

Document Name: FL - 504 CoC Competition Policies and Procedures for New and Renewal Applications
Effective Date: December 19, 2013

1.0 Application for CoC Program Grant Funds

Upon HUD issuance of the CoC Program Grant Notice of Funding Availability, the Collaborative Applicant will prepare a master timeline of the CoC Program Grant process and will conduct the following steps to assure a well-communicated process for organizations to make application for CoC Program Funds to include, but not limited to:

- Establish all application, review and announcement deadlines sufficient to achieve reasonable public participation in the grant process and allow for timely submission to HUD
- Issue the local request for proposals for CoC Program Funds
- Publicize the request for proposal announcement through the Collaborative Applicant website, listserve, and email broadcasts
- Conduct a briefing on the CoC Program Grant Application process in advance of deadlines
- Prepare applications for prioritization and ranking
- Assist project applicants in the submission of application in eSNAPS

2.0 Reallocation: A CoC may reallocate funds in whole or part from existing eligible renewal projects to create one or more new projects.

The CoC will facilitate a providers and CoC membership meeting (open to the public) in order to brief the providers, CoC membership and community on the HUD NOFA guidelines and the reallocation process. All CoCs may use the reallocation process, regardless of their funding status, based on local CoC needs and priorities.

A new project may only use reallocated funds from eligible renewal project(s) that have previously been renewed under the CoC Program. CoCs may choose to eliminate or reduce one or more eligible renewal projects to create one or more reallocated projects. The Applications Committee will determine what grants and amount of funding, if any, that will be reallocated based on performance and community need.

- The amount eliminated or reduced for the purposes of reallocation will be retained by the CoC, provided that the new proposed project(s) meets eligibility and quality thresholds established by HUD in the FY 2019 CoC Program Competition NOFA in order to be conditionally selected for funding.
- New Projects submitted for consideration under the reallocation process cannot the funding for the total amount which is exceed the
- CoCs are prohibited from reallocating administrative costs to create new projects.

In FY 2019 CoC Program Competition, CoCs may use the reallocation process to create:

- new permanent supportive housing projects that serve chronically homeless individuals, including unaccompanied youth, and families that must follow a Hosing First Approach;
- new rapid re-housing projects for homeless individuals, including unaccompanied youth, and families coming directly from the streets or emergency shelter or fleeing domestic violence that must follow a Housing First Approach;
- New Joint Transitional / RRH projects to better serve homeless individuals and families, including individuals and families fleeing or attempting to flee domestic violence dating violence, sexual assault, or stalking.

Bonus Projects:

As stated in Section II.B.1 of this NOFA, the CoC must be able to demonstrate the ability to reallocate lower performing criteria to create new higher performing projects to be eligible to submit projects through the CoC Bonus process, also see Section II.B.1.c of this NOFA

CoC's may submit Bonus grants up to allocated amount as determined by HUD for the CoC.

In FY 2019 CoC Program Competition, CoCs may use the **Bonus** process to create

- new permanent supportive housing projects that serve chronically homeless individuals, including unaccompanied youth, and families that must follow a Hosing First Approach;
- new rapid re-housing projects for homeless individuals, including unaccompanied youth, and families coming directly from the streets or emergency shelter or fleeing domestic violence that must follow a Housing First Approach;
- New Joint Transitional / RRH projects to better serve homeless individuals and families, including individuals and families fleeing or attempting to flee domestic violence dating violence, sexual assault, or stalking.
- New Dedicated HMIS project for the costs at 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant, and that is listed on the HMIS Lead form in the CoC Applicant Profile in esnaps.

