

**FY 2018**

**FL-507 - Orlando/Orange, Osceola,  
Seminole Counties Continuum of Care**

**Attachment #06:**

**1E-3. Public Posting—Local Competition Rate, Rank,  
Review, and Selection Criteria  
New and Renewal Projects**

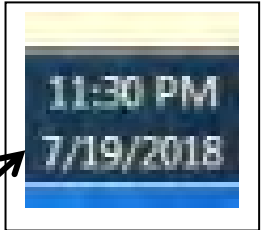
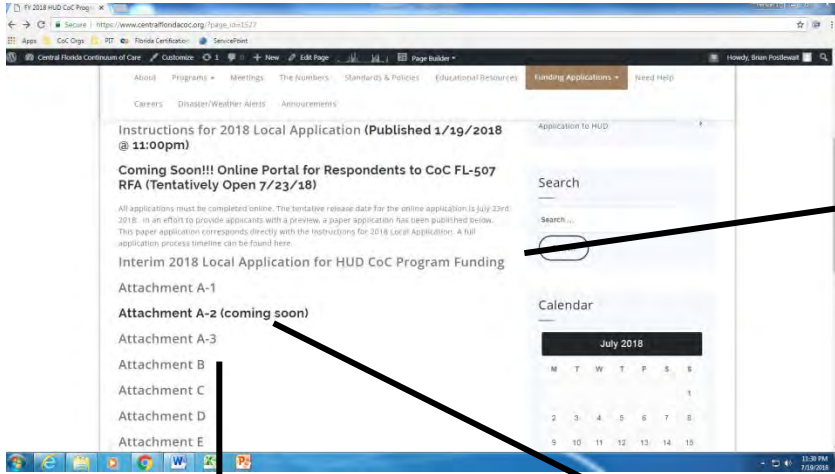
**Attachment #06 documents include the following:**

- **Screenshots of Public Postings of Local RFA (New and Renewal)**
- **Screenshots of Public Postings of Application Timeline**
- **Screenshots of Email Notifications of Local RFA (1500+ list)**
- **Screenshots of Application Session Notifications (information or Rating and Ranking review and selection criteria**
- **Local CoC FL-507 Request for Applications**
- **Project ranking included in accepted & rejected letters and in the board meeting minutes attached in attachments 8 & 9.**
- **Sample Letter to/from Renewal Grantee regarding Local Application Process**

Public Postings 7-19-2018

2018 CoC FL-507 Request for Applications (RFA) (Posted 7/19/2018)

This document explains the process, timeline and criteria for the submission and selections of applications for inclusion in the CoC FL-507 application to HUD. This is NOT the application



Central Florida Continuum of Care (Coc FL-507) - Orange, Osceola and Seminole Counties  
 HUD Continuum of Care Program  
 Request for Applications

Release Date: Thursday, July 19, 2018  
 Completed Applications Due: Tuesday, August 14, 2018, 5:00 p.m. EST

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**Attachments:**

Attachment A	INTERIM Application for HUD CoC Program and Other CoC FL-507-Administered Grant Funding
Attachment B	Application Review and Project Selection Process
Attachment C	Activities Eligible or Prioritized for Funding
Attachment D	Selected CoC FL-507 Policies and Priorities
Attachment E	Requirements Related to a "Housing First" Approach to Program Operations
Attachment F	Housing Navigation and Housing Stability Case Management Scope of Work
Attachment G	Key HMIS-Related Requirements

**Section I: Definitions and Acronyms.**  
 1. Acronyms.  
 The following acronyms are in use throughout this Request for Applications:  
 CES = Coordinated Entry System  
 CFR = Code of Federal Regulations

RFA Attachment A-1: Proj. Measurement Using HMIS and Other Administrative Data Sources (Posted 7/19/18)

RFA Attachment B: Application Review and Project Selection (Posted 7/19/18)

**Attachment B**  
 Central Florida Continuum of Care (Coc FL-507)  
 Steps in the Review, Ranking and Selection of Projects for Inclusion in the 2018 Submission to HUD

1. Development of the Application Scoring by the CoC Resource Allocation and Coordination Committee, with the Input of CoC Stakeholders  
 All eligible applications will be reviewed using a Scoring Framework approved by the CoC FL-507 Resource Allocation and Coordination Committee. The Scoring Framework lists and defines all of the scoring categories that reviewers will use in evaluating applications, as well as specifies the maximum number of points that an application can earn in each category. The elements of the Application and Scoring were developed with input from CoC FL-507 stakeholders across the region, the CoC FL-507 Resource Allocation and Coordination Committee and the CoC FL-507 Board.

The categories, point assignments and weights included in the Scoring process incorporate the input received the broad CoC FL-507 membership. It is important to note, however, that a number of the factors considered and the weights they are assigned are a function of the priorities and policies of HUD and the U.S Interagency Council on Homelessness. Specific steps were taken to address factors uniquely or disproportionately impacting CoC participation by victim service providers and to hold them harmless with respect to those factors.

2. Scoring of Each Application Based on Multiple Independent Reviews as well as Evaluation of Performance and Administrative Data  
 Each of the sub-scores in the eight major scoring categories will be based on a combination of scoring by trained and qualified reviewers (including key CoC FL-507 stakeholders such as victim service providers, jurisdictional representatives, individuals who have experienced homelessness, etc.) as well as administrative and external data, as described in the Application Scorecard. Each reviewer will evaluate the application independently. Reviewers will be randomly assigned applications, except that steps will be taken to minimize the potential for reviewer bias on the basis of population served, service provided, or geography represented. Performance and

**Attachment A-1**  
 Applicant and Project Performance Measurement Using HMIS and Other Administrative Data Sources

**Notes:**

- Unless otherwise specified, the time period referenced is July 1, 2017 through June 30, 2018.
- If data specific to the Project is unavailable, data will be drawn from the most recent, relevant source of homelessness assistance activity recorded by the Applicant.

#	Factor to be assessed or measured through administrative/external data	Performance Indicator or Measure	Source(s) of Data Used to Measure
<b>Section VII. Housing First/Zero Barrier Approach</b>			
1		% of clients with zero income upon Project entry (APR 8b)	HMIS
2	Applicant's service to high needs populations	% of client population that meets chronic homelessness definition (PSI) or high barrier threshold	HMIS and program data generated by Coordinated Entry and Grants Management
<b>Section IX. CoC Membership and Participation</b>			
3	Applicant representative's attendance at CoC Membership Meetings	Number attended during year	CoC Planning
4	Applicant representative's	Number	

FY 2018 HUD CoC Progr... x

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Careers Disaster/Weather Alerts Announcements

Attachment B

Attachment C

Attachment D

Attachment E

Attachment F

**FY 2018 CoC HUD NOFA timeline v.7.5.18**

Posted (07/06/2018 05:42 pm)

**CoC FL 507 Consolidated Application to HUD – FY 2018 CoC Program**

The Homeless Services Network of Central Florida (HSN) is pleased to make publicly available the 2018 FL-507 CoC Consolidated Application to HUD, including all parts of the application, attachments, and priority listing. HSN will submit its final application no later than September 18, 2018 pursuant to the 2018 NOFA. Please submit comments or questions regarding our application to Martha Are, Executive Director.

