFORMATION ALL APPLICANTS SHOULD KNOW**

All RFA respondents seeking HUD funding are encouraged to familiarize themselves with the following terms and definitions included in the HEARTH Act, as defined in 24 CFR 578.3:

- Housing First.* A model of housing assistance that is offered without preconditions (such as sobriety or a minimum income threshold) or service participation requirements. Rapid placement and stabilization in permanent housing are primary goals. The model often incorporates an Assertive Community Treatment approach designed to engage and work with program participants where they are.
- Rapid Re-Housing.* Rapid Re-Housing means short to medium-term rental assistance with support services for homeless households. Generally, rental assistance (RA) and support services are designed to enable households to live independently. RA may include security deposits and last month's rent, in addition to paying contracted rent.
- Supportive services.* Supportive services offer households the necessary tools to increase income, access necessary resources, and remain housed. Support services may include medical and behavioral health services, advocacy or case management, supportive employment, and legal assistance.
- Housing Navigation.* Housing Navigation is a type of case management that is housing focused. Navigators assist program participants to identify an affordable property, complete required housing documents, and link them to resources to assist with other housing resources such as furniture assistance.
- Coordinated Entry.* A process developed to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred, and connected to housing and assistance based on their strengths and needs.
- Street Outreach.* Essential Services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care.
- Transitional Housing.* Designed to provide homeless individuals and families, including unaccompanied youth (under age 25), with the interim stability and support to successfully move to and maintain permanent housing. Transitional housing may be used to cover the costs of up to 24 months of housing with accompanying supportive services. No new stand-alone TH will be funded through this RFA.

- h. *Homeless Management Information System (HMIS)*. A local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness.
- i. *SAGE*: HUD's reporting system for the submission of its Continuum of Care (CoC) Program Annual Performance Report (APR) which became effective April 1, 2017.
- j. *Annual Performance Report*: Used by HUD to track the progress and accomplishments of projects funded by the Department.
- k. *Joint TH and PH-RRH*: the Joint TH and PH-RRH component project combines two existing program components—transitional housing and permanent housing-rapid rehousing—in a single project to serve individuals and families experiencing homelessness. HUD will require the recipient to adopt a Housing First approach across the entire project and program participants may only receive up to 24-months of total assistance. When a program participant is enrolled in a Joint TH and PH-RRH component project, the recipient or subrecipient must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants. A program participant may choose to receive only the transitional housing unit, or the assistance provided through the PH-RRH component, but the recipient or subrecipient must make both types of assistance available. Additionally, if CoC Program funds are not being requested for both TH and PH-RRH units, the project application must still describe the number of TH and PH-RRH units that will be utilized by the project, if selected for conditional award, and provide details in the project description of how TH and PH-RRH assistance will be provided.
- l. *Homelessness and Human Trafficking*: HUD is clarifying that persons who are fleeing or attempting to flee human trafficking may qualify as homeless under paragraph (4) of the homeless definition at 24 CFR 578.3; and, therefore, the individuals may be eligible for certain forms of homeless assistance under the CoC Program, subject to other restrictions that may apply. HUD considers human trafficking, including sex trafficking, to be “other dangerous or life-threatening conditions that relate to violence against the individual or family member” under paragraph (4) of the definition of homeless at 24 CFR 578.3. HUD will consider an individual or family as homeless under paragraph 4 of the homeless definition under the following circumstances where an individual or family is fleeing or attempting to flee human trafficking that has:
  - (1) either taken place within the individuals or family's primary night-time residence;
  - (2) made the individual or family afraid to return to their primary night-time residence; and the individual or family has no other residence; or
  - (3) the individual or family lacks the resources or support networks to obtain other permanent housing.
- m. *Youth and Young Adults (YYA)*: The population to be served by the demonstration program is youth ages 24 and younger experiencing homelessness, including unaccompanied and pregnant or parenting youth. See definition of homeless in 24 CFR 578.3 and section 103(b) of the McKinney-Vento Homeless Assistance Act. However, youth aged 24 and under must not be required to provide third-party documentation that they meet the homeless definition in 24 CFR 578.3 or section 103(b) of the McKinney-Vento Homeless Assistance Act as a condition for receiving services funded under this solicitation. Providers funded under this RFA may serve unaccompanied youth aged 24 and under or families headed by youth aged 24 and under who are living in unsafe situations. “Living in unsafe situations” is defined as having an unsafe primary nighttime residence and no safe alternative to that residence.
- n. *Continuum of Care (CoC) or homeless crisis response system* is led by the Miami-Dade County Homeless Trust.
- o. *Pregnant and Parenting Youth (PPY)* are households led by a pregnant youth or young adult, parent or parents who are 24 years old or younger.
- p. *Unaccompanied Homeless Youth (UHY)* is defined as a household led by youth or young adult without children, who is not pregnant, and are 24 years old or younger.



- q. Youth Action Board (YAB) is an influential body in an organization composed of youth and young adults (YYA) who support the implementation of YYA perspective and best practices in serving YYA. In Miami-Dade County the Youth Voice Advisory Council (YVAC) serves as the local YAB.