In FY 2019 CoC Program Competition, CoCs may create New Projects for consideration for **DV Bonus**. New projects that want to be considered for the DV Bonus, may be:

- new rapid re-housing projects dedicated to serving survivors of domestic violence, dating violence, or stalking that are defined as homeless at 24 CFR 578.3; or

- New Joint TH and PH-RRH component projects as defined in Section III.C.2.n of this NOFA dedicated to serving survivors of domestic violence, dating violence, or stalking that are defined as homeless at 24 CFR 578.3;

3.0 CoC Project Ranking and Funding Decision Process

The CoC Board of Directors shall appoint an Applications Projects Review Committee (Applications Committee) whose primary purpose will be to carry out the project ranking and funding decisions for the Continuum of Care Program local competition. The Applications Committee may also serve in other prioritization and funding allocation capacities as determined by the CoC Board of Directors.

The CoC Board will appoint the Chair of the Applications Committee and make an annual call for nominations for Applications Committee Members. The CoC Board will elect from the slate of nominees up to 13 Applications Committee Members.

A. Conflicts of Interest

Applications Committee members may not be employees, contractors, or serve in any representative capacity of an applicant or a sub-recipient agency party to a funding application.

B. CoC Program Grant Ranking and Prioritization Procedures

The Collaborative Applicant will provide training to the Applications Committee on the CoC Grant Process that will be open to the public. The Applications Committee training will follow HUD guidance and the prioritization and ranking rules within the CoC Program Notice of Funding Availability.

The Applications Committee will conduct two open meetings inclusive of Collaborative Applicant staff as part of the project review and selection process. The first meeting will involve receipt of all CoC Program Application Materials. The Applications Committee Chair will provide final instruction to the committee on the review process. The second meeting will involve the final review, prioritization, and funding decisions.

The Collaborative Applicant will prepare the project priority list and funding decision as instructed by the Applications Committee. The list and Applications Committee Chair report will be presented at the next CoC Board of Directors meeting. The CoC Board of Directors will vote to accept the decisions of the Applications Committee. The Applications Committee is the final decision-making body for the

determination of project priorities and funding levels. The CoC Board of Directors may direct the Collaborative Applicant to make minor budgetary corrections consistent with HUD application rules, as needed. The Collaborative Applicant will be charged with communicating budget adjustments to individual applicants before final submission of the application to HUD.

4.0 Implementation of Objective Criteria for Scoring New and Renewal Applications

These policies and procedures for Objective Criteria for Scoring New and Renewal Applications for HUD Continuum of Care funding were developed and implemented to improve the process of the FL504 Continuum of Care CoC Competition. The CoC Applications Committee, the body charged with the responsibility of allocating the CoC, approved these criteria in consultation with and provided notification to the CoC-funded provider organizations at an open forum meeting held on May 25, 2018. The minutes of the meeting, the scoring criteria (subject to revision upon release of the 2018 HUD CoC NOFA), and the scoring sheets for new and renewals were distributed via email and published on the website on June 21, 2018. The Applications will be ranked no later than August 10, 2018, and pending any appeal; results will be posted no later than September 3, 2018, which is 15 days before the HUD CoC NOFA final submission due date.

The Applications Committee shall implement and apply the following criteria to score and allocate funds for new and renewal applications during the 2018 CoC Competition, as described below. Staff will provide Applications Committee members with scoring sheets and a master APR worksheet of all grants that have submitted an APR for the most recent grant year. The scores will be assessed and compiled by staff and members of the Applications Committee as appropriate. The Applications Committee, during its allocation meeting, ensure that the applications are eligible and meet all requires of the HUD CoC NOFA, the performance requirements as set forth in grants, and assist the CoC to meets its goals. The Applications Committee will review the scores and assign rank to each application. Staff will be directed to prepare the CoC grant in accordance with these policies and procedures.

The Applications Committee will rank HMIS and Coordinated Entry renewal grants as first priority grants due to their importance for the functioning of the entire Continuum of Care. Allocation of funding will be made according to rank order and review by the Application Committee. Priority ranking of identified grants outside of rank order may be made according to specific CoC and community needs to include:

- First-time renewable grants which have not been implemented or which have that have not completed their second full year (no less than 24 months, (although scored after completion of year 1) would preclude them from being reviewed and ranked competitively).

