

# NOTICE OF FUNDING OPPORTUNITY (NOFO) INFORMATION GUIDANCE



## U.S. Department of Housing and Urban Development 2023 CONTINUUM OF CARE (COC) PROGRAM COMPETITION LOCAL NEW RAPID RE-HOUSING AND PERMANENT SUPPORTIVE HOUSING PROJECT APPLICATION 2024 – 2025 Program Year **Subject to Change Based on Any New Provisions HUD Releases**

Release Date: July 28, 2023

**Deadline Date: August 28, 2023, 12:00 PM (Noon) EST**

Palm Beach County (PBC) Board of County Commissioners (BCC)  
Community Services Department (CSD)  
810 Datura Street  
West Palm Beach, FL 33401  
(561) 355-4700

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**IN ACCORDANCE WITH THE PROVISIONS OF ADA, THIS GUIDANCE AND THE DOCUMENTS LISTED CAN BE REQUESTED IN AN ALTERNATE FORMAT. AUXILIARY AIDS OR SERVICES WILL BE PROVIDED UPON REQUEST WITH AT LEAST THREE (3) DAYS' NOTICE. PLEASE CONTACT THE CONTINUUM OF CARE (COC) PROGRAM AT 561 355-4772 or [CSD-COCNOFO@PBCGOV.ORG](mailto:CSD-COCNOFO@PBCGOV.ORG).**

## SECTION I: GENERAL INFORMATION

### **INTRODUCTION**

Palm Beach County (PBC) Board of County Commissioners (BCC) Community Services Department (CSD), Division of Human Services and Community Action, hereinafter referred to as the “HSCA” or “COLLABORATIVE APPLICANT,” invites proposals from qualified entities, hereinafter referred to as “NEW PROJECT APPLICANTS,” to submit U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program Competition applications for the Entities’ projects to serve homeless individuals, families, and youth in PBC.

### **BACKGROUND**

Each year, HUD issues a CoC Program Competition Notice of Funding Opportunity (NOFO) to inform CoCs nationwide about the funds the federal government has designated to support local homeless programs in each community and the maximum amount that each community is anticipated to receive.

The CoC Program Competition is intended to support efforts by nonprofit organizations and state and local governments to rehouse homeless individuals and families quickly. It includes those fleeing domestic violence, dating violence, sexual assault, and stalking, in addition to youth and young adults, while minimizing the trauma and upheaval caused by homelessness. It also supports access to and effective utilization of mainstream programs by those experiencing homelessness.

The CoC Program is authorized by Part C of title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11381–11389) (The Act), and the CoC Program rule found in 24 CFR Part 578 (the Rule).

The FL-605-Palm Beach County's (PBCs) CoC, locally known as the Homeless & Housing Alliance (HHA), released this NOFO on July 28, 2023, in response to the FY 2023 CoC Program Competition NOFO announcement that HUD released on July 5, 2023. The NOFO is being made public to ensure that the HHA and the COLLABORATIVE APPLICANT fulfill all requirements and deadlines for the CoC Program Competition.

There are three components to the CoC Program Competition; The CoC Consolidated Application, the Project Application, and the CoC Priority Listing of the project applications. New projects are first submitted to the COLLABORATIVE APPLICANT as part of the local competition. The projects are rated and ranked by a Non Conflict Grant (NCG) Review Committee and are then submitted to HUD in the COC Consolidated Application following the HHA's approval of the application and/or reallocation of the funds, which is based on performance data and community needs. This information is submitted to HUD by the project applicants as part of the Project Application component. The COLLABORATIVE APPLICANT is responsible for submitting the CoC Consolidated Application and the CoC Priority Listing to HUD.

This NOFO provides guidance for NEW PROJECT APPLICANTS to submit their applications to the HHA and then to HUD. Project applicants will be funded directly by HUD, and the COLLABORATIVE APPLICANT will administer the program, including the local rating and ranking process and the programmatic and fiscal monitoring of the project.



**ELIGIBILITY**

Qualified entities submitting project applications for HUD CoC Program Competition funding must meet all statutory and regulatory requirements of The Act and 24 CFR Part 578 unless HUD approves a waiver to a provision in 24 CFR Part 578.

NEW PROJECT APPLICANTS can be nonprofit organizations, states, local governments, and instrumentalities of state and local governments. For-profit entities are not eligible to apply for grants or subrecipients of grant funds, and all subrecipients must also meet the eligibility standards described above.

NEW PROJECT APPLICANTS must:

- Hold current and valid 501(c)(3) status as determined by the Internal Revenue Service if a nonprofit organization.
- Be chartered or registered with the Florida Department of State, have been incorporated for at least one agency fiscal year, and have provided services for at least six (6) months if a nonprofit organization.
- Create a Vendor Registration Account OR activate an existing Vendor Registration Account through Palm Beach County Purchasing Department’s Vendor Self Service (VSS) system, which can be accessed at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. If NEW PROJECT APPLICANTS intend to use subrecipients, NEW PROJECT APPLICANTS must also ensure that all subrecipients are registered as agencies in VSS.
- Demonstrate accountability by submitting acceptable financial audits performed by an independent auditor.

**COC PROGRAM COMPETITION**

The COLLABORATIVE APPLICANT is accepting one-year project applications for the CoC Program Competition for the 2023 – 2024 Program Year. NEW PROJECT APPLICANTS will apply directly to HUD after submitting the project application to the COLLABORATIVE APPLICANT for rating, ranking, and HHA approval. HSCA will administer the application process and monitor the programs on HUD’s behalf.

NEW PROJECT APPLICANTS can apply for project types that include Permanent Housing, Permanent Supportive Housing (PSH), Support Services Only (SSO) for currently funded YHDP projects only, Rapid Rehousing (RRH), and Joint TH – RRH for currently funded YHDP projects only. See [SECTION VII: COC DEFINITIONS AND CONCEPTS](#). Project applications must be specific to the project type and must be consistent with *Leading the Way Home: Palm Beach County’s Plan to End the Cycle of Homelessness*, which can be found at: <http://thehomelessplan.org/ourgoals/endhomelessness.htm>

**FY2023 AVAILABLE FUNDING**

FY2023 NEW CoC BONUS/DV FUNDING AVAILABLE		
Amount	Type	Description
\$582,086.00	CoC Bonus	The base amount that CoC is eligible to apply for
\$780,846.00	DV Bonus	The base amount that CoC is eligible to apply for
<b>\$ 8,315,521</b>	<b>Total Amount of Funding Available</b>	



## SECTION II: PROPOSAL SUBMISSION

The CoC Program Competition project application process is a three (3)-step process.

**Step 1:** Once the eSnaps portal is available, NEW PROJECT APPLICANTS are invited to complete their project applications, print the applications to PDF, and submit them through eSnaps to the COLLABORATIVE APPLICANT by the project application deadline date.

**NOTE: The NCG Review Committee shall review project applications to rate and rank the projects, so final submission to HUD is not required or necessary.**

**Step 2:** NEW PROJECT APPLICANTS shall submit the PDF copies of their project application to HSCA, along with required local application materials and match documentation through the CSD NOFO submission website, located at <https://pbcc.samis.io/go/nofo/>. All documents in the local application package must be submitted by the deadline date per application instructions.

- To access the NOFO Invitation Code, applicants must review the SAMIS Access Guide
- Late applications will not be accepted.
- The NCG Review Committee cannot cure incomplete applications. If an application is incomplete, the application will be scored accordingly.

NEW PROJECT APPLICANTS must submit one (1) application package for each project to be considered for funding.

**Step 3:** Once project applications are rated and ranked by the NCG Review Committee and HSCA has recommended updates and returned their applications via eSnaps, PROJECT APPLICANTS will update and submit their project applications directly to HUD by the local deadline. See CoC Program Competition Local Project Application Timeline in [SECTION II, SCHEDULE OF EVENTS](#) of this NOFO.

### **PUBLISH/RELEASE DATE**

Friday, July 28, 2023

### **DEADLINE DATE**

NEW PROJECT APPLICANTS must complete their project applications in eSnaps and submit their local application packages on the CSD NOFO submission website <https://pbcc.samis.io/go/nofo/> (completing **Step 2** above) by **12:00 pm (Noon) EST, Monday, August 28, 2023.**

After applications are ranked and scored by the NCG Review Committee, NEW PROJECT APPLICANTS must submit their updated project applications directly to HUD through eSnaps by **5:00 pm EST, Friday September 15, 2023.** This date is subject to change based on HUD's published NOFO.

### **TECHNICAL ASSISTANCE**

HSCA will hold a Technical Assistance Workshop for the CoC Program Competition NEW PROJECT APPLICANTS from 1:00 pm to 3:00 pm EST on **Thursday, August 3, 2023, at 810 Datura Street in the Basement Conference Room.** Please check the HSCA website for changes to the meeting location.



Anyone interested in additional information may contact HSCA by mail at 810 Datura Street, West Palm Beach, FL 33401, by email at [CSD-COCNOFO@PBCGOV.ORG](mailto:CSD-COCNOFO@PBCGOV.ORG), or by phone at (561) 355-4779.

Also, those wishing to make public comments may contact HSCA by sending your comments via traditional mail to at 810 Datura Street, West Palm Beach, FL 33401, or email at [CSD-COCNOFO@PBCGOV.ORG](mailto:CSD-COCNOFO@PBCGOV.ORG).

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status.

In accordance with the Americans with Disabilities Act ("ADA"), persons with disabilities requiring accommodations to participate in this public meeting may contact [CSD-COCNOFO@PBCGOV.ORG](mailto:CSD-COCNOFO@PBCGOV.ORG) no later than three (3) business days before such meeting.

Persons who require special accommodations under the Americans with Disabilities Act or who need translation services for a meeting (free of charge), please call (561) 355-4779, or email [CSD-COCNOFO@PBCGOV.ORG](mailto:CSD-COCNOFO@PBCGOV.ORG), at least five business days in advance. Deaf and hard of hearing individuals are requested to telephone the Florida Relay System at #711 to assist with a telephone call.

Any subsequent requests for information or assistance must be submitted in writing through email to CSD-COCNOFO@PBCGOV.ORG to preserve a fair, impartial, and competitive procedure. The public may access all queries and responses on the HHA website at <https://discover.pbcgov.org/communityservices/humanservices/Pages/CoC-Grant-Apps.aspx>. Other than the aforementioned email exchanges, the COLLABORATIVE APPLICANT will refrain from speaking privately with applicants regarding this NOFO while the proposal is being written and evaluated.

The deadline to submit CoC Program Competition application questions by email to the COLLABORATIVE APPLICANT is **12:00 pm (noon) EST, Friday, August 25, 2023**, which is one (1) business day before the project application submission deadline.

This NOFO Information Guidance is available at the following locations:

- <https://discover.pbcgov.org/communityservices/humanservices/Pages/CoC-Grant-Apps.aspx>
- <http://discover.pbcgov.org/BusinessOpportunities/Pages/default.aspx>

Paper copies of this NOFO are available upon request.

The CoC Program Competition NOFO Information Guidance is for reference only since the proposal must be submitted through the CSD NOFO submission website.

