

**Homelessness & Housing Alliance Okaloosa Walton Homeless Continuum of Care**

**FL-505**

**Funding Process and Request for Proposals due August 28, 2023**

**The U.S. Department of Housing and Urban Development (HUD) recently released the FY 2023 Notice of Funding Availability (NOFA) for HUD’s Continuum of Care Program Competition FR-6700-N-25.**

Homelessness & Housing (HHA) serves as the Collaborative Applicant for the Okaloosa Walton Homeless Continuum of Care (FL-505). As the Collaborative Applicant, HHA is accepting proposals for projects that wish to use CoC Program Homeless Assistance funding from HUD. This notice serves as an overview of the process and opportunity to apply for funds.

The CoC Program (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by non-profit providers, State, and local governments to quickly rehouse homeless individuals, families, persons fleeing domestic violence, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless; and to optimize self-sufficiency among those experiencing homelessness.

New and renewal project applications will be accepted and prioritized for funding by the Okaloosa Walton Homeless Continuum of Care Grant Review Committee. **The CoC encourages applications from applicants that have never previously received CoC funds as well as from applicants that are currently receiving or have in the past received CoC funds.** The CoC provides technical assistance to ensure that the process is accessible to all eligible applicants, including those who have not received CoC funds in the past. It is important to read this entire document, attachments, and HUD Program Guides including the NOFO before submitting an application to ensure all requirements are met.

**The Grant Review Committee will competitively rank projects on how they improve the performance of the local homeless assistance system and will reallocate funds to higher performing projects. This NOFO supports HUD’s Strategic Plan for Fiscal Years (FY) 2022-2026 to accomplish HUD’s mission and vision. HUD will pursue two overarching priorities focused on increasing equity and improving customer experience across all HUD programs. This year, HUD is putting an emphasis on prioritizing projects that support underserved communities, ensure access to and increase the production of affordable housing, promote homeownership, and advance sustainable communities. Please read the Review and Ranking Procedures attachment for more information on reallocating, ranking, and review. All projects must follow a housing first approach and agree to utilize One Way Home, the coordinated entry system. Please read this entire document and HUD’s NOFO.**

**Okaloosa Walton Homeless CoC has been notified by HUD that the below amounts are estimated for the upcoming funding cycle with a maximum of eligible funds to be applied for.**

- Annual Renewal Demand (ARD): \$691,397
- Anticipated Tier I amount: \$642,999
- Anticipated Tier II amount: \$48,398
- Bonus Project amount: \$49,355
- DV Bonus Project amount: \$70,507

**Eligible project applicants:**

- Nonprofit organizations

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- States
- Local governments
- Public housing agencies
- For profit organizations are NOT eligible to apply for grants or to be sub-recipients of grants

**Newly proposed and renewal projects will be accepted for the following eligible projects:**

**ELIGIBLE PROJECTS:** ALL PROJECTS SHOULD APPLY FOR ONE YEAR GRANT TERMS.

1. Permanent Supportive Housing projects may apply for projects that will serve 100 percent chronically homeless households.
2. Renewal PSH projects (Additional items outside ESNAPS are required and must be verified by HHA). See Scoring Tool in Scoring Process.
3. Renewal HMIS project for the costs that can only be carried out by the HMIS Lead for a maximum amount of \$52,552 (will be ranked #1 to meet HUD reporting requirements)
4. Permanent Housing -Rapid Rehousing (PH-RRH) that serve homeless households including unaccompanied youth
5. Rapid-Rehousing (PH-RRH) for survivors of domestic violence, stalking, and dating violence.
6. Supportive Services Only-Coordinated Entry for the Coordinating Entity.

*Beginning with the FY 2017 CoC Program Competition, HUD allows project applicants to apply for a new expansion project under the reallocation process or bonus in order to expand existing eligible renewal projects that will increase the number of units in the project or allow the recipient to serve additional persons. HUD has clarified that the component type for the existing project and the new expansion project must be identical (e.g., an existing PSH project may only apply for a PSH expansion, an existing RRH project may only apply for a RRH expansion). Projects may not apply for an expansion to replace other funding sources. Applicants seeking funding for an expansion project should complete the relevant section of this application.*

**DV Bonus:** For projects the CoC indicates it would like considered as part of the DV Bonus, HUD will award a point value to each project application combining both the CoC Application score and responses to the domestic violence bonus specific questions in the CoC Application using the following 100 point scale:

- 1.) For RRH component projects
  - a.) CoC score. Up to **50** points in direct proportion to the score received in the CoC application.
  - b.) CoC Collaboration with Victim Service Providers. Up to **10** points in direct proportion to the score received on the following rating factors in the application: section V.B.1.e, section V.B.2.c, and section V.B.3.b.
  - c.) Need for the project. Up to **10** points based on the extent the CoC quantifies the need for the project in its portfolio, the extent of the need, and how the project will fill that gap.
  - d.) Quality of the Project Applicant Experience. Up to **15** points based on the previous performance of the applicant in serving survivors of domestic violence, stalking, sexual assault, and dating violence, and their ability to house survivors and meet safety outcomes.
  - e.) Demonstration of inclusion of victim-centered practices. Up to 8 points based on the quality of the project's plan to address the housing and safety needs of survivors by adopting victim-

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*centered practices (e.g., Housing First, Trauma-Informed Care, Confidentiality) in operating their project. Full points will be awarded to project applicants that can demonstrate they are already adopting victim-centered practices.*

- f.) *Demonstration of plan to include survivors with lived expertise. Up to 7 points based on the project's ability to demonstrate its plan to involve survivors in policy and program development throughout the project's operation.*

*DV Bonus funding may be used to expand an existing renewal project that is not dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking who meet the definition of homeless in paragraph (4) of 24 CFR 578.3 or section 103(b) of the McKinney-Vento Homeless Assistance Act, so long as the DV Bonus funds for expansion are solely for additional units, beds, or services dedicated to persons eligible to be served with DV Bonus funding.*

**Per CoC policy HHA's HMIS renewal project will be ranked number 1 in order to ensure all HMIS and reporting requirements are met for our CoC.**

**Critical Deadlines:**

- Virtual applicant workshop on August 9, 2023 at 9:00AM CST.
- Project Applications submitted to HHA in E-Snaps and one hard copy by 5:00 PM on August 28, 2023.
- Applications reviewed for completeness and submitted to Grant Committee August 31, 2023.
- Review Committee Meeting September 7, 2023.
- Rankings to CoC Board for approval September 11, 2023 (Results posted on [www.hhalliance.org](http://www.hhalliance.org))
- All project applicants advised of acceptance/rejection September 11, 2023.
- Consolidated application and Priority Ranking posted to website on September 21, 2023.
- Consolidated Application to be submitted on or before September 26, 2023.

Prior to submitting an application, applicants should ensure that they meet the following threshold criteria:

- 1) Must propose an eligible activity for an eligible homeless population (see page 2 eligible projects)
- 2) Must be an eligible contractor for federal funds with a current SAM certification and current tax exempt status
- 3) Must not propose to use HUD funds to supplement current funding.
- 4) Must be able to provide the following information:
  - a.) Signed authorization to apply for CoC funding and agreeing to all items in next section
  - b.) Most recent IRS 990 or audit report and auditor's management letter
  - c.) IRS 501(c)(3) designation letter
  - d.) Current board roster
  - e.) Copies of code of conduct/ethics, conflict of interest, organizational chart, and personnel, procurement, and accounting procedures
  - f.) Match letter for 25% of the applied amount subtracting leasing if applying for PSH
  - g.) Any other requested documents described in Scoring Tool

**Requirements: All applicants will certify in writing to the following:**

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- Submit program data and participate in the Homeless Management Information System (HMIS) or have an equivalent system and submit de-identified data to HMIS if a domestic violence provider. Applicants must agree to adhere to HMIS policies and pay required HMIS fees (3% of grant award). This is an allowable cost and should be included in the budget.
- Follow FL-505 Written Standards
- Participate in One Way Home, coordinated entry system, and accept referrals that prioritize the most vulnerable from the Supportive Housing Registry maintained by HHA.
- Be a member in good standing, membership dues must be current at time of submittal
- Participate in all CoC activities and attend 75% or more CoC meetings.
- Applicants must ensure and demonstrate that they understand the Conflict of Interest guidelines found in CFR 578.95 (b)(c)(d) and are free of any conflicts in interest.
- Attend trainings, conferences, webinars, or other technical assistance HUD or the CoC provides regarding CoC Program funds, Racial Equity, Equal Access Rule, and the administration of those funds as needed. HUD annual training is mandatory attendance for project applicants.
- Agencies that are awarded CoC Program funds are to be monitored and evaluated at a minimum of annually by the Continuum of Care. The data results and outcomes of the monitoring and evaluations will be shared with the Grant Committee. The Grant Committee will utilize the evaluations, data, and outcomes, in the decision-making process for future applications. Agencies are required to allow at least one annual site-visit by HHA or CoC designated monitor.
- Promote geographic diversity of programs throughout our CoC by covering both counties.
- **Agencies that serve survivors of domestic violence are encouraged to apply and are exempt from having to utilize the HMIS, however they will need to agree to participate in One Way Home and provide data from a comparable database.**

To be eligible for funding under this NOFO, project applicants must meet all statutory and regulatory requirements in the Hearth Act of 2009, the CoC Program Interim Rule (24 CFR part 578), the FY2023 CoC Program NOFO, the FY2019 HUD General Section NOFA, and any HUD published CoC Program New Project Application Guidance. You can find these documents at [www.hudexchange.info](http://www.hudexchange.info).

Policy Priorities: Found in NOFO on page 7-9

1. Ending homelessness for all persons
2. Using a Housing First approach
3. Reducing Unsheltered Homelessness
4. Improving System Performance
5. Partnering with Housing, Health, and Service Agencies
6. Racial Equity
7. Improving Assistance to LGBTQ+ Individuals
8. Persons with Lived Experience
9. Increasing Affordable Housing Supply

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CoC Program Provisions: Found in NOFO on page 23-24

### 1. Performance-Based Decisions

Appropriations Act:

- a. Requests for new CoC project applications are not allowed, unless the CoC evaluates and competitively ranks projects based on how they improve system performance as outlined in Section V.B.2.b of this NOFO;
- b. HUD will prioritize funding for CoC's that have demonstrated the capacity to reallocate funding from lower to higher performing projects.

**ALL PROJECT APPLICANTS MUST COMPLY WITH Administrative, National, and Departmental Policy Requirements found in NOFO on pages 111-113**

All agencies interested in applying for CoC Program funds should read the NOFO on HHA's website [www.hhalliance.org](http://www.hhalliance.org) or at HUD's website

### Applicant Workshop:

All those interested in applying for the HUD CoC program may should attend the grant workshop. Please submit questions regarding the application to [crystal@hhalliance.org](mailto:crystal@hhalliance.org) prior to the Workshop. The Workshop will include reviewing the application, eligibility requirements, funding requirements including prioritizing most vulnerable, chronically homeless and other populations, bonus projects, and housing first. HMIS requirements will be reviewed but no HMIS end user training will take place during the Workshop. All other questions and concerns that are submitted via email will be addressed.

The Workshop will be hosted via Microsoft Teams on August 9, 2023 at 9:00 AM CST.

See Invite:

## Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 287 832 096 376

Passcode: fmXNWi

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### Submittal:

All project applications must be submitted in ESNAPS as well as one hard copy HAND-DELIVERED to HHA Admin office located at 906 Mar Walt Drive, Unit G, Fort Walton Beach, FL 32547. **DO NOT MAIL.** Applications submitted through any other means will not be reviewed. The deadline for both submissions is August 28, 2023 by 5:00 PM CST. If applications are not received by that date and time, they will not be reviewed. Please make sure the hard copy contains all requested

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information. This RFP does request more than the application in ESNAPS requests. If you have any questions, please email [crystal@hhalliance.org](mailto:crystal@hhalliance.org)

Helpful Links:

<https://www.hudexchange.info/programs/coc/toolkit/program-components-and-eligible-costs/>

<https://www.hudexchange.info/programs/coc/toolkit/grant-administration/>

<https://www.hudexchange.info/programs/e-snaps/>

<https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/>

*Scoring Process for FL-505 CoC Program*

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Scoring of applications will be completed by the Grant Committee, which is made up of CoC members who are not employed by or associated with any of the project sponsors applying for funds. The sole exception to this rule is HHA, which is a recipient of the HMIS grant, but is permitted to serve on the CoC Grant Committee because HMIS grants are automatically prioritized by the CoC in order to meet HUD HMIS requirements.

The Grant Committee will score submitted proposals according to objective criteria provided as part of the application process and will rank proposals in order according to scores. The committee will then consider overall HUD and CoC priorities and strategy to determine a final list of projects to be submitted to HUD, and the amounts of funding to be requested for each project. **Proposers will be notified in writing no later than September 11, 2023** of whether they will be included in the application to HUD and the amount to be allocated for each project. The list for selection shall be posted on the website of the Homelessness & Housing Alliance on that date. Applicants will also be notified in writing via email.

HUD expects each CoC to implement a thorough review and oversight process at the local level for new and renewal project applications submitted to HUD in the FY 2023. CoCs are expected to closely review information provided in each project application to ensure:

1. All proposed program participants are eligible
2. The information provided in the project application and proposed activities are eligible and consistent with 24 CFR part 578;
3. Each project narrative is fully responsive to the question being asked and that it meets all criteria for that question as required by NOFO
4. Data provided in certain parts of the project application are consistent; and
5. All required attachments correspond to the list of attachments in eSnaps that must contain accurate and complete information that are dated between May 1, 2023 and September 28, 2023.

**SCORING, RANKING AND SELECTION**

All complete, timely, and eligible applications will be scored by the CoC Grant Committee, using the scoring rubrics attached to this guidance. Please use the appropriate scoring tool as they vary depending on project type. Scores will determine each project's rank in the CoC's application to HUD, and rank will be the primary determinant of placement into Tier 1 and Tier 2. Scores may also be used to reject applications or to reduce budgets for low-scoring projects.

The scoring rubric evaluates past performance (of renewal applicants) and promotes best practices or practices that will improve our local response to homelessness and align our response with national policies and best practices. These include:

- Ending homelessness for all persons
- Using a Housing First approach

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- Reducing Unsheltered Homelessness
- Improving System Performance
- Partnering with Housing, Health, and Service Agencies
- Racial Equity
- Improving Assistance to LGBTQ+ Individuals
- Persons with Lived Experience
- Increasing Affordable Housing Supply

The process for considering projects will include the following:

- Meet threshold requirements
- Project scoring; and
- Responses to any requests for explanations or requests for more information from the Grant Committee

Once the committee completes the scoring and ranking, the committee will consider the CoC's priorities, whether the initial scoring is likely to result in any critical service gaps, whether grantees have a history of returning unspent funds to HUD and strategy related to Tier cut offs and HUD's selection process and may adjust budgets and produce the final ranking of projects to be included in the CoC application. The Committee's rationale for any adjustments must be recorded and made public with the published rankings.

Because HMIS is required for the CoC and must be funded, HMIS grants will receive the maximum score and be ranked #1. Our CoC encourages organizations to apply for all other eligible project types. All applicants or interested potential applicants are encouraged to attend the Applicant Workshop.

**August 9<sup>th</sup> Applicant Workshop (optional) 9:00 am. Please use the following link:**

## Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 287 832 096 376

Passcode: fmXNWi

[Download Teams](#) | [Join on the web](#)

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**The information shared during the Workshop will be sent via email and posted to the website on Thursday, August 10, 2023 for those applicants unable to attend due to scheduling conflicts, disability, or other impairments.**

Applicants not selected by the CoC to be included in the CoC submission may follow the Appeal Process in the Rank and Review Policy and Procedures but if the applicant is still not satisfied, they may appeal by submitting their *eSnaps* Solo Application directly to HUD.

**Applicants not selected may appeal directly to HUD following the appeal process in the NOFO.**



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**August 28, 2023 Deadline for Submittal of Complete Application for Rating and Ranking 5:00 pm CST.**

Complete applications include:

1. **eSnaps submittal** with following attachments uploaded:

- Documentation of agency 501(c)(3) status
- Match commitment letters (dated May 1, 2023 to September 28, 2023)

2. **Delivery of Hard Copy and CoC Required Documents to HHA, 906 Mar Walt Drive, Unit G, Fort Walton Beach, FL 32547.**

**The required documents are:**

- Signed authorization to apply for CoC funding on cover letter.
- Most recent audit report or 990
- IRS 501(c)(3) designation letter
- Current board roster
- Match letter
- The following agency policies: Code of Conduct and Conflict of Interest; Drug-Free Workplace; Affirmatively Furthering Fair Housing; Reasonable Accommodation and Accessibility for Persons with Disabilities; Nondiscrimination and Equal Employment; and Confidentiality.

**Threshold Requirements (if one or more of the following isn't met the application will not be scored):**

Was the Project properly entered into ESNAPS and delivered by 5:00 pm CST on August 28,2023?

Does the Project meet the Eligibility Threshold Requirements and was sufficient documentation provided and uploaded into ESNAPS proving eligibility?

Was the hard copy submitted to HHA complete according to the RFP and scoring tool for the appropriate project type?

Is the project an active member of the CoC and participating in CES?

**Evaluating Projects Submitted by Victim Service Providers:**

The following tool is specific to projects that only serve survivors of stalking, dating violence, domestic violence, and sexual assault.

SCORING FOR DV Bonus PROJECTS FOR FY2023 COC PROGRAM COMPETITION		
<p><b>PROGRAM DESIGN</b> 30 points <i>Source:</i> Project Application</p> <p>Must serve all areas of the CoC. These projects should all be low barrier to entry and utilize Housing First.</p>	Does the project align with CoC needs and enhance system wide performance? (up to 10 points)	<p>Project describes specific strategies to meet outcomes for this population: <b>Outcomes should include:</b> Does project application include and describe strategies and services that are designed to meet the needs of survivors of domestic violence when increasing access to employment and benefits that address issues or dangers posed by abusers How does the program seek to ensure rapid placement into permanent housing for families and individuals while addressing their safety concerns? How will project reduce the recidivism rates to DV and homelessness? (if strategies for these 3 outcomes are specified and accurate-10 points)</p> <p>If project describes partial strategies but meets community needs- 5 points</p> <p>If project does not meet community needs and does not describe ways to enhance system wide performance-0 points</p>
	Project describes how participants will be assisted to obtain and remain in housing (5 points)	Project describes in detail how participants will be assisted to stay in housing using evidence-based approaches including recovery, increasing employment, and improve overall well-being? -5 points
	Housing First/low-barrier + rapid placement in PH (up to 5 points) EVIDENCE-BASED	Project describes Housing First model; is low-barrier + participates in CES, rapid placement in PH—5 points
	Project description/scope includes safety planning, Trauma Informed Care, and other strategies specific survivors needs (up to 10 points)	Adequately describes project and is consistent with DV population and offers services and programs to meet the expected performance outcomes – up to 10 points

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<b>AGENCY EXPERIENCE and HISTORY OF PARTICIPATION</b> 22 points <i>Source:</i> Application; HHA verification of active members and CES MOU	Agency experience up to 10 points	5 or more years serving population or performing the proposed activities – 10 points  3 or more years serving population or performing the proposed activities – 6 points
	Experience with federal funds (up to 5 points)	Prior use of federal funds to operate 1 or more program(s) – 5 points
	Project participates in CoC and CES. (2 points)	Project is an active member of the CoC and participates in CES. <b>1 point for each verified by HHA.</b>
	Organization and management structure (up to 5 points)	Description demonstrates strong internal coordination & financial accounting – 5 points
<b>FINANCIAL</b> 25 points <i>Source:</i> Budget submittal, leverage letters/MOU/MOA,	Budget submission (up to 10 points)	Budget is accurate and complies with CoC Interim Rule, and cost effective –10 points  Budget is accurate but not specific and cost effective- 5 points  Budget does not align with project -0 points
	Match letter for 25%. (5 points)	Match letter included for eligible activities- 5 points  No letter-0 points
	Ability to maximize resources by having a plan to integrate and coordinate with other programs. (10 points).	Agency demonstrates the ability to link clients with other mainstream health, social services, and employment programs they may be eligible for. The narrative should include any written agreements with other programs or letters from other agencies should be attached.  If narrative describes plan but does not include written agreements or leverage letters-5 points  If agency doesn't demonstrate this ability-0 points
<b>PROGRAM &amp; DATA MANAGEMENT</b> 23 points <i>Source:</i> Application, agency policies and procedures	Performance measures (up to 5 points)	Proposed performance measure(s) are consistent with population served and CoC performance goals – 5 points
	Data Sharing (up to 5 points)	Describes how the project shares aggregate data from its database with the CoC, and what is the project's process to attain participants' informed consent to be included in this database-

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	Schedule & management plan (5 points)	Full points where there is a plan for timely and rapid start up (no later than 7/1/2024) and strong management
	Complete and compliant policies & procedures (up to 5 points)	Full points where all required policies and procedures are submitted and comply with HUD requirements
	Project includes the following activities: Transportation Follow-ups SSI/SSDI technical assistance	Full points for all 3. (1 point each)

**Outcomes for DV Projects:**

Does project application include and describe strategies and services that are designed to meet the needs of survivors of domestic violence when increasing access to employment and benefits that address issues or dangers posed by abusers?

How does the program seek to ensure rapid placement into permanent housing for families and individuals while addressing their safety concerns?

How will the project reduce the recidivism rates to DV and homelessness?

\_\_\_\_\_/100 Total

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SCORING FOR RENEWAL APPLICATIONS FOR FY2023		Points Allowed
COC PROGRAM COMPETITION		
<b>PROGRAM DESIGN</b> 20 points <i>Source:</i> Project Application, program monitoring, HMIS data, Policies submitted. <b>If less than 12 points here reallocation should be considered</b>	Cost efficient (up to 10 points) Over \$10,000- 0 points 8K -10K- 8 points Less than 8K-10 points <b>HHA will verify</b>	Is the overall cost per project participant less than the National Average \$10,000 per participant/unit? Total Budget divided by current capacity=
	Project data confirms it is designed to enhance system wide performance by reducing the # of households experiencing homelessness, length of time homeless, and increased housing placement and retention. Data confirms strategies used to improve system performance (20 point maximum) <b>HHA will verify</b>	# of extremely vulnerable housed from Supportive Housing Registry_____ 10 or more- 10 points 5-9- 5 points 1-4-0 points
		Length of time from referral to housing (average) Less than 30 days 5 points; 30-45 days 2 points, over 45 days 0 points
<b>PERFORMANCE</b> 25 points <i>Source: HMIS or APR</i> <b>If less than 18 points here reallocation should be considered</b> <i>HHA will verify</i>	Participants exited to permanent housing (subsidized or unsubsidized) (up to 10 points) Housing Stability (up to 6 points) Less than 85%-0 points	# of participants exited to PH over 5- 10 points 3-5 exited to PH-3 points Under 3-0 points 85% or more remained in PH – 6 points
	Income (up to 5 points)	55% or more of adults Increased income – 5 points 25%- 54% of adults increased income – 2 points Less than 25%-0 points
	Mainstream Benefits (up to 5 points)	90% or more of adults maintained or increased benefits – 5 points 80%-89% or more of adults maintained or increased benefits – 3 points Less than 80%-0 points
<b>FINANCIAL</b> 16 points <i>Source:</i> Match letters, Budget, program monitoring, <b>If not on target to spend down all funds reallocation should be considered</b>	Match (3 points if yes and 0 pints if no)	The project budget and application include a 25% match and the match funds align with the activities to be carried out.
	Budget-3 points	The project budget is descriptive, and all items are explained
	Drawdown rates (up to 5 points) HHA will verify Renewals will submit verification that Draw Downs are occurring at least quarterly.	Invoices monthly – 5 points Invoices at least quarterly - 1 point
	Spend Down (up to 5 points) HHA will verify Renewals will need to include a Draw	On target to spend at least 95% of grant – 5 points

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	Down amount for each category in the budget and submit to HHA.	
<b>DATA/ HMIS</b> 15 points <i>Source: APR, HMIS reports</i> <i>HHA will verify</i>	HMIS data quality (up to 10 points)	5% or less null/missing data – 10 points 6-10% null/missing data – 5 points
	Broad and full HMIS participation and coverage (5 points)	Enters quality and timely data for all housing and services for persons experiencing homelessness served and contributes quality data for all required reports including HIC, PIT, AHAR, and APR's.

\_\_\_\_\_/76 Points Total

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SCORING FOR NEW PSH PROJECTS FOR FY2023 COC PROGRAM COMPETITION		
<p><b>PROGRAM DESIGN</b> 35 points <i>Source:</i> Project Application</p> <p>Eligible projects must be scattered- site and serve all areas of the CoC. These projects should all be low barrier to entry and utilize Housing First.</p>	Does the project align with CoC needs and enhance system wide performance? (up to 10 points)	<p>Project describes specific strategies to reduce the number of persons experiencing homelessness, to reduce length of time homeless, and increase housing placement and retention rates (if strategies for these 3 outcomes are specified and accurate-10 points)</p> <p>If project describes partial strategies but meets community needs- 5 points</p> <p>If project does not meet community needs and does not describe ways to enhance system wide performance-0 points</p>
	Project describes how participants will be assisted to obtain and remain in housing (5 points)	Project describes in detail how participants will be assisted to stay in housing using evidence-based approaches including recovery, increasing income, and improve overall well-being? -5 points
	Housing First/low-barrier + rapid placement in PH (up to 5 points)	Project describes Housing First model; is low-barrier + prioritizes most vulnerable, rapid placement in PH—5 points
	<p>Cost efficient (up to 10 points)</p> <p>Over 10,000- 0 points</p> <p>Less than 10,000 (10 points)</p> <p>10-12,000 (5 points)</p> <p>Over 12,000 (0 points)</p> <p><b>NEW PSH PROECTS ONLY</b></p>	<p>Is the projected cost per project participant less than the National Average \$10,000 per participant/unit?</p> <p>Total Budget divided by projected number to be served=</p>
	Project description/scope uses evidence-based approaches and describes severity of needs(up to 5 points)	Adequately describes project and is consistent with population served and expected performance outcomes using evidence-based approaches – up to 5 points
	<p><b>AGENCY EXPERIENCE and HISTORY OF PARTICIPATION</b> 25 points <i>Source:</i> Application; HHA verification of active members, CES MOU</p>	
Experience with federal funds (up to 5 points)	Prior use of federal funds to operate 1 or more program(s) – 5 points	
Participates in One Way Home, HMIS, and understands the CoC (3 points)	Describes participation in the CoC and components of the CoC and has signed MOUS and agreements for participation: Yes – 3 points	
Organization and management structure (up to 10 points)	Description demonstrates strong internal coordination & financial accounting – 10 points	

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	Participation in CoC (up to 2 points)	Is an active member of the CoC, and participates in activities- 2 points
<b>FINANCIAL</b> 22 points <i>Source:</i> Budget submittal, leverage letters/written agreements,	Budget submission (up to 7 points)	Budget is accurate and complies with CoC Interim Rule, and cost effective –7 points  Budget is accurate but not specific and cost effective- 4 points  Budget does not align with project -0 points
	Match letter for 25%. Deduct leasing from the total proposed budget and agency must match 25% of that amount. (5 points)	Match letter included for eligible activities- 5 points  No letter-0 points
	Ability to maximize resources by having a plan to integrate and coordinate with other programs. (10 points).	Agency demonstrates the ability to link clients with other mainstream health, social services, and employment programs they may be eligible for. (10 points)  The narrative should include any written agreements with other programs or letters from other agencies should be attached.  If narrative describes plan but does not include written agreements or leverage letters-5 points  If agency doesn't demonstrate this ability-0 points
<b>PROGRAM &amp; DATA MANAGEMENT</b> 18 points <i>Source:</i> Application, agency policies and procedures	HMIS experience (up to 5 points)	Agency provides HMIS data on existing program(s) with 90% or higher data accuracy rate to HHA – 5 points
	Schedule & management plan (5 points)	Full points where there is a plan for timely and rapid start up (no later than 7/1/2024) and strong management
	Complete and compliant policies & procedures (up to 5 points)	Full points where all required policies and procedures are submitted and comply with HUD requirements
	Projects includes the following activities: Transportation Follow-ups SSI/SSDI	Full points for all 3. (1 point each)

\_\_\_\_\_/100 Points



Homelessness & Housing Alliance Okaloosa Walton Homeless Continuum of Care

FL-505

Funding Process and Request for Proposals due August 28, 2023

SCORING FOR NEW RRH PROJECTS FOR FY2023 COC PROGRAM COMPETITION		
<p><b>PROGRAM DESIGN</b> 30 points <i>Source:</i> Project Application</p> <p>Must serve all areas of the CoC. These projects should all be low barrier to entry and utilize Housing First.</p>	Does the project align with CoC needs and enhance system wide performance? (up to 10 points)	<p>Project describes specific strategies to reduce the number of persons experiencing homelessness, to reduce length of time homeless, and increase housing placement and retention rates (if strategies for these 3 outcomes are specified and accurate-10 points)</p> <p>If project describes partial strategies but meets community needs- 5 points</p> <p>If project does not meet community needs and does not describe ways to enhance system wide performance-0 points</p>
	Project describes how participants will be assisted to obtain and remain in housing (5 points)	Project describes in detail how participants will be assisted to stay in housing using evidence-based approaches including recovery, increasing income, and improve overall well-being? -5 points
	Housing First/low-barrier + rapid placement in PH (up to 5 points)	Project describes Housing First model; is low-barrier + prioritizes most vulnerable, rapid placement in PH—5 points
	Project description/scope includes severity of needs and evidence-based approaches (up to 10 points)	Adequately describes project and is consistent with population served and expected performance outcomes – up to 10 points
	Agency experience up to 10 points	<p>5 or more years serving population or performing the proposed activities – 10 points</p> <p>3 or more years serving population or performing the proposed activities – 6 points</p>
<p><b>AGENCY EXPERIENCE and HISTORY OF PARTICIPATION</b> 22 points <i>Source:</i> Application; HHA verification of active members and CES MOU</p>	Experience with federal funds (up to 5 points)	Prior use of federal funds to operate 1 or more program(s) – 5 points
	Project participates in CoC and CES (2 points)	Project is an active member of the CoC and participates in CES. <b>1 point for each verified by HHA</b>
	Organization and management structure (up to 5 points)	Description demonstrates strong internal coordination & financial accounting – 10 points

**Homelessness & Housing Alliance Okaloosa Walton Homeless Continuum of Care**

**FL-505**

**Funding Process and Request for Proposals due August 28, 2023**

<b>FINANCIAL</b> 25 points <i>Source:</i> Budget submittal, leverage letters/written agreements,	Budget submission (up to 10 points)	Budget is accurate and complies with CoC Interim Rule, and cost effective –10 points  Budget is accurate but not specific and cost effective- 5 points  Budget does not align with project -0 points
	Match letter for 25%. (5 points)	Match letter included for eligible activities- 5 points  No letter-0 points
	Ability to maximize resources by having a plan to integrate and coordinate with other programs (10 points)	Agency demonstrates the ability to link clients with other mainstream health, social services, and employment programs they may be eligible for. The narrative should include any written agreements with other programs or letters from other agencies should be attached.  If narrative describes plan but does not include written agreements or leverage letters-5 points  If agency doesn't demonstrate this ability-0 points
<b>PROGRAM &amp; DATA MANAGEMENT</b> 23 points <i>Source:</i> Application, agency policies and procedures	HMIS experience (up to 5 points)	Agency provides HMIS data on existing program(s) with 90% or higher data accuracy rate to HHA – 5 points (DV Projects exempt but will be scored on providing CoC with data through other ways)
	Schedule & management plan (5 points)	Full points where there is a plan for timely and rapid start up (no later than 7/1/2024) and strong management
	Complete and compliant policies & procedures (up to 5 points)	Full points where all required policies and procedures are submitted and comply with HUD requirements
	Project includes the following activities: Transportation Follow-ups SSI/SSDI	Full points for all 3. (1 point each)
	Performance measures (up to 5 points)	Proposed performance measure(s) are consistent with population served and CoC performance goals – 5 points

\_\_\_\_\_ /100 Points

## **Rank and Review Procedures & Reallocation Policies**

**FL-505 developed, adopted, and implemented the following in June 2017 at a membership meeting:**

*Rank and Review Procedures* are found in Section 1-4 of this document.

*Reallocation Procedures* are found in Section 5- 8 of this document.

*Scoring Processes* are described in detail in a separate document, Scoring Processes for FL-505, and change annually depending upon the NOFO and requirements contained within the NOFO.

These processes, policies, and procedures were developed and implemented based on the United States Department of Housing and Urban Development's Notice of Funding Opportunity for the CoC Program, input from Stakeholders, and 24 CFR 578. This document was voted on and approved by the CoC. Minor changes may occur in formatting, dates specific to the funding year, and additional requirements may be added if the NOFO requires it. Changes to the procedures do not change without Stakeholder approval.

### **Section 1. Eligibility**

Active members of the CoC are eligible to submit proposals for the HUD NOFA through the Collaborative Applicant (Homelessness & Housing Alliance). Active membership is described in Governance Charter, Annual Membership Campaign, and Written Standards.

Only eligible proposals will be ranked for inclusion in the CoC's consolidated application by the Grant Review Committee. Applications that do not meet the scoring threshold will not be reviewed. Low scoring proposals not scoring high enough will not be ranked on the Priority Listing. Eligibility is determined in federal regulation and the annual Notice of Funding Opportunity (NOFO) released by the United States Department of Housing and Urban Development.

All items regarding eligibility for applicants, including being an active member of the CoC will be included in the local Request for Proposals (RFP) that is publicly noticed, according to the timeline and requirements of the NOFO.

### **Section 2. Grant Review Committee (GRC)**

The CoC Board of Directors recruits between 3 and 5 members, without a conflict of interest for the Grant Review Committee, prioritizing members who have served as GRC members in the past or who have other relevant experience. The Committee will be composed of representatives from a cross-section of groups that have knowledge of federal/state contracts, homeless assistance system, and grant writing.

- Grant Review Committee members must sign a statement declaring that they have no conflict of interest.
- Members must be appointed every year and their eligibility verified.
- Members must be able to dedicate time for application review and committee meetings.
- Grant Review Committee members (3-5) are trained. The Grant Review Committee Training includes:
  - Information regarding homeless activities, needs, services, definitions and other issues that are pertinent to Okaloosa and Walton County residents
  - A background of HEARTH and the local process
  - The role of the Grant Review Committee Review of the scoring tools, applications, and resources

### **Section 3. Process for Rank and Review**

Grant Review Committee members receive eligible application proposals and scoring materials.

Prior to the Review meeting, all Committee members review all applications over a one-week period for HUD CoC funds. Members read projects, preliminarily score them, and note any questions/comments to discuss with applicants.

If the CoC staff have any knowledge that could lead HUD to deny granting funds to a project, they will share that information with the Review Committee. Applicants will be made aware of this rule at the Technical Assistance meeting.

The Review Committee meets to review and discuss each application together and to individually score them. CoC staff is present at the Committee meeting to record decisions of the Committee and any comments/ recommendations they have for applicants. ***\*This year the meeting may take place via Zoom.***

The Review and Rank Committee meeting can include a 15-minute question and answer session with each project applicant if needed.

Each applicant may receive the opportunity to make technical edits.

Applicants are asked to correct their applications before final submission to HUD.

The Committee discusses the merits of each proposal, scores the applications, and turns in score sheets to staff.

Overall raw scores are calculated by the Committee.

- The Committee considers adjustments for such issues as HUD incentives or requirements.
- The Committee considers proposal changes or project budget adjustments that may be required to meet community needs.
- The Review Committee determines the rank and funding levels of all projects.
- During deliberation, CoC staff will provide technical assistance by responding to questions of the Committee members, correcting technical inaccuracies if they arise in conversation, and reminding the Committee members of their responsibilities if they step outside their purview.
- Scoring results are delivered to applicants in writing with a reminder about the process.
- Applications which do not meet the threshold requirements will not be included in the Priority list, and therefore will not be forwarded to HUD for consideration.

***If more applications are submitted than the CoC has money to fund, the lowest-scoring applications will be ranked the lowest and rejected in the Priority List, and therefore will not be forwarded to HUD for consideration.***

#### **Section 4. Policies for Appeals**

##### **Reasons for appeals:**

- Applicants may appeal through the process below if they can:
- Prove their score is not reflective of the application information provided; or
- Describe bias or unfairness in the process, which warrants the appeal
- The application of any applicant agency which a) is unranked for submission to HUD, or b) receives decreased funding (i.e. projects receiving reallocated renewal funds) may appeal if justified.
- Based upon committee review, applicants that do not meet the threshold requirements are ineligible for an appeal.