- Ranking of projects may be made based on the degree to which the project improves the CoC's entire system performance.

The CoC Application's Committee may adjust the selection and order of priority of competitive projects based on the following factors:

- A. Performance
- B. Geographical Diversity
- C. Project Diversity
- D. Funding Diversity
- E. Community need

5.0 Provisions for Review of Victims Service Providers

- Whether or not victim service providers are participating in the CoH and Coordinated Entry System, the CoH must consult and incorporate guidance from all relevant victim service providers when developing Coordinated Entry policies and procedures in order to ensure accessibility, safety, and confidentiality for households who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or trafficking.
- At a minimum, all relevant victim service providers who are applying for funding through HUD CoC, ESG, State, and local resources must demonstrate a partnership with the CoH in the development and implementation of:
 - A. A process to guide the operation of the CES to address the needs of households who are fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or trafficking, but who are seeking shelter or services from non-victim specific providers.
 - B. A process to ensure this population has safe and confidential access to the CES.
 - C. A process to ensure immediate access to emergency services such as victim service providers violence helplines and shelter.
- Victim service providers funded with, ESG, and CoC must either:
 - A. Serve as an access point or as a program accepting referrals in the CES, or
 - B. Establish and adhere to a comparable assessment and prioritization process for households who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or trafficking which meets the requirements of this document. The CoH acknowledges for victim service providers, not all of the CES guidelines detailed will be relevant.

- Comparable database and associated reports must demonstrate the following for the purposes of applying for and scoring of HUD CoC, ESG and other State and local Applications:
 - A. Universal Data Elements (UDEs) / basic demographic information
 - B. Prioritization assessment or process to determine the most vulnerable of this population
 - C. Client served report
 - D. Progress reports of outputs and outcomes /Annual Progress Reports
 1. Successful placements
 2. Retention in permanent housing/exits to permanent housing of their own
 3. Returns to homelessness
 4. Increased income
 - From employment
 - Total income
 5. Length of time from identification to placement in permanent housing
- Utilization of the Coordinated Entry Process (in as much as possible within the scope of confidentiality)
- Adherence to Housing First Model
- Low Barriers to entry

6.0 CoC Application Appeal Policy and Process

Applicants shall have the right to file a written appeal within two working days following the decision of The Committee for each grant cycle. The written appeal should describe grounds on which the request is being submitted and include any pertinent documentation germane to the appeal.

- The two basic guidelines that shall be applied in granting the appeal will be:
 - A. Was the agency's request as presented misinterpreted by the Application Committee?
 - B. Has new information become available since the time of the scoring?
- Written appeals shall be filed by the CEO/Executive Director of the appealing agency via email with the CoC Applications Committee Chair, (Carrie Baird – email: carrie@flaglercares.org) who shall provide by fax or by email to each member of The Committee, a copy of the letter of appeal within forty-eight hours of receipt of the appeal.

- The Applications Committee Chair shall convene a meeting of The Applications Committee, which may be telephonic, within forty-eight hours of distribution by the Committee Chair of the appeal to the members of the Committee.
- The Applications Committee shall review the appeal which may, at the discretion of the majority of The Applications Committee, include testimony from the appellant.
- Within twenty-four hours of the review, The Chair of the Applications Committee shall provide the appellant, the Chair of the CoC Board of Directors and the Executive Director of the CoC Collaborative Applicant with written documentation of the process, the findings of The Applications Committee and a final decision of The Applications Committee, which shall not be subject to further appeal.

HUD Appeal - Solo Applicants: Eligible Project Applicants that attempted to participate in the CoC planning process in a geographic area in which they operate, that believe they were denied the right to participate in a reasonable manner –may submit a solo application to HUD and may be awarded a grant from HUD by following the procedure found in 24 CFR 578.35. Solo Applicants must submit their project applications by 7:59:59 p.m. eastern time on the date determined by the NOFA for the grant year being applied for. which must include the CoC’s notification of rejection of the project in the local competition as an attachment to the Solo Applicant’s project application. If the CoC fails to provide written notification outside of esnaps, the solo applicant must attach a statement that the CoC did not provide the solo Applicant written notification of the CoC rejecting the project in the local CoC competition.

