

# Utah Homelessness Council (UHC)

## Agenda Item 5.a. - Executive Summary

### Purpose:

- Decision
  - Informational
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**Meeting Date:** February 8, 2024

**Subject:** FY25-FY27 State Homeless Funding (SHF) Request for Grant Application Process (RFGA)

**Submitted by:** Office of Homeless Services (OHS)

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### RELATED DOCUMENTS

- Attachment A - Funding Formula Summary and Outcomes \*
- Attachment B - RFGA Timeline
- Attachment C - LHC RFGA Preparation Checklist (Distributed to LHCs in December)

### STAFF RECOMMENDATIONS

OHS recommends the approval of the proposed formula to be adopted for the FY25-FY27 SHF RFGA, Attachment A. OHS is currently planning for approximately \$29 million to flow through the formula, however, final funding amount is subject to change based on funding availability.

### SUMMARY

OHS is preparing to release the FY25 - FY27 SHF RFGA to contract with agencies across the state to provide services under the following project types:

- Emergency Shelter (ES)
- Rapid Rehousing (RRH)
- Homeless Prevention (HP)
- Street Outreach (SO)
- Transitional Housing (TH)
- Permanent Supportive Housing (PSH)
- Other projects that do not fit within the aforementioned project types (Other)

The RFGA will include approximately \$29 million that can be committed throughout this process (Attachment B). OHS incorporated feedback from the April 26, 2023, Utah Homelessness Council (UHC) meeting and following Utah Homeless Network (UHN) Steering Committee meetings to inform changes to the RFGA process including:

- The UHN adoption of a funding formula (Attachment A)

- Local Homeless Council (LHC) planning has been able to incorporate formula outcomes.
- LHC planning has been able to include conversations around which project types are most needed in their community.
- Implementation of a Continuum of Care (CoC) Collaborative Applicant-Led Process (Attachment C)
- UHC recommendation to award contracts for a period of three-years (one year, with two potential renewals)
- UHC recommendation to simplify the application process focused to be focused on accountability (performance measures), LHC/CoC needs, and alignment with the LHC's strategic plans.

The State Homelessness Coordinator, OHS staff, and members from the UHN met in June and August 2023 to work through formula options and prioritize improvements to the RFGA to be a more collaborative process amongst the LHCs. The UHN adopted a funding formula during the November 8, 2023 public meeting for the FY25-FY27 RFGA process. Funding formula amounts are organized by LHC and have been utilized for LHCs to begin planning around (Attachments A and C).

#### **FUNDING SOURCE INFORMATION**

- Emergency Solutions Grant (ESG)
- Temporary Assistance for Needy Families (TANF)
- Homeless Services Dedicated (HSD)
- Pamela Atkinson Homeless Trust Fund (PAHTF)
- Homeless to Housing (H2H)

## Attachment A: Funding Formula Summary and Outcomes

In alignment with the desire of the Utah Homelessness Council (UHC) to ensure funding administered by the Office of Homeless Services is distributed equitably throughout the state, The Utah Homeless Network (UHN) Steering Committee adopted an allocation formula for the FY25-FY27 SHF RFGA process during its November 8, 2023 public meeting. This data-driven formula draws on multiple data sources to consider the prevalence of literal homelessness in a community, the existing response system, and people in the community who are experiencing poverty and thus likely to be at risk of homelessness and is designed to align with the goals defined in Utah's Plan to Address Homelessness. The formula distributes funding as follows:

- 40% of funding based on the LHC's unsheltered and sheltered point-in-time (PIT) data
- 50% of funding based on the LHC's housing inventory count (HIC) data
- 10% of funding based on local poverty data

The formula distributed the \$29,136,804 anticipated to be available for this RFGA as follows.

| LHC          | Formula Portion |
|--------------|-----------------|
| Bear River   | \$1,083,779     |
| Carbon/Emery | \$191,853       |
| Davis        | \$543,702       |
| Grand        | \$169,489       |
| Iron         | \$517,701       |
| Mountainland | \$1,991,143     |
| Salt Lake    | \$19,652,698    |
| San Juan     | \$167,327       |
| Six County   | \$316,678       |
| Tooele       | \$346,961       |
| Uintah       | \$266,782       |
| Washington   | \$1,156,780     |
| Weber        | \$2,731,912     |
| Total        | \$29,136,804    |

