Palm Beach County

Continuum of Care Applicants
Renewal Project Application Instructions

Except where noted, all agencies applying for PBC CoC funds in the 2018 competition must submit the items listed below to be eligible.

The deadline for document submission is twelve (**noon) on July 9, 2018**. Documents must be delivered to Georgiana Devine; Program Manager - Human Services; 810 Datura Street; West Palm Beach; FL 33401. Submit an original along with five copies which must be bound.

Fatal Flaws

- **If an agency fails to turn in any of the information by the DEADLINE, the project will not be ranked nor considered for HUD CoC funding.**
- **There will be NO exceptions made.**

Project Application:

- Applicants must complete the attached Project Application
- Applicants must complete E-snaps application (HUD's online application system), when available.

Project Scoring:

- Overall scoring will be based on percentage of applicable points projects are eligible to be scored on.

Grantee Certification

- All applicants must certify that they will meet the PBC CoC expectations for grant reporting, program standards, performance, collaboration, community engagement, transparency, and grant monitoring. (Continuum of Care Grantee Certification document required)

Applicant Profile:

- Applicants must complete their Applicant Profile in esnaps and export it as a PDF, excluding all attachments.

Documentation of Match: a 25% cash or in-kind match is required for all budget components except leasing. Match is required for all projects. Match letter must relate directly to the **specific project application**. Below outlines the details that must be included in the letter documenting the match specifically for the project. Match may be cash or in-kind goods or property.

- **Letters must meet the following criteria:**
    - Be on letterhead from the organization providing the contribution
    - Contain the cash amount or dollar value of the in-kind contribution.
    - Contain the specific date the contribution will be made available and the time period during which the contributions will be available.
    - Contain the name of the applicant agency to which the contribution is being given.

- o Contain the specific grant name and the fiscal year.
- o Contain a description of the goods/services that will be provided (for in-kind contributions) or a description of what the funds will be spent on (for cash contributions).

Annual Performance Reports (APR) / Universal Data Quality Report /HMIS Generated Report By HMIS Administrator

- PBC CoC Non-Conflict Grant Review committee requires that the agency's APR/APRs be generated from HMIS (or comparable database) and submitted with the application to apply (The projects data from HMIS will be used to complete the 2018 CoC Scorecard for project ranking.) Applicants are also required to submit a Universal Data Quality Report from HMIS or Comparable Database.
- Since the new youth RRH project & new PSH project has not begun operation but still needs to complete a renewal application, performance reports are not required. Scoring of this project will only apply to those questions applicable to the other sections of the RFP.
- Each Agency will need to request the HMIS Generated Report(s) from the HMIS Administrator to be included in this application

NOTE: Submit a letter explaining any issue that may be unique to the items requested.

Permanent Supportive Housing Projects: Key Elements of PSH/RRH

- Applicants requesting permanent supportive housing or rapid re-housing dollars from HUD must submit the PSH or RRH program eligibility requirements, a sample lease, program rules and client handbook, if applicable.
- Provide a screen shot of your current "Project Portfolio" from eLOCCS documenting the previous grant amount awarded and the amount expended to date.
- Full Agency budget

Should there be a tie after the initial project review and ranking, the following points will be utilized as a tie breakers:

1. Additional non-HUD funded beds are entered into HMIS. If documentation from HMIS is submitted to verify non-HUD beds are entered into HMIS – 1 point awarded

2. Attendance at CoC Sub-Committees is tracked by agency. If documentation of participation in CoC Sub-Committees is submitted –Participation in two Sub-Committees-1 point, Participations in three Sub-Committees-2 points

3. Bed Utilization exceeds 95%. This will be documented by the APR with 1 point awarded for each percentage over 95%.

4. Maintaining and/or exiting to PH. This will be documented by the APR with 1 point awarded for each percentage over 90%.

2018 HUD Application Process for the Palm Beach County CoC

The applicant's CEO / Executive Director must sign a copy of the CoC Project Application Instructions and turn said document in with the application for CoC funding.

I have read, understand and agree to comply with the 2018 Palm Beach County CoC Application Instructions and Project Scoring Tool.

_____   _____   _____
Signature of CEO/Executive Director   **Agency**   **Date**