## **V. TIMELINE FOR DEVELOPMENT OF THE APPLICATION**

The timeline for this RFA process is as follows:

<p>Pre-application workshop  <a href="https://miamidade.zoom.us/j/83299046432?pwd=WnMrUTdYQW92YzV2NTZkU3ZacnBaUT09">https://miamidade.zoom.us/j/83299046432?pwd=WnMrUTdYQW92YzV2NTZkU3ZacnBaUT09</a></p> <p>Dial by your location  <ul style="list-style-type: none"> <li>• +1 786 635 1003 US (Miami)</li> </ul> </p> <p>Meeting ID: 832 9904 6432            Passcode: 423749</p>	<p>2:00 p.m.            Monday, April 15, 2024</p>
<p>Office Hours  <a href="https://miamidade.zoom.us/j/89520626737?pwd=dUFOb0JiRTh1OFNYbmFqdHV0TGf1UT09">https://miamidade.zoom.us/j/89520626737?pwd=dUFOb0JiRTh1OFNYbmFqdHV0TGf1UT09</a></p> <p>Dial by your location  <ul style="list-style-type: none"> <li>• +1 786 635 1003 US (Miami)</li> </ul> </p> <p>Meeting ID: 895 2062 6737            Passcode: 660062</p>	<p>4 p.m. on Monday, April 22, 2024            4 p.m. on Tuesday, April 23, 2024            11 a.m. on Wednesday, April 24, 2024            4 p.m. on Thursday, April 25, 2024            11 a.m. on Friday, April 26, 2024</p>
<p>Deadline for Submittal of Written Questions – RFA</p>	<p>2:00 p.m.            Friday, April 26, 2024</p>
<p>Response to Written Questions – RFA</p>	<p>12:00 p.m.            Tuesday, April 30, 2024</p>
<p>Deadline for email submission of RFA Applications</p>	<p><b>2:00 p.m.</b>            Friday, May 24, 2024</p>
<p>Responsiveness Review of Applications</p>	<p>May 27-30, 2024</p>
<p>Selection Committee Review of NEW Applications (on their own)</p>	<p>May 31-June 6, 2024</p>
<p>Selection Committee final scoring &amp; opportunity for oral presentations from applicants            Zoom Meeting will be emailed to respondents</p>	<p>9:00 a.m.            Friday, June 7, 2024</p>
<p>Written notification to applicants regarding recommendations for new project ranking and notice to rejected projects.</p>	<p>5:00 p.m.            Monday, June 10, 2024</p>
<p>Deadline for written appeals</p>	<p>5:00 p.m.            Wednesday, June 12, 2024</p>
<p>Youth Voice Action Council approves recommendations of applications submitted in response to RFA            United Way Ansin Building            3250 SW 3rd Avenue            3rd floor, Miami Homes For All Office</p>	<p>12:00 p.m.            Thursday, June 13, 2024</p>
<p>Miami-Dade County Homeless Trust Executive Committee approves recommendations of applications submitted in response to RFA            Stephen P. Clark Center, 111 NW 1 St, Miami, FL., 18<sup>th</sup></p>	<p>9:30 a.m.            Friday, June 14, 2024</p>

***Miami-Dade County reserves the right to modify this schedule if necessary and in the best interest of the County.***

## **VI. RFA PRE-APPLICATION/TECHNICAL ASSISTANCE WORKSHOPS**

Pre-application Workshop(s) to be held at **2:00 p.m. on Monday, April 15, 2024 via zoom.**

<https://miamidade.zoom.us/j/83299046432?pwd=WnMrUTdYQW92YzV2NTZkU3ZacnBaUT09>

### **Dial by your location**

• +1 786 635 1003 US (Miami)

**Meeting ID: 832 9904 6432**

**Passcode: 423749**

Attendance to the Pre-Application workshop is not required, *but is strongly recommended.*

We invite tribes, government entities and non-profit providers to review this RFA prior to applying for this funding opportunity.

Please note that any additional questions that proposers may have after the workshop(s) have concluded must be submitted in writing to the designated contact person by email. The contact person for all inquiries related to this RFA is Manny Sarria, Deputy Director, Miami-Dade County Homeless Trust, [Manuel.Sarria@miamidade.gov](mailto:Manuel.Sarria@miamidade.gov).

### **A. CONE OF SILENCE**

Pursuant to Section 2-11.1(t) of the Code of Miami-Dade County, as amended (the “Code”), a “Cone of Silence” is imposed upon each RFA, RFP or RFQ after advertisement and terminates at the time a written recommendation is issued. The Cone of Silence prohibits any communication regarding RFA, RFPs or RFQs between, among others:

- potential Proposers, service providers, lobbyists or consultants and the County’s professional staff including, but not limited to, the County Mayor and the County Mayor’s staff, County Commissioners or their respective staffs;
- the County Commissioners or their respective staffs and the County’s professional staff including, but not limited to, the County Mayor and the County Mayor’s staff; or
- potential Proposers, service providers, lobbyists or consultants, any member of the County’s professional staff, the Mayor, County Commissioners or their respective staffs and any member of the respective Competitive Selection Committee.

The provisions do not apply to, among other communications:

- oral communications with the staff of the Vendor Outreach and Support Services Section, the responsible Procurement Contracting Officer (designated as the County’s contact on the face of the Solicitation), provided the communication is limited strictly to matters of process or procedure already contained in the Solicitation document;
- oral communications at pre-Proposal conferences and oral presentations before Competitive Selection Committees during any duly noticed public meeting, public presentations made to the Board of County Commissioners (the “Board”) during any duly noticed public meeting;
- recorded contract negotiations and contract negotiation strategy sessions; or
- communications in writing at any time with any County employee, official or member of the Board of County Commissioners unless specifically prohibited by the applicable RFA, RFP or RFQ documents.