**FY 2018 FL 507 CoC Consolidated Application**  
(Not available yet)

**FY 2018 FL 507 Priority Listing**  
(Not available yet)

Central Florida Continuum of Care (FL 507)  
4000 L.B. Sells Blvd, Suite D, Orlando, FL 32811 Phone: (407) 897-0133 Fax: (407) 897-0200

**2017 CoC HUD NOFA Process – Proposed Timeline**  
Last updated 7.5.18  
(Items and dates subject to change)

Event/ Milestone	Who	Date (and Time, if applicable)	Notes
CoC Board Meeting	CoC Board	June 15	Receive and voted on recommendations from previous CoC Advisory Committee Meeting
HUD Release of NOFA		June 20	
New Applicant Information Meeting	Prospective Applicants	June 25	Information Session for any interested applicant, including new applicants
CoC Membership Meeting	CoC Members	June 26	Regular monthly meeting, including explanation of the HUD NOFA process, including the regional application process
Release of Word version of local RFA and Application	Prospective Applicants	Week of July 16	Applications will be made available on CoC website
Review Additional RFA and	CoC Governance Committee	July 18 12:30 noon – 3:00 p.m.	As additional HUD guidance is provided on the NOFA process, it is possible that the Governance Committee will need to make additional

11:31 PM 7/19/2018

**CoC FL-507 Application Timeline Posted 7/6/2018**

The screenshot shows a web browser window with the URL <https://www.centralfloridacoc.org>. The page header includes the organization name "Central Florida Continuum of Care" and contact information: "coc@centralfloridacoc.org" and "407-893-0133". A navigation menu lists: "About", "Programs", "Meetings", "The Numbers", "Standards & Policies", "Educational Resources", "Funding Applications", "Need Help", "Careers", "Disaster/Weather Alerts", and "Announcements".

# Request for Applications

Central Florida Continuum of Care (CoC FL-507) Local Application

Eligible non-profits and agencies are invited to respond to this HUD Continuum of Care Program RFA

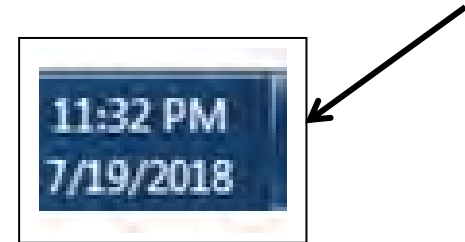
All applications are due by August 14th, by 12 Noon EST.

[Go to RFA](#)

The background image of the announcement features a laptop, a pen, and a pair of glasses on a desk.

The Windows taskbar at the bottom shows the system clock as 11:32 PM on 7/19/2018.

**Local Request for Applications, Released July 19<sup>th</sup> 2018, 1 of 3 (on homepage)**



FY 2018 HUD CoC Program

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Careers Disaster/Weather Alerts Announcements

### Instructions for 2018 Local Application (Published 1/19/2018 @ 11:00pm)

#### Coming Soon!!! Online Portal for Respondents to CoC FL-507 RFA (Tentatively Open 7/23/18)

All applications must be completed online. The tentative release date for the online application is July 23rd 2018. In an effort to provide applicants with a preview, a paper application has been published below. This paper application corresponds directly with the Instructions for 2018 Local Application. A full application process timeline can be found here.

#### Interim 2018 Local Application for HUD CoC Program Funding

- Attachment A-1
- Attachment A-2 (coming soon)
- Attachment A-3
- Attachment B
- Attachment C
- Attachment D
- Attachment E

Application to HUD

Search

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Calendar

July 2018

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

11:30 PM 7/19/2018

**2018 Local Application  
Released July 19<sup>th</sup> 2018; 2 of 3**



FY 2018 HUD CoC Progr... x

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About Programs Meetings The Numbers Standards & Policies Educational Resources **Funding Applications** Need Help

Careers Disaster/Weather Alerts Announcements

Attachment B  
Attachment C  
Attachment D  
Attachment E  
Attachment F

## FY 2018 CoC HUD NOFA timeline v.7.5.18

Posted (07/06/2018 05:42 pm)

### CoC FL-507 Consolidated Application to HUD – FY 2018 CoC Program

The Homeless Services Network of Central Florida (HSN) is pleased to make publicly available the 2018 FL-507 CoC Consolidated Application to HUD, including all parts of the application, attachments, and priority listing. HSN will submit its final application no later than September 18, 2018 pursuant to the 2018 NOFA. Please submit comments or questions regarding our application to Martha Are, Executive Director.

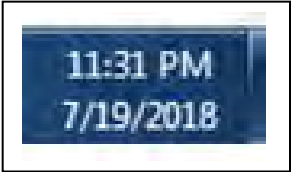
**FY 2018 FL 507 CoC Consolidated Application**  
(Not available yet)

**FY 2018 FL 507 Priority Listing**  
(Not available yet)

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Windows Taskbar: 11:31 PM 7/19/2018

**Local Request for Applications  
Released July 19<sup>th</sup> 2018, 3 of 3**



Central Florida Continuum of Care (CoC FL-507) - Orange, Osceola and Seminole Counties  
HUD Continuum of Care Program  
Request for Applications

Release Date: Thursday, July 19, 2018  
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**Local Request for Applications**  
**Released July 19<sup>th</sup> 2018**