## **EXPERIENCING UNFORESEEN TECHNICAL ISSUES**

NEW PROJECT APPLICANTS who experience unexpected technical difficulties with the CSD application submission site and are unable to submit their applications by the deadline must email HSCA at [CSD-COCNOFO@PBCGOV.ORG](mailto:CSD-COCNOFO@PBCGOV.ORG) no later than Monday, August 28, 2023, by 10:00 a.m. EST to report the problem and request authorization to submit their applications after the deadline. If the required information is not sent in an email by this date, a request to submit a late application will be immediately refused. A timeline of the applicant's submission efforts and an explanation of the applicant's technical difficulties must be included in the timely communication from NEW PROJECT APPLICANTS.

**Note:** CSD does not automatically approve requests to submit a late application even in the event of technical difficulties. After CSD reviews the applicant's request and verifies the reported technical issues, CSD will inform the applicant whether the request to submit a late application has been approved or denied. If CSD determines that the late application submission was due to the applicant's failure to follow all required procedures, CSD will deny the applicant's request to submit its application. The following conditions generally are insufficient to justify late submissions:

- Failure to follow each instruction in the NOFO.
- Failure to complete all required questions within the application.
- Technical issues with the applicant's computer or information technology environments, such as issues with firewalls or browser incompatibility.

**SCHEDULE OF EVENTS**

**COC PROGRAM COMPETITION LOCAL PROJECT APPLICATION TIMELINE**

<b>DATE</b>	<b>ITEM</b>	<b>RESPONSIBLE</b>
July 5, 2023	HUD Continuum of Care NOFO Released	HUD
July 11, 2023	Remind Project Applicants to Complete their HUD Profile	HSCA
July 27, 2023	Data Presentation to HHA Governance Board, including Point in Time (PIT) HSCA presents recommendations for: <ul style="list-style-type: none"> <li>• Priorities for CoC Projects</li> <li>• Bonus Projects</li> <li>• Local Thresholds</li> <li>• Scoring of NEW Projects</li> <li>• Scoring Tool</li> </ul>	HHA Governance Board HSCA
July 28, 2023	Notify NEW Project Applicants to finalize or create an application for UEI registrations	CoC NEW Project Applicants
July 28, 2023	HHA Governance Board Review and Approve Governance Charter	HHA Governance Board HSCA
July 28, 2023	HHA Governance Board Approves: <ul style="list-style-type: none"> <li>• Priorities for CoC Projects</li> <li>• Local Thresholds</li> <li>• Scoring of NEW Projects</li> <li>• Scoring Tool</li> </ul>	HHA Governance Board
July 28, 2023	HHA Governance Board Review and Approve HSCA as Collaborative Applicant and Homeless Management Information System (HMIS) Administrator, MOU Update	HHA Governance Board HSCA
<b>July 28, 2023</b>	<b>CoC Program Competition Local NEW Project Application NOFO Release Date</b> NOFO Publicly Posted – Meeting HUD Requirement for 30-Day Posting	<b>HSCA</b>



<b>DATE</b>	<b>ITEM</b>	<b>RESPONSIBLE</b>
August 3, 2023	Date for Technical Assistance (TA) Workshop for CoC Program Competition New Applicants	HSCA CoC Project Applicants
August 16, 2023	Date for Technical Assistance (TA) Workshop for NCG Review Committee	HSCA NCG Review Committee
August 25, 2023	Deadline for CoC NEW Project Applicants to Submit Questions	HSCA CoC Project Applicants
<b>August 28, 2023</b>	<b>Due Date for CoC Program Competition Local NEW Project Application Package Submission To HSCA DEADLINE DATE</b>	<b>CO C New Project Applicants</b>
September 6, 2023	NCG Review Committee Scoring Meeting (Applications are Publicly Reviewed & Ranked)	NCG Review Committee HSCA
September 8, 2023	HHA Governance Board Approves NCG Review Committee Scoring Recommendations	HHA Governance Board HSCA
September 11, 2023	Deadline for CoC NEW Project Applicants to Submit Appeal of Selection Process	CoC Project Applicants
September 15, 2023	NCG Review Committee Scoring Recommendations Posted on Website for Public Comments	HSCA
September 15, 2023	Deadline for Public Comments on CoC Program Competition Recommendations	HSCA
September 15, 2023	HSCA Completes Walk-Through Process for BCC Approval	HSCA
<b>September 15, 2023</b>	<b>Due Date for CoC Program Competition NEW Project Applications Submitted on eSnaps DEADLINE DATE</b>	<b>CoC NEW PROJECT APPLICANTS</b>
September 22, 2023	CoC Project Application Package Submitted to HUD	HSCA

### **CONE OF SILENCE**

**This NOFO includes a Cone of Silence.** The Cone of Silence will apply from the date the NOFO is due to HSCA, August 28, 2023 until the applications are submitted to the County for approval.

NEW PROJECT APPLICANTS are advised that the "Palm Beach County Lobbyist Registration Ordinance" (Ordinance) is in effect, a copy of which can be accessed at:

[http://discover.pbcgov.org/legislativeaffairs/Pages/Lobbying\\_Regulations.aspx](http://discover.pbcgov.org/legislativeaffairs/Pages/Lobbying_Regulations.aspx).

NEW PROJECT APPLICANTS shall read and familiarize themselves with all of the provisions of the Ordinance. Still, the provisions relating to the Cone of Silence are summarized here for convenience.

**"Cone of Silence" refers to a prohibition on any non-written communication regarding this NOFO between any NEW PROJECT APPLICANT or designated representative and any County Commissioner or Commissioner's staff, any member of a local governing body or the member's staff, a mayor or chief executive officer that is not a member of a local governing body or the mayor or chief executive officer's staff, or any employee authorized to act on behalf of the Commission or local governing body to award a contract.** NEW PROJECT APPLICANTS' representatives shall include but not be limited to NEW PROJECT APPLICANTS' employees, partners, officers, directors, consultants, lobbyists, or any actual or potential subrecipients or consultants of the NEW PROJECT APPLICANTS'.

The Cone of Silence is in effect as of the submittal deadline of August 28, 2023. The provisions of this Ordinance shall not apply to oral communications at any public proceeding, public comment before NCG Review Committee, and contract negotiations during any public meeting. The Cone of Silence shall not apply to contract negotiations between any employee and the intended awardee and any dispute resolution process following the filing of a protest. The Cone of Silence shall terminate when PBC signs the CoC Program Competition Application, including the ranking of all proposals, when all proposals are rejected, or when action is otherwise taken that ends the solicitation process.

### SECTION III: SCOPE OF SERVICES

#### **CONTACT PERSON**

This NOFO is issued for the BCC and the CoC for PBC, the HHA, by the HSCA, PBC'S COLLABORATIVE APPLICANT. The contact information for all CoC Program Competition inquiries by email is [CSD-COCNOFO@PBCGOV.ORG](mailto:CSD-COCNOFO@PBCGOV.ORG) and by phone is 561-355-4779.

#### **TERMS & CONDITIONS**

NEW PROJECT Term: 12 months  
NEW PROJECT Start Date: 2024  
NEW Projected Date: 2025

#### **Terms and Conditions**

1. Proposal Guarantee:  
NEW PROJECT APPLICANTS guarantee their commitment, compliance, and adherence to all requirements of the NOFO (<https://www.hud.gov/sites/dfiles/CPD/documents/FY-2023-CoC-NOFO-Publication.pdf>) by submission of their proposal.
2. Late Proposals, Late Modified Proposals:  
NEW PROJECT APPLICANTS shall save any unfinished proposals and continue to modify them until the final submissions. Once submitted, the proposals are final, and any modifications to proposals submitted after the deadline are late and shall not be considered.

3. Costs Incurred by Proposers:

All expenses incurred with the preparation and submission of proposals to the County, or any work performed in connection therewith, shall be borne by NEW PROJECT APPLICANTS. No payment will be made for proposals received or for any other effort required of or made by NEW PROJECT APPLICANTS prior to commencement of work as defined by a contract approved by the HUD.

4. Public Record Disclosure:

NEW PROJECT APPLICANTS are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection in compliance with the Florida Public Records Act.

5. Palm Beach County Office of the Inspector General Audit Requirements:

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code 2-421 through 2-440, as may be amended, which is authorized and empowered to review past, present, and proposed County contracts, transactions, accounts, and records. The Inspector General has the power to subpoena witnesses, administer oaths, require the production of records, and audit, investigate, monitor, and inspect the activities of the winning Proposer's agency, officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud. Failure to cooperate with the Inspector General or interfere in or impede any investigation shall violate Palm Beach County Code 2-421 through 2-440 and be punished pursuant to section 125.69, Florida Statutes, in the same manner as a second-degree misdemeanor.

6. Non-Discrimination:

The County is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2017-1770, as amended, NEW PROJECT APPLICANTS warrant and represent that throughout the term of the Project, including any NEWs thereof, if applicable, all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression, or genetic information. Failure to meet this requirement shall be reported as a finding to HUD and may result in the project not being recommended for future funding.

As a condition of the Project funding, NEW PROJECT APPLICANTS represent and warrant that it will comply with the County's Commercial Nondiscrimination Policy as described in Resolution R2017-1770, as amended. As part of such compliance, NEW PROJECT APPLICANTS shall not discriminate on the basis of race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability, or genetic information in the solicitation, selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall NEW PROJECT APPLICANTS retaliate against any person for reporting instances of such discrimination. NEW PROJECT APPLICANTS shall provide equal opportunity for subcontractors, vendors, and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the County's relevant marketplace in Palm Beach County. NEW PROJECT APPLICANTS understand and agree that a material violation of this clause shall be reported as a finding to HUD and may result in the project not being recommended for future funding or other sanctions. This clause is not enforceable by or for the benefit of and creates no obligation to any third party. NEW PROJECT APPLICANTS shall include this language in their subcontracts.

7. Homeless and Housing Alliance (HHA):

NEW PROJECT APPLICANTS awarded funding are required to participate in Coordinated Entry in collaboration with the HHA and become members in good standing of the HHA by submitting an application, attending meetings, attending an orientation, and being approved by the HHA. Any agency receiving HUD CoC Program funding must adhere to the Standards of Care for their component, as adopted by the HHA.

To qualify as a member in good standing, organizations must meet the HHA attendance requirements. Members must attend sixty percent (60%) of the general HHA meetings and seventy percent (70%) attendance at Pillar or workgroup meetings, in addition to other HHA requirements, as defined in the HHA Governance Charter at [www.hhapbc.org](http://www.hhapbc.org).

8. Client Management Information System (CMIS):

All agencies awarded HUD CoC Program Competition funds must participate in the CMIS. All clients served with HUD CoC Program Competition funds must be entered into CMIS. Funding requires that all clients served be entered and exited in CMIS during the applicable program year. Agencies must execute the required partner and user agreements with Palm Beach County and participate in the data sharing of CMIS on an ongoing basis throughout their HUD CoC Program agreement to maintain eligibility for future funding recommendations. Provisions are in place within CMIS to protect client confidentiality yet still report statistical data. Domestic Violence Agencies are exempt from this requirement and will be required to enter into CSD's Services and Activities Management Information System (SAMIS).

