

**HOMELESS SERVICES NETWORK**  
**2025 UNIVERSAL REQUEST FOR**  
**TRANSITIONAL HOUSING**  
**APPLICATIONS**

Released: August 8, 2025

Submission Due: August 29, 2025

**Transitional Housing RFA Question and Answer**  
**Workshops:**

All applicants must participate in at least one of the following virtual sessions

Wednesday, August 13 at 3:00

Thursday, August 14 at 10:00

Monday, August 18 at 10:00

To register, send an email to [application@hsncfl.org](mailto:application@hsncfl.org) and put “TH Interested Party” in the subject line

**IMPORTANT NOTE:**

Upon publication of a HUD 2025 Notice of Funding Availability (NOFO) or other federal guidance, HSN reserves the right to:

- Adjust the final scoring points and categories
- See additional information from applicants
- Adjust the due date for the application

Any of these adjustments will be communicated to anyone who registers as an interested party at [application@hsncfl.org](mailto:application@hsncfl.org). If you believe you may be interested in applying for potential Transitional Housing funding, please send an email to [application@hsncfl.org](mailto:application@hsncfl.org) with “TH Interested Party” in the subject line.

**Homeless Services Network (HSN)**  
**Continuum of Care Lead Agency**  
**2025 Transitional Housing Request for Applications (RFA)**

In anticipation of several funding opportunities that may become available over the next 36 months, for new and renewal Transitional Housing (RRH) projects, HSN is issuing a Request for Applications for Transitional Housing projects that will include both a housing and services component.

HSN shall make funding available to support projects that 1) include provision of and/or access to person centered services, 2) will reduce unsheltered homelessness in our region, 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 RFA 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 RFA 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 Transitional Housing RFA Proposal Workshop provides the initial forum for questions related to this RFP. HSN will only accept questions following the Workshop from agencies that attended a Workshop on August 13 (3:00), August 14 (10:00) and August 18 (10:00), and will only accept applications from organizations that attended one of the Workshops. The purpose of the Workshop is to answer questions and provide clarifications of information in this RFA and the accompanying application. Interested parties can register for one of the Workshops by sending an email expressing interest to [application@hsncfl.org](mailto:application@hsncfl.org). Please be sure to include the preferred date(s) for which you want to receive information/invitations.

*It is imperative to note that after HUD has published at 2025 CoC NOFO or similar guidance on their expectations for Transitional Housing projects, HSN reserves the right to seek additional information from some or all applicants before final decisions are made about funding and contracts, to adjust the scoring criteria and to change the application due date.*

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 RFA if seeking Transitional Housing funding – new or renewal - from HSN. Applicants are STRONGLY encouraged to notify HSN of their intent to apply by emailing [application@hsncfl.org](mailto:application@hsncfl.org). Applicants who do not notify HSN of their intent to notify will not receive FAQs developed in response to questions received or other RFA updates. Significant updates will be posted on the HSN website.

The organization of this RFA is as follows:

SECTION I:	General Information
SECTION II:	Important Information for Potential Sub-Recipients
SECTION III:	Eligibility Criteria to Apply
SECTION IV:	Proposal Requirements
SECTION V:	Funding Priorities
SECTION VI:	Proposal Evaluation and Selection
SECTION VII:	RFA 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.

In anticipation of funding opportunities that are currently available or may become available over the next 36 months, for new, renewal, reallocation and expansion projects, Homeless Services Network is issuing a Request For Applications (RFA) for Transitional Housing projects.

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). At this time HSN only has and only anticipates Transitional Housing funding from HUD. In the event a proposal is selected for funding with other regulatory requirements, HSN will work with the applicant to help convert the project to the requirements of the specific funding source.

### **Project Proposals Accepted Under this RFP**

- **New project** - a project that does not currently exist and if funded will increase overall Transitional Housing capacity
- **Renewal Projects** – projects that are currently operating and listed as renewal projects in HUD's FL-507 Grant Inventory Worksheet (Transitional Housing for Youth)

*Please Note: A separate application may 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 2025 CoC NOFA. A multi-year competition for Housing for Persons with Disabilities was held in 2023 and will be held again no later than 2026. A multi-year competition for Rapid Rehousing was held earlier in 2025. In addition, a separate RFA for multiple-sub recipients providing Outreach services will be released later in 2025.*

**THE SUBMISSION DEADLINE – FOR ALL SUBMISSIONS TYPES is August 29, 2025.**

**WITHOUT EXCEPTION, NO PROPOSALS WILL BE ACCEPTED BY HSN AFTER THE SUBMISSION DEADLINE STATED ABOVE. Projects should be submitted to [application@hsncfl.org](mailto:application@hsncfl.org).**

## **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 RFA 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 36 months after the publication of this RFA or may be “next up” (according to overall score) for the same type of activity and targeted population initially proposed in this RFA. The highest scoring applicant for the type of activity offered by the new funding and 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 II: Important Information for Potential Sub-Recipients**

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

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

### **Budget**

HSN anticipates awarding contracts to multiple agencies to provide Transitional Housing. To ensure fairness across the system, HSN will award a flat amount for each service staff FTE. Additionally, HSN’s funders tend to set limits on non-salary costs. The result is that agencies that submit applications will have little control over the service portions of their contract budget amounts even though all selected applicants will have an opportunity to share budget requests with HSN prior to contract execution. Therefore, the budget spreadsheet will have some hard-coded amounts. Lease amounts for apartments will also be hard-coded based on Fair Market Rate. Other sections of the budget will not be hard-coded. The application also includes a scored section on matching funds.