The scoring criteria for New applications shall follow the designated 100-point scale as outlined in the New Rating Score sheet: (see attached scoring sheets)

**2019 Volusia Flagler(FL-504 CoC) Scoring Sheet
NEW / REALLOCATION / BONUS**

THRESHOLD CRITERIA		YES	NO
	The Application proposed serves eligible project type? NEW PSH, NEW RRH, NEW Coordinated Entry, NEW HMIS		
	The application Proposed services an eligible population: Chronically Homeless single individuals or families (PSH) or literally homeless families(RRH)		
	The Appropriate documentation of match and Leverage has been included		
	The Standard Forms (SF 424) have been updated in esnaps		
	Is the SFS 424 documentation included and verified in esnaps		
	If not previously funded though HUD/DCF: has the applicant submitted non-profit status and most recent annual audit		
	Budget / Narrative	Max POINTS	SCORE
1	Program Budget is accurate and realistic	4	4
	Administrative costs do not exceed 7% of requested funding	1	1
	LEVERAGE: 100% OR HIGHER	3	3
	50-99%	2	
	LESS THAN 50%	1	
	Match documentation included /25% of requested funds	2	2
	TOTAL BUDGET		

10

	Project Narrative	Max Points: 40	MAX POINTS	SCORE
2.a	Priority Population AND numbers Served (choose only one project type: all worth 15 points)			
	<i>100% chronically Homeless or Dedicated plus individuals : (Permanent Supportive Housing)</i>		15	15
	<i>Literally Homeless Households: (RRH projects and Joint Transitional/RRH projects)</i>		15	
	<i>HMIS (lead agency only) captures all populations</i>		15	
b.	Demonstrated commitment to Coordinated Entry: prioritization / Notice CPD 14-012 as superseded by Notice 16-11 and Notice 17-01		5	5

C.	How your agency interfaces and coordinates with other community resources: Workforce, DCF, corrections, mental health, substance abuse, foster care, child care, Domestic Violence to assist with moving towards self sufficiency. Please provide supporting documentation to include MOU's, contractual agreements and other subrecipient agreements		7	7
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d.	Best Practices: specific to HOUSING FIRST MODEL	10		
i	Accepts all referrals directly from Coordinated Entry:		1	1
ii	Does not discriminate based on race, color, religion, national origin, disability, sex, sexual orientation, or domestic violence		1	1
iii	Program provides equal access for transgender people		1	1
iv	Applicants are not rejected based on criminal background (unless prohibited by terms of grant funding)		1	1
v	Tenant selection promotes acceptance regardless of sobriety, use of substances, Treatment completion		1	1
vi	INCOME IS NOT a condition of admission		1	1
vii	applicants are not rejected based on poor credit history or rental history		1	1
viii	Use of alcohol or drugs of itself is not a condition for eviction		1	1
ix	tenants should not be evicted based on their participation/lack of participation or ability/inability to follow through with services of the service plan		1	1
x	Supportive services are informed by a HARM REDUCTION philosophy, whereby substance, mental health and other issues are addressed in a non-judgmental, non-confrontational method promoting tenant engagement.		1	1
upload	Please upload monitoring letters/reports for any HUD or non-HUD funded Housing related projects covering the last 3 years along with the agencies policies and procedures that support the implementation of the Housing First Model as agreed to above			
e.	Please describe what evidenced based / proven/ promising practices your program incorporates in concert with the Housing First Model—justify evidenced based and/or proven practices		3	3
TOTAL PROJECT NARRATIVE				
				37