**Attachments:**

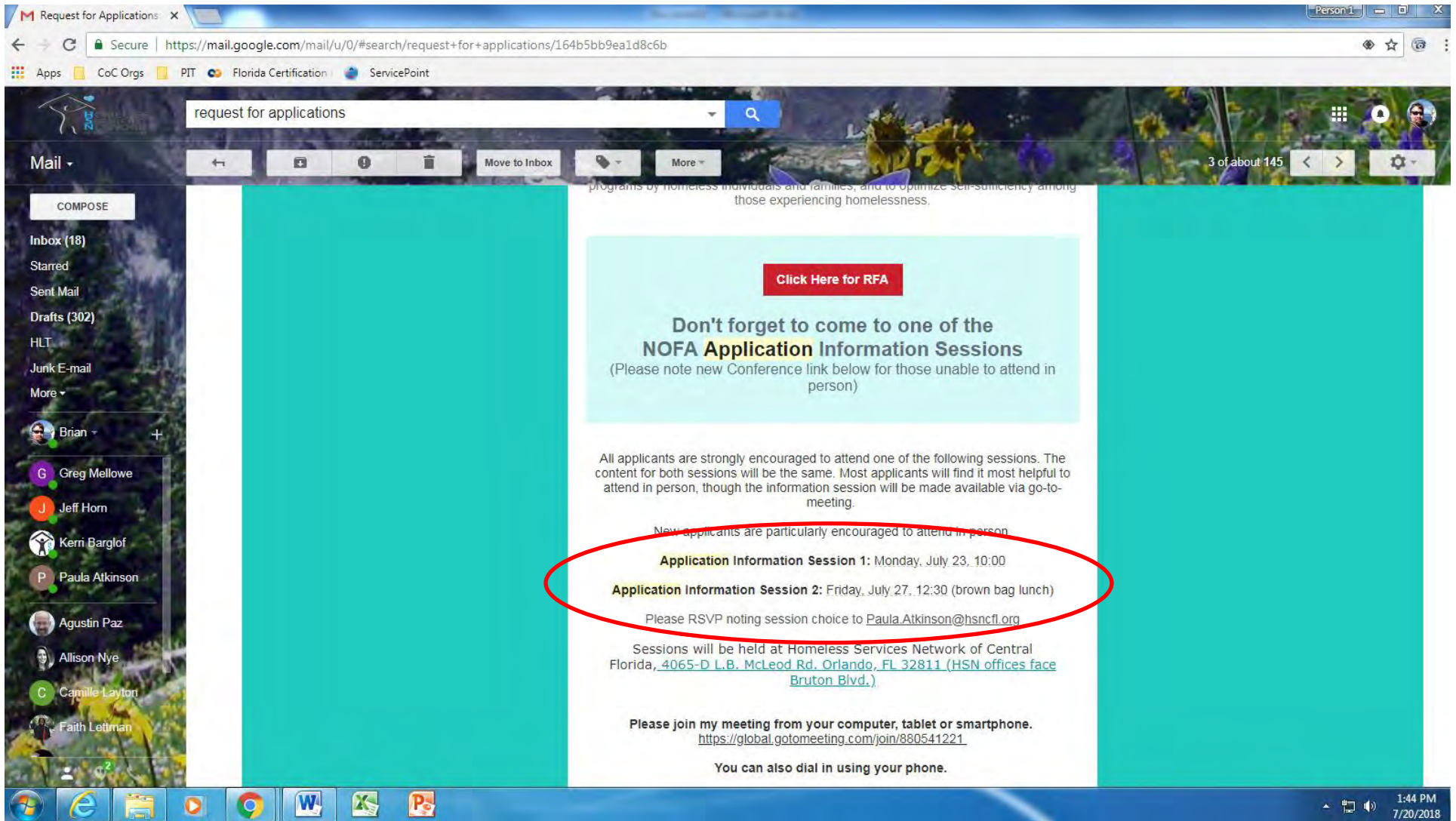
- Attachment A INTERIM Application for HUD CoC Program and Other CoC FL-507-Administered Grant Funding
- Attachment B Application Review and Project Selection Process
- Attachment C Activities Eligible or Prioritized for Funding
- Attachment D Selected CoC FL-507 Policies and Priorities
- Attachment E Requirements Related to a “Housing First” Approach to Program Operations
- Attachment F Housing Navigation and Housing Stability Case Management Scope of Work
- Attachment G Key HMIS-Related Requirements

**Section I: Definitions and Acronyms.**

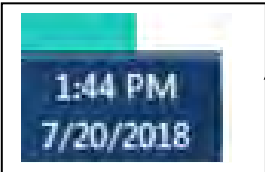
**1. Acronyms.**

The following acronyms are in use throughout this Request for Applications:

- CES = Coordinated Entry System
- CFR = Code of Federal Regulations



**Email Announcing Local Application  
Info Sessions 7/30/18**





FY 2018 HUD CoC Progr... HSN/CoC NOFA Appli... Person 1

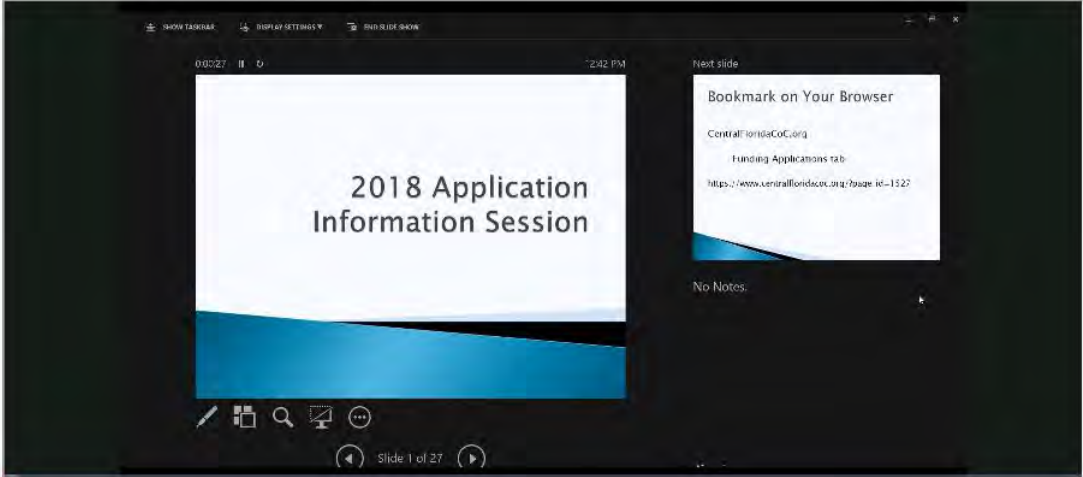
LogMeIn, Inc. [US] | https://attendee.gototraining.com/anytimetrainings/696800493315911170/registrants/3250074300769881601/anytime.tmp?branding=74yc3

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HSN/CoC NOFA Application Process (Recording) [Email icon]

HSN/CoC NOFA Application Process held at HSN on Friday, July 27, 2018. [Refresh icon]

Step 1: Watch the video.



Step 2: Take the test and review the materials (if any).

8:36 AM 7/30/2018

**Application Instructions  
Information Sessions 7/27/18**

**8:36 AM  
7/30/2018**

FY 2018 HUD CoC Progr... x

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# REQUEST FOR APPLICATIONS: FY 2018 CoC Local Application Process

## Official CoC FL-507 Request for Applications

### Instructions for 2018 Local Application

LIVE Information Session

**Online Portal for Respondents to CoC FL-507 RFA**

All applications must be completed online (see link above). In an effort to provide applicants with a preview, a paper application has been published below. This paper application corresponds directly with the Instructions for 2018 Local Application. A full application process timeline can be found here.