When the Cone of Silence is in effect, all potential vendors, service providers, bidders, lobbyists and consultants shall file a copy of any written correspondence concerning the particular RFA, RFP or RFQ with the Clerk of the Board, which shall be made available to any person upon request. The County shall respond in writing (if County deems a response is necessary) and file a copy with the Clerk of the Board, which shall be made available to any person upon request. Written communications may be in the form of e-mail, with a copy to the Clerk of the Board at [clerkbcc@miamidade.gov](mailto:clerkbcc@miamidade.gov).

All requirements of the Cone of Silence policies are applicable to this Solicitation and must be adhered to. Any and all written communications regarding the Solicitation are to be submitted only to [Manuel.Sarria@miamidade.gov](mailto:Manuel.Sarria@miamidade.gov) with a copy to the Clerk of the Board. The Proposer shall file a copy of any written communication with the Clerk of the Board. The Clerk of the Board shall make copies available to any person upon request.

## **VII. THRESHOLD REQUIREMENTS FOR FUNDING**

1. All applications must agree to two-year term, with the option to renew annually thereafter.
2. Eligible Supportive Services Costs are limited to (1) Assessment of Service Needs, (2) Assistance with Moving Costs, (3) Case Management, (4) Employment Services, (5) Food, (6) Housing Search/Counseling, (7) Legal Services, (8) Life Skills, (9) Outreach Services, (10) Transportation, and (11) Utility Deposits included in the lease agreement. Respondents seeking RRH must allocate at least 66% of the total budget for Rental Assistance and respondents seeking joint component TH:RRH must allocate at least 54% of the total budget for Leasing, Rental Assistance or Operations.
3. Projects must agree to:
  - Enter client data into HMIS unless they are exclusively serving victims of Domestic Violence (DV). DV providers must have an equivalent data base with a homeless module that mirrors the HMIS universal data elements
  - Participate in the Point-in-Time (PIT), and
  - Participate in the CoC's Coordinated Entry System (CES).
4. HUD funded projects must comply with match requirements (25 percent of budget line items excluding leasing) set forth by HUD in 24 CFR 578.73. As authorized by the FY 2016 HUD Appropriations Act, program income may be used as a source of match and must be properly documented in the project application.
5. Project applications must subscribe to the Housing First approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry. The Core Components of Housing First include 1) *Few to no programmatic prerequisites to permanent housing entry* means no programmatic preconditions such as demonstration of sobriety, completion of alcohol or drug treatment, or agreeing to comply with a treatment regimen upon entry into the program; 2) *Low barrier admission policies* means PSH screening does not exclude persons with no or very low income, poor rental history and past evictions, or criminal histories; 3) *Rapid and streamlined entry into housing* means Housing First PSH models make efforts to help people experiencing homelessness move into permanent housing as quickly as possible, streamlining application and approval processes, and reducing wait times; 4) *Supportive services are voluntary*, but supportive services can and should be used to persistently engage tenants to ensure housing stability; 5) *Tenants have full rights, responsibilities, and legal protections* meaning tenants are educated about their lease terms, given access to legal assistance, and encouraged to exercise their full legal rights and responsibilities; 6) *Practices and policies to prevent lease violations and evictions* suggests Housing First PSH should incorporate practices and policies that prevent lease violations and evictions among tenants [i.e. not evicting tenants as result of alcohol or drug use, unless such use results in disturbances to neighbors or is associated with illegal activity]; 7) *Applicable in a variety of housing models* means the Housing First approach can be implemented in different types of permanent housing settings, including: scattered-site models, single-site models or

buildings that are newly constructed or rehabilitated, and set-asides where supportive services are offered to participants in designated units within affordable housing developments.

6. Eligible localities:

- Projects must be located within Miami-Dade County.

7. Eligible populations:

- All projects must serve youth and young adults experiencing literal homelessness, coming directly from emergency shelters and/or unsheltered locations OR persons traumatized by or fleeing domestic violence, dating violence, sexual assault, stalking, human trafficking or other dangerous situations.

8. Other:

- All PH projects must follow the CoC's Orders of Priority for Referral, as may be amended to focus on youth and young adults.
- All project applicants must be nonprofit organizations, States, local governments, and instrumentalities of State and local governments, and public housing agencies.

## **VIII. NEEDS PRIORITIES AND PRIORITIZATION OF HUD FUNDED PROJECTS**

Earlier this fiscal year, the Continuum of Care (CoC)'s Youth Voice Action Council developed a Coordinated Community Plan (CCP), attachment 1. This process involved extensive input from young adults with lived expertise, the community, homeless providers, and review and approval by the Homeless Trust Board. The meetings were publicly noticed.

## **IX. CONTENTS OF APPLICATION**

Please refer to the RFA Checklist (**Attachment 2**) for instructions on how to submit your application. Proposals should follow the order and format for the submission of documents as delineated in the Checklist. Please read the instructions carefully for those documents that are only required to be submitted with the ORIGINAL copy of a project proposal.

**REMINDER:**

**Applications are due  
no later than 2:00 p.m. on  
Friday, May 24, 2024.**

There are no exceptions to this deadline.