NewApplication Questions Q.3		Max POINTS	SCORE
Max Points: 5			
3a.	Previously awarded and successfully executed HUD McKinney Vento or other Federal grants or projects	1	1
b.	Evidence of ability to draw down funds in a timely manner (eloocs or other drawdowns)	1	1
c.	Participation in the HUD annual Point in Time count	1	1
d.	Commission on Homelessness(CoC) Board Representation	1	1
e.	Commission committee/subcommittee representation	1	1
TOTAL ADMIN			5

Q4. Max Points: 10		Max POINTS	SCORE
4	Applicant has demonstrated a thorough understanding of HMIS, its application to the program and associated uses for the demonstration of outcomes along with a commitment to participating in HMIS or providing data from a comparable data base if serving Domestic violence?	5	5
a.	Applicant can demonstrate experience with enter into HMIS Database and/or for OTHER NON- HUD FUNDED PROGRAMS	2	2
b.	Upload a comparable data report to include univerdal data elements for HUD or toher non-HUD funded program (to include domestic violence providers)	1	1
5	Describe the agency's data quality and security practices and procedures	2	2
TOTAL HMIS			10

PROGRAM EXPERIENCE / Capacity		Max POINTS	SCORE
Max Points: 38			
6	Has some experience to EXTENSIVE experience undertaking and managing similar projects for people experiencing chronic / at risk or homelessness (zero to 23 points)	23	23
7	Please describe the agency's experience in meeting performance requirements	10	10
8	If your agency lacks or has never been funded by HUD, do you have the resources and capacity to deliver services in accordance with CFR 24, Part 578?	5	5
TOTAL Program PERFORMANCE			38

GRAND TOTAL			100
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2018 Volusia Flagler(FL 504 CoC) Scoring Sheet RENEWALS

THRESHOLD CRITERIA		YES	NO
The Application proposed serves eligible project type?		x	
The Appropriate documentation of match and Leverage has been included		x	
The Standard Forms (SF 424) have been updated in esnaps		x	
The Proposed budget is consistent with the GIW		x	
The applicant has passed the annual CoC monitoring by the Peer review Committee		x	
If applicant has not passed the CoC annual monitoring, was there a corrective action plan completed		x	

	Budget / Narrative	Max Points: 10	Max POINTS	SCORE
1	Program Budget is accurate and realistic		4	4
	Administrative costs do not exceed 7% of requested funding		1	1
	LEVERAGE: 100% OR HIGHER		3	3
	50-99%		2	
	LESS THAN 50%		1	
	Match Documentation included/25%match required		2	2
	TOTAL BUDGET			

	Project Narrative	Max Points: 32	MAX POINTS	SCORE
2.A	Priority Population AND numbers Served			
	100% chronically Homeless individuals : (PSH)		15	15
	Literally Homeless Households: (RRH)		13	
	Unaccompanied Youth			
	Victims of Domestic violence			
	Veterans			
B.	Q.2B Coordinated Entry is being scored in performance scoring for renewals			

C.	How your agency interfaces and coordinates with other community resources: Workforce, DCF, corrections, mental health, substance abuse, foster care, child care, Domestic Violence in order prevent homelessness and assist clients to gain self - sufficiency		4	4
D.	Best Practices: specific to HOUSING FIRST MODEL	10		
i	Accepts all referrals directly from Coordinated Entry:		1	1
ii	Does not discriminate based on race, color, religion, national origin, disability, sex, sexual orientation, or domestic violence		1	1
iii	Program provides equal access for transgender people		1	1
iv	Applicants are not rejected based on criminal background (unless prohibited by terms of grant funding)		1	1
v	Tenant selection promotes acceptance regardless of sobriety, use of substances, Treatment completion		1	1
vi	INCOME IS NOT a condition of admission		1	1
vii	applicants are not rejected based on poor credit history or rental history		1	1
viii	Use of alcohol or drugs of itself is not a condition for eviction		1	1
ix	tenants should not be evicted based on their participation/lack of participation or ability/inability to follow through with services of the service plan		1	1
x	Supportive services are informed by a HARM REDUCTION philosophy, whereby substance, mental health and other issues are addressed in a non-judgmental, non-confrontational method promoting tenant engagement.		1	1
upload	Please upload monitoring letters/reports for any HUD or non-HUD funded Housing related projects covering the last 3 years along with the agencies policies and procedures that support the implementation of the Housing First Model as agreed to above			

