

FL504 Volusia-Flagler Continuum of Care 2019 Funding Application

HUD implemented the CoC Competition for FY 2019. The following application and instructions apply to New, Bonus and Renewal applications. HUD's CoC Notice of Funding Available (NOFA) can be accessed at [HUD Exchange](#) or on the CoC's website at vfcontinuum.org.

HUD has released the following allowable components for application for the 2019 CoC Competition: HUD CoC Renewal, New PSH, HMIS, New Coordinated Entry, Expansion, Consolidation, New Domestic Violence Bonus Applications must be uploaded in esnaps and Community Force (uwvfc.communityforce.com) by **12:00pm, on August 19, 2019**.

There will be NO exceptions for late submissions.

A. The HUD CoC Project Application (new and/or renewal) is to be submitted in online esnaps (esnaps.hud.gov) and Community Force (uwvfc.communityforce.com) by **12:00 p.m. (Noon) August 19, 2019**. This application will be scored for accuracy, completeness and timeliness.

B. Local Application Supplement (new and/or renewal) is to be submitted in online Community Force (uwvfc.communityforce.com) by **12:00 p.m. (Noon) August 19, 2019**. This application will be scored by the Ranking and Review Committee members.

C. Please answer all of the questions thoroughly and completely.

D. The Applications Committee will be using a combination of data (compiled separately from HMIS reports and APR's for renewal applications) and narrative information to score the respective applications. Applicants will be scored based on the responses to the application and associated data that is requested or accessed via the HMIS and HUD esnaps systems. Where there is an identified discrepancy, the Applications Committee will defer to the information that has been submitted to HUD.

E. Continuum of Care programs may not be fully funded or may not be renewed for funding based on program performance and/or if HUD does not have funds sufficient to renew all current grants.

F. For technical assistance please send questions in writing to contact vsearle@vfccch.org and one of the applications Committee members will respond.

G. The agencies ranked in either Tier one or Tier two priority listing will be the only agencies funded providing our CoC realizes the full amount of our Annual Renewal Demand from HUD. Not all agencies who apply may be funded.

H. Fees: An application fee of \$750 for renewal applications only, is to be paid to the Volusia Flagler County Coalition for the Homeless, Inc. **prior to the esnaps and Community Force submission deadline of August 19, 2019 at 12:00pm (noon)**. New applications DO NOT have to pay an applications fee however all new applications must include \$500 per grant allocated to Homeless Management Information System (HMIS) in the grant budget. Applicants must be members of the Commission on Homelessness (FL 504 CoC) in good standing in order to be able to submit an application. (Contact: Victoria Brown-Searle at vsearle@vfccch.org for membership application and fee schedule).

**FL504 Volusia-Flagler Continuum of Care
Local Application Instructions and Supplement
Grant FY 2019**

Information to be entered into Community Force

Applicant Information

- Agency Name
- Contact Name
- Contact Email
- Contact Phone No
- Project Name
- Project Category
- Project Component

Narrative Responses and Uploads (For All Applications)

1. Please provide the program budget that includes the sources of all income contributed along with a budget narrative. Indicate the source of matching funds required and amounts and sources of funds that can be leveraged by the Continuum of Care funding. Note that each agency is required to include leveraged funds in the online (esnaps) application.
 - A. Please provide documentation of both Match and Leverage that is being submitted for this grant. Leverage Threshold Requirements: Each agency is required to include leverage in their e-snaps application in order to be considered for funding.
2. Please describe how the program assists the CoC in creating a systematic response to ending homelessness in accordance with the 2019 HUD NOFA and in the [Federal Strategy to Prevent and End Homelessness](#). Include:
 - A. Describe the priority population served (chronic homeless, homeless veterans, families, or youth), including priority population for renewal projects that are designated for turnover beds. Include: The numbers of individuals served in the most recently completed grant (FY 2017-19 / or 2017-18) and/or the proposed numbers to be served in FY 2018-19.
 - B. HUD's 2019 funding priorities include the identification and prioritization of the most vulnerable chronically homeless adults for entry with an emphasis on employing a housing first approach that significantly reduces or eliminates the number of barriers to entry (income, legal issues, substance abuse issues, prior evictions, mental health etc....). Please describe your current housing intake process if currently facilitating permanent housing or address how you will implement compliance with the CoC's adoption of Notice CPD 14-012 as superseded by Notice CPD 16-11 and 17-01, prioritization of program participants for all housing programs beginning with HUD funded programs, how program participants are identified and enrolled into the program and Demonstrate Commitment to Coordinated Entry to include the ability to adhere to Notice CPD 14-102 prioritization schedule as superseded by Notice CPD 16-11 and 17-01.