9. Participate in Annual Point in Time (PIT) Count:

The PIT Count is an annual count of those experiencing homelessness in Palm Beach County on the streets and in shelters. The PIT Count is a community-wide undertaking requiring many volunteers and coordination to count all the unsheltered homeless throughout the county accurately. HUD CoC Program Competition recipients must assign staff volunteers in outreach teams or fixed locations to help complete surveys with homeless individuals.

10. Participate in the Annual Housing Inventory Chart (HIC):

The Homeless Inventory Chart (HIC) is a required report by HUD that counts every bed available (Permanent Supportive Housing, Hotel/Motel, Emergency Shelter, Transitional Housing, and Safe Haven) in the CoC. The HSCA completes it with input from every agency in the CoC. All HUD CoC Program Competition agencies will require reporting for the HIC.

11. Compliance with Violence Against Women Act (VAWA) Rule:

VAWA provides various protections to victims of domestic violence, dating violence, sexual assault, and stalking under HUD programs. HUD CoC Program Competition recipients must comply with the VAWA rule. For general guidance on implementation of VAWA 2022, please also see "[The Violence Against Women Act Reauthorization Act of 2022: Overview of Applicability to HUD Programs](#)," a notice HUD published in the Federal Register on January 4, 2023.

12. Match Requirements:

All NEW PROJECT APPLICANTS must provide matching funds in an amount that, at minimum, equals twenty-five percent (25%) of the funds requested. Documentation must be provided demonstrating match funds on a dollar-for-dollar basis. The source of matching funds must be identified with your budget documentation. Detailed information regarding the requirements for matching HUD CoC Program Competition funds is described in the Continuum of Care Program Interim Rule, Section 24 CFR § 578.73, which can be found at: <https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/>

13. Unified Grant Guidance:

Successful applicants receiving HUD CoC Program Competition funding shall be required to comply with 24 CFR Part 200-Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, located at: [https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

Additional terms and conditions will be included in the project agreement with HUD and in the HHA’s Governance Charter/By-Laws, located at [www.hhapbc.org](http://www.hhapbc.org), and CoC Grantee Certification (see [EXHIBIT 2](#)).

**SCOPE OF SERVICES**

CoC funds, per 24 CFR § 578.37, shall be used for projects under various components (See [SECTION VIII: COC DEFINITIONS AND CONCEPTS](#) for definitions of the terms below):

- Permanent Housing (PH): Including Rapid Rehousing (RRH) and Permanent Supportive Housing (PSH))
- Transitional Housing (TH): HHA does not support funding TH projects through the CoC Program Competition.
- Supportive Services Only (SSO) – Coordinated Entry (CE) HHA does not support funding SSO projects through the CoC Program Competition unless it was a previously funded project through YHDP and serves youth ages 18-24.
- Client Management Information System (CMIS)
- Joint TH and PH-RRH component projects in addition to funding projects that use these components. HHA does not support funding Joint TH and PH-RRH unless it was a previously funded project through YHDP and serves youth ages 18-24.

PH-PSH NEW projects must serve one of the following:

- Program participants who are eligible for assistance under the project's current grant agreement.
- Persons who meet the definition of DedicatedPLUS, where all units funded by this project must be used to serve program participants who meet the qualifications for DedicatedPLUS.
- Persons experiencing chronic homelessness at the time they initially enrolled in the project.

PH-RRH, Joint TH, and PH-RRH component, TH, and SSO projects shall serve persons who qualify as homeless under paragraphs (1), (2), or (4) of 24 CFR § 578.3. Additionally, these projects shall serve persons who qualify as homeless under paragraph (3) of 24 CFR § 578.3 if the CoC is approved to serve persons in paragraph (3).

The following types of project applications will be eligible for submission under the CoC Program Competition:

- New Projects Created Through Reallocation or CoC Bonus Projects (NEW PROJECT APPLICANTS)
- New Projects for DV Bonus (NEW PROJECT APPLICANTS)

As the local CoC, HHA is tasked with ending homelessness in Palm Beach County. To meet the HUD CoC Program Competition scoring criteria, as well as to increase the scoring capacity for NEW PROJECT APPLICANTS, HHA, including the COLLABORATIVE APPLICANT and the NEW PROJECT APPLICANTS, is required to address HUD’s policy priorities of:

- **Ending homelessness for all persons** To end homelessness, CoCs should identify, engage, and effectively serve all persons experiencing homelessness. CoCs should measure their performance based on local data that consider the challenges faced by all subpopulations experiencing homelessness in the geographic area (e.g., veterans, youth, families, those experiencing chronic homelessness, and people with disabilities, including those living with HIV/AIDS). CoCs should partner with housing, health care, and supportive services providers to expand housing options, such as permanent supportive housing, housing subsidies, and rapid rehousing. Additionally, CoCs should use local data to determine the characteristics of individuals and families with the highest needs and longest experiences of homelessness to develop housing and supportive services tailored to their needs.
- **Creating a systemic response to homelessness** by using system performance measures to determine how effectively they are serving people experiencing homelessness; using a coordinated entry process to promote choice, coordinate homeless assistance and mainstream housing, and services to ensure people experiencing homelessness receive assistance quickly, and make homelessness assistance open, inclusive and transparent.
- **Developing partnerships** with housing and service providers specializing in mental illness, substance abuse, employment, and related activities to help program participants achieve self-sufficiency. Strategically allocating and using resources by using data to improve resource utilization, program quality, performance, and cost-effectiveness and using an evidence-based approach using data and evidence to evaluate local programs’ impact and cost-effectiveness.
- **Increasing employment** by working with local employment agencies and employers to prioritize training and employment opportunities and creating partnerships with private and public organizations to promote employment.
- **Providing Flexibility for Housing First with Service Participation Requirements** by ensuring a Housing First model to stabilize program participants and then allowing for service requirements to promote essential outcomes, such as increased salary, sobriety, employment, and social connections that do not compromise housing stability.

NEW PROJECT APPLICANTS shall review and comply with the 2023 CoC Program Competition Notice of Funding Availability (NOFO). In addition, NEW PROJECT APPLICANTS projects shall align with Palm Beach County’s homeless plan, Leading the Way Home: Palm Beach County’s Plan to End the Cycle of Homelessness.

## SECTION IV: WHERE TO FIND LOCAL NEW PROJECT DOCUMENTS YOU NEED

Timeline: Please refer to [SECTION II: PROPOSAL SUBMISSION, SCHEDULE OF EVENTS](#) for deadline dates.

NEW PROJECT APPLICANTS documents and support information can be found as follows:

### 1. Local New Project Application NOFO Guidance Document

- Visit the HHA website:  
<https://discover.pbcgov.org/communityservices/humanservices/Pages/CoC-Grant-Apps.aspx>

- Visit Palm Beach County Purchasing Department’s Vendor Self Service (VSS) system:  
<http://discover.pbcgov.org/BusinessOpportunities/Pages/default.aspx>  
<https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>
- Visit CSD NOFO Application Submission Website:  
<https://pbcc.samis.io/go/nofo/>  
*Reminder:* Upload a PDF copy of the HUD New Project Applications on this site.

## 2. HUD Project Application

- Visit eSnaps to complete HUD Project Application:  
<https://esnaps.hud.gov/grantium/frontOffice.jsf>
- Training Modules can be found on the HUD Exchange CoC Program Competition Resources page:  
<https://www.hudexchange.info/programs/e-snaps/>
- 2022 NEW PROJECT Application Navigational Guide : (2023 Guides have not yet been released):  
[2022 NEW PROJECT Application Navigational Guide](#)
- 2022 NEW PROJECT Detailed Instructions (2023 Guides have not yet been released):  
[2022 NEW PROJECT Application Detailed Instructions](#)

## 3. HUD 2880 – Applicant/Recipient Disclosure/Update Report

- Visit HUD at:  
<https://portal.hud.gov/hudportal/documents/huddoc?id=2880.pdf>  
*This document is required for construction projects only.*

## 4. Most recent audited financial statement

- Agencies’ finance office

## 5. Match Forms

- [EXHIBIT 3](#) of this NOFO

## 6. HUD 2023 CoC Program Competition NOFO

- Visit HUD Exchange at:  
<https://www.grants.gov/web/grants/view-opportunity.html?oppld=349091>

## 7. 24 C.F.R. Part 578 Continuum of Care Program

- Visit this or other sources online:  
<https://www.law.cornell.edu/cfr/text/24/part-578>

## 8. 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards

- Visit this or other sources online:  
[https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

**9. SunBiz.org Florida Department of State, Division of Corporations**

- Visit this online:  
<http://search.sunbiz.org/inquiry/corporationsearch/byname>

**10. Palm Beach County Homeless and Housing Alliance (HHA)**

- Visit this online:  
<https://discover.pbcgov.org/communityservices/humanservices/Pages/HHA.aspx>  
[www.hhapbc.org](http://www.hhapbc.org)

**11. Leading the Way Home: Palm Beach County’s Plan to End the Cycle of Homelessness**

- Visit The Leading The Way Home website:  
<http://thehomelessplan.org/ourgoals/endhomelessness.htm>

**SECTION V: CONTENTS OF PROPOSALS AND INSTRUCTIONS**

**LOCAL PRIORITY DESCRIPTION**

HHA’s local priority projects include:

- PSH
- RRH

HHA local priority populations, in order of priority, are:

1. Individuals
2. Families
3. Seniors
4. Chronic Homeless Individuals
5. Domestic Violence
6. Youth
7. Veterans

**2023 COC PROGRAM APPLICATION**

Except where noted, all agencies applying for HUD 2023 CoC Program Local New Competition funds shall complete and submit all items listed below in the CoC Program NEW Checklist

The deadline for application package submission is **Monday, August 28, 2023, by 12:00 pm (Noon) EST.** Application Package shall be submitted on the PBC, CSD NOFO Application Submission Website:

<https://pbcc.samis.io/go/nofo/>





The scoring and ranking meeting, during which the NCG Review Committee will publicly review, score and rank all applications, is scheduled to take place on **Wednesday, September 6, 2023, from 9 am to 4 pm** at 810 Datura Street, West Palm Beach in the basement conference room. Please check the HSCA website for changes to the meeting location. <https://discover.pbcgov.org/communityservices/humanservices/Pages/CoC-Grant-Apps.aspx>.

Members of the public who plan to attend the meeting in person are asked to please notify HSCA as soon as possible by email at [CSD-COCNOFO@PBCGOV.ORG](mailto:CSD-COCNOFO@PBCGOV.ORG) or by phone at 561-355-4779.

Anyone interested in additional information may contact HSCA by mail at 810 Datura Street, West Palm Beach, FL 33401, by email at [CSD-COCNOFO@PBCGOV.ORG](mailto:CSD-COCNOFO@PBCGOV.ORG) or by phone at 561-355-4779.

Also, those wishing to make public comments may contact HSCA by sending your comments via traditional mail to at 810 Datura Street, West Palm Beach, FL 33401, or email at [CSD-COCNOFO@PBCGOV.ORG](mailto:CSD-COCNOFO@PBCGOV.ORG).