### Interim 2018 Local Application for HUD CoC Program Funding

Attachment A-1 Applicant and Project Performance Measurement Using HMIS and Other Administrative Data Source

Attachment A-2 Instructions for Uploading Files

Attachment A-3 Jurisdictional Representative Certification Form

Attachment B Steps in the Review, Ranking and Selection of Projects

Attachment C Activities Eligible and Prioritized for Funding

Archives

- Funding Applications 2017
- FY 2017 HUD CoC Program - Regional Application Process and Consolidated Application to HUD

Search

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July 2018

application.centralfloridacoc.org

8:34 AM 7/30/2018

**Local Application Online Portal Goes Live on 7/30/18**

**8:34 AM  
7/30/2018**

**Central Florida Continuum of Care (CoC FL-507) - Orange, Osceola and Seminole Counties**  
**HUD Continuum of Care Program**  
**Request for Applications**

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**Attachments:**

Attachment A	<u>INTERIM</u> Application for HUD CoC Program and Other CoC FL-507-Administered Grant Funding
Attachment B	Application Review and Project Selection Process
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**Section I: Definitions and Acronyms.**

**1. Acronyms.**

The following acronyms are in use throughout this Request for Applications:

CES = Coordinated Entry System

CFR = Code of Federal Regulations

CoC = Continuum of Care

CoC FL-507 = Central Florida Continuum of Care

CoC Interim Rule = 24 CFR Part 578, as amended

EST = Eastern Standard Time

HMIS = Homeless Management Information System

HSN = Homeless Services Network of Central Florida, Inc.

HUD = U.S. Department of Housing and Urban Development

NOFA = Notice of Fund Availability

OACG = Other CoC FL-507-Administered Grants

RFA = Request for Applications

TBD = To Be Determined

**2. Definitions.**

For purposes of this RFA:

- a. "2018 HUD NOFA" or "NOFA" means the HUD Notice of Funding Availability for Federal Fiscal Year 2018 Continuum of Care Program, found at:  
<https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf>
- b. "Applicant" means an organization or unit of government submitting an application in response to this RFA.
- c. "Central Florida" means Orange, Osceola and Seminole Counties, including their constituent municipalities.
- d. The terms "Homeless", "Chronically Homeless", "Continuum of Care", "Homeless Management Information Systems", "Collaborative Applicant", "Rapid Rehousing", "Permanent Housing", "Permanent Supportive Housing", "Program Participant", "Project", "Sub-recipient", "Supportive Services", and "Transitional Housing" have the same meanings as set forth in the CoC Interim Rule and the HUD NOFA.
- e. "Submission to HUD" means the application package submitted by CoC FL-507 to HUD in response to the 2018 NOFA.

**Section II: Description of Funding Opportunity.**

**A. About the HUD CoC Program.**

The 2018 HUD NOFA establishes the funding criteria for the FY 2018 HUD Continuum of Care (CoC) Program. The HUD CoC Program is designed to promote a region-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, and local governments to quickly re-house 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 individuals and families; and to optimize self-sufficiency among those experiencing homelessness.

**B. About the CoC FL-507 Regional Application Process.**

The process related to the selection of Projects for inclusion in the CoC FL-507 Submission to HUD and the review of applications pertaining to the 2018 HUD NOFA and other CoC FL-507-administered grant (OCAG) opportunities is only one part of a year-round, comprehensive effort by CoC FL-507 to mobilize, align and maximize resources in an effort to respond effectively to homelessness across the Central Florida region (Orange, Osceola and Seminole Counties). Membership in the CoC FL-507 is open to all individuals, organizations, businesses, and units or instrumentalities of local or state government who wish to work collaboratively toward that end. The competitive process described in this RFA is intended to be open as well, although all prospective Applicants should be aware of the eligibility requirements set forth in Section IV.

**Section III: Application Information.**

**A. Generally.**

This RFA and the associated review process are based on established CoC FL-507 priorities as well as the requirements, terms, incentives and evaluation criteria found in the 2018 HUD NOFA, the CoC Interim Rule, and the McKinney-Vento Homeless Assistance Act, as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, all of which are incorporated into this RFA by reference. A full explanation of the content of those source documents is beyond the scope of this RFA. Prospective Applicants may direct questions about such issues to the Point of Contact identified in Section IX.1. In the event of any conflict between this RFA and any of the above-mentioned source documents, the latter is the authority.

**B. Specifically.**

The particular types and categories of Projects that may be considered for inclusion in the Submission to HUD or in relation to the selection sub-recipients for OCAG funding, the funding amounts and activities that are eligible for consideration, and the associated application review process are described in this RFA and its attachments.

**Section IV: Eligibility Information.**

**A. Eligible Applicants.**

1. An Applicant must be a corporation exempt from taxation under section 501(c)(3) of the Internal Revenue Code, a unit of state or local government, or an instrumentality of state or local government that:

- a. Can demonstrate its ability, if funded, to effectively provide housing and/or services to people experiencing homelessness in Orange, Osceola and/or Seminole Counties throughout the HUD or OCAG funding award period, in accordance with HUD or OCAG funder requirements and CoC FL-507 priorities; and
  - b. Is not suspended, debarred, or otherwise precluded from bidding on or receiving federal, state, or local government grant awards.
2. CoC FL-507 encourages all prospective Applicants to review this RFA and to apply for funding to undertake eligible activities, as appropriate, and particularly those that are responsive to the priorities identified by HUD and CoC FL-507. As the Lead Agency and Collaborative Applicant for CoC FL-507, HSN is also available as a resource to assist prospective Applicants outside of this RFA period with building capacity or identifying alternative funding opportunities that best match their missions and resources.
  3. Two or more prospective Applicants that agree to work together as a consortium or collaborative may submit either a joint (“bundled”) Application or separate Applications. If submitting separate Applications, the content of the individual submissions must not conflict, and each of the respective collaborative partners must be clearly identified. In either case, the collaborating Applicants should identify one Applicant as the Project lead to serve as the recipient of HUD or OCAF funding, if awarded, and to subcontract with the other Applicants.

**B. Eligible Activities.**

1. Activities eligible for funding through this RFA are included in the CoC Interim Rule and the 2018 HUD NOFA. In summary, the primary eligible activities for which Applicants may request funding include:
  - a) The provision of rental assistance and/or supportive services directly to eligible individuals and/or families;
  - b) Leasing, operations, acquisition, rehabilitation, and/or construction in direct relation to the provision of housing assistance and/or supportive services to eligible individuals and/or families; and/or
  - c) Essential system supports (i.e., HMIS and CES) required by the CoC Interim Rule and necessary for a Continuum of Care approach,where such activities are proposed in appropriate forms and allowable combinations, in accordance with the requirements of the CoC Interim Rule, the 2018 NOFA, and OCAG funder requirements.

A more complete description is appended to this RFA as Attachment C, Activities Eligible or Prioritized for Funding.