Applicants should be aware that the amount of funds available for administrative costs vary from source to source, with some funding sources providing no administrative funding. Therefore, for the purposes of proposal submission, applicants should anticipate up to 5 percent admin costs, which is the typical amount available with the identified funding source. 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). Matching funds are not allowed to mirror-match, so if money from funding source A is used to match funding source B, the agency cannot also use funding source B to match funding source A. 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 and 100 percent for ESG funded projects.

## **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 influences 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). Records must demonstrate 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.

### **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 at the time of project intake.

### **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 III: Eligibility Criteria to Apply**

This section includes the eligibility criteria for Applicants.

#### **Non-Profit and Local Government agencies seeking funding for New or Renewal 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 3 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
- Must have a Unique Entity Identifier (UEI)
- A financial accounting system of record.

#### **INELIGIBLE APPLICATIONS**

- Applicants without an existing Transitional Housing contract with HSN and did not attend one of the Transitional Housing RFA Q&A Workshops
- Proposals received after the stated due date and time
- Proposals received from agency not eligible to apply
- The RFA Application is not signed by an agency official designated to execute contracts
- Proposals that are completely and/or mostly handwritten.
- Proposals that do not meet criteria outlined in Section IV (Eligibility Criteria to Apply)
- Proposals that do not include all required documents as stated in Section V (Project Proposals Requirements) of this RFA for applicable project submission
- Proposals that exceed stated page number maximums in any section as indicated in this RFP
- 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.

### **SECTION IV: Project Proposal Requirements**

- The RFA 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 RFA. 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.** (57 points)
3. **CoC Involvement and Engagement** (15 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 2024 and/or 2025 Point in Time Counts
4. **Project Performance, Cost-Effectiveness and Alignment with System Performance Measurement Initiatives** (50 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.

5. **Program and Financial Management** (9 points) – Answer all questions regarding audits, 990, and other financial management questions in this section.
6. **Budget** (75 points) – The budget template is attached to the RFA as an excel spreadsheet. Please complete your budget in the excel template form and attach to your submission. Depending on your project details you may request, and should complete spreadsheet tabs for:
  - Leasing – Structures
  - Leasing – Housing Units at Fair Market Rate
  - Leasing – Housing Units at less than Fair Market Rate
  - Support Services Staff
  - Other Support Services
  - Operations Staff
  - Operation Expenses
  - HMIS

The Expense Summary Chart will auto-populate

Please complete Line 1 and Line 2 of the Income Summary Chart

7. **Matching Funds** (5 points)
8. **Lived Experience Participation** (9 points) – answer all questions

**9. Project Description Narratives (204 points)** – Complete narrative responses using the fillable form.

*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 V: Funding Priorities**

### **HUD's System Performance Measures**

If data for Transitional Housing 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 VI: Proposal Evaluation and Selection**

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

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

Proposals will be reviewed by 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 the scoring listed in Section IV.

### Phase 3 – Ranking and Selection Process

Proposal scores will be reviewed by the CoC Ranking and Review Committee which will develop a slate of agencies to participate in Transitional Housing projects. 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 or board members of an applicant agency that would benefit from the proposed project.

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) projects not recommended for funding at this time. Projects that are conditionally awarded will be considered for appropriate funding opportunities if such funding is received by HSN.

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.

#### Phase 4 - 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: RFA Documents and Attachments**

The issuance of HSN's 2025 Universal Transitional Housing RFA includes the following documents listed below.

- HSN 2025 Universal Transitional Housing RFP
- HSN 2025 Transitional Housing Application (fillable Word document)
- HMIS Related Requirements
- Federal Certification Regarding Lobbying
- Federal Certification Regarding Debarment and Suspension

**The completed submission in response to HSN's 2025 Universal Transitional Housing RFA must include the following threshold attachments listed below.**

- Completed Section 1 of Application, signed by authorized party
- Application with completed Sections 2-5 and 7- 9
- Excel budget spreadsheet
- Federal Certification regarding Lobbying
- Federal Certification regarding Debarment and Suspension
- 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
- Most Recently Submitted Federal Form 990 – not required of local governments
- Most Recent Financial Audit including Supplementary Information and Other Reports and The Management Letter – not required of local governments
- Current List of Board of Directors
- Current Organizational Chart
- Current Organizational Budget
- Documentation of Site Control if applicable