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status.

In accordance with the Americans with Disabilities Act ("ADA"), persons with disabilities requiring accommodations to participate in this public meeting can contact [CSD-COCNOFO@PBCGOV.ORG](mailto:CSD-COCNOFO@PBCGOV.ORG) no later than three (3) business days prior to such meeting and specify the accommodations that are needed.

Persons who require special accommodations under the Americans with Disabilities Act or who need translation services for a meeting (free of charge), please call (561) 355-4779 or email [CSD-COCNOFO@PBCGOV.ORG](mailto:CSD-COCNOFO@PBCGOV.ORG) at least five business days in advance. Deaf and hard-of-hearing individuals are requested to telephone the Florida Relay System at #711.

#### **Fatal Flaw**

If an agency fails to submit the application by **August 28, 2023 by 12:00 p.m. Noon, EST**, the project will not be ranked or considered for CoC Program Competition funding. There will be **NO** exceptions made.

#### **Project Scoring:**

- Overall project scoring will be based on the percentage of applicable points on which projects are eligible to be scored.
- See [ATTACHMENT 2](#) to review the application scorecard.

#### **NOTE: Unified Grant Guidance**

CoC Program Competition Grant Recipients must comply with 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

#### APPLICATION PROCESS STEP 1 – 2023 COC PROGRAM COMPETITION E-SNAPS APPLICATION

HUD will announce when the eSnaps site is available to submit NEW PROJECT applications. HHA will remind agencies when HUD has opened the eSnaps site. NEW APPLICANTS shall begin to gather required documents and compose or revise the project narrative using 2022 guidance.

There are eight (8) parts to the NEW project application in eSnaps.

- Parts 1 and 2 of the project applications are the same regardless of the project type;
- Parts 3 through 6 are dependent on the project type selected and are separated for each of the five (5) eligible project types:
  - Permanent Housing-Permanent Supportive Housing (PH-PSH);
  - Permanent Housing-Rapid Rehousing (PH-RRH);
- Parts 7 and 8 are the same regardless of the project type.

The table below indicates the screens in eSnaps that will be available for each program, based on the responses provided in the NEW project application. The 2023 CoC Program NEW Projects Detailed Instructions and Navigational Guide will give further details on completing the application. The 2023 Instructions and Guide have not yet been published. Submit the application to the COLLABORATIVE APPLICANT and print a PDF of the application to electronically submit along with other components of the local project application.

Screen Title	NEW						
	PH-PSH	PH-RRH	Joint TH-PH:RRH	TH	SSO	CMIS	SH
Before Starting	X	X	X	X	X	X	X
Part 1 - Forms and Certification							
1A. SF-424 Application Type	X	X	X	X	X	X	X
1B. SF-424 Legal Applicant	X	X	X	X	X	X	X
1C. SF-424 Application Details	X	X	X	X	X	X	X
1D. SF-424 Congressional District(s)	X	X	X	X	X	X	X
1E. SF-424 Compliance	X	X	X	X	X	X	X
1F. SF-424 Declaration	X	X	X	X	X	X	X
1G. HUD-2880	X	X	X	X	X	X	X
1H. HUD-50070	X	X	X	X	X	X	X

Screen Title	NEW						
	PH-PSH	PH-RRH	Joint TH-PH:RRH	TH	SSO	CMIS	SH
1I. Certification Regarding Lobbying	X	X	X	X	X	X	X
1J. SF-LLL	X	X	X	X	X	X	X
Information About Submit without Changes	X	X	X	X	X	X	X
Recipient Performance	X	X	X	X	X	X	X
Grant Consolidation	X	X	X	X	X	X	X
Expansion Grants	X	X	X		X	X	
Part 2 – Subrecipient Information							
2A. Subrecipients	X	X	X	X	X	X	X
Part 3 - Project Information							
3A. Project Detail	X	X	X	X	X	X	X
3B. Description	X	X	X	X	X	X	X
3C. DedicatedPLUS	X						
Part 4 – Housing Services and CMIS							
4A. Supportive Services for Participants	X	X	X	X	X		X
4A. CMIS Standards						X	
4B. Housing Type and Location	X	X	X	X			X
Part 5 - Participants							
5A. Households	X	X	X	X	X		X
5B. Subpopulations	X	X	X	X	X		X
Part 6 - Budget Information							
6A. Funding Request	X	X	X	X	X	X	X
6B. Leased Units	X		X	X			X
6C. Rental Assistance	X	X	X	X			
6D. Sources of Match	X	X	X	X	X	X	X
6E. Summary Budget	X	X	X	X	X	X	X
Part 7 - Attachments and Certification							
7A. Attachments	X	X	X	X	X	X	X
CoC Rejection Letter	X	X	X	X	X	X	X
Con Plan Cert	X	X	X	X	X	X	X
7B. Certification	X	X	X	X	X	X	X
Part 8 - Submission Summary							
Submit Without Changes	X	X	X	X	X	X	X
8A. Notice of Intent to Appeal	X	X	X	X	X	X	X
8B. Submission Summary	X	X	X	X	X	X	X

APPLICATION PROCESS STEP 2 - 2023 CoC PROGRAM COMPETITION LOCAL NEW PROJECT APPLICATION-WEBAUTHOR-SAMIS APPLICATION

Enter the link <https://pbcc.samis.io/go/nofo> to access the NOFO proposal page. Note that there may be other applications on the page so be sure to select the correct application: 2023 CoC Program Local NEW project application.

## **Logging In or Creating a New Account**

- **If you have previously submitted an application through SAMIS, you will login using the email and password you created to log in under Existing User.**
- **If you have NOT previously submitted an application through SAMIS you will type your first name, last name and email under New User to begin the process of creating an account.** By creating an account you will be able to return to an application you have started and apply for future grants using the account you have created.

You will receive an email with the subject line: SAMIS: PBCC: Account Activation.

This email will contain your password to sign into SAMIS to complete the application.

You will be asked to accept the terms of the NOFO. Click on "I Agree."

You will next be asked to reset your password

## **Completing the NOFO Application**

Click on the [2023 CoC Program Local NEW project application](#). Check the NOFO/RFP to make sure you are in the correct application.

Enter the NOFO Invitation Code (**refer to the SAMIS ACCESS Guide**).

Enter your Agency's Federal ID Number. This will populate applicant's agency name and address.

Along the right side of the Application you will see a Sections box. This will indicate the status of your application by indicating with a green check ✓ when you have completed a section. A red X means that the section is not completed.

Throughout the Application an asterisk \* next to an item indicates that field is required.

A SAMIS Access Guide at <https://discover.pbcgov.org/communityservices/humanservices/Pages/CoC-GrantApps.aspx> will walk you step by step through this process.

## ***PROPOSAL***

**Federal ID**

**Agency Name**

**Doing Business As (DBA)**

Please indicate the name(s) by which the agency is known or does business.

**Address**

**City**

**State**

**Zip Code**

**NOFO/RFP**

**Additional Editors**

**Program Name**



## **NOFO Information Document**

Click to download the **2023 CoC Program Competition NEW Projects NOFO Information Guidance** document for reference throughout the application.

### **GENERAL CONTACT INFORMATION**

**CEO/Executive Director Name and Title**

**CEO/Executive Director Email**

**Agency Contract Person Name and Title**

**Agency Contract Person Phone**

**Agency Contract Person Email**

**Total Funding Amount Requested**

Please enter the total funding amount across all service categories that you are requesting.

**Total People Expected to Serve**

Please enter the total number of unduplicated people expected to be served with the funding requested.

### **COC NEW PROGRAM APPLICATION**

#### **1. 2023 CoC Program NEW Projects Application Checklist**

Download the REQUIRED **2023 CoC Program NEW Projects NEW Application Package Checklist/Coversheet** template. See [EXHIBIT 1](#). Please upload once you have completed and signed this form.

Please upload your document using the following format: **.doc OR .docx OR .pdf**

Please name your document using the following naming convention: **(Agency Name or Initials)CoCChecklist\_2023**

#### **2. Project type selection**

Select the project type:

Select One:

- Permanent Housing - Permanent Supportive Housing (PH-PSH)
- Permanent Housing - Rapid Rehousing (PH-RRH)

#### **3. Priority Population**

Please identify the specific priority population.

Select all that apply

Victims of Domestic Violence

Seniors

Chronic Homeless Individuals

Youth

Veterans

Families

Individuals

#### 4. NEW Application from eSnaps

Click to download the HUD eSnaps REQUIRED Local New Project Application Template. See [EXHIBIT 4](#). When it becomes available, complete and upload the application template for agency's 2022 CoC Program Competition New RRH and/or PSH Project application for eSnaps (HUD's online application system).

- Applicants must complete their Applicant Profile in eSnaps.
- Applicants must complete eSnaps application (HUD's online application system) when it becomes available

Please upload your document using the following format: **.pdf**

Please name your document using the following naming convention:

**(Agency Name or Initials) CoCeSnapsApplication\_2023**

#### 5. CoC Grantee Certification

Download the REQUIRED **CoC Grantee Certification Form**. Please upload once you have completed and signed this form. See [EXHIBIT 2](#).

- All applicants must certify that they will meet the Palm Beach County Division of Human Services (HSCA) and Homeless and Housing Alliance (HHA) expectations for grant reporting, program standards, performance, collaboration, community engagement, transparency, and grant monitoring.

Please upload your document in one of the following formats: **.pdf, .doc OR .docx**

Please name your document as such: **(Agency Name or Initials)CoCGrantCert\_2023**

#### 6. Agency Match Amount

Based on the Funding Amount Request, indicate the Amount of Match Funding that will be provided.

#### 7. Agency Match Amount Documentation

Download the **CoC Match Documentation Form** Template. The Applicant may substitute match documents on the organization's letterhead providing the match for the Match Documentation Form. Please upload with support documents once you have completed the form. See [EXHIBIT 3](#).

- A 25% cash or in-kind match is required for all budget components except leasing. Match is required for all projects. The agency providing the match must complete the **CoC Match Documentation Form** on their letterhead or provide a match letter related directly to the project application. Below outlines the details that must be included in the letter documenting the match. 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 period during which the match will be available.
  - Contain the name of the applicant agency to which the contribution is being given.
  - Contain the specific grant name and the fiscal year.
  - 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).

Please upload your document in one of the following formats: **.pdf, .doc OR .docx**

Please name your document as such: **(Agency Name or Initials)CoCMatch\_2023**

## 8. eLOCCS Screen Shot

Please provide a screenshot of the agency's current "Project Portfolio" from eLOCCS documenting the previous grant amount awarded and the amount expended to date. Applicants with no current HUD funding must provide a letter on agency letterhead signed by an authorized signer stating the agency has no current HUD funding.

Please upload your document in one of the following formats: **.pdf OR .jpeg**

Please name your document as such: **(Agency Name or Initials)CoCeLOCCSScreenshot\_2023**

## 9. Project Budget

Please provide the budget for the proposed project, including other funding sources and all project expenditures.