## Attachment B: FY25-FY27 State Homeless Funding (SHF) Request for Grant Applications (RFGA) Timeline

|                  |  |
|------------------|--|
| January 19, 2024 | Local Homeless Council (LHC) established project types due to OHS  |
| February 1, 2024 | LHC established evaluators due to OHS                              |
| End of February  | SHF RFGA release   |
| Early March      | Letters of Intent due  |
| Early March      | Required Pre-Bidders Meeting for Applicants                        |
| End of March     | RFGA applications due  |
| Early April      | Review Committee Orientation                                       |
| April            | Reading and scoring  |
| End of April     | Scores finalized and sent to CoC Collaborative Applicant           |
| April 24, 2024   | UHN-Review CoC Collaborative Applicant Recommendations for the UHC |
| May 9, 2024      | UHC-Review UHN recommendations and vote on final awards            |
| July 1, 2024     | FY25 SHF contract start date                                       |

*In preparation for the OHS FY25-FY27 funding opportunity, please see the below list outlining responsibilities for the LHC, CoC, and Office of Homeless Services (OHS).*

This process will determine awards and potential renewals for a three year contract cycle. The RFGA will include \$29m in annual awards which will run through the UHN approved formula. The awarded totals will not change throughout FY25-FY27. Projects need to be online with FY25 expenses in order to apply.

Similar to federal CoC funding processes, LHCs may include Tier I and Tier II funding recommendations to the CoC collaborative applicant representative.

|  |
|--|
| <p><b>Tier I</b><br/>recommended for funding from the initial funding availability</p> |
| <p><b>Tier II</b><br/>used for unused or increased funding</p>                         |

Both Meredith Vernick and Peggy Green will serve as your points of contact for questions related to the upcoming RFGA. A Q&A document has been created for LHCs to use and reference throughout the planning process. Please find the document [here](#).

### LOCAL HOMELESS COUNCIL ACTION ITEMS

**Communication.** Begin communicating as an LHC around formula determined portions (LHC’s can view their FY25-FY27 totals [here](#). This formula was approved during the [November 8, 2023 UHN meeting.](#))

**Public announcement.** Consider what community based meetings (e.g. City Council Meetings) the LHC can attend to further communicate funding availability. This step should accomplish sharing information with your entire community regarding the funding availability.

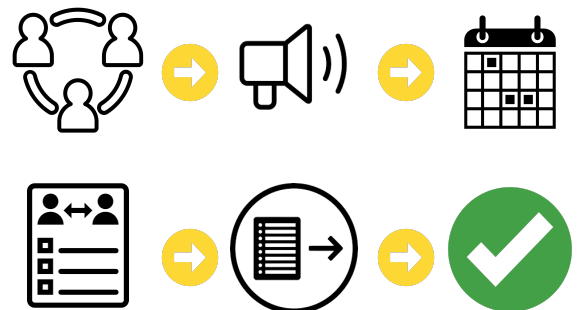
**Schedule a meeting.** Establish project types the LHC needs to fund (*OHS priorities are Emergency Shelter and projects receiving federal funding requiring match such as CoC. LHCs do not need to rank project types, rather only identify which project types need to be funded in this 3 year contract cycle.*) The published RFGA by OHS will include the statewide priorities of Emergency Shelter and [federal match](#) plus it will include each LHC’s project type priorities. Each LHC must determine which project types need to be prioritized by **January 19, 2024** and communicate the finalized list via email to [peggygreen@utah.gov](mailto:peggygreen@utah.gov) and [mvernick@utah.gov](mailto:mvernick@utah.gov). (e.g. Bear River LHC would like to prioritize HP and RRH in addition to OHS priorities of ES and Federal Match)

**Establish evaluators.** Who will be responsible for reading and scoring? There is a minimum requirement of (4) evaluators per evaluation committee. The CoC

collaborative applicant representative and OHS staff must be two of the four evaluators at the LHC level. Report to CoC collaborative applicant representative(s) once confirmed, collaborative applicants must report to OHS by **February 1, 2024**. Evaluators cannot have conflicts of interest, including cannot be applicants for this RFGA. (*See ‘Conflict of Interest’ form at the end of this document*)

**Recommendations.** After reading and scoring, the four (4) evaluators will recommend amounts and projects to be funded and report back to the CoC’s collaborative applicant representative. These recommendations will be presented to the UHN for approval in preparation for the UHC meeting in May.

- BOS-Peggy Green, [peggygreen@utah.gov](mailto:peggygreen@utah.gov)
- MTL-Heather Hogue, [heatherh@unitedwayuc.org](mailto:heatherh@unitedwayuc.org)
- SLC- Tarra McFadden & Katie Zimmerman, [TMcFadden@slco.org](mailto:TMcFadden@slco.org) and [KatZimmerman@slco.org](mailto:KatZimmerman@slco.org)



# PREPARATION CHECKLIST

## FY25-FY27 RFGA

### COC ACTION ITEMS

- Be involved in above listed LHC action items without jeopardizing the autonomy of the LHC.
- Consider what communication and support you will lend to the LHC action items (open office hours, education, Q&A page, technical assistance)
- Each LHC will need a minimum of four (4) evaluators, this is a collaborative applicant led process. Therefore, the collaborative applicant representative must participate in the reading and scoring process.
- Report to OHS who the evaluators will be for each LHC. Please report confirmed evaluators back to Peggy Green and Meredith Vernick via email ([peggygreen@utah.gov](mailto:peggygreen@utah.gov) and [mvernick@utah.gov](mailto:mvernick@utah.gov)) by February 1, 2024.
- After application scores are finalized, review LHC recommendations to take to the UHN public meeting for approval.

