



HUD: NOTICE OF FUNDING AVAILABILITY (NOFA)
Released: Monday, July 8, 2019

Heartland Coalition for the Homeless 2019 REQUEST FOR PROPOSALS

Released:

Friday

August 9, 2019

Submission Due:

MONDAY

SEPTEMBER 10, 2019

4:30 PM

Heartland Coalition for the Homeless

752 US Highway 27 North

Avon Park, Florida, 33825

CoC LOCAL FUNDING COMPETITION REQUEST FOR PROPOSALS (RFP)

It is important to read this entire document and HUD Program Guides including the NOFA before applying to ensure all requirements are met.

1. Introduction:

The U.S. Department of Housing and Urban Development (HUD) released the FY 2019 Notice of Funding Availability (NOFA) for HUD's Continuum of Care Program Competition.

Heartland Coalition for the Homeless (HCH) serves as the collaborative applicant for the FL-517 Continuum of Care (CoC) serving Highlands, Hardee, Hendry, Glades, Desoto and Okeechobee counties. As the Collaborative Applicant, HCH is accepting proposals for projects that wish to use CoC Program Homeless Assistance funding from HUD. This notice serves as an overview of the process and opportunity to apply for funds. New and renewal project applications will be accepted and prioritized for funding by the Heartland Coalition for the Homeless Continuum of Care Review and Ranking Committee.

Partnering agencies depend on each other to build strong success and strong collaboration within the community. The System is dependent upon partnerships and collaboration that will strengthen and add to our homeless response system in ways such as increasing access to services, (i.e. employment assistance and food pantries), and improving housing outcomes.

The CoC Program (24 CFR part 578) is designed to

1. To promote a community-wide commitment to the goal of ending homelessness.
2. To provide funding for efforts by non-profit providers, State, and local governments to quickly rehouse homeless individuals, families, persons fleeing domestic violence, and youth while minimizing the trauma and dislocation caused by homelessness.
3. To promote access to and effective utilization of mainstream programs by homeless; and to optimize self-sufficiency among those experiencing homelessness.
4. The CoC provides technical assistance to ensure that the process is accessible to all eligible applicants, including those who have not received CoC funds in the past.
5. The CoC encourages applications from applicants that have never previously received CoC funds as well as from applicants that are currently receiving or have in the past received CoC funds.
6. The CoC will competitively rank projects on how they improve the performance of the local homeless assistance system and will reallocate funds to higher performing projects.

This year HUD is putting an emphasis on prioritizing projects that employ strong use of evidence and data, including the cost-effectiveness and impact of homelessness programs on positive housing outcomes, recovery, self-sufficiency, and reducing homelessness. All projects must follow a housing first approach and agree to utilize the Homeless Management Information

System (HMIS) Charity Tracker, and the local coordinated entry system. It is imperative that this entire document and HUD's NOFA is read.

The Heartland CoC has been notified by HUD that the amounts below are estimated for the upcoming funding cycle with a maximum of \$812,176.00 available to be applied for.

- Annual Renewal Demand: \$160,123
- Anticipated Tier 1 amount: \$150,516
- Anticipated Tier 2 amount: \$39,504.96
- Bonus Project amount: \$81,218
- CoC Bonus: \$163,013
- CoC Planning: \$24,365 (HCH Only)

2. Eligible Project Applicants:

- Nonprofit organizations
- State and Local governments
- Public housing agencies

Applicant organizations must be willing and able to work as a part of the homeless response system by effectively providing one or more of the services described in this RFP. The goals of an effective response system are to identify those experiencing homelessness, prevent homelessness when possible, connect people with housing quickly and provide services when needed. They work with other programs in the system to connect people to stable, permanent housing. The Heartland Coalition for the Homeless will not consider stand-alone projects which do not operate as a part of the homeless response system.

For applicants located outside the FL-517 Continuum of Care, wishing to provide services in DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee County, documentation of performance of all required elements in this RFP must be substantiated by the local CoC Lead Agency of the primary catchment area you are currently serving. State grantees are prohibited from funding projects operated by the agencies of State government.