**Applications can only be submitted via email. The New HUD Project Application ATTACHMENT 4 (Microsoft Word document), and New Project Budget Detail ATTACHMENT 5 (Microsoft Excel document) must remain** in the original electronic format (do not convert these Microsoft Word and Excel documents to PDF). Responses must be addressed to Manny Sarria via email at [Manuel.Sarria@miamidade.gov](mailto:Manuel.Sarria@miamidade.gov). **Applicants are solely responsible for obtaining delivery receipts for their application responses. The acceptable delivery receipt is an email from the contact person acknowledging receipt of your application.** Respondents must follow the guidance provided in the RFA Checklist, Attachment 2 to ensure all required documents are collected as part of responses to this solicitation. The NOFO Application Certification page (**Attachment 12**) must be signed by an officer of the agency who is legally authorized to enter into a contractual relationship in the name of the applicant. For new housing projects soliciting funding, a current list of the agency's Board of Directors must be included with the application.

IMPORTANT: EACH application for which funding is being requested must be submitted separately.

### **A. ALL NEW PROJECT APPLICATIONS**

The following information must be provided for new project requests: please refer to the RFA Checklist, Attachment 2, for a listing of all required documents that must be submitted:

i. RFA Checklist

Please complete the RFA Checklist, (**Attachment 2**), checking off the list of all documents which

- must be submitted.
- ii. New Project Application Form (Attachment 4) must include the names and phone numbers for all parties who are authorized to respond to questions during oral presentations.
- iii. Budget Detail (Attachment 5).
- iv. Most recent Annual Progress Report (APR), or outcome data from another reporting system for like projects.  
Existing HMIS participating applicants must provide a copy of the APR available in HMIS "Reports" tab between 10/1/2022-09/30/2023. Respondents who started utilizing HMIS after 10/1/22 may provide an APR from the project start date until 3/31/2024. For respondents who do not participate in HMIS data from a comparable database will be accepted. Comparable data should include (1) type of project, (2) number served, (3) population characteristics, (4) rate of permanent placements, and (5) rate of persons whose income increases as a result of program participation. Respondent who are not using HMIS and do not have their own database may provide projected outcomes for the project to include (1) type of project, (2) number served, (3) population characteristics, (4) rate of permanent placements, and (5) rate of persons whose income increases as a result of program participation.
- v. Licensing and Other Requirements  
Whenever applicable, projects subject to state licensing requirements must include a copy of a current license. Applicants proposing treatment services (with or without housing), must provide a copy of current licenses (Agency and/or for clinical staff). New Applicants must provide a copy of the current zoning for the site being proposed for funding, with an explanation, if needed, of any zoning issues. A copy of the certificate of occupancy for residential treatment facilities is required if site control exists.
- vi. MOU with other service providers  
Responses that involve subcontracts, the lead applicant must provide a formal Memorandum of Understanding (MOU) between the providers performing the proposed activities. Letters of support or MOUs are also required when the applicant is reporting third party, or in-kind match. Letters of support or MOUs may be included when providers are working with third parties to leverage the activities not paid for by the grant (does not include match).
- vii. Match for HUD grants only  
All applicants seeking HUD funding must provide match for up to 25% of their budget, excluding costs for the Leasing budget line item. It is recommended the match commitments not exceed the 25%. New this year, respondents will be asked to provide the match sources for their most recent grant close-out, in addition to the match commitment letters. Respondents must complete and submit the match chart (**Attachment 13**) along with match commitment letters for each source of match. Match commitment letters must be on agency letterhead and **commitment letters must align with current match sources submitted as part of the reimbursement request.**
- viii. Application Certification page (**Attachment 12**) must be signed by an officer of the agency who is legally authorized to enter into a contractual relationship in the name of the applicant

**B. ALL NEW PROJECT APPLICATIONS REQUESTING HUD FUNDING FOR THE FIRST TIME**

- i. Agency Financial Information Worksheet  
Provide the Agency Financial Information Worksheet (**Attachment 8**), which requires information regarding 1) agency's fiscal year; 2) total (agency-wide) budget for current fiscal year; 3) total number of programs administered by agency, etc. Agencies that currently receive funding for more than one U.S.HUD grant, AND/OR that have shared project costs (e.g. staff split across programs), must specify in Attachment 8, demonstrating cost allocations across grants. This cost-allocation must be included in the grant application for each project.
- ii. All applicants seeking HUD funding must complete and submit the Code of Conduct form (**Attachment 19**) with each response on agency letter head sign by an authorized agent of the applicant.
- iii. Submit proof of eligibility to apply.