A small supplemental funding amount may be made added to award amounts to reimburse Sub-recipients for eligible administrative activities outside of this competitive process.

### **C. Eligible Program Participants.**

Applicants may only use HUD CoC Program or OCAG funds to serve eligible Program Participants. For purposes of this RFA, consistent with established CoC FL-507 priorities, eligible Program Participants include only those individuals or families who meet either condition (i) or condition (iv) in the definition of “homeless” under 24 CFR §578.3, as further described in Attachment E, Selected CoC FL-07 Policies and Priorities. Informally, eligible Program Participants include those individuals or families in Orange, Osceola or Seminole Counties who are either “literally homeless” or who are actively fleeing domestic violence, dating violence, sexual assault, stalking or human trafficking.

### **D. Match Requirement.**

Most Applicants selected for inclusion in the Submission to HUD or as Sub-recipients of OCAG funding will be required to demonstrate a commitment of matching funds or in-kind services from eligible sources that are specifically dedicated to the Project. In particular, all HUD CoC Program grant funds, with the exception of those used for leasing activity, require a minimum of 25 percent match. CoC FL-507 is prioritizing the availability of matching funds (cash) for the provision of direct services (case management, and/or flexible financial assistance to clients for activities that promote housing stability and retention.

### **E. Activities Eligible to Be Funded vs. Activities Likely to Be Funded.**

The set of Projects and activities that are eligible for HUD CoC Program or OCAG funding, as well as the smaller set of Projects and activities that are most likely to be competitive in this RFA process, are based on the priorities and directives set by HUD in the 2018 NOFA, OCAG funder agencies, and the CoC FL-507 Board. Prospective Applicants should therefore be aware that some activities, although eligible for funding through this RFA, are nevertheless by their nature highly unlikely to be selected for inclusion in the Submission to HUD or for a sub-award of OCAG funding. Prospective Applicants are encouraged to pay careful attention to these issues and to contact the Point of Contact listed at Section IX to request clarification.

## **Section V: Submission of Applications.**

### **A. Application Form.**

Prospective Applicants seeking to respond to this RFA should complete and submit an Application form, the preliminary version of which is appended to this RFA as Attachment A, Interim Application for CoC Program Funding (“Interim Application”).

The final version of the application to be completed by Applicants will be made available at the earliest possible date, and its availability will be the subject of a separate, specific announcement to all known CoC stakeholders, specifically including the list of Interested Parties described in Section IX.2.

The final version of the application will primarily be accessed through the Survey Monkey Apply software application (“Apply program”), which will be available via the CoC FL-507 website at <http://www.centralfloridacoc.org> until the application deadline. Neither a cost nor training is involved in Applicants’ use of the Apply program.

Applicants are very strongly encouraged to review and submit the Application electronically using the Apply program. However, any Applicant that is unable to access and/or submit the Application using the Apply program should notify the Point of Contact identified at Section IX.1. no later than Friday, August 3, 2018, so that an alternative method of access to and/or submission of the Application can be arranged.

**B. Prospective Applicant Information Sessions**

As part of the Application process, HSN in its capacity as the Lead Agency and Collaborative Applicant has scheduled two information sessions for prospective Applicants as indicated in the Application Timeline of Key Events at Section VIII below. Attendance at one of the sessions is strongly encouraged for all prospective Applicants not currently receiving HUD CoC Program or OCAG funding or that are requesting additional funding for new activities not currently HUD CoC Program or OCAG-funded.

**C. Application Instructions.**

The general nature of the content that must be provided as part of any submitted Application, including required forms, attachments and other content necessary to ensure a thorough and independent review are found in the Interim Application. The final version of the Application will supersede and replace the Interim Application immediately upon availability, as described in Paragraph 1. Submitted Applications must be complete and responsive in order to be considered for inclusion in the Submission to HUD and/or selection as a Sub-recipient of OCAG funding, unless otherwise approved by the CoC Board, per Section XI.2 below.

**D. Application Deadline.**

All Applications must be submitted to HSN no later than the deadline of 5:00 p.m., EST, **Tuesday, August 14, 2018**. For purposes of this RFA, “submitted” means that a completed Application is fully uploaded in the Apply program, accessible via the CoC FL-507 website at: <http://www.centralfloridcoc.org> or, if pre-arranged as described in paragraph 1, that a completed Application is received at the address identified at Section IX.1. Applications submitted after the deadline cannot and will not be accepted or reviewed.

**E. HUD CoC Program Funding Requests and Award Amounts.**

**1. Renewal Funding Baseline Amount.**

Applicants may request and be considered for HUD CoC Program funding for eligible activities under any applicable project type. However, the baseline for the development of the Submission to HUD is HUD’s calculation of the amount of funding eligible for renewal. In keeping with the 2018 HUD NOFA,



the approximate amounts for which CoC FL-507 can expect to request renewal funding by project and activity type are as follows:

<b>Project (and Activity Type)</b>	<b>Renewal Baseline Amount (rounded)</b>
<b>Permanent Supportive Housing</b>	<b>\$4,504,000</b>
Housing Assistance	\$4,081,000
Supportive Services	\$ 423,000
<b>Rapid Rehousing/Youth Transitional Housing</b>	<b>\$1,562,000</b>
Housing Assistance	\$1,146,000
Supportive Services	\$ 416,000
<b>Other Supportive Services (including Coordinated Entry System)</b>	<b>\$501,000</b>
<b>HMIS</b>	<b>\$316,000</b>
<b>TOTAL (excludes limited administrative funding)</b>	<b>\$6,883,000</b>

## **2. Selection of Projects.**

Applicants requesting HUD CoC Program funding can therefore be selected for inclusion in the Submission to HUD in one of four (4) distinct ways, based on the results of the competitive Application Review and Project Selection Process described at Section VI. below:

- a. Currently funded Applicants may be selected for renewal funding;
- b. Applicants that are not currently funded (or that are currently funded, but not for activities for which they are currently requesting funding) may be selected to receive a re-allocation of portions of renewal funding amounts as described in paragraph 3. below;
- c. Applicants that are not currently funded (or that are currently funded, but not for activities for which they are currently requesting funding) may be funded by displacing another lower-ranking Applicant included among projects funded for FY 2017; or
- d. Applicants may be selected for inclusion in a Bonus Project eligible under the 2018 NOFA that does not absorb any renewal funding.