E.	Please describe what evidenced based / proven/ promising practices your program incorporates in concert with the Housing First Model—justify evidenced based and/or proven practices		3	3
TOTAL PROJECT NARRATIVE				

Renewal application Questions		Max		Max POINTS	SCORE
		Points: 5			
3	Spent down all program funds			1	1
3a.	ELOCCS - Draw down at least quarterly			1	1
	Participation in the HUD Point in Time Count			1	1
	Commission on Homelessness(CoC) Board Representation			1	1
	Commission committee/subcommittee representation			1	1
TOTAL ADMIN					
				Max POINTS	SCORE
4a.	Applicant has demopnstrated /implemented security practices and procedures.			2	2
4b.	Does the applicant enter into HMIS Database for OTHER NON- HUD FUNDED PROGRAMS			2	2
TOTAL HMIS					

		Max Points: 6		Max POINTS	SCORE
4c.	Personally Identifying Information			1	1
4d.	Universal data Elements			2	2
4e.	Income and Housing Data Quality			1	1
4f.	Data completeness Report Card;	Grade: A		2	2
		Grade: B		1	
		Grade's below that of B		0	
TOTAL HMIS					

PROGRAM PERFORMANCE			Max POINTS	SCORE
5	Max Points: 43 (scored by Applications Committee subcommittee)			
1	UTILIZATION RATE: Average percent bed utilization rate (last Wednesday in January, April, July, and October)			
	90% or greater		4	4
	80 to 89 %		3	
	70 to 79%		1	
	59% and below		0	
2	Percent of interim/annual updates completed per funding type (RRH/PSH)			
	100%		4	4
	90 to 99%		3	
	80 to 89%		2	
	70 to 79%		1	
	69% and below		0	
3	TOTAL INCOME : percent of persons over 18 who increased their TOTAL INCOME for the reporting period			
	80% or greater		4	4
	60 to 79 %		3	
	40 to 69%		2	
	39% and below		0	
4	EARNED INCOME: percent of individuals 18 or older who increased their EARNED income for the reporting period			
	54% or greater		4	4
	40 to 53 %		3	
	20 to 39%		2	
	10 -19%		1	
	below		0	
5	NON CASH BENEFITS: Percent of individuals linked to at least one source of non-cash benefits for the reporting period			
	100%		4	4
	90 to 99%		3	
	80 to 89%		2	
	70 to 79%		1	
	69% and below		0	

6	Housing Stability: Percent who maintained or exited into permanent housing for the reporting period			
	90% or greater		4	4
	80 to 89 %		3	
	70 to 79%		2	
	60 to 69%		1	
	59% and below		0	
7	Return to homelessness: percentage of households who exited permanent housing for the reporting period that returned to homelessness			
	none		4	4
	1 to 5%		3	
	5-10%		2	
	more than 10%		0	
	59% and below		0	
8	Residence prior to entry: percent of households who entered the program for the reporting period that met criteria for CHRONIC HOMELESSNESS as reported in HMIS			
	100%		4	4
	90 to 99%		3	
	80 to 89%		2	
	70 to 79%		1	
	69% and below		0	
9	Submitted most recent APR on time:			
	yes		4	4
	no		0	
10	Percent of households who entered the program for the reporting period that came through COORDINATED ENTRY.			
	90-100%		7	7
	80 to 89 %		4	
	70 to 79%		1	
	69% or below		0	
TOTAL PROGRAM PERFORMANCE				

GRAND TOTAL