- Please upload your document using one of the following formats: **.pdf, .xls, OR .xlsx**
- Please name your document as such: **(Agency Name or Initials)CoCProjBudg\_2023-24**

## 10. Total Agency Budget

Please provide the Total Agency Budget, a budget for the entire agency. The budget can be any form, but it should include all agency funding sources and program expenditures.

Please submit your document in one of the following formats: **.pdf, .xls OR .xlsx**

Please name your document as such: **(Agency Name or Initials)CoCTAB\_FY2023**

## 11. HUD Monitoring Report

Please provide the agency's most recent US Department of Housing and Urban Development (HUD) monitoring report. Applicants with no previous HUD funding must provide the most recent monitoring report from the largest funder.

Please submit your document in the following format: **.pdf**

Please name your document as such: **(Agency Name or Initials)HUDCoCMonitor**

## 12. Financial Audit

Please provide a copy of your most recent Independent Financial Audit, including the management letter, if issued. If no management letter has been issued, include a note to document this.

Please upload your document in the following format: **.pdf**

Please name your document as such: **(Agency Name or Initials)CoCFinAud\_FY2023**

**14. Unique Issues** (3000 Characters) Please explain any issue that may be unique to the items requested.

**15. Organizational Chart** Please upload an organizational chart demonstrating the agency's administrative capacity and capacity to provide the proposed services. Please upload your document in the following format: **.pdf**

Please name your document as such: **(Agency Name or Initials)HUDCoCNewOrgChart**

**16. Board of Directors** Please upload a current list of the agency's board of directors.

Please upload your document in the following format: **.pdf** Please name your document as such: **(Agency Name or Initials)HUDCoCNewBOD**

**17. Board of Directors Minutes** Please upload a copy of the minutes for the three most recent board meetings.

Please upload your document in the following format: **.pdf** Please name your document as such: **(Agency Name or Initials)HUDCoCNewBrdMinutes**

## SECTION VI: 2023 LOCAL NEW PROJECTS REVIEW PROCESS

While the HHA must review and approve all decisions regarding the PBC CoC Program Competition project review process, CSD values community input and discussion regarding all aspects of the CoC. The HSCA will make every effort to promptly inform the community through email and its website if the CoC Program Competition NOFO guidelines or policy directives change and impact the scoring process.

- If NEW PROJECT APPLICANTS are predetermined not to meet the current HHA threshold, they may be unable to complete.
- CoC Program Competition NEW PROJECT APPLICANTS are invited to complete their application by the application deadline date on eSnaps once the portal is available. Note that the NCG Review Committee shall review these applications to rate and rank, so final submission to HUD is not required until right before the local NEW HUD project submission deadline.
- CoC Program Competition NEW PROJECT APPLICANTS shall also submit PDF copies of their project application to HSCA, along with required local application materials and match documentation through the CSD NOFO submission website, located at <https://pbcc.samis.io/go/nofo/>.
- All documents in the local application package shall be submitted by the deadline date per application instructions.
  - Late applications will not be accepted.
  - The NCG Review Committee cannot cure incomplete applications. If an application is incomplete, the application will be scored accordingly
- CoC Program Competition NEW PROJECT APPLICATION NOFOs will be emailed to the HHA listserv and announced at the monthly HHA meeting.
- HSCA will offer a Technical Assistance Meeting to NEW PROJECT APPLICANTS.
- HSCA shall recruit NCG Review Committee members, prioritizing members who have served on the Committee in the past or who have other relevant experience and are approved by the HHA Governance Board. NCG Review Committee members shall sign a “conflict of interest” form.
- HSCA shall review submitted applications and determine whether projects meet local and HUD threshold requirements.
- As appropriate, NCG Review Committee members shall be trained and receive submitted applications. Committee members shall review, but not score, applications before Scoring Meeting.
- NCG Review Committee shall meet during the Scoring Meeting to review and discuss project applications and finalize individual project scores.
  - New projects shall be scored and ranked based on the New Project Scoring Tool. ♣ HHA prioritizes projects with established track records in enhancing system performance. New projects must promote system performance by increasing housing stability, preventing homelessness returns, and shortening homelessness episodes.



- Preliminary scoring results are delivered to applicants with a reminder about the appeals process.
- Appeals, if any, shall be reviewed by the HHA Appeals Committee.
- HHA Governance Board shall meet to consider and approve a final recommended CoC Local Program Competition ranked funding list.
- All project documents shall be submitted electronically through eSnaps for HUD final two weeks before the local HUD submission deadline date per application instructions.
- **The HHA Governance Board’s final recommended CoC Program ranked funding list shall be presented to the Palm Beach County Board of County Commissioners (BCC) for final approval.**
- If funding becomes available after approval of the final ranked list, through reallocation or budget corrections, the HHA Governance Board shall offer the excess funding to new project applicants in order of project ranking.
- NEW PROJECT APPLICANTS shall submit copies of letters or documentation for all match resources listed in their application.
- Applications are submitted along with the COLLABORATIVE APPLICANT’s application to HUD.

The process is welcoming to persons with disabilities, persons who have experienced homelessness, and persons with limited English proficiency. If you need any accommodations for the NCG Review Committee, please contact CSD by email at [CSD-COCNOFO@PBCGOV.ORG](mailto:CSD-COCNOFO@PBCGOV.ORG) or by phone at 561-355-4779.

## SECTION VII: APPEAL PROCEDURES

### APPEALS POLICY

Appeals may be filed by an agency submitting a project application for the HUD CoC Program Competition funding to provide homeless services in PBC.

#### Eligible Appeals

Applicants may appeal if the project:

- Is not funded or receives less funding than the amount in the application;

Appeals must be submitted on the HHA Local Project CoC Program Competition Appeal Notice Form. See [ATTACHMENT 3](#). All appeals must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed. The decision of the HHA Appeals Committee is final.

The HHA Appeals Committee consists of three (3) members of the HHA Governance Board, CSD Director, HSCA Director, and one non-voting representative from the NCG Review Committee. The voting members will not have participated in the original NCG Review Committee or have a conflict of interest with any agencies applying for CoC Program funding.

## APPEALS PROCEDURES

- Agencies wishing to file appeals must request copies of their scoring sheets and relevant NCG Review Committee comments within one (1) business day of the NCG Review Committee meeting. An appeal must be submitted in writing on the HHA Local Project CoC Program Competition Appeal Notice Form (See [ATTACHMENT 3](#)) within three (3) business days of the NCG Review Committee meeting. Requests for scoring sheets and Appeal Notice Forms must be submitted to HSCA electronically to [CSD-COCNOFO@PBCGOV.ORG](mailto:CSD-COCNOFO@PBCGOV.ORG)
- All Appeal Notice Forms must be submitted electronically to [CSD-COCNOFO@PBCGOV.ORG](mailto:CSD-COCNOFO@PBCGOV.ORG) by the appeal deadline date listed in the CoC Program Competition TimeLine.
- The Appeal Notice Form must include a written statement specifying the grounds asserted for the appeal. The Appeal Notice Form must be signed by an individual authorized to represent the appealing applicant (i.e., Executive Director, CEO, CFO). It must include (highlight and/or cite) the specific sections of the application on which the appeal is based. The appealing applicant must specify facts and evidence sufficient for the HHA Appeal Committee to determine the validity of the appeal. That is, the notice of appeal must have attached the specific areas of the application being appealed and must also clearly explain why the information provided is adequate to gain additional points. The HHA Appeal Committee may notice issues that could and should have been raised in final submissions and may use their discretion in reviewing those and other factors during the Appeals Process.
- The HHA Appeals Committee will review and evaluate all notices of appeal and decide whether or not the appeal has any validity based on the appeal policy.
- The HHA Appeals Committee will read, review, and evaluate all valid appeals.
- HHA Appeals Committee deliberates and votes electronically. Votes and deliberation documentation are public records available upon a public records request.
- Appealing Applicants will receive, in writing, the decision of the HHA Appeals Committee within ten (10) business days of submission of the Appeal Notice Form.
- HHA Appeal Committee Scoring and Ranking List are submitted for consideration and approval by the HHA Governance Board.

## SECTION VIII: COC DEFINITIONS AND CONCEPTS

**Annual NEW Amount (ARA)** – The amount that a grant can be awarded on an annual basis when renewed. It includes funds only for those eligible activities (operating, supportive services, leasing, rental assistance, CMIS, and administration) that were funded in the original grant (or the original grant as amended), less the unrenovable activities (acquisition, new construction, rehabilitation and any administrative costs related to these activities).

**Annual NEW Demand (ARD)** – (24 CFR § 578.17(b)(2)) The total amount of all the CoCs projects that will be eligible for NEW in the 2023 CoC Program Competition, before any required adjustments to funding for leasing, rental assistance and operating budget line items based on FMR changes. The ARD will be calculated by combining the total amount of funds requested by eligible NEW projects on the NEW PROJECT Listing and the combined eligible NEW PROJECT amount(s) that were reallocated.

**Applicant** – an eligible applicant that the CoC has designated to apply for assistance under this part on behalf of that CoC.

**Award** – As used in this NOFO means a federal grant.

**Beds Dedicated to Chronically Homeless Individuals and Families** – A permanent supportive housing bed that is dedicated specifically for use by individuals and families experiencing chronic homelessness [see 24 CFR 578.3 definition of Chronically Homeless] within a CoC's geographic area, as reported in the CoC's HIC and the FY 2023 PH

project applications. When a program participant exits the project, the bed must be filled by another participant who is experiencing chronic homelessness unless there are no persons experiencing chronic homelessness within the CoC's geographic area. This concept only applies to PSH projects.

**Centralized or Coordinated Assessment System** – A centralized or coordinated process designed to coordinate program participant intake assessment and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.

**Chronically Homeless –**

- A “homeless individual with a disability,” as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11360(9)), who:
  - Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
  - Has been homeless and living as described above continuously for at least 12 months or on at least four separate occasions in the last three years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the events included at least seven consecutive nights of not living as described above. Stays in institutional care facilities for fewer than 90 days will not constitute a break in homelessness, but instead, such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven or an emergency shelter immediately before entering the institutional care facility;
- An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facilities, for fewer than 90 days and met all of the criteria above before entering that facility; or
- A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria above, including a family whose composition has fluctuated while the head of household has been homeless.

**Client Management Information System (CMIS)** – The information system designated by the CoC to comply with the CMIS requirements prescribed by HUD.

**CoC Bonus Project** – The CoC Bonus allows CoCs to use up to 7 percent of their Final Pro Rata Need (FPRN) to create one or more new project applications. New projects created through the CoC Bonus must meet the project eligibility and project quality threshold requirements established by HUD in sections III.C.5.b. and c. of this NOFO. To be eligible to receive a CoC Bonus project, the Collaborative Applicant must demonstrate its CoC ranks projects based on how they improve system performance as outlined in section V.B.2.b of this NOFO.

**Collaborative Applicant** – The eligible entity that the CoC has designated during the 2023 CoC Program Registration Process to apply for a grant on behalf of the CoC. The Collaborative Applicant must be the "Applicant" for each community applying for participation in the competition. In cases where the CoC needed to change the Collaborative Applicant and that change was approved after this NOFO was published but before the deadline for submissions, that approved replacement Collaborative Applicant is the eligible applicant for this NOFO.