- a. Tribes located in Miami-Dade County may submit a letter of support from one of their tribal leaders.
- b. State of Florida, Miami-Dade County or any of its municipalities may submit a letter verifying the applicant is an arm of government that is signed by their Governor/Mayor, Manager, Department Head, or someone authorized to enter into agreements on behalf of the State/City/County or their SAM's registration.
- c. Non-For-Profit entities may submit a copy of:
  - i. Florida Sunbiz registration
  - ii. Corporation
  - iii. Trademarks
  - iv. Limited Partnerships
  - v. Limited Liability Company
  - vi. Limited Liability & General Partnerships
  - vii. Fictitious Business Name(s), if required
  - viii. IRS letter 147C, verifying your business name and FEIN or any other preprinted IRS form issued by the IRS identifying your business name and FEIN
- iv. A copy of the list of Board of Directors is required for non-profit applicants.
- v. Provide one copy of your current agency audit.
- vi. Submit the original of one of the following documents that apply to your entity or business.
  - *W-9 Request for Taxpayer ID Number and Certification*, **Attachment 11**, or one of the following:
  - *W-8ECI Form Certificate of Foreign Person's Claim for Exemption from Withholding on Income Effectively Connected With the Conduct of a Trade or Business in the United States*. Obtain a form and instructions from [www.irs.gov](http://www.irs.gov)
  - *W-8BEN Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding*. Obtain a form and instructions from [www.irs.gov](http://www.irs.gov)
  - *W-8EXP Certificate of Foreign Government or Other Foreign Organization for United States Tax Withholding*. Obtain a form and instructions from [www.irs.gov](http://www.irs.gov)
  - *W-8IMY Certificate of foreign Intermediary, Foreign, Flow-Through Entity, or Certain U.S. Branches for United States Tax Withholding*. Obtain a form and instructions from [www.irs.gov](http://www.irs.gov)
- vii. Affidavits - Local  
Please sign and include one copy of the attached Affidavit regarding applicable County Affidavits (**Attachment 9**).
- viii. Previous Contractual Relationship Review Form (**Attachment 10**) to demonstrate their performance in non-Trust funded programs.
- ix. All applicants seeking HUD funding must complete and submit one copy of the Affidavit acknowledging notification of the USHUD Requirements (**Attachment 14**).
- x. Certification for a Drug-Free Workplace  
All applicants must complete and submit one copy of the Certification for a Drug-Free Workplace (**Attachment 17**).

**C. ASSEMBLY INSTRUCTIONS**

Please refer to the RFA checklist (**Attachment 2**) to assist you in assembling the application for submission. To ensure that all information is readily and easily available to the Selection Committee for review, it is important that the information be provided, electronically, as requested. Committee members will be provided with a copy of the RFA, electronic responses for new project applications, responses to written questions, the New Project Scoring Criteria (**Attachment 20**) and the New Project Scoring Guidelines (**Attachment 21**) along with instructions for rating application on their own.

**D. ATTACHMENTS**

Attachment 1	Coordinated Community Plan (draft)
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Attachment 2	RFA Checklist (all applicants)
Attachment 3	Appendix B (optional waivers)
Attachment 4	New Project Application
Attachment 5	New Project Budget Detail
Attachment 8	Agency Financial Information Worksheet (all applicants)
Attachment 9	Miami-Dade County Affidavits (all applicants)
Attachment 10	Previous Contractual Relationship Review Form (New Applicants who are not currently funded by the Homeless Trust)
Attachment 11	Form W-9 (all applicants)
Attachment 12	NOFO application Certification Page (all applicants)
Attachment 13	Match chart (must be accompanied by match commitment letters)
Attachment 14	U.S.HUD: Affidavit Acknowledging U.S.HUD Requirements (all HUD applicants)
Attachment 17	Certification for a Drug Free Workplace (All applicants), <b>must be dated no earlier than April 15, 2024</b>
Attachment 19	U.S.HUD: Attachment 19 Code of Conduct for HUD Grant Programs must be provided on agency letterhead, only one copy is required per applicant
Attachment 20	New Project Scoring Criteria

## **X. INFORMATIONAL ITEMS AND RESOURCES**

Informational items can be found on our website at [www.homelesstrust.org](http://www.homelesstrust.org) and resources are being emailed to all interested applicants that attended one of the Pre-application Workshops or signed for an RFA.

## **XI. CoC RESPONSE TO U.S.HUD COLLABORATIVE APPLICATION:**

Project applications must be submitted electronically via eSnaps by the collaborative applicant. Applications will be entered and submitted by Homeless Trust staff. We will be working with provider agencies to accomplish this task outside of the competitive process. None of this work will impact any ranking or competitive processes.

## **XII. FAIR MARKET RENTS:**

The following is a list of the HUD Fair Market Rents (FMRs) anticipated in the U.S. HUD applications: (Note: U.S.HUD will adjust these figures to the current FMR upon award.) New project applications must request the FMR for any units to be assisted with rental assistance.

	0 BR	1 BR	2 BR	3 BR	4 BR
Fair Market Rent	\$1,362	\$1,546	\$1,923	\$2,530	\$2,997

## **XIII. MATCHING FUNDS FOR HUD PROJECTS**

24 CFR 578.73 provides the information regarding match requirements. Project applicants that intend to use program income as a match must provide an estimate of how much program income will be used for the match. Program income includes tenant rent payments paid directly to the grant recipient or subrecipient. Rents paid to private landlords cannot be counted toward match.

## **XIV. OUTCOME/PERFORMANCE MEASUREMENTS**

Program performance and utilization will be considered in the evaluation of applications based on the most recent APR data, or data from a comparable database.

Project applications must submit proposed outcome/performance measures as part of the project application.