- C. Describe how your agency interfaces and coordinates with other homeless assistance providers, and other systems (workforce, DCF, corrections, mental health, health care, foster care) to end homelessness for the population served. Include how participants are assisted to obtain employment and/or increase resources (mainstream benefits) to gain self-sufficiency.
 - D. Program Agreements (Checkboxes are located in Community Force).
 - 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. Describe the agency's experience in administering public funds. Include agencies capacity to add additional programs, ability to draw down funding and comply with HUD's financial requirements. **If not previously HUD funded through the Commission on Homelessness for Volusia Flagler (FL 504CoC)**, Please provide the most recent audit or financial review, a copy of the roster of the Board of Directors, a copy of the most recent annual budget, copy of the 501 (c) (3) IRS determination Letter. Copy of Articles of Incorporation and bylaws

Narrative Responses and Uploads (For Renewal Applications)

In addition to completing questions 1-3, please respond to the following:

- 3. Has your agency returned CoC funds during the last 5 years from any HUD funded programs? If so, please report the year, the amount returned and the reason funds were not fully expended.
 - A. Please provide copies of your monthly draw down submission receipts from LOCCS/E-LOCCS
- 4. HMIS Data Quality and Program Performance: What is your most recent Data Completeness report card grade. Please attach most recent Data Completeness Report Card Cover Page Summary and Overall Summary for the grant period as reported in the last APR.
 - A. Describe the agency's data quality and security practices and procedures.
 - B. Does your agency enter into the HMIS database for other no-HUD funded programs? Is so please identify the programs.

Narrative Responses and Uploads (For New Project Applications)

In addition to completing questions 1-3, please respond to the following:

- 4. Please describe the agency's experience in collecting and using data on services provided to meet outcome and/or performance measures. Does your agency currently participate in the Homeless Management Information System (HMIS) or other database? If your agency does not currently participate in a database, please describe your data collection methods and indicate if

you are willing and able to implement use of HMIS or for Domestic Violence Service Providers, a comparable database for the activities funded under the CoC funded Grant.

- A. Does your agency enter into the HMIS Database for other non-HUD funded programs? If so, please identify the program(s).
 - B. Upload a comparable data report to include Universal Data Elements comparable data report
 - universal data elements / basic demographic information
 - prioritization assessment or process to determine the most vulnerable of this population
 - Client served report
 - Progress reports of outputs and outcomes /Annual Progress Reports
 - Successful placements
 - Retention in permanent housing/exits to permanent housing of their own
 - Returns to homelessness
 - Increased income
 - From employment
 - Total income
 - Length of time from identification to placement in permanent housing
5. Describe the agency's data quality and security practices and procedures.
 6. Describe the applicant's experience in providing housing and supportive services to the homeless.
 7. Please describe the agency's experience in meeting performance requirements.
 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

2019 CoC NOFA Competition Timeline

Event/Task	Date	Time/Notes
2019 Letter of Intent for DCF and HUD-Now Open Notice	January 27, 2019	N/A
2019 Letter of Intent for DCF and HUD Due	February 4, 2019	due at 12:00 p.m. (noon)
2019 Letter of Intent for DCF and HUD-Now Reopened Notice	May 15, 2019	N/A
2019 Letter of Intent for DCF and HUD due	June 3, 2019	due at 12:00 p.m. (noon)
NOFA release	July 3, 2019	N/A
Application/Ranking and Review Committee Meeting	July 11, 2019	2:00-3:00 p.m.
e-snaps available and notice	July 11, 2019	Send notice out to membership and applicants
Local NOFA release notice Local Application and Scoring available	July 16, 2019	subject to revision-July 12, 2019 N/A
Mandatory NOFA Workshop	July 23, 2019	2:00-3:00 p.m.
Local application via Communityforce	August 19, 2019	due at 12:00 p.m. (noon)
HUD CoC Applications via esnaps	August 19, 2019	due at 12:00 p.m. (noon)
Application submission reviews	August 26th – September 4th	Scores are due in Community Force by 5:00 p.m. on September 4, 2019
Application Committee Meeting	September 6, 2019	1:00-2:00 p.m.
Appeals	September 6-10, 2019	Deadline for Appeals: 9/11/19 at 5:00 p.m.
Applicants that were not selected for funding by the applications committee will receive a written formal notice	September 14, 2019	no later than the (15 days prior to the deadline for the submission of the HUD CoC NOFA)
The Collaborative Application will be posted on the CoH website [vfcontinuum.org] and the Coalition website [vfcch.org]	no later than September 26, 2019	N/A
NOFA Application submitted to HUD	September 30, 2019	Due at 11:59 p.m.

**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
-----------	---	--	---	---

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
--------------------	------------

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				
5	Max Points: 43 (scored by Applications Committee subcommittee)		Max POINTS	SCORE
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