**Consolidation** – The process by which two or more projects eligible for NEW in the CoC Program Competition apply for funding and are combined into a single NEW PROJECT upon award. See Sections II.B.4, V.B.2.b.(2) and V.B.3.a.(4) of 2019 HUD CoC Program Competition NOFO for additional information. This definition is subject to change based on the requirements of the 2023 HUD CoC Program Competition NOFO upon its release.

**Consolidated Plan** is a document developed by states and local jurisdictions. This plan is completed by engaging in a participatory process to assess their affordable housing and community development needs and market conditions and to make data-driven, place-based investment decisions with funding from formula grant programs. (See 24 CFR Part 91 for more information about the Consolidated Plan and related Annual Action Plan).

**Consolidated Plan Certification** – The standard form, Certification of Consistency with the Consolidated Plan (form HUD-2991), in which a state or local official certifies that the proposed activities or projects are consistent with the jurisdiction's Consolidated Plan and if the project applicant is a state or unit of local government, that the jurisdiction is following its Consolidated Plan per the requirement of 24 CFR Part 91. All project applications submitted by the Collaborative Applicant must be included in the certification either by submitting one appropriately signed and dated HUD-2991 for each project or a single signed and dated HUD-2991 from the jurisdiction that includes a listing of all project applications. If applicable, the CoC planning, UFA Costs, and NEW CoC projects must be included.

**Continuum of Care (CoC)** – The group is organized to carry out the responsibilities required under 24 CFR Part 578, and that is composed of representatives of organizations, including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing providers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate.

**Continuum of Care Merger** – A process where two or more CoCs voluntarily agree to merge the entire geographic areas of all CoCs into one larger CoC. HUD strongly encourages CoCs that struggle with capacity to combine with a neighboring CoC or Balance of State CoC during each fiscal year's CoC Program Registration process. To encourage CoC mergers and mitigate the potential adverse scoring implications that may occur when a high-performing CoC merges with one or lower-performing CoC(s), HUD will award up to 25 bonus points to CoCs first registered as a merged CoC during the 2020 or 2023 CoC Program Registration process. The minimum number of points awarded will be 5, with the maximum points awarded up to 25. To be eligible for these points, the merged CoC must contain all the geographic areas previously included in two or more CoCs that applied for funding in the FY 2022 CoC Program Competition. Points will be awarded as follows:

1. Five bonus points to CoCs that merged;
2. Ten bonus points to CoCs where one or more of the merging CoCs had a CoC Application score of 140 points or lower in either the FY 2021 or FY 2022 CoC Program Competitions;
3. up to 10 bonus points to CoCs that demonstrate the results of their Point-in-Time (PIT) count reported in the Homelessness Data Exchange (HDX) were adversely affected by changes in methodology that resulted from the merger (e.g., higher numbers of homeless individuals, families, and youth due to the merger process, particularly if one of the CoCs in the merger did not have a reliable PIT count).

**Coordinated Entry** – A process developed to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred, and connected to housing and assistance based on their strengths and needs.

**DedicatedPLUS Project** – A permanent supportive housing project where 100 percent of the beds are dedicated to serving individuals, households with children, and unaccompanied youth that at intake meet one of the following categories:

1. Experiencing chronic homelessness as defined in 24 CFR § 578.3;
2. Residing in a transitional housing project that will be eliminated and meets the definition of chronically

- homeless in effect at the time in which the individual or family entered the transitional housing project;
3. Residing in a place not meant for human habitation, emergency shelter, or Safe Haven and had been admitted and enrolled in a permanent housing project within the last year but were unable to maintain a housing placement and met the definition of chronic homeless as defined by 24 CFR § 578.3 before entering the project;
  4. Residing in transitional housing funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR § 578.3;
  5. Residing and has resided in a place not meant for human habitation, Safe Haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions, and the individual or head of household meets the definition of 'homeless individual with a disability; or
  6. Receiving assistance through a Department of Veterans Affairs (VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.
  7. A NEW PROJECT where 100 percent of the beds were dedicated to chronically homeless individuals and families, as described in Section III.C.2.b, under the grant that is being renewed, may either become a DedicatedPLUS project or may continue to dedicate 100 percent of its beds to chronically homeless individuals and families. If a NEW PROJECT with 100 percent of its beds dedicated to chronically homeless individuals and families elects to become a DedicatedPLUS project, the project will be required to adhere to all fair housing requirements at 24 CFR § 578.93.

Projects awarded as DedicatedPLUS in a previous CoC Program Competition must include households with children qualifying as a DedicatedPLUS project in the 2023 CoC Program Competition.

**Deficiency** – Information missing or omitted within a submitted application. Deficiencies typically involve missing documents, information on a form, or some other type of unsatisfied information requirement (e.g., an unsigned form, unchecked box.). Depending on specific criteria, deficiencies may be either curable or non-curable.

*Curable Deficiency* – Applicants may correct a curable deficiency with timely action. To be curable, the deficiency must:

- Not be a threshold requirement, except for documentation of applicant eligibility;
- Not influence how an applicant is ranked or scored versus other applicants; and
- Be remedied within the time frame specified in the notice of deficiency.
- Non-Curable Deficiency – An applicant cannot correct a non-curable deficiency after the submission deadline.

*Non-Curable Deficiencies* – Deficiencies that, if corrected, would change an applicant's score or rank versus other applicants. Non-curable deficiencies may result in an application being marked ineligible or adversely affect an application's score and final determination.

**DV Bonus** – Domestic Violence, Dating Violence, Sexual Assault, and Stalking Bonus (DV Bonus). A new project that is dedicated to survivors of domestic violence, dating violence, sexual assault, or stalking who qualify under the definition of homeless at 24 CFR 578.3 or section 103(b) of the McKinney-Vento Homeless Assistance Act. As described in paragraph (13) below, survivors of human trafficking may qualify as homeless under paragraph (4) of the homeless definition at 24 CFR 578.3 or section 103(b) of the McKinney-Vento Homeless Assistance Act because they are often also victims of domestic violence, dating violence, sexual assault, or stalking; however, a DV Bonus project may not exclusively serve people fleeing or attempting to flee human trafficking. New DV Bonus projects are subject to the limitation on new projects in section I.B.3.a.(1) of this NOFO, and a CoC may apply for up to 10 percent of its Preliminary Pro Rata Need (PPRN) to create a new DV Bonus project(s); however, this amount is limited to a: (a) a minimum of \$50,000 if 10 percent of the CoC's PPRN is less than \$50,000; or (b) maximum of \$5 million if 10 percent of the CoC's PPRN is more than \$5 million. See sections I.B.3.l and I.B.2.b.(8) of this NOFO for

project application requirements and how DV Bonus projects will be reviewed and selected.

**Eligible NEW PROJECT**– A project under grant agreement by December 31, 2023, with an expiration date in Calendar Year (CY) 2023 (between January 1, 2023, and December 31, 2023).

**Expansion** – The process used by NEW PROJECT APPLICANTS to submit a new project application to add funds to a project to expand its current operations by adding units, beds, persons served, services provided to existing program participants, or in the case of HMIS, increase the current HMIS activities within the CoC's geographic area. DV Bonus funds can only be used to expand an existing NEW Projective the expansion project is dedicated to survivors of domestic violence, dating violence, sexual assault, or stalking who qualify under paragraph (4) of the definition of homeless at 24 CFR 578.3 or section 103(b) of the McKinney-Vento Homeless Assistance Act; however, as explained in section I.B.3.I of this NOFO, only the new project application for the expansion will be considered for DV Bonus funds, and HUD will only select a new DV Bonus project that expands an existing NEW Projective HUD conditionally selects the NEW Projecting Tier 1 or 2. For projects that are expanding their current CoC Program-funded project, project applicants must submit: (a) the NEW project application that will be expanded; and (b) a new project application with expansion information. YHDP projects cannot use the expansion process.

**Final Pro Rata Need (FPRN)** – The higher of PPRN or ARD for the Continuum of Care is the FPRN, which is the base for the maximum award amount for the CoC.

**High Performing Community (HPC)** – A Continuum of Care that meets the standards in subpart E of this part and has been designated as a high-performing community by HUD.

#### **Homeless –**

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - a. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
  - b. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
  - c. An individual who is exiting an institution where they resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
2. An individual or family who will imminently lose their primary nighttime residence provided that:
  - a. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
  - b. No subsequent residence has been identified; and
  - c. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
3. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
  - a. Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. § 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. § 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. § 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. § 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11434a);

- b. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
  - c. Have experienced persistent instability as measured by two moves or more during the 60 days immediately preceding the date of applying for homeless assistance; and
  - d. Can be expected to continue in such status for an extended period because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
4. Any individual or family who:
- a. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
  - b. Has no other residence; and
  - c. Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

Although not reflected in the regulation, section 605 of Violence Against Women Act Reauthorization Act of 2022 amended Section 103(b) of the Act and requires HUD to consider certain individuals and families as homeless. This amendment took effect on October 1, 2022. Notwithstanding anything to the contrary contained elsewhere in this NOFO, where 578.3 paragraph (4) is referenced, applicants may apply to serve the population as defined in Section 103(b) of the Act.

**Homelessness and Human Trafficking** – HUD is clarifying that persons who are fleeing or attempting to flee human trafficking may qualify as homeless under paragraph (4) of the homeless definition at 24 CFR 578.3 or section 103(b) of the McKinney-Vento Homeless Assistance Act and may be eligible for certain forms of homeless assistance under the CoC Program, subject to other restrictions that may apply. HUD considers human trafficking, including sex trafficking, to be “other dangerous or life-threatening conditions that relate to violence against the individual or family member” under paragraph (4) of the definition of homeless at 24 CFR 578.3 and “other dangerous, traumatic, or life-threatening conditions related to the violence against the individual or a family member in the individual's or family's current housing situation” under section 103(b) of the McKinney-Vento Homeless Assistance Act.

**Homeless Management Information System (HMIS)** – Also known as the Client Management Information System (CMIS). The CoC designates the information system to comply with the CMIS requirements prescribed by HUD.

**Homeless Management Information Lead (HMIS Lead)** – The entity designated by the CoC in accordance with this part to operate the Continuum's CMIS on its behalf.

**Housing First** – A model of assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). Transitional housing and supportive service only projects are considered to be using a Housing First model for this NOFO if they operate with low barriers, work to move people into permanent housing quickly, do not require participation in supportive services, and, for transitional housing projects, do not require any preconditions for moving into the transitional housing (e.g., sobriety or minimum income threshold).

**Housing Inventory Count (HIC)** – A complete listing of the CoC's HUD and non-HUD-funded beds dedicated to homeless individuals and families in the CoC's geographic area.

**Joint TH and PH-RRH Component Project** – The Joint TH and PH-RRH component project combines two existing program components – transitional housing and permanent housing-rapid rehousing – in a single project to serve individuals and families experiencing homelessness.