3. Newly proposed and renewal projects will be accepted for the following eligible projects:

ELIGIBLE PROJECTS: (All applicants should apply for one-year grant term)

1. Permanent supportive housing projects may apply for projects that will serve 100 percent chronically homeless households.
2. Renewal PSH projects

3. Permanent Housing -Rapid Rehousing (PH-RRH) that serve homeless households including unaccompanied youth.
4. Renewal HMIS projects for the costs that can only be carried out by the HMIS Lead for a maximum amount of \$52,552 (will be ranked #1 to meet HUD reporting requirements)
5. Rapid-Rehousing (PH-RRH) for survivors of domestic violence, stalking, and dating violence.
6. Supportive Services Only-Coordinated Entry for the Coordinating Entity.
7. Supportive Services Only-CES through DV Bonus.

4. Project Scoring

DV Bonus: For projects the CoC indicates it would like considered as part of the DV Bonus, HUD will award a point value to each project application combining both the CoC Application score and responses to the domestic violence bonus specific questions in the CoC Application using the following 100-point scale:

- 1.) For RRH component projects
 - a.) CoC score - Up to 25 points in direct proportion to the score received in the CoC application.
 - b.) Need for the project - Up to 25 points based on the extent the CoC quantifies the need for the project in its portfolio, the extent of the need, and how the project will fill that gap.
 - c.) Quality of the Project Applicant - Up to 50 points based on the previous performance of the applicant in serving survivors of domestic violence, stalking, sexual assault, and dating violence, and their ability to house survivors and meet safety outcomes. The CoC must demonstrate that the project will use trauma-informed, victim-centered approaches.

5. Funding Criteria.

Beginning with the FY 2017 CoC Program Competition, HUD allows project applicants to apply for a new expansion project under the reallocation process or bonus in order to expand existing eligible renewal projects that will increase the number of units in the project or allow the recipient to serve additional persons.

HUD has clarified that the component type for the existing project and the new expansion project must be identical (e.g., an existing PSH project may only apply for a PSH expansion, an existing

RRH project may only apply for a RRH expansion). Applicants may not apply for an expansion to replace other funding sources.

Applicants seeking funding for an expansion project should complete the relevant section of this application located at <https://www.hudexchange.info/resource/2908/how-to-access-the-project-application>

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

6. Prior to applying, applicants should ensure that they meet the following threshold criteria:

1. Must propose an eligible activity for an eligible homeless population (see page 3-4 eligible projects).
2. Current tax-exempt status and IRS 501(c)(3) designation letter
3. Must not propose to use HUD funds to supplement current funding
4. Must be able to provide the following information:
 - a. Most recent IRS 990 or audit report and auditor's management letter
 - b. Current board roster
 - c. Copies of code of conduct/ethics, conflict of interest, organizational chart, and personnel, procurement, and accounting procedures
 - d. Match letter for 25% of the applied amount subtracting leasing if applying for PSH
 - e. Any other requested documents described in Scoring Tool Requirements:

7. All applicants will certify in writing to the following:

- Submit program data and participate in the Homeless Management Information System (HMIS) Charity Tracker. Applicants must agree to adhere to HMIS policies.
- Follow FL-517 Written Standards
- Participate in HCH coordinated entry system and accept referrals that prioritize the most vulnerable from the Supportive Housing By-Name-Listing maintained by HCH.
- Be a member in good standing of HCH CoC.
- Participate in all CoC activities and attend 75% or more CoC meetings.

- Applicants must ensure and demonstrate that they understand the Conflict of Interest guidelines found in CFR 578.95 (b)(c)(d) and are free of any conflicts in interest.
- Attend trainings, conferences, webinars, or other technical assistance HUD or the CoC provides regarding CoC Program funds and the administration of those funds as needed.
- Agencies that are awarded CoC Program funds are to be monitored and evaluated at a minimum of annually by the Lead Agency. The data results and outcomes of the monitoring and evaluations will be shared with the CoC. The CoC will utilize the evaluations, data, and outcomes, in the decision-making process for future applications. Agencies are required to allow at least one annual site-visit by HCH or CoC designated monitor.
- Promote geographic diversity of programs throughout our CoC by covering all six (6) counties.
- Agencies that serve survivors of domestic violence are encouraged to apply and are exempt from having to utilize the HMIS, however they will need to agree to provide data from a comparable database.