## **XV. OTHER TERMS AND CONDITIONS**

### **A. INSPECTOR GENERAL**

#### *1) Independent Private Sector Inspector General Review*

Pursuant to Miami-Dade County Administrative Order 3-20 and in connection with any award issued as a result of this RFA, the County has the right to retain the services of an Independent Private Sector Inspector General ("IPSIG"), whenever the County deems it appropriate to do so. Upon written notice from the County, the selected applicant shall make available, to the IPSIG retained by the County, all requested records and documentation pertaining to this RFA or any subsequent award, for inspection and copying. The County will be responsible for the payment of these IPSIG services, and under no circumstance shall the applicant's cost/price for this RFA be inclusive of any charges relating to these IPSIG services. The terms of this provision herein, apply to the applicant, its officers, agents, employees and assignees. Nothing contained in this provision shall impair any independent right of the County to conduct, audit or investigate the operations, activities and performance of the selected applicant in connection with this RFA or any contract issued as a result of this RFA. The terms of this provision are neither intended nor shall they be construed to impose any liability on the County by the selected Applicant or third party.

#### *2) Miami-Dade County Inspector General Review*

According to Section 2-1076 of the Code of Miami-Dade County, as amended by Ordinance No. 99-63, Miami-Dade County has established the Office of the Inspector General which may, on a random basis, perform audits on all County contracts, throughout the duration of said contracts, except as otherwise provided below.

Exception: The above application of one quarter (1/4) of one percent fee assessment shall not apply to the following contracts: (a) IPSIG contracts; (b) contracts for legal services; (c) contracts for financial advisory services; (d) auditing contracts; (e) facility rentals and lease agreements; (f) concessions and other rental agreements; (g) insurance contracts; (h) revenue-generating contracts; (i) contracts where an IPSIG is assigned at the time the contract is approved by the Commission; (j) professional service agreements under \$1,000; (k) management agreements; (l) small purchase orders as defined in Miami-Dade County Administrative Order 3-2; **(m) federal, state and local government-funded grants;** and (n) interlocal agreements. As such, this RFA **IS NOT** subject to this provision. *Notwithstanding the foregoing, the Miami-Dade County Board of County Commissioners may authorize the inclusion of the fee assessment of one-quarter (1/4) of one percent in any exempted contract at the time of award.*

Nothing contained above shall in any way limit the powers of the Inspector General to perform audits on all County contracts including, but not limited to, those contracts specifically exempted above.

### **B. INDEMNIFICATION AND INSURANCE**

Provider shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Provider or its employees, agents, servants, partners principals or subcontractors. Provider shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Provider expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Provider shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.



The vendor shall furnish to the Miami-Dade County Homeless Trust, 111 NW 1st Street, Suite 27-310, Miami, Florida 33128, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- Worker's Compensation Insurance for all employees of the vendor as required by Florida Statute 440.
- Public Liability Insurance on a comprehensive basis in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage. *Miami-Dade County must be shown as an additional insured with respect to this coverage.*
- Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength, by the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

**Or**

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Department of Insurance and are members of the Florida Guaranty Fund.

Certificates will indicate no modification or change in insurance shall be made without thirty (30) days in advance notice to the certificate holder.

### **C. COUNTY OPTIONS**

*The County may, at its sole and absolute discretion, reject any and all or parts of any or all Proposals; accept parts of any and all Proposals; further negotiate project scope and fees; postpone or cancel at any time this Solicitation process; or waive any irregularities in this Solicitation or in the Proposals received as a result of this process. In the event that a Proposer wishes to take an exception to any of the terms of this Solicitation, the Proposer shall clearly indicate the exception in its Proposal. No exception shall be taken where the Solicitation specifically states that exceptions may not be taken. Further, no exception shall be allowed that, in the County's sole discretion, constitutes a material deviation from the requirements of the Solicitation. Proposals taking such exceptions may, in the County's sole discretion, be deemed nonresponsive. The County reserves the right to request and evaluate additional information from any Proposer regarding Proposer's responsibility after the submission deadline as the County deems necessary.*

*The Proposer's Proposal will be considered a good faith commitment by the Proposer to negotiate a contract with the County, in substantially similar terms to the Proposal offered and, if successful in the process set forth in this Solicitation and subject to its conditions, to enter into a Contract substantially in the terms herein. Proposer Proposal shall be irrevocable until Contract award unless the Proposal is withdrawn. A Proposal may be withdrawn in writing only, addressed to the County contact person for this Solicitation, prior to the Proposal due date and time.*

*Proposers are hereby notified that all information submitted as part of, or in support of Proposals will be available for public inspection after opening of Proposals, in compliance with Chapter 119, Florida Statutes, (the "Public Record Law")*

*Any Proposer who, at the time of Proposal submission, is involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or if a trustee or receiver has been appointed over all or a substantial portion of the property of the Proposer under federal bankruptcy law or any state insolvency law, may be found non-responsible.*

*To request a copy of any code section, resolution and/or administrative/implementing order cited in this*

*Solicitation, contact the Clerk of the Board at (305) 375-5126, Monday- Friday, 8:00 a.m. – 4:30 p.m.*

The submittal of an application by an Applicant will be considered by the County as constituting a firm offer by the Proposer to perform the required services at the stated fees.

***D. Aspirational Policy Regarding Diversity***

*Pursuant to Resolution No. R-1106-15, County vendors are encouraged to utilize a diverse workforce that is reflective of the racial, gender and ethnic diversity of Miami-Dade County and employ locally based small firms and employees from the communities where work is being performed in their performance of work for the County. This policy shall not be a condition of contracting with the County, nor will it be a factor in the evaluation of Solicitations unless permitted by law.*

**E. APPLICATIONS OPEN TO PUBLIC**

Prospective applicants are hereby notified that all information submitted as part of, or in support of, applications will be available for public inspection in compliance with Chapter 286, Florida Statutes, popularly known as the "Government in the Sunshine Law".