**Non-Dedicated Permanent Supportive Housing Beds** – Permanent supportive housing beds within a CoC's geographic area that are not currently classified as dedicated for use by chronically homeless individuals and families or as DedicatedPLUS.

**Notice of Funding Opportunity (NOFO)** – A notice published yearly in Grants.gov for HUD's Discretionary Funding Programs. The notice describes the type of funding available on a competitive basis and provides a contact where an application may be submitted, typically up to 60 to 90 days from the date of NOFO publication. Selection will then be based on specific factors and criteria identified within the NOFO.

**Notice of Funding Opportunity (NOFO)** – An agency's formally issued announcement of the availability of federal or federal pass-through funding through one of its financial assistance programs. The announcement provides eligibility and evaluation criteria, funding preferences and priorities, the submission deadline, and information on obtaining application kits.

**Permanent Housing** – Community-based housing without a designated length of stay and includes both permanent supportive housing and rapid rehousing. To be permanent housing, the program participant must be the tenant on a lease for at least one year, renewable for terms that are a minimum of one month long, and is terminable only for cause.

**Permanent Supportive Housing (PSH)** - permanent housing provides supportive services to assist homeless persons with a disability to live independently.

**Preliminary Pro Rata Need (PPRN)** – The amount of funds a CoC could receive based upon the geographic areas claimed by the CoC and reviewed by HUD during the CoC Program Registration process.

**Private Nonprofit Organization** – An organization:

- That no part of the net earnings is inured to the benefit of any member, founder, contributor, or individual;
- That has a voluntary board;
- Which has a functioning accounting system that is operated in accordance with generally accepted accounting principles (GAAP) or has designated a fiscal agent that will maintain a functional accounting system for the organization in accordance with GAAP; and
- That practices nondiscrimination in the provision of assistance.

A private nonprofit organization does not include governmental organizations, such as public housing agencies.

**Program Participant** – An individual (including unaccompanied youth) or family assisted with CoC program funds.

**Project** – A group of eligible activities, such as CMIS costs, identified as a project in an application to HUD for CoC funds and includes a structure (or structures) that is (are) acquired, rehabilitated, constructed, or leased with assistance provided under this part or with respect to which HUD provides rental assistance or annual payments for operating costs or supportive services under this subtitle.



**Project Applicant** – An eligible applicant, as defined in section 24 CFR § 578.3 of the CoC Program interim rule, that is designated by the CoC to apply for assistance under the CoC Program Competition and is a private non-profit organization, state, local government, or instrumentality of state and local government.

**Racial Disparities** – Racial disparities are differences in the homeless population based on race or ethnicity, which includes individuals who are Black, Latino, Indigenous, Native American, Asian, Pacific Islander, and other persons of color relative to the general population or differences in the provision or outcomes of homelessness assistance based on race or ethnicity

**Rapid Rehousing** – A type of permanent housing meeting the requirements of 24 CFR § 578.37(a)(1)(ii).

**Reallocation** – Reallocation is a process CoCs use to shift funds in whole or in part from existing eligible NEW projects to create one or more new projects without decreasing the CoC's ARD. New projects created through reallocation must meet the requirements in section I.B.3.a, III.B.4.b.(3) and the project eligibility and project quality thresholds established in sections III.C.5.b. and c. of this NOFO. CoCs may only reallocate eligible NEW projects that HUD previously renewed during a CoC Program competition. To create a Transition Grant through the reallocation process, the CoC must wholly eliminate one or more projects and use those funds to create the single, new transition grant. CoCs may reallocate YHDP projects HUD initially awarded Round I YHDP to create new CoC grants. Reallocated YHDP grants are not required to serve Youth. CoCs are prohibited from reallocating YHDP projects initially awarded in Round 2 or later

**Recipient** – A non-Federal entity receiving an award directly from HUD to carry out an activity under a HUD program.

**Seniors:** Persons over the age of sixty-two (62).

**Solo Applicants** – Per the Act, "A solo applicant may submit an application to the Secretary for a grant under subsection (a) and be awarded such grant on the same basis as such grants are awarded to other applicants based on the criteria described in section 11386a of this title, but only if the Secretary determines that the solo applicant has attempted to participate in the continuum of care process but was not permitted to participate in a reasonable manner. The Secretary may award such grants directly to such applicants in a manner determined to be appropriate by the Secretary." A solo applicant must submit a solo applicant project application in e-snaps prior to the application deadline of 8:00 PM EST on September 28, 2023. Additionally, for HUD to consider its solo application, a solo applicant must also meet all the requirements outlined in section VII.C of this NOFO.

**Subrecipient** – A non-Federal entity receiving a subaward from a pass-through entity to carry out part of a HUD program but does not include an individual beneficiary of such program. A subrecipient may receive other Federal awards directly from a Federal awarding agency (including HUD).

**Transitional Housing** – Housing, where all program participants have signed a lease or occupancy agreement, the purpose of which is to facilitate the movement of homeless individuals and families into permanent housing within 24 months or more extended period as HUD determines necessary. The program participant must have a lease or occupancy agreement for a term of at least one month that ends in 24 months and cannot be extended.

**Threshold Requirement** – Threshold requirements are a type of eligibility requirement. Threshold requirements must be met for an application to be reviewed; are not curable, except for documentation of applicant eligibility.

**Transition Grant** – A grant to fund a new CoC project to transition an eligible NEW PROJECT being eliminated through reallocation from one program component to another eligible new component over a 1-year period. Transition grants in this Competition are eligible for NEW in subsequent fiscal years for eligible activities of the new component. The new transition project must meet the following requirements: (a) to be eligible to receive a

transition grant, the current recipient must have the consent of its Continuum of Care; and (b) the new project application must meet project eligibility and project quality thresholds established by HUD in sections III.C.5.b. and c. of this NOFO.

**Unified Funding Agency (UFA)** – An eligible applicant selected by the CoC to apply for a grant for the entire Continuum, which can carry out the duties in 24 CFR § 578.11(b) HUD approves and to which HUD awards a grant.

## EXHIBIT 1: 2023 COC PROGRAM NEW APPLICATION PACKAGE CHECKLIST/COVER SHEET AND INSTRUCTIONS CERTIFICATION

Except where noted, all agencies applying for HUD 2023 CoC Program Competition NEW funds must complete and submit all items listed below.

Order	Item	Check
	CoC Program NEW Application Package Checklist/Cover Sheet and Instructions Certification signed and dated	<input type="checkbox"/>
	Copy of NEW Application from eSnaps <ul style="list-style-type: none"> <li>• Applicants must complete their Applicant Profile in eSnaps.</li> <li>• Applicants must complete the eSnaps application (HUD’s online application system) when it becomes available.</li> <li>• Applicant must export the completed eSnaps application as a PDF and submit it with the application package in SAMIS</li> <li>• Applicant must email a copy of the Application to <a href="mailto:CSD-COCNOFO@PBCGOV.ORG">CSD-COCNOFO@PBCGOV.ORG</a></li> </ul>	<input type="checkbox"/>
	CoC Grantee Certification signed and dated <ul style="list-style-type: none"> <li>• All applicants must certify that they will meet the HSCA and HHA expectations for grant reporting, program standards, performance, collaboration, community engagement, transparency, and grant monitoring.</li> </ul>	<input type="checkbox"/>
	Match Documentation Form <ul style="list-style-type: none"> <li>• A 25% cash or in-kind match is required for all budget components except leasing. Match is required for all projects. The matching agency must complete the CoC Match Documentation Form on their letterhead or provide a match letter related directly to the project application. Below outlines the details that must be included in the letter documenting the match. Match may be cash or in-kind goods or property.</li> <li>• Letters must meet the following criteria:               <ul style="list-style-type: none"> <li>○ Be on letterhead from the organization providing the contribution</li> <li>○ Contain the cash amount or dollar value of the in-kind contribution.</li> <li>○ Contain the specific date the contribution will be made available and the period during which the contributions will be available.</li> <li>○ Contain the name of the applicant agency to which the contribution is being given.</li> <li>○ Contain the specific grant name and the fiscal year.</li> <li>○ 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).</li> </ul> </li> </ul>	<input type="checkbox"/>

Order	Item	Check
	Letter explaining any issue that may be unique to the items requested	<input type="checkbox"/>
	The most recent HUD monitoring report, or, if not HUD funded, is the most recent monitoring report from the largest funder.	<input type="checkbox"/>
	Current Independent Audited Financial Statement & Management Letter • If an agency does not have an independent audit, it must submit a copy of its annual financial statements, including a profit and loss statement, from the last fiscal year.	<input type="checkbox"/>
	eLOCCS Screen documenting expended funds to date <ul style="list-style-type: none"> <li>• Applicant must provide a screenshot of your current “Project Portfolio” from eLOCCS documenting the previous grant amount awarded and the amount expended to date.</li> <li>• Applicants with no current HUD funding must provide a letter on agency letterhead signed by an authorized signer stating the agency has no current HUD funding.</li> </ul>	<input type="checkbox"/>
	Organizational Chart <ul style="list-style-type: none"> <li>• Applicants requesting new project funding must submit an organizational chart demonstrating the agency’s administrative capacity and capacity to provide the proposed services.</li> </ul>	<input type="checkbox"/>
	Agency Budget <ul style="list-style-type: none"> <li>• Submit a copy of the agency’s total budget for the current fiscal year and a program budget for the proposed program.</li> </ul>	<input type="checkbox"/>
	Board of Directors List <ul style="list-style-type: none"> <li>• Applicants must submit a current list of the agency’s board of directors.</li> </ul>	
	Board of Directors Minutes <ul style="list-style-type: none"> <li>• Applicants must submit a copy of the minutes for the three most recent board meetings.</li> </ul>	<input type="checkbox"/>
	Threshold Certification <ul style="list-style-type: none"> <li>• Applicants must certify that they have met the threshold Criteria</li> </ul>	<input type="checkbox"/>

I have read, understand, and agree to comply with the 2023 Palm Beach County CoC Program Local New Competition Application Instructions and Project Scoring Tool.

\_\_\_\_\_  
Authorized Agency Representative Name and Title

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Authorized Agency Representative Signature

\_\_\_\_\_  
Date



## EXHIBIT 2: PALM BEACH COUNTY HOMELESS AND HOUSING ALLIANCE CONTINUUM OF CARE GRANTEE CERTIFICATION

Background: The Palm Beach County Continuum of Care (CoC), Homeless and Housing Alliance (HHA), along with the Division of Human Services (HSCA), which serves as the COLLABORATIVE APPLICANT, is charged by the US Department of Housing and Urban Development (HUD) to operate and administer CoC activities and to monitor recipients' performance. To further CoC goals and to clarify expectations, HHA is describing recipient responsibilities in this document that shall be signed by an authorized representative of the grant recipient agency.

CoC grant recipients have a grant agreement with HUD, and the grant recipient is responsible for adhering to all requirements and obligations outlined by HUD. If grant recipient responsibilities change, revisions will be made to this certification and will require a new signature.

Before applying for NEW or new CoC funding, all project applicants must read the CoC Program Interim Rule 24 CFR Part 578, which provides the requirements for implementing and administering the CoC Program.

