

Homelessness & Housing Alliance Okaloosa Walton Homeless Continuum of Care

FL-505

Funding Process and Request for Proposals for July 5, 2018

The U.S. Department of Housing and Urban Development (HUD) recently released the FY 2018 Notice of Funding Availability (NOFA) for HUD’s Continuum of Care Program Competition FR-6200-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 NOFA before submitting an application to ensure all requirements are met.

The CoC will competitively rank projects on how they improve the performance of the local homeless assistance system and will reallocate funds to higher performing projects. 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 NOFA.

Okaloosa Walton Homeless CoC has been notified by HUD that the amounts below are estimated for the upcoming funding cycle with a maximum of \$693,231 eligible to be applied for.

- Annual Renewal Demand (ARD): \$605,695
- Anticipated Tier I amount: \$569,353
- Anticipated Tier II amount: \$36,342
- Bonus Project amount: 36,342
- DV Bonus Project amount: \$51,194

Eligible project applicants:

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

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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 a maximum amount of \$553,143 for projects that will serve 100 percent chronically homeless households
2. 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)
3. Permanent Housing -Rapid Rehousing (PH-RRH) that serve homeless households including unaccompanied youth
4. Rapid-Rehousing (PH-RRH) for survivors of domestic violence, stalking, and dating violence.
5. Eligible renewal project applications will have the ability to consolidate two or more eligible renewal projects into one project application according to page 9 of the NOFA.

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.) Need for the project. Up to 25 points based on the extent the CoC is able to quantify the need for the project in its portfolio, the extent of the need, and how the project will fill that gap.
 - c.) Quality of the Project Applicant. Up to 25 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.

A CoC may apply to expand an existing project that is not dedicated to serving survivors of DV to dedicate additional units, beds, persons served, or services provided to this population.

The CoC reallocated funds to a new PSH project in the FY 17 competition and that project has not yet begun. No performance data is available to be reviewed at this time, so this project will be prioritized for the 2018 year only. 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.

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Critical Deadlines:

- Notice of Non-renewal due to HHA no later than July 10, 2018
- Applicant workshop at HHA office at 11:00am on July 18, 2018
- Project Applications submitted to HHA in E-Snaps and one hard copy by 4:30 PM on August 15, 2018.
- Applications reviewed for completeness and submitted to Grant Committee August 16, 2018
- Review Committee Meeting 1:00 PM, August 22, 2018
- Rankings to CoC Board for approval August 29, 2018 (Results posted on www.hhalliance.org)
- All project applicants advised of acceptance/rejection August 30, 2018
- Governing Board and CoC reviews rankings and application on September 11, 2018 at regular meeting
- Consolidated Application to be submitted on or before September 18th, 2018

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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

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

- 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
- Pay the minimum administrative fee of 3% of the total award amount to HHA (not due until awards are made). This fee will come out of admin portion of grant award and should be calculated into administrative budget.
- 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 and the administration of those funds as needed. HUD annual training is mandatory attendance for project applicants

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- 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 NOFA, 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 FY2018 CoC Program NOFA, the FY2018 HUD General Section NOFA, and any HUD published CoC Program New Project Application Guidance. You can find these documents at www.hudexchange.info

Policy Priorities: Found in NOFA

1. Ending homelessness for all persons
2. Creating a systemic response to homelessness
3. Strategically aligning and using resources
4. Use a Housing First approach

ALL PROJECT APPLICANTS MUST COMPLY WITH General Administrative Requirements on HUD's website

- Compliance with Fair Housing and Civil Rights Laws Non-tribal
- Equal Access to Housing in HUD programs regardless of sexual orientation or gender identity
- Participation in HUD sponsored Program Evaluation
- Organizations OMB Administrative Requirements
- Drug-Free Workplace
- Equal Opportunity for Faith-based and Community
- Safeguarding Resident/Client files
- Compliance with Federal Funding Accountability and Transparency Act of 2006
- Physical Accessibility
- Violence Against Women Act
- Conducting business in accordance with ethical standards/codes of conduct

All agencies interested in applying for CoC Program funds should read the NOFA on HHA's website www.hhalliance.org or at HUD's website

<https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices>

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Applicant Workshop:

All those interested in applying for the HUD CoC program may attend a Workshop on July 18, 2018 at 11:00 am at the Homelessness & Housing Alliance Administrative Office. **R.S.V.P your attendance no later than July 16, 2018.** Please submit questions regarding the application to Sarah@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.

Submittal:

All project applications must be submitted in ESNAPS as well as one hard copy HAND-DELIVERED to HHA Admin office located at 183 Eglin Parkway, Fort Walton Beach, Florida 32548. DO NOT MAIL. Applications submitted through any other means will not be reviewed. The deadline for both submissions is August 15, 2018 by 4:30pm. If applications are not received by that date they will not be reviewed. Please make sure the hard copy contains all requested information. This RFP does request more than the application in ESNAPS requests. If you have any questions please email Sarah@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/resource/2908/how-to-access-the-project-application/>

<https://www.hudexchange.info/resource/5723/consolidating-eligible-renewals-during-the-fy-2018-coc-program-competition/>

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

Scoring Process for FL-505 CoC Program

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 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 August 30, 2018** 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.

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:

- Commitment to a Housing First low-demand service model;
- Serving priority populations such as survivors of domestic violence, unaccompanied youth, and chronically homeless
- Taking participants from the Supportive Housing Registry maintained by HHA;
- Cost effectiveness;
- Significant leveraging of other resources; and
- Projects that promote geographic diversity of programs throughout our CoC.

The process for considering projects will include the following:

- A threshold requirement that submissions required in this guidance are complete and timely (failure to meet this requirement will result in project not being scored);
- Project scoring; and
- Responses to any requests for explanations or requests for more information from the Grant Committee

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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. In FY 2018 the PSH renewal application will be prioritized because the project has not yet begun and no data or performance is available to be scored. Our CoC still encourages organizations to apply. All applicants or interested potential applicants are encouraged to attend the Applicant Workshop.

July 18th Applicant Workshop (optional) 11:00 am. 183 Eglin Pkwy, Fort Walton Beach, Florida 32548

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 NOFA.**

August 15, 2018 Deadline for Submittal of Complete Application for Rating and Ranking 4:30 pm
complete applications include:

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

- Documentation of agency 501(c)(3) status
- Match commitment letters (dated after May 1, 2017)

2. **Delivery of Hard Copy and CoC Required Documents** to HHA,

183 Eglin Pkwy, Fort Walton Beach, Florida 32548. The required documents are:

- Signed authorization to apply for CoC funding on cover letter
- Most recent audit report and auditor's management letter- 1) Copy of OMB A-133 Audit (Required if \$500,000 or more in aggregate Federal funds expended); or 2) Financial statements audited by a CPA (if not bound by the requirements of OMB A-133)
- IRS 501(c)(3) designation letter
- Current board roster
- Agency Financial Management Policies and Procedures
- Match letter
- Agency Procurement Policies and Procedures
- 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 by August 15th, 2018

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

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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 PROJECTS FOR FY2018 COC PROGRAM COMPETITION		
<p>PROGRAM DESIGN 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 survivors of DV experiencing homelessness, to reduce length of time survivors experience homeless, and reduce recidivism 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>
	Client-centered service delivery (5 points)	Project details how it will provide services based on client’s individual needs and not require clients to participate in services-5 points
	Housing First/low-barrier + rapid placement in PH (up to 5 points)	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 to 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
	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>
	Experience with federal funds (up to 5 points)	Prior use of federal funds to operate 1 or more program(s) – 5 points
<p>AGENCY EXPERIENCE and HISTORY OF PARTICIPATION 30 points <i>Source:</i> Application; Minutes of CoC meetings, and activities,</p>	Agency participates in One Way Home, and coordinating with CoC on serving special populations, active member of CoC	Up to 7 points if all items are met, 3 points if Active member, 2 points for OWH, and 2 points for CoC coordination
	Organization and management structure (up to 8 points)	Description demonstrates strong internal coordination & financial accounting – 8 points

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FINANCIAL 20 points <i>Source:</i> Budget submittal, leverage letters,	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
	Leverage letters demonstrating ability to maximize resources. Letters from property owners and service providers outlining the relationship and partnerships related to project. (5 points)	One point for each letter up to 5 points. **Letters from property owners or landlords preferred but any community resource is acceptable.
PROGRAM & DATA MANAGEMENT 20 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 does from its database with the CoC, and what is the project’s process to attain participants’ informed consent to be included in this database-
	Schedule & management plan (5 points)	Full points where there is a plan for timely and rapid start up (no later than 7/1/2019) 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

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 project reduce the recidivism rates to DV and homelessness?

_____ /100 Total

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SCORING FOR RENEWAL APPLICATIONS FOR FY2018		Points Allowed	
COC PROGRAM COMPETITION			
PROGRAM DESIGN 35 points <i>Source:</i> Project Application, program monitoring, HMIS data, Policies submitted.	Client-Centered Service Delivery (Up to 5 points)	Housing and services are tailored to the individual participant and not required to participate in services-5 points is project describes policies to and description of client-centered services	
	Cost efficient (up to 10 points) Over \$10,000- 0 points 8K -10K- 8 points Less than 8K-10 points	Is the overall cost per project participant less than the National Average \$10,000 per participant/unit? Total Budget divided by 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. Application clearly outlines strategies used to improve system performance (20 point maximum)	# of extremely vulnerable housed from Supportive Housing Registry_____	10 or more- 5 points 5-9- 3 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
		# of participants taken from Registry still housed_____	If 100%-5 points If 85%-99%-2 points If below 84%-0 points
		Letters leveraging other resources and relationships with property-owners, housing, and service providers- (up to 5 points if project contains leverage letters from 5 local resources)	(3 points for less than 5 letters)
PERFORMANCE 30 points <i>Source: HMIS APR</i>	# of units created through turnover or negotiating leasing costs to be less than FMR (up to 6 points)	3 or more units – 6 points 1-2units - 3 points 0 units= 0 points	
	Participants exited to permanent housing (subsidized or unsubsidized) (up to 6 points)	# of participants exited to PH over 6- 6 points 3-5 exited to PH-3 points Under 3-0 points	
	Housing Stability (up to 6 points) Less than 85%-0 points	85% or more remained in PH – 6 points	
	Income (up to 6 points)	55% or more of adults Increased income – 3 points 25%- 54% of adults increased income – 1 point Less than 25%-0 points	
	Mainstream Benefits (up to 6 points)	90% or more of adults maintained or increased benefits – 6 points	

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		80%-89% or more of adults maintained or increased benefits – 3 points Less than 80%-0 points
FINANCIAL 20 points <i>Source:</i> Match letters, Budget, program monitoring,	Match (3 points if yes and 0 points if no)	The project budget and application include a 25% match and the match funds align with the activities to be carried out.
	Is the project cost effective compared to other PSH programs? (4 points if cost effective)	Costs of housing per household and cost of supportive services per household_____.
	Budget-3 points	The project budget is descriptive, and all items are explained
	Drawdown rates (up to 5 points)	Invoices monthly – 5 points Invoices at least quarterly - 1 point
	Spend Down (up to 5 points)	On target to spend at least 95% of grant – 5 points
DATA/ HMIS 15 points <i>Source:</i> APR, HMIS reports	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.

_____/100 Points Total

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SCORING FOR NEW PSH PROJECTS FOR FY2018 COC PROGRAM COMPETITION		
<p>PROGRAM DESIGN 40 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>
	Client-centered service delivery (5 points)	Project details how it will provide services based on client’s individual needs and not require clients to participate in services-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
	Cost efficient (up to 10 points) Over 10,000- 0 points 8K -10K- 8 points Less than 8K-10 points	<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 (up to 10 points)	Adequately describes project and is consistent with population served and expected performance outcomes – up to 10 points
	<p>AGENCY EXPERIENCE and HISTORY OF PARTICIPATION 30 points <i>Source:</i> Application; Minutes of CoC meetings, and activities,</p>	Agency experience up to 10 points
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
FINANCIAL 20 points <i>Source:</i> Budget submittal, leverage letters,	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%. 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
	Leverage letters demonstrating ability to maximize resources. Letters from property owners and service providers outlining the relationship and partnerships related to project. (5 points)	One point for each letter up to 5 points. **Letters from property owners or landlords preferred but any community resource is acceptable.
PROGRAM & DATA MANAGEMENT 20 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
	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 7/1/2018) 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

_____ /100 Points

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SCORING FOR NEW RRH PROJECTS FOR FY2018 COC PROGRAM COMPETITION		
<p>PROGRAM DESIGN 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>
	Client-centered service delivery (5 points)	Project details how it will provide services based on client’s individual needs and not require clients to participate in services-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 (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>AGENCY EXPERIENCE and HISTORY OF PARTICIPATION 30 points <i>Source:</i> Application; Minutes of CoC meetings, and activities,</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)(DV projects exempt from HMIS but should describe how they will provide data required for reporting)	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
	Participation in CoC (up to 2 points)	Is an active member of the CoC, and participates in activities- 2 points

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FINANCIAL 20 points <i>Source:</i> Budget submittal, leverage letters,	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
	Leverage letters demonstrating ability to maximize resources. Letters from property owners and service providers outlining the relationship and partnerships related to project. (5 points)	One point for each letter up to 5 points. **Letters from property owners or landlords preferred but any community resource is acceptable.
PROGRAM & DATA MANAGEMENT 20 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
	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 7/1/2019) 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

Review and Ranking Policies and Procedures

Active members of the CoC are eligible to submit proposals for the HUD NOFA through the Collaborative Applicant (Homelessness & Housing Alliance)

Eligible proposals will be prioritized for inclusion in the CoC's consolidated application by the Grant Review Committee. Applications not scoring high enough will not be placed on the project funding request.

- CoC Board of Directors recruits members without a conflict of interest for the Grant Review Committee members, prioritizing members who have served as Grant Review Committee members in the past or who have other relevant experience. The Grant Review 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
- 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.
 - The Review and Rank Committee meeting can include a 15-minute question and answer session with each project applicant if needed.
 - Each applicant receives copies of their proposals with 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.

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- 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 not be included in the Priority List, and therefore will not be forwarded to HUD for consideration.

Policies for Appeals of Rating/Ranking

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

Reasons for appeals:

- 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.
- 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 CoC 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

Reallocation Policy

The purpose of the Grant Committee is to review and select 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 CoC 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 performance including the project's role in system performance
- 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
- Historical spending balances in the past grant terms.

Reallocation may be voluntary, involuntary, partial, or full. The different types of reallocation are summarized below.

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Voluntary 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 CoC 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.

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

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

1. 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
2. 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 subrecipient 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

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