## **3. Reallocation of Funding.**

- a. Reallocation of HUD CoC Program funding is the process by which an Applicant associated with a particular Project and activity type(s) requests renewal funding, but is ranked lower through the Community Ranking and Selection process than a higher-ranking Applicant associated with the same project and activity type(s), and a portion of the renewal amount for the former is consequently transferred to the latter;
- b. Funding may be reallocated within one Project and activity type under any of the following circumstances:

- i. The Applicant is ineligible for renewal of an FY 2017 award, in which case the entire award amount will be reallocated;
  - ii. The Applicant voluntarily submits a request for an award amount that is less than the FY 2017 award amount, in which case the difference will be reallocated;
  - iii. The Applicant is projected to leave at least 25 percent of the current grant award unexpended by the end of the grant period, in which case up to 5 percent of the award amount is subject to reallocation;
  - iv. The Applicant's total Application score is more than 1.5 standard deviations below the mean total Application score among all Applicants within the same Project and activity type, in which case up to 10 percent of the FY 2017 award amount may be subject to reallocation.
- c. The amount available for reallocation is the sum of the amounts made available under i., ii., iii, and iv. above.
  - d. Applicants with total Application scores that exceed 1.5 standard deviations above the mean total score for their respective Project type and activity may be eligible to receive funds that are reallocated.
  - e. The maximum additional amount that any Applicant receiving funding via reallocation may receive will be based on the distribution of total Application scores among all reallocation-eligible applicants relative to the mean total score for the associated Project type and activity. The minimum anticipated reallocation amount to be transferred to any one Applicant is \$10,000.
  - f. Reallocation decisions will be implemented in a manner that places the highest priority on holding current Program Participants harmless.

**4. Bonus Projects.**

- a. Through the Community Ranking and Selection process, one or more Projects that do not absorb any renewal funding ("Bonus Projects") may be selected for inclusion in the Submission to HUD.
- b. CoC FL-507 anticipates the inclusion of a minimum of one (1) and a maximum of three (3) Bonus Projects in the Submission to HUD that are targeted to survivors of domestic violence and/or human trafficking in keeping with the parameters set forth in the 2018 NOFA. CoC FL-507 anticipates that the total amount of funding requested for such Bonus Project(s) in the Submission to HUD will not exceed \$799,007.
- c. CoC FL-507 further anticipates the inclusion of a minimum of one (1) and a maximum of five (5) Bonus Projects in the Submission to HUD that request funding for permanent housing in keeping with parameters set forth in the 2018 NOFA. CoC FL-507 anticipates that the total amount of funding requested for each such Bonus Project will not exceed \$300,000, though Projects requesting approximately \$100,000 may be preferred if all other factors and scores are equal.

**F. Other CoC FL-507-Administered Grant (OCAG) Funding Requests.**

1. Prospective Applicants that are current OCAG Sub-recipients seeking to continue in that capacity, or that are not-current OCAG Sub-recipients but wish to be considered for selection as an OCAG-funded Sub-recipient are encouraged to submit an Application requesting OCAG funding.
2. Applications for OCAG funding are encouraged to be submitted separately from any application for HUD CoC Program funding, except as described in sub-paragraph 3 below.
3. Applicants for OCAG funding that are also applying for HUD CoC Program funding for the same or very similar set of activities under the same Project type may elect not to submit two (2) separate applications. In that event, all applicable portions of the application for HUD CoC Program funding will be used to support an application for OCAG funding of the same or most similar project and activity.
4. Current Sub-recipients of OCAG funding seeking continuation funding but that are not applying for HUD CoC Program funding for the same or maximally similar project type and activity should complete the Application as if requesting new funding.
5. Prospective Applicants who wish to request OCAG funding that is not associated with the same or maximally similar project and activity type eligible under the HUD CoC Program need not address such activity in their Application, but will be asked to briefly describe them.
6. Prospective Applicants who request OCAG funding may be solicited for additional information before scoring of those applications for OCAG funding is completed.

## **Section VI: Review of Applications, Selection of Projects and Selection of Sub-recipients**

### **A. Application Review and Project Selection Process.**

The process for the review and scoring of applications and the selection of Projects for inclusion in the Submission to HUD are described in Attachment B to this RFA.

### **B. Application Review and Project Selection Criteria.**

The final decision regarding which Projects will be selected for inclusion in the Submission to HUD or as a Sub-recipient of OCAG funding falls to the CoC FL-507 Board as part of the Application Review and Project Selection Process in Attachment B. However, one of the key inputs into that process are scores assigned by independent reviewers, who will evaluate submitted applications using the CoC FL-507 Application Scorecard. The detailed Application Scorecard as well as the final Project Selection Process cannot be finalized until the full set of requirements for the Submission to HUD are made available and reviewed. The final version of the Scorecard and Project Selection Process will be made available at the earliest possible date, and its availability will be posted on the CoC website at [centralforidacoc.org](http://centralforidacoc.org).

**C. Applicants Requesting HUD CoC Program Funding Selected for Inclusion in Submission to HUD**

Because the time elapsed between release of the 2018 NOFA and the start date for the FY 2018 grant term may approach 18 months, Applicants selected for inclusion in the Submission to HUD will receive baseline sub-award amounts based on current assumptions and conditions. Such sub-award amounts are to be considered tentative placeholders. Actual sub-award amounts for FY 2018 will be finalized by the CoC Board at least 90 days prior to the start of the grant term for the Project. Any changes to a Sub-recipient’s baseline sub-award amount will be a function of Sub-recipient performance levels, interim adjustments to prior Sub-recipient award amounts, Sub-recipient spending rates in prior grant years, and other factors comparing the performance of Sub-recipient relative to those of other selected Project Sub-recipients. With respect to consideration for increases to baseline sub-award amounts, selected applicants will be considered in order of ranking through the ranking and review process.

**D. Applicants Requesting HUD CoC Program Funding Not Selected for Inclusion in the Submission to HUD.**

Applicants not selected for inclusion in the Submission to HUD will be placed by the ranking and review process into two distinct categories: 1) Applicants qualified for future incorporation into the Project, and 2) Applicants ineligible for future incorporation into the Project. Although Applicants in the former category will not receive a baseline sub-award amount, but may be considered for a FY 2018 award.

**Section VII: Appeals of Application-Related Decisions**

Applicants notified that they have not been selected for inclusion in the Submission to HUD and that perceive that their non-selection is the result of reversible error may submit an appeal to be considered by the CoC Board. Appeals must be submitted in the same manner as the application and be received by 5:00 p.m. EST, September 7, 2018. In order to be eligible for consideration, an appeal should include a detailed explanation of the perceived error and any other information the applicant considers relevant. HUD has emphasized that appeals should focus on how the applicant was denied the opportunity to participate in the planning process. Each Applicant submitting an appeal will be notified of its final status upon disposition by the CoC Board.

**Section VIII. Key Events and Resources for Prospective Applicants**

**A. Timeline of Key Events**

The following key events are anticipated in relation to the issuance of this RFA, the subsequent review of applications received in response to this RFA, and the selection of applications for inclusion in the Submission to HUD. All dates listed in this timeline refer to 2018 unless otherwise specified, and all times are EST.

**Event or Due Date**

**Anticipated**

**Date (& Time, if applicable)**

FY 2018 NOFA Released by HUD	Wednesday, June 20
2018 NOFA Overview Meeting	Monday, June 25th, 2:30
p.m.	
CoC General Meeting	Tuesday, June 26, 9:00 a.m.
Release of RFA and Interim Application (PDF)	Week of July 16
Release of Web Application	Monday, July 23
	<i>(tentative)</i>
RFA Information and Q&A Session 1	Monday, July 23, 10:00 a.m.
RFA Information and Q&A Session 2 (repeat)	Friday, July 27, 11:30 a.m.
Training for Independent Reviewers	Tuesday, August 14, 10:30
a.m.	<i>(tentative)</i>
CoC Governance Committee	Tuesday, August 8, 12:00
p.m.	
CoC Resource and Allocation Committee	Tuesday, August 14, 12:00
a.m.	
Applicant Applications Due to HSN	<b>Tuesday, August 14, 5:00</b>
<b>p.m.</b>	
Review Period	Friday, August 17- Thu.,
August 23, 12:00 a.m.	
Community Ranking Committee	Monday, August 27
	<i>(tentative)</i>
CoC Board Meeting	Friday, August 28, 9:00 a.m.
	<i>(tentative)</i>
Funding Decision Notifications	Monday, September 3
Appeals of Funding Decisions Due	Friday, September 7, 5:00
p.m.	
Review of Appeals	Saturday, September 8 -
Tuesday, Sept. 11	
Appeal Notifications	Wednesday, September 12
Submission to HUD posted on CoC FL-507 Website	Sunday, September 16
Submission to HUD	Tuesday, September 18
Announcement of Awards by HUD	TBD (late 2018)
Expected Start Date for Funded Projects	TBD (in 2019)

**B. Resources for Prospective Applicants.**

As the Lead Agency and Collaborative Applicant facilitating the preparation of the CoC’s Submission to HUD, HSN will:

1. Host two webinars/teleconferences for the purpose of explaining this RFA and the associated review process, as well as answering questions raised by prospective Applicants.
2. Respond to questions raised by prospective Applicants and others by posting and updating the list of such questions and associated responses. A list of such questions and responses will be posted on the HSN website at [https://www.centralfloridacoc.org/?page\\_id=1527](https://www.centralfloridacoc.org/?page_id=1527). The list will be updated on an ongoing basis through at least August 13, 2018.
3. As necessary, issue other correspondence as a result of information received from HUD, the CoC Board, or other authoritative source that is pertinent to this RFA.
4. Seek to accommodate and facilitate participation by prospective Applicant representatives with disabilities or Limited English Proficiency.
5. Seek to accommodate and facilitate participation by victim service provider organizations in a manner that holds them harmless in the competitive process despite their

**Section IX: Communication.**

**A. Point of Contact.**

All inquiries regarding this RFA and the associated application review process may be directed as follows:

Collaborative Applicant: Homeless Services Network of Central Florida (HSN)  
E-mail: [application@hsncfl.org](mailto:application@hsncfl.org)  
Website: [https://www.centralfloridacoc.org/?page\\_id=1527](https://www.centralfloridacoc.org/?page_id=1527)  
U.S. Mail: Homeless Services Network  
4065-D L.B. McLeod Rd.  
Orlando, FL 32811

**B. Interested Parties List.**

Prospective Applicants and other interested parties are encouraged to sign up for the RFA Interested Parties List to receive periodic announcements and updates regarding this RFA and the associated application review process. Individuals are automatically subscribed to the Interested Parties List when registering for the Apply program application software as described in Section IV. Individuals may also subscribe to the Interested Parties List by sending a request via email to [application@hsncfl.org](mailto:application@hsncfl.org).

## **Section X: Post-Award Requirements.**

### **A. Sub-recipients and Sub-recipient Agreements.**

The majority of Projects selected for inclusion in the Submission to HUD that are approved for funding by HUD will, upon completion of additional post-award requirements, become Sub-recipients of HUD funding via an agreement with HSN. The Sub-recipient agreement will address the responsibilities of both HSN and the Sub-recipient, including but not limited to, service delivery, program reporting and administrative requirements. Renewal projects that currently have direct contracts with HUD will continue to contract directly and will not be Sub-recipients of HSN.

### **B. Program and Funding Restrictions.**

CoC Program grant funds may only be used to perform eligible activities that serve eligible participants in compliance with all applicable federal, state and local laws and regulations, including but not limited to 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), 24 CFR Part 100 (Discriminatory Conduct Under the Fair Housing Act), and 24 CFR Part 578 (Continuum of Care Program). HSN will provide training and support for all Sub-recipients to assist them with developing the capacity to meet such requirements.

### **C. Restrictions on Assignment.**

Each Sub-recipient retains the responsibility to comply with the terms and conditions of its Sub-recipient agreement throughout the award period, in accordance with all applicable federal laws and regulations, except that HUD may from time to time approve proposed amendments to such agreement, if doing so would increase the likelihood that the Project will meet performance objectives and promote the goals of the CoC Program. The Sub-recipient is also responsible for ensuring and, when necessary, demonstrating compliance on the part of any contractor providing services under the agreement. However, Sub-recipients may not assign responsibility for performance of the activities funded under the agreement without prior approval.

## **Section XI. Additional Specifications.**

### **A. Modifications to this RFA.**

Although the content of this RFA is not expected to change substantially following its issuance, the time frame between release of the 2018 HUD NOFA and the CoC FL-507 Submission to HUD in response to the NOFA is compressed. Events necessitating modifications to this RFA may include, but are not limited to, clarifications or corrections to the 2018 NOFA by HUD and program or policy clarifications made by the CoC in direct response to issues raised by the 2018 NOFA. Prospective Applicants are encouraged to subscribe to the RFA Interested Parties List described in Section IX.2 in order to ensure prompt notification of all announcements related to this RFA, including any modifications thereto.