**F. CONTRACTING PROCESS**

Successful Applicants will be required to submit all documents necessary for contract development (e.g. revised budget(s), scope(s) of service, insurance certificates, affidavits, work plan(s), etc.) within two weeks from receipt of written notice of contract award from the County.

**G. REVIEW OF APPLICATIONS**

Each application will be reviewed to determine if the application is responsive to the submission requirements outlined in the RFA. A responsive application is one which follows the requirements of the RFA, includes all electronic documentation, is submitted in the format outlined in the RFA and **Attachment 2** RFA Checklist, is of timely submission, and has the appropriate signatures as required on the certification page. Proposers will be notified of any technical deficiencies with the proposal via an e-mail sent to the official applicant contact person as shown on Attachment 12 of the proposal. During the Cure Period proposers may correct any technical deficiencies identified during staff's technical review of the proposal with the submission of additional documentation as may be required by the County. Changes to narrative elements of the proposal will not be allowed. A deviation from the terms of this RFP may be cured so long as the deviation is immaterial in that it does not provide the proposer with an unfair competitive advantage. Failure to comply with these requirements may deem your application non-responsive.

**H. ADDITIONAL INFORMATION/ADDENDA**

Requests for additional information or clarification must be made in writing and received by the County contact person for this RFA no later than the deadline for receipt of questions specified in the RFA timetable. The request must contain the RFA title, Applicant's name, address, phone number and e-mail. The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the Application due date. Applicants should not rely on any representations, statements or explanations other than those made in this RFA or in any written addendum to this RFA. Where there appears to be a conflict between the RFA and any addenda issued, the latest addendum issued shall prevail.

It is the Applicant's responsibility to ensure receipt of all addenda. The Applicant should verify with the designated contact persons prior to submitting an application that all addenda have been received. Applicants who obtain copies of the RFA from sources other than the Miami-Dade County Homeless Trust risk the potential of not receiving addenda, since their names will not be included on the only list for that particular RFA. Such applicants are solely responsible for those risks.

Any questions, issue, objection or disagreement concerning, generated by, or arising from the published requirements, terms, conditions or processes contained or described in the solicitation document shall be deemed waived by the protester and shall be rejected as a basis for a bid protest unless it was brought by that bidder or proposer to the attention, in writing, of the contact person of the Homeless Trust, at least two

working days (not less than 48 hours) prior to the hour of proposal submission. The purpose of this requirement is to expedite the procurement process by allowing the issuing department the opportunity to consider, and to resolve or clarify in a timely fashion, through the issuance of a remedial solicitation addendum, if appropriate, any such questions, issue, objection or disagreement, but not limited to ambiguities or inconsistencies within the document.

The foregoing notwithstanding, an appeal may not challenge the relative weight of the evaluation criteria or the formula specified for assigning points therefore contained in the request for applications.

**I. Communication with Competitive Selection Committee Members**

*Proposers are hereby notified that direct communication regarding this Solicitation, written or otherwise, to individual Competitive Selection Committee (or Review Team) Members or, to the Competitive Selection Committee (or Review Team) as a whole, are expressly prohibited. Any oral communications with Competitive Selection Committee (or Review Team) Members other than as provided in Section 2-11.1 of the Code, are prohibited.*

**J. Public Entity Crimes**

*Pursuant to Paragraph 2(a) of Section 287.133 of the Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposal for a contract to provide any goods or services to a public entity; may not submit a Proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit Proposals on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and, may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of the Florida Statutes for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.*

**K. Lobbyist Contingency Fees**

*a) In accordance with Section 2-11.1(s) of the Code, after May 16, 2003, no person may, in whole or in part, pay, give or agree to pay or give a contingency fee to another person. No person may, in whole or in part, receive or agree to receive a contingency fee.*

*b) A contingency fee is a fee, bonus, commission or non-monetary benefit as compensation which is dependent on or in any way contingent upon the passage, defeat, or modification of: 1) any ordinance, resolution, action or decision of the County Commission; 2) any action, decision or recommendation of the County Mayor or any County board or committee; or 3) any action, decision or recommendation of any County personnel during the time period of the entire decision-making process regarding such action, decision or recommendation which foreseeably will be heard or reviewed by the County Commission or a County board or committee.*

**L. Collusion**

*In accordance with Section 2-8.1.1 of the Code, where two (2) or more related parties, as defined herein, each submit a Proposal for any contract, such Proposals shall be presumed to be collusive. The foregoing presumption may be rebutted by the presentation of evidence as to the extent of ownership, control and management of such related parties in preparation and submittal of such Proposals. Related parties shall mean Proposer, the principals, corporate officers, and managers of the Proposer; or the spouse, domestic partner, parents, stepparents, siblings, children or stepchildren of a Proposer or the principals, corporate officers and managers thereof which have a direct or indirect ownership interest in another Proposer for the same contract or in which a parent company or the principals thereof of one Proposer have a direct or indirect ownership in another Proposer for the same contract. Proposals found to be collusive shall be rejected. Proposers who have been found to have engaged in collusion may be considered non-responsible, and may be suspended or debarred, and any contract resulting from collusive bidding may be terminated for default.*