8. Scoring

Criteria	Percentage
Agency Experience and Capacity	25%
Proposed Project	25%
Need for the Project	10%
Quality of the Project	10%
Previous Grant Performance	10%
Demonstration of Housing First – Low Barrier Projects	10%

- The Grant Review and Scoring Committee will assess the applicant’s responses using the scoring criteria matrix below.
- **0 Points** Incomplete or No Response. The response is missing and/or cannot be found in the appropriate section.
- **1 Point** Limited information is provided with very vague descriptions. The narrative is difficult to follow and there is no clear purpose defined. The response includes sporadic details that are very disjointed and do not connect with the main point.
- **3 Points** **Acceptable Response.** General information on the topic is provided, with limited detail. The response included provides a basic

description of the question(s) asked. The information provided answers the questions(s) and is informative but does not provide clear details.

- **5 Points Excellent Response.** The response is included and provides a clear, focused, well-defined description with relevant analysis and accurate details answering the questions(s) asked.

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

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

10. Background Checks and Clearance: The Applicant shall ensure that all staff and HMIS/Users are screened in accordance with chapter 435, F.S., are of good moral character and meet the Level 2 Employment Screening standards specified by sections 435.04, 110.1127, and subsection 39.001(2), F.S., and are eligible for employment through E-Verify, as a condition of initial and continued employment that shall include but not be limited to:

- Employment history checks;
- Fingerprinting for all criminal record checks
- Statewide criminal and juvenile delinquency records checks through the Florida Department of Law Enforcement (FDLE);
- Federal criminal records check from the Federal Bureau of Investigation via the Florida Department of Law Enforcement; and
- Security background investigation, which may include local criminal record checks through local law enforcement agencies.
- Attestation by each employee, subject to penalty of perjury, to meeting the requirements for qualifying for employment pursuant to chapter 435 and agreeing to inform the employer immediately if arrested for any of the disqualifying offenses while employed by the employer.

- The Provider shall sign an affidavit each State fiscal year for the term of the contract stating that all required staff have been screened or the Provider is awaiting the results of screening.

11. Appeals for Project Application Rejections

If an applicant is notified that its project application has not been selected for inclusion in the submission to HUD, and the application has not been selected for inclusion in the submission to HUD, and the applicant perceives that the rejection is the result of a reversible error, the applicant may submit an appeal to be considered by the CoC Board. Appeals must be submitted by email to HCH by the appeals due date (see timeline below) and must explicitly state the perceived reversible error and how that error may be corrected. Any appeals will be forwarded to the Review and Ranking Committee for consideration. The appellant will be notified in writing via email of the outcome by the date indicated on the timeline below.

12. HCH Point of Contact:

Any questions, requests for technical assistance, new project submissions, and appeals should be in writing via email and directed to: Brenda Gray, HCH Executive Director, brendfa.gray@heartlandhomeless.com.

13. Timeline:

July 8, 2019		Notice for Funding Availability (NOFA) Released
August 9, 2019		HCH issues Request for Proposals
August 16, 2019	10:00 a.m.	Pre-Proposal Workshop This will take place at Heartland Coalition for the Homeless physical address
Monday, September 10, 2019	4:30 p.m.	PROPOSAL SUBMISSION DEADLINE Must be hand delivered or mailed to Heartland Coalition for the Homeless 752 US Highway 27 North Avon Park, Florida, 33825 Emailed to: Brenda.gray@heartlandhomeless.com
Wednesday, September 12, 2019		Application Submission Review
Thursday, September 13, 2019		Review/Evaluation/Scoring Committee
Monday, September 16, 2019		Notification of Project Selection for inclusion in the Heartland Coalition for the Homeless NOFA Application to the State Posted to website: www.heartlandhomeless.com
September 26-30, 2019	3:00 p.m. Eastern	Heartland Coalition for the Homeless CoC (FL-517) Application Preparation and Submission

Helpful Links:

<https://www.hudexchange.info/programs/coc/toolkit/program-components-and-eligible-costs/>

<https://www.hudexchange.info/programs/coc/toolkit/grant-administration>

<https://www.hudexchange.info/resource/2908/how-to-access-the-project-application>

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

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

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(2019) link <https://www.hudexchange.info/resource/2905/coc-application-component-of-the-coc-consolidated-application/>