### **B. Adjustments to Submitted Applications and the RFA Process.**

1. The CoC Board reserves the right to propose adjustments to the scope of services, funding amounts, collaborative arrangements, and other project characteristics submitted in an

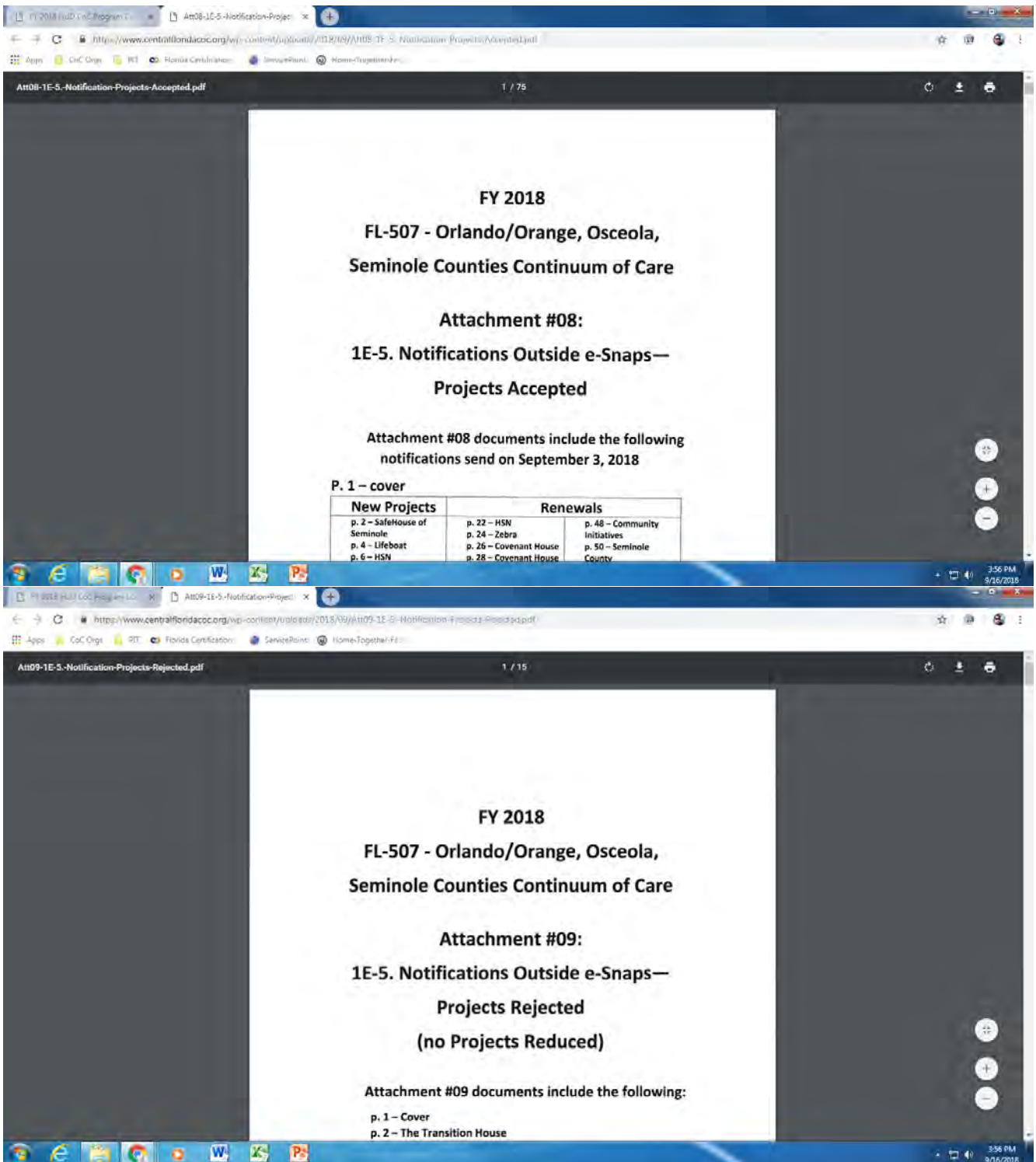
application based on factors unrelated to the application itself in order to best align the Submission to HUD with HUD and CoC FL-507 priorities. The specific justification for any such proposed adjustment will be posted at <http://www.centrafloridacoc.org>. Inclusion of any such application in the proposed modification will be communicated in writing to the Applicant as soon as possible, and prior to inclusion in the Submission to HUD.

2. The CoC Board reserves the right to authorize the correction of errors and/or the clarification of irregularities in the content of any application that would not affect the scoring of applications or the selection of Projects.
3. The CoC Board reserves the right to make adjustments to the process and timeline described in this RFA that would not reduce or restrict the ability of a prospective Applicant to participate without competitive disadvantage.

*Issued July 19, 2018*



**Public Notice of Project ranking included in accepted & rejected letters and in the board meeting minutes attached in attachments 8 & 9 (Below)**





**HOMELESS SERVICES NETWORK**  
of Central Florida

4065 L.B. McLeod Road, Suite D, Orlando, FL 32811  
Phone: 407-893-0133  
Fax: 407-893-5299  
www.hsncfl.org

**MEMO**

**TO:** Helaine Blum, GAECDC  
**FROM:** Homeless Services Network of Central Florida, CoC FL-507 Lead Agency and Collaborative Applicant  
**RE:** FY 2018 HUD CoC Application - 12-Month Renewal Budget Form  
**DATE:** August 2, 2018

This memo serves as a confirmation of the funding amounts your agency is eligible to include in a Renewal Application for your current HUD CoC Program-funded Project. The amounts below include all funds you may request for a 12 month grant year if your renewal application is approved for FY 2018 funding. Actual award amounts may differ as described in the Request for Applications.

Please review the budget information below, initial the boxes below as appropriate, sign and return on page 2, and send a scanned copy to [application@hsncfl.org](mailto:application@hsncfl.org) prior to the Application submission deadline.

Should you have any questions, feel free to contact us at [application@hsncfl.org](mailto:application@hsncfl.org).

**Applicant Name:** Grand Avenue Economic Community Development Corp. Florida, Inc.

**Project Name:** PSH Rental Assistance and Services - Pathlight Home Restore

Eligible Activity	Renewal Application Amount
Rental Assistance	166,480
Leasing	-
Supportive Services – Case Management/Navigation	33,787
Supportive Services – Rental Application Fees	-
Supportive Services – Outreach	-
Operations	-
Administration	13,938
<b>Total</b>	<b>214,205</b>

**Instructions to Applicants:**

[ *HB* ] Initial this box to signify that you agree to the above budget as the total and line items associated with your Renewal Application.

Initial this box to signify that you agree that the staffing and services patterns associated with your current sub-recipient contract agreement, in association with this budget, are the staffing and services patterns for which you will be submitting a Renewal Application.

Initial one of the following boxes:

Initial this box IF your Renewal Application is part of a "bundled" Project, and you acknowledge that actual award amounts may be adjusted based on factors including, but not limited to, availability of funds, organizational capacity, performance and other identified CoC priorities.

**OR**

Initial this box if your Renewal Application is NOT part of a bundled project

Initial one of the following boxes:

We will submit documentation of your 25% matching funds commitment (letterhead, amounts of match, dates match will be spent, clarification of how funds will be used) as an attachment to the online application.

**OR**

We will submit documentation of your 25% matching fund commitment (letterhead, amounts of match, dates match will be spent, clarification of how funds will be used) as an attachment to this signed memo.

This memo must be signed by the individual authorized to represent the Applicant on application and funding submissions.

Signature: He Bl, President

Printed Name: Helaine Blum

Title: President

Date: 8/10/18