**M. Sustainable Procurement Practices**

*The County is committed to responsible stewardship of resources and to demonstrating leadership in sustainable business practices. Accordingly, the County has adopted sustainability policies which are*

*incorporated into this Solicitation. The County will continue to explore and pursue sustainable procurement, development and business practices that: (a) reduce greenhouse gases; (b) foster and integrate supplier small business opportunities; (c) support safe and fair labor practices and ethical behavior throughout the supply chain, (d) maximize fiscally responsible “high value, high impact” actions, and (e) advocate for advancing a more equitable, inclusive workforce by encouraging vendors doing business with Miami-Dade County to actively recruit Neurodivergent talent and individuals with disabilities for employment opportunities.*

#### **N. ADDITIONAL INFORMATION/REQUIREMENTS**

The Trust shall be responsible for preparing and submitting the Collaborative Application to the County Mayor for her review and subsequent submission to HUD. Following the Selection of projects by HUD (and an appropriate environmental clearance if required), and execution of grant agreements between HUD and the County, the agency will enter into sub-recipient agreements with the County, through the Homeless Trust, for the services and housing proposed. Selected and funded applicants will be required to, at a minimum:

- 1) participate in the local Homeless Management Information System (HMIS) for all beds/units funded through this application;
- 2) provide reports and other documents as may be needed or requested by HUD;
- 3) participate in required meetings and/or training sessions;
- 4) accept referrals only through the Miami-Dade County homeless Continuum of Care Coordinated Entry process
- 5) provide services in accordance with the CoC’s “Standards of Care.”

#### **XVI. APPEALS PROCESS**

On May 2, 2023 The Board of County Commissioners (“BCC”) adopted by Ordinance (MDC Legislative File No. [230341](#); Agenda Item 7A) an Amendment to Section 2-8.4 of the Miami-Dade County Code (“Code”) “Protest Procedures” imposing time limits for a proposer(protestor) to present any question, issue, objection or disagreement concerning, generated by, or arising from the rankings, scoring or recommendations (collectively “objections”) of a selection committee or waive such objections as a basis of protest. A companion item was also adopted to amend I.O. 3-21, Protest Procedures.

Link to the adopted [Ord. 23-27](#) and Resolution to amend I.O. 3-21 Protest Procedures [R-428-23](#).

Companion Item. Adopted by the BCC on May 2, 2023, by Resolution (MDC Legislative File No. [230343](#), Agenda Item 11A) is an amendment to Implementing Order (I.O.) 3-21 relating to Bid Protest Procedures. This Amendment to I.O. 3-21 provides the same language as the prior item above that amended the County Code. This Amendment requires as a condition to filing a protest proceeding based on a selection committee’s scoring, rankings or recommendations, that proposers submit written objections to the County’s procurement professionals within five (5) workdays of receiving the Selection Committee Coordinator Report.

After the qualitative appraisal, rating and ranking evaluation, and oral presentations from applicants, the Evaluation/Selection Committee will report its findings as to the relative merits and recommendations to the County Mayor, Chairman, Applicants, and Clerk of the Board.

Respondents seeking appeal will be required to document their rationale for appeal on agency letterhead, signed by an authorized agent within five (5) working days after receiving the Selection Committee Coordinator report. The written objection must state, with particularity, the basis for the objection with sufficient information for County procurement professionals to promptly evaluate the objections without delay to completion of the procurement process. Note that failure to timely comply will prevent these objections from being used as a basis for a protest under the Code. Appeal letters need to be emailed to the Homeless Trust Executive Director at [Victoria.Mallete@miamidade.gov](mailto:Victoria.Mallete@miamidade.gov), with a copy to the Clerk of Board [clerk.board@miamidade.gov](mailto:clerk.board@miamidade.gov), in compliance with the Cone of Silence provisions in Section 2-11.1 of this Code. Appeals received by the deadline specified in the RFA shall be forwarded to the Miami-Dade County Homeless Trust Executive Committee who shall, at their duly noticed public meeting on June 14,

2024 at 9:30 a.m., consider the recommendations of the Evaluation/Selection Committee, YVAC and Trust staff, and shall make a recommendation as to whether or not fund new projects recommended through this RFA process, including, but not limited to, directing Trust staff to negotiate any terms (up to and including requesting a “best and final offer”), in order to secure an agreement that serves the best interests of the County.

The Homeless Trust shall prepare and submit project grant agreements with selected sub-recipients resulting from this RFA, to the County Mayor or Mayor’s Designee who shall, following review and approval by the County Attorney’s Office, execute the sub-recipient agreements. *Notwithstanding, the final determination and approval of the federal funding is subject to approval by HUD. Selection through this RFA for inclusion in the Collaborative Application for funding pursuant to the NOFO solicitations for the Homeless Continuum of Care Program Competition does not guarantee funding from HUD.*

Applicants may request information and clarification on the ranking and rating of their proposal no less than 72 hours prior to the Miami-Dade County Homeless Trust Board’s consideration and approval of new project recommendations, and rejected projects as outlined in the timeline of this RFA. All questions regarding the evaluation of the proposals will be considered by the Miami-Dade County Homeless Trust Board, and their decision shall be final.