### OFFICE OF HOMELESS SERVICES ACTION ITEMS:

- Create, publish and run the RFGA.
- Communicate with LHCs and CoCs once RFGA is live.
- Participate in reading and scoring of applications within each LHC group.
- Coordinate with the CoCs on the LHC leadership action items listed above.
- Read for minimum threshold requirement, prior to evaluators reading and scoring.
- Support CoC collaborative applicant representatives during UHN meeting to present recommendations for final approval to the UHC.
- Develop contracts upon UHC approved awards.

### ESTIMATED TIMELINE

| Friday, January 19, 2024  |                      |   |   |
|---|----------------------|---|---|
| LHC Project Type Priorities due to Peggy Green and Meredith Vernick ( <a href="mailto:peggygreen@utah.gov">peggygreen@utah.gov</a> and <a href="mailto:mvernick@utah.gov">mvernick@utah.gov</a> )       |                      |   |   |
| Thursday, February 1, 2024  | End of February 2024 | Beginning of March                            | Beginning of March                          |
| Evaluators Confirmed for all LHCs due to Peggy Green and Meredith Vernick ( <a href="mailto:peggygreen@utah.gov">peggygreen@utah.gov</a> and <a href="mailto:mvernick@utah.gov">mvernick@utah.gov</a> ) | <b>RFGA Release</b>  | ★<br><b>Required</b><br>Letters of Intent Due | ★<br><b>Required</b><br>Pre-Bidders Meeting |
| APPLICATIONS DUE END OF MARCH   |                      |   |   |
| Early April   | Early April          | May 9, 2024                                   | After UHC meeting                           |
| Review Committee Orientation  | Reading and Scoring  | UHC Presentation for Final Approval           | Intent to Award Notices                     |
| Contract Development May-July 2024  |                      |   |   |

## FY25-FY27 State Homelessness Funding Grant

### REQUEST FOR GRANT APPLICATIONS (RFGA) CONFLICTS OF INTEREST AND CONFIDENTIALITY

Your willingness to participate as an RFGA evaluation committee member or collaborator in the RFGA process is an integral part of the procurement process.

Your designation as an RFGA evaluation committee member or RFGA collaborator requires that you fully understand the policies regarding potential conflicts of interest and the confidential nature of the applications and all that is contained therein. Under Utah Administrative Code R33-24-101, "unlawful conduct shall be governed in accordance with the requirements set forth in Sections 63G-6a-2401 through 2407" of the Utah Procurement Code. Utah Administrative Code R33-24 provides additional requirements and procedures and must be used in conjunction with the Utah Procurement Code.

**Confidentiality.** The competitive procurement process and the obligations imposed by Utah law require the State to ensure the competitive process operates in a fair and equitable manner. As an RFGA evaluation committee member or collaborator, you may have access to information not generally available to the public and are charged with special professional and ethical responsibilities. This information may include information about applicants that is to be used only during the evaluation process, and for discussion only with fellow RFGA evaluation committee members. You shall not communicate the evaluation, scoring, or status of any application or business entity at any time prior to, during, or after the procurement process. You shall not use information obtained as an RFGA evaluation committee member or collaborator for either personal benefit, monetary or otherwise, or disseminate any portion of any application at any time prior to, during, or after the procurement process.

**Conflict of Interest.** A conflict of interest or the appearance of a conflict of interest may occur if you are directly or indirectly involved with an organization that has submitted an application for evaluation. Prior to reviewing any applications, you must inform the Department of Workforce Services (DWS) of any potential conflicts of interest. If you become aware of any potential conflict of interest as you review an application, you must immediately notify DWS. You may be disqualified as an RFGA evaluation committee member or collaborator if you conduct yourself in a way that could create the appearance of bias or unfair advantage with or on behalf of any competitive applicant, potential applicant, agent, subcontractor, or other business entity, whether through direct association with contract representatives, indirect associations, through recreational activities or otherwise. A conflict of interest includes, but is not limited to:

1. Participation in social activities with a grantee that interferes with the proper performance of an evaluation committee member or collaborator's duties.
2. Participation in social activities with a grantee that would appear to a reasonable person to undermine the evaluation committee member or collaborator's independence, integrity, or impartiality.
3. Participation in a social activity prohibited under R33-24-104(1), or a close personal relationship with a grantee.
4. A situation in which the potential exists for an evaluation committee member or collaborator's personal financial interests, or for the personal financial interests of a family member, to influence, or have the appearance of influencing, the evaluation committee member or collaborator's judgment in the execution of the evaluation committee member or collaborator's duties and responsibilities when conducting a procurement.
5. Participating in a procurement process relating to an evaluation committee member or collaborator, or a family member of the evaluation committee member or collaborator, or relating to any entity in

which the evaluation committee member or collaborator, or a family member of the evaluation committee member or collaborator is an officer, director or partner, or in which the evaluation committee member or collaborator or a family member of the evaluation committee member or collaborator owns or controls 10% or more of the stock of such entity or holds or directly or indirectly controls an ownership interest of 10% or more in such entity.

6. Participation in any discussions or decisions relating to the procurement, contracting, or administration process if the evaluation committee member or collaborator has any type of personal relationship, favoritism, or bias that would appear to a reasonable person to influence the evaluation committee member or collaborator's independence in performing assigned duties and responsibilities relating to the procurement process.
7. A personal relationship, favoritism, or bias toward any individual, group, organization, or grantee responding to an RFGA. It is not a violation to have a professional relationship or social acquaintance with a person or grantee responding to a solicitation provided that the relationship does not result in favoritism or bias, or the appearance of favoritism or bias, that would appear to a reasonable person to influence the evaluation committee member or collaborator's independence in performing assigned duties and responsibilities relating to the procurement process.

In the event that a conflict, a potential conflict, or the appearance of a conflict exists, the evaluation committee member or collaborator shall promptly notify DWS and DWS shall take the appropriate action, which may include removal of the evaluation committee member or collaborator from the procurement or contract administration process that is affected.

To assure the integrity of the RFGA process, all RFGA evaluation committee members and collaborators are required to complete the RFGA Conflict of Interest/Confidentiality Statement.



## RFGA CONFLICT OF INTEREST/CONFIDENTIALITY STATEMENT

I, \_\_\_\_\_, as a member of the RFGA evaluation committee or as a collaborator for Request for Grant Applications, Solicitation No. 25-DWS-S0001for (FY25-FY27 State Homelessness Funding Grant) will perform the evaluation under the guidelines, procedures and requirements provided by the Department of Workforce Services.

Further, I represent as follows:

1. I, to the best of my knowledge, do not participate in social activities with applicants or grantees that:
  - a. will interfere with the proper performance of my duties;
  - b. will lead to unreasonably frequent disqualification of me from the procurement process;  
or
  - c. would appear to a reasonable person to undermine my independence, integrity, or impartiality.
2. I, to the best of my knowledge, do not have a conflict of interest with applicants or grantees in which the potential exists for my personal financial interests, or for the personal financial interests of a family member, to influence, or have the appearance of influencing my judgment in the execution of my evaluation committee duties and responsibilities.
3. I have not received any compensation from any employee, consultant, or anyone working for any applicant or grantee currently responding to a solicitation or who currently has a contract with DWS.
4. I will not participate in any discussions or decisions relating to this RFGA, if I have any type of personal relationship, favoritism, or bias that would appear to a reasonable person to influence my independence in performing my assigned evaluation committee duties and responsibilities or prevent me from fairly and objectively evaluating an application.
5. I will conduct the evaluation in a manner that ensures a fair and competitive process and avoids the appearance of impropriety.
6. I understand that all information contained in the applications and information regarding the evaluation process is protected and cannot be released or discussed in any manner with other applicants or individuals not involved in the evaluation process. I agree that I will not discuss or share any information provided in the applications or interviews with anyone other than the evaluation committee members and DWS prior to the completion of the evaluation and selection process and I will not discuss or disseminate the deliberations of the evaluation committee, the basis for the selection, or any information identified as protected.
7. I understand that any materials printed for the purposes of reading and scoring applications will be properly disposed of. Applications and any paper material generated therefrom, such as copies, photo impressions, computer printouts, notes, and work papers must be destroyed by shredding. Hand tearing, recycling, or burying in a landfill are unacceptable methods of disposal.
8. I have read and understand the Utah Procurement Code and the applicable Utah Administrative Code rules concerning possible conflicts of interest and I understand that I am subject to the Utah Procurement Code and the applicable rules of the Utah Administrative Code at all times during my assigned evaluation committee duties and responsibilities, and the subsequent administration of the awarded contract(s).

I have read this document and understand my obligations as explained herein. I further understand that I must immediately advise DWS, in writing, if a conflict currently exists or arises during my term of service as an RFGA evaluation committee member. I further understand that I must sign and deliver this statement to DWS prior to participating in the evaluation process.

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applications to be evaluated: