

**Homelessness & Housing Alliance**  
**Okaloosa Walton Homeless Continuum of Care**  
**FL-505**  
**Funding Process and Request for Proposals for**  
**July 18, 2017**

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The U.S. Department of Housing and Urban Development (HUD) recently released the FY 2017 Notice of Funding Availability (NOFA) for HUD's Continuum of Care Program Competition **FR-6100-N-25**.

The Homelessness & Housing Alliance serves as the collaborative applicant for the Okaloosa/Walton 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.

Okaloosa Walton Homeless CoC has been notified by HUD that the amounts below are approved and may be applied for by our CoC.

**Annual Renewal Demand (ARD): \$557,463**  
**Anticipated Tier II amount: \$33,447.78**

**Anticipated Tier I amount: \$524,015.22**  
**Projected Bonus funding available: \$33,447.78**

## **INTRODUCTION**

The amount of funding to be available is estimated at approximately \$557,463 which is the amount of currently funded projects seeking renewal funding plus 6% (\$33,447.78) for Permanent Housing Bonus Projects. Newly proposed and renewal projects will compete for available funds, and the projects will be prioritized for funding by the Okaloosa Walton Homeless Continuum of Care Grant Review Committee. HUD will award funds based on the CoC Application score and project criteria described in the NOFA. Although HHA is accepting the proposals for new projects, the decision on level of support and where to rank the new projects will be made by the CoC designated Grant Committee.

## **FL-505 Community Needs and Requirements for Consideration**

The Okaloosa Walton CoC is seeking applications for the provision of Permanent Supportive Housing that meets the needs of the community. All applications should clearly state that they are applying for HUD funds to provide PSH using the *leasing component* and *scattered-site housing units* to house extremely vulnerable, chronically homeless households, with a disability. Applicants should include how they will serve participants from One Way Home and the Supportive Housing Registry and describe their ability to serve participants in all areas of the CoC, including underserved areas.

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**NOFA Deadlines:**

**All Project Applications:** All project information, including required attachments must be entered into e-snaps no later than **4:30pm August 15, 2017**. **One hard copy should be delivered to HHA administrative office with signed cover letter.**

**Critical Items Deadline**

- Notice of Non-renewal due to HHA no later than August 2, 2017
- Applicant workshop at HHA office at 11:00am on July 27, 2017
- Project Applications submitted to HHA in E-Snaps 4:30 PM on August 15, 2017.
- Applications reviewed for completeness and submitted to Grant Committee August 16, 2017
- Review Committee Meeting 1:00 PM, August 22, 2017
- Rankings to CoC Board for approval September 5, 2017 (Results posted on [www.hhalliance.org](http://www.hhalliance.org))
- All project applicants advised of acceptance/rejection September 6, 2017
- Governing Board ratifies and accepts rankings September 9, 2017
- Consolidated Application to be submitted on or before September 28<sup>th</sup>, 2017

**ELIGIBLE PROJECTS:**

1. New permanent supportive housing projects may apply for a maximum amount of \$504,911 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
3. Renewal applications for Permanent Supportive Housing may apply for a maximum amount of \$504,911

**\$33,447.78 bonus funding** A Request for Proposals process is available for the bonus funding to create new housing projects defined on page 20 of the NOFA.

**In e-snaps, all project applications are responsible for completing:**

- SF424
- Project Application
- All required attachments

**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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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 FY2017 CoC Program NOFA, the FY2017 HUD General Section NOFA, and any HUD published CoC Program New Project Application Guidance.

You can find these documents on HUD's website at <https://www.hudexchange.info/>

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 and have a 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
  - 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

**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.
- Participate in FL-505 Written Standards Committee, Housing Committee, and Planning Committee.
- 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 evaluation will be shared with the Grant Committee and other members of the CoC. 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

**The Following Documents Should be Reviewed Prior to completing your project application(s) and links to these documents can be found at**

<https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Competition-NOFA.pdf>

- Policy requirements and General Section
- CoC Program Registration Notice
- FY2017 CoC Program Competition NOFA

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

HUD Exchange at <https://www.hudexchange.info/>

HUD Ask a Question AAQ <https://www.hudexchange.info/get-assistance/my-question/>

CoC Program Interim Rule – outlines eligible costs, Match and leverage requirements  
[https://www.hudexchange.info/resources/documents/CoCProgramInterimRule\\_FormattedVersion.pdf](https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf)

**Applicant Workshop:**

All those interested in applying for the HUD CoC program may attend a Workshop on July 27, 2017 at 11:00 am at the Homelessness & Housing Alliance Administrative Office. **R.S.V.P your attendance no later than July 25, 2017.** Please submit questions regarding the application to [Sarah@halliance.org](mailto:Sarah@halliance.org) prior to the Workshop. The Workshop will include reviewing the application, eligibility requirements, funding requirements including prioritizing most vulnerable, chronically homeless, 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.

**Policy Priorities:** *Found on Page 9 of 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

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**ALL PROJECT APPLICANTS MUST COMPLY WITH (pg. 5 General Section)**

- *Fair Housing and Equal Opportunity*
- *Equal Access to Housing in HUD programs regardless of sexual orientation or gender identity*
- *Debarment and Suspension*
- *Outstanding Federal Debts*
- *Compliance with Fair Housing and Civil Rights*
- *Reporting*
- *Equal Opportuntiy for Faith-based and Community Organizations*
- *OMB Administrative Requirements*
- *Executive Order 13166 "Improving access to services for persons with Limited English Proficiency*
- *Consistency with Consolidated Plan*
- *Economic Opportunities for Low and Very Low Income persons*
- *Real Property Acquisition and Relocation*
- *Conducting business in accordance with core values and ethical standards/codes of conduct*
- *Prohibition against lobbying activities*
- *Participation in HUD sponsored program evaluation*
- *Environmental requirements\* see specific requirements p10 of General Section*
- *Drug-Free workplace*
- *Safeguarding resident/client files*
- *Compliance with Federal Funding accountability and transparency act of 2006*
- *Physical Accessibility*
- *Ensuring the Participation of Small Disadvantaged Business and Women-Owned Business*

<b>HUD POINT VALUES FOR TIER II - 100 point scale (P16)</b>		
<b>COC SCORE</b>	Up to 50 points	CoC's must receive all 200 points to get full 50 points
<b>COC PROJECT RANKING</b>	Up to 40 points	40x the quantity where x is the ratio of the total amount of (the cumulative funding requests for all projects or portions of projects ranked higher by the CoC in Tier 2 plus one half of the funding of the project of interest)to the total amount funding available in Tier II.
<b>COMMITMENT TO Housing First</b>	Up to 10 points describing	a) How PH application commits to Housing First b) How TH and SSO projects are low-barrier, prioritize rapid placement and stabilization in PH and do not have services participation requirements or preconditions to entry (ie sobriety and) HMIS and SSO will automatically receive 10 points.

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**Funding Requests:** All project information, including required attachments must be entered into e-snaps no later than **4:30pm on August 15, 2016**.

To assure that we can provide adequate assistance and guidance, we would appreciate it if organizations planning to participate in this CoC Competition so state in an e-mail **to** Sarah Yelverton [Sarah@hhallaince.org](mailto:Sarah@hhallaince.org) by July 27, 2017.

**DEADLINE**

Proposals must be received by HHA by 4:30 p.m. on Tuesday August 15, 2017.

**SUBMISSION PROCEDURE**

Please use the HUD published CoC Program New Project Application Guidance to prepare and submit a project proposal, and provide complete and concise responses in Esnaps. Projects not submitted in Esnaps will not be reviewed. Submit one hard copy of the proposal with a cover letter signed by the organization's authorized representative, as follows:

**DO NOT MAIL!**

**Hand Delivery Only:**

Sarah Yelverton  
Executive Director  
Homelessness & Housing Alliance  
207 Hospital Drive  
Fort Walton Beach, Florida 32548

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*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 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 9, 2017** 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. 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 only chronically homeless households with a disability;
- 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 may 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 make adjustments to 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 placed in Tier 1.

Applicants not selected by the CoC to be included in the CoC submission to HUD may appeal by submitting their *esnaps* Solo Application directly to HUD **Applicants not selected may appeal directly to HUD following the appeal process on page 58 of the NOFA.**

**July 27<sup>th</sup> Applicant Workshop (optional) 11:00 am.** 207 Hospital Drive, Fort Walton Beach, Florida 32548  
**August 15, 2017 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 the HHA, 207 Hospital Drive, 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
- Organizational chart,
- 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 15<sup>th</sup>, 2017?

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

Does the project describe in detail that it is applying for PSH, using leasing, scattered site housing units, for eligible participants?



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<b>SCORING FOR RENEWAL APPLICATIONS FOR FY2017 COC PROGRAM COMPETITION</b>		Points Allowed
<b>PROGRAM DESIGN</b> 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)
<b>PERFORMANCE</b> 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
<b>FINANCIAL</b> 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 includes 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
<b>DATA/ HMIS</b> 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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<b>SCORING FOR NEW PSH PROJECTS FOR FY2017 COC PROGRAM COMPETITION</b>		
<p><b>PROGRAM DESIGN</b>  <b>40 points</b>  <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
	<p><b>Cost efficient (up to 10 points)</b>  <b>Over 10,000- 0 points</b>  <b>8K -10K- 8 points</b>  <b>Less than 8K-10 points</b></p>	<p>Is the projected cost per project participant less than the National Average \$10,000 per participant/unit?            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><b>AGENCY EXPERIENCE and HISTORY OF PARTICIPATION</b>            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
<b>FINANCIAL</b> 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.
<b>PROGRAM &amp; DATA MANAGEMENT</b> 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

\_\_\_\_\_ /110 Points