All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed.

1. Appeals shall be filed in writing within 2 business days of notification of the CoC Grant Review Committee (GRC) decision.
2. The GRC shall within 1 business day review the appeal and uphold or deny the appeal in writing.
3. If the appeal is denied, the applicant may file the written appeal within 1 business day with the Coe Board of Directors Executive Committee.
4. The Executive Committee shall within 1 business day review the appeal and uphold or deny the appeal in writing.
5. If the appeal is again denied, the applicant may file the written appeal within 1 business day with the Board of Directors.
6. The Board of Directors shall within 1 business day review the appeal and make a final decision on the appeal in writing

### **Section 5. Reallocation Policy**

The purpose of the Grant Committee is to review and rank project applicants for CoC funding and other funding opportunities, evaluate project performance, decide scoring and prioritization criteria, the CoC application and other funding, and rank and tier projects for the Co application.

The CoC Grant Committee will consider partial or full reallocation of projects on at least an annual basis as part of the CoC application process. In addition, the committee shall determine when projects should be reallocated outside the CoC application process such as when new projects are required due to performance issues. The reallocation of lower performing projects, those that do not meet community needs, serve priority population, and those that do not have a significant impact on improving system-wide performance and do not play a critical role in crisis response.

#### **Decisions regarding full or partial reallocation will be made based on:**

- Project role in system performance such as successful exits to housing and housing retention, etc.
- Compliance issues (CoC and HUD), including whether the project is actually operating as housing first, low-barrier, and using coordinated entry
- Priorities of the CoC including the goal of ending and maintaining an end to veteran, chronic, family and youth homelessness
- Cost-effectiveness
- Utilization Rate
- Project Performance Data
- Historical spending balances in the past grant terms

**Reallocation may be voluntary, involuntary, partial, or full. The different types of reallocation are summarized in the next section.**

**Section 6. Voluntary/Involuntary Reallocation**

A recipient defined in 24 CFR 578.3, may voluntarily reallocate its existing project by reducing its projects annual renewal amount, as defined in 24 CFR 578.3, in whole or in part. If a project funded in the prior year does not submit an application by the deadline or chooses to no longer participate in the Coe program either as an agency or program type it will be considered a voluntary reallocation.

If a recipient chooses to voluntarily reallocate all or part of its renewal project the recipient should notify the CoC Collaborative Applicant 60 days prior to the end of the current grant term, if the annual Request for Proposals is posted the recipient should notify the Collaborative Applicant in writing within 15 business days of the release of the RFP.

**Section 7. Involuntary Reallocation**

Each year, the CoC will review each renewal applicant's performance against the priorities of the CoC and HUD. The CoC Grant Committee will evaluate all projects requesting funding under the CoC Program Competition and determine if any projects eligible for renewal should be reduced or eliminated to develop projects outlined in the annual Request for Applications .

A determination for involuntary reallocation will be based on evaluation of performance which is summarized below:

- Project performance, which takes into consideration the type of project and its performance relative to that type;
- Utilization and effectiveness, which factors bed/unit operating capacity and cost effectiveness relative to project type and population served; and
- Extent of participation in HMIS, including but not limited to, bed coverage and data quality.
- Project role in system performance such as successful exits to housing and housing retention, etc.
- Compliance issues (CoC and HUD), including whether the project is actually operating as housing first, low-barrier, and using coordinated entry
- Priorities of the CoC including the goal of ending and maintaining an end to veteran, chronic, family and youth homelessness
- Cost-effectiveness
- Utilization Rate
- Project Performance Data
- Historical spending balances in the past grant terms

### **Section 8. Voluntary Reallocation:**

CoC Program funds made available through involuntary reallocation may be used to develop one or more eligible new projects.

- Full reallocation if projects do not meet threshold review
- A threshold review will determine whether a project is subject to full reallocation in order to improve system-wide performance. The threshold review will include:
  - Meets or threshold levels for outcome performance
  - Supports system performance
  - Operates as housing first , low -barrier
  - Uses Coordinated Entry
  - Complies with HUD and CoC Standards
  - Meets threshold standards for cost effectiveness and utilization

Projects not meeting the above requirements will be subject to full reallocation

#### ***Partial Reallocation is warranted when***

- Projects may be recommended for partial reallocation based on review regarding
- Cost-effectiveness in ending homelessness or maintaining permanent supportive housing is poorer than other projects serving clients presenting a similar degree of challenges, even though the project meets threshold standards
- Utilization rate is poorer than other projects, even though the project meets threshold standards.

***Should no applicant request CoC Program funds to develop an eligible project, CoC funds made available through voluntary or involuntary reallocation will be available to the CoC Collaborative Applicant. The Collaborative Applicant will apply to HUD as the project applicant. If this occurs under involuntary reallocation the Collaborative Applicant will subcontract CoC program funds to the affected applicant(s) provided that the affected applicant make changes necessary to address project performance, improve utilization and/or effectiveness, and/or enhance participation in HMIS. If changes are not addressed and project performance does not improve the Collaborative Applicant will notify the sub recipient in writing that their contract is being terminated. The Collaborative Applicant will then have the responsibility to carry out the project or subcontract the funds to another agency.***