Agency:	
Contact Person:	
Chosen HHA Committee(s):	

I understand the expectations outlined in Attachment A of this certification.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

# Attachment A

## COC INFORMATION

### Committee Activities

- All grant recipients will participate in at least 60% of general HHA meetings and 70% of at least one of the HHA Subcommittee meetings in 12 months
- All grant recipients will participate in at least one Subcommittee
- All project applicants will present their CoC project application(s) to the Non-Conflict Grant Review Committee for local review
- All grant recipients will participate in the local coordinated assessment process as approved by the CoC
- Grant recipients are expected to support 1 Committee(s) covered by grant activities as they achieve the following standards:
  - Meet minimum standards
    - HHA meetings & Subcommittee Meetings
    - Participate in coordinated assessment
    - Participate in PIT/HIC
    - CMIS Entry
    - Follow Program Approved Standards (Coordinated Entry, ES, TH, PSH, RRH, Housing First, Housing Focused Case Management)

### CMIS Participation and Coverage

CoC grant recipients must collect the following information on the persons served and services provided during the grant period and enter this information into PBC Client Management Information System (CMIS). Domestic violence service providers are prohibited from participation in CMIS but must demonstrate that they have a database comparable to a CMIS and can provide statistical information from that database upon request that does not compromise client privacy.

#### Universal Data Elements

Name  
Social Security Number  
Date of Birth  
Race  
Ethnicity  
Gender  
Veteran Status  
Disabling Condition  
Residence Prior to Project Entry  
Project Entry Date  
Project Exit Date  
Destination at Project Exit  
Personal ID  
Household ID  
Relationship to the Head of Household  
Client Location  
Length of Time on Street or in Emerg. Shelter

#### Program Specific Data Elements

Housing Status  
Income & Sources of Income  
Non-Cash Benefits  
Health Insurance  
Physical Disability  
Developmental Disability  
Chronic Health Condition  
HIV/AIDS  
Mental Health Problem  
Substance Abuse  
Domestic Violence  
Residential Move-In Date (Rapid Rehousing)  
Services Provided (Rapid Rehousing)  
Financial Assistance Provided (Rapid Rehousing)

### **Project Parameters**

- Permanent Supportive Housing projects will follow HUD guidelines for targeting and prioritizing PSH units for chronically homeless participants (HUD Notice CPD-16-11) and will follow the Palm Beach County Coordinated Intake and Assessment Standards and Housing First Program Standards.
- RRH projects will follow the Palm Beach County Coordinated Intake and Assessment Standards and Rapid Re-Housing Program Standards.
- Applications targeting youth shall be held to the same standards as other members of the CoC.

### **Grant Performance & Reports**

- All grant recipients will receive approval from the CoC prior to requesting a grant extension or amendment from HUD.
- All grant recipients will copy HSCA on executed HUD grant agreements.
- All grant recipients will report grant spending to CoC staff annually by submitting their final project spending report screenshot from eLOCCS.
- All grant recipients will submit Point-in-Time Count and Housing Inventory Count data by deadlines established by HSCA and local Committees.
- All grant recipients will submit APR's to HUD before the reporting deadline and copy HSCA.
- If a grant recipient can no longer administer their grant, the grant recipient will consult the HHA.

# EXHIBIT 3: 2023 MATCH DOCUMENTATION FORM

[This must be on the letterhead of the entity providing the match resource.]

The chart below identifies information regarding the resource being provided by this agency.

Name of the organization providing the resource	
Type of contribution and use*	
Value of the contribution**	
Name of project	
Specific grant contributions will support	
Fiscal year contribution will support	
Name of the grant recipient and/or subrecipient	
Date the contribution will be available***	[ _____ ], 2023 OR [ _____ ], 2024
Name of person authorized to commit these resources	
Title of person authorized to commit these resources.	
Signature of person authorized to commit these resources.	
Date (Must be dated between May 1 and September 30, 2023)	

\*, E.g., cash, childcare, case management, health care, etc. If cash, also state allowable activities to be funded by match.

\*\* For in-kind, identify the method used to determine the value of the donation.

\*\*\* For NEWs, this date must be within your 2023-2024 operating year.



# ATTACHMENT 1: THRESHOLD CRITERIA

Project Name: \_\_\_\_\_  
 Organization Name: \_\_\_\_\_  
 Project Type: \_\_\_\_\_

## THRESHOLD REQUIREMENTS

YES/NO

*For each threshold, select "Yes" if applicant has fulfilled the threshold requirement and is eligible to submit an application.*

Yes to all

## HUD THRESHOLD REQUIREMENTS

1. Applicant has active SAM registration with current information.
2. Applicant must have a valid UEI number in the application
3. Applicant has no outstanding Delinquent Federal Debts – It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds unless:
  - a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or
  - b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.
4. Applicant has no Debarments and/or Suspensions – In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal government.
5. Applicant has a Sufficient of Financial Management System - HUD will not award or disburse funds to applicants that do not have a financial management system that meets Federal standards as described at 2 CFR 200.302. HUD may arrange for a survey of financial management systems for applicants selected for award who have not previously received Federal financial assistance, where HUD Program officials have reason to question whether a financial management system meets Federal standards, or for applicants considered high risk based on past performance or financial management findings.
6. Applicant has met the Mandatory Disclosure Requirement - Recipients or applicants must disclose in writing to the awarding program office at HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award within ten days after learning of the violation. Recipients that have received a Federal award including the term and condition outlined in Appendix XII to 2 CFR part 200—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in § 200.338 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180, 31 U.S.C. 3321, and, S.C. 2313.)
7. Applicant and potential subrecipients have met the Program Eligibility Requirements under 24 CFR § 578.15, 24 CFR §5.100 and has provided evidence as required in the application.
8. Applicant has submitted all Required Certifications as specified in the NOFO.
9. Applicant, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, agree to participate in the local CMIS system. Unless, in accordance with Section 407 of the Act, the applicant is a victim-service agency serving survivors of domestic abuse or a legal services agency with an acceptable comparable data system.

10. Applicant can demonstrate the ability to meet all Project Quality Threshold timeliness standards per 24 CFR § 578.85 as applicable to their proposed project(s) including distribution of funds to a subrecipient no later than 45 days after receiving an approvable request and draws down funds at least once per quarter of the program year, after eligible activities commence.

11. Applicant project is consistent with the relevant jurisdictional consolidated plan(s).

12. Applicant has no Unresolved Civil Rights Matters prior to the application submission deadline. Project applicants, who after review are confirmed to have civil rights matters unresolved at the application submission deadline, will be deemed ineligible. Their applications will receive no further review, will not be rated and ranked, and will not receive funding unless HUD determines that actions taken to resolve the issue are sufficient.

13. Applicant has not provided any False Statements - A false statement in an application is grounds for denial or termination of an award and may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment. Applicant confirms all statements are truthful.

### CoC THRESHOLD REQUIREMENTS

*For each requirement, select "Yes" if the project has provided reasonable assurances that the project will meet the requirement, has been given an exception by the CoC or will request a waiver from HUD. Otherwise select "No".*

Coordinated Entry Participation unless DV project

Housing First and/or Low Barrier Implementation

Documented, secured minimum match of 25% of grant amount for the project

Project is financially feasible

Activities proposed are allowable under the NOFO and HUD regulations

Application is complete and data is consistent

Project's annual average bed/unit utilization rate for the previous calendar year must be at or above (≥) 70 percent (70%).

Applicant must submit the most recent completed audit or financial review, including the management letter. The audit/financial review does not indicate serious financial or accounting problems.

Applicant is a Member in Good Standing of the HHA per the HHA's Governance Charter

Applicant's HUD Data Quality Questions Q2 – Q7 is at or below ≤ a 10% error rate.

The applicant project aligns with *Leading the Way Home: Palm Beach County's Plan to end the Cycle of Homelessness*.

Applicant ensures equal access to program participants regardless of their race, color, national origin, religion, gender sexual orientation, gender identity or expression, age, marital status, familial status, disability, or genetic information

Applicant must not have a history of (last two years) serving ineligible program participants or expending funds on ineligible costs.



Applicant must not have a history of (last two years) spending less than 80% of the grant amount.



The questions contained in the Threshold Criteria indicate minimum requirements for funding. These questions must be answered affirmatively, in order to be considered eligible for renewal funding. If an agency cannot answer affirmatively, an explanation must be submitted for review by HSCA staff and HHA Governance Board. Additional information may be requested and will determine if the project is eligible for a waiver of the requirement for this competition period.

<b>Print Name of Agency Approved Signatory:</b>	<b>Signature of Agency Approved Signatory:</b>
<b>Title:</b>	<b>Date:</b>

Section below to be filled out by HSCA staff

**Comments by HSCA**

- Does meet the Project Eligibility Threshold
- Does NOT meet the Project Eligibility Threshold

<b>Print Name of the HSCA Representative</b>	<b>Signature of the HSCA Representative</b>
<b>Title:</b>	<b>Date:</b>

*Projects not meeting the above thresholds may not be included in the 2023 CoC Local Competition*



## ATTACHMENT 2: SCORECARD FOR COC NEW PROJECT APPLICATIONS

The Non-Conflict Grant (NCG) Review Committee will use this scorecard to rate the local new project applications for the U.S. Department of Housing and Urban Development (HUD) 2023 Continuum of Care (CoC) Program Competition Funding.

The scorecard has four goals:

- Fund organizations that have the capacity to run effective programs (can manage and administer a HUD-funded program, can operate on reimbursement basis, have experience serving this or a similar population)
- Fund projects that reflect the Palm Beach County Housing and Homeless Alliance (HHA), the local CoC, and HUD’s priorities: assisting unsheltered individuals and families to rapidly access permanent housing
- Incentivize agencies to be members in good standing with HHA and actively input data into the HMIS system.
- Ensure that funded projects are being good stewards of HUD CoC Program funding in Palm Beach County and performing to HUD and HHA’s standards.

Reviewer:	
Applicant:	
Project Name:	
Project Type:	
Review Signature and Date:	

### **Scoring:**

Each application is scored by the Non-Conflict Grant (NCG) Review Committee members. Scores are based on the highest percentage of points awarded of those which the category could have received.

- Programs serving people with people experiencing homelessness with disabilities who require a significant level of support to maintain housing
- Programs serving people experiencing homelessness who have a high utilization of crisis or emergency services to meet basic needs
- Programs serving people experiencing homelessness who are currently living in an unsheltered situation or have a history of doing so
- Programs serving people experiencing homelessness who have a vulnerability of illness or death
- Programs serving people experiencing homelessness who have a risk of continued or repeated homelessness
- Programs serving people experiencing homelessness who have a high vulnerability to victimization including physical assault, trafficking or sex work

<b>PROJECT QUALITY REQUIREMENTS</b>	Maximum Score Possible: PSH RRH	218 218
Further review will be triggered if the application does not score a minimum of 33% of possible points on the scoring tool. The NCG Review Committee will determine if the project is ineligible for inclusion in the final PBC CoC application should the score on any application fall below 33%.	PSH RRH: Tie Break:	208 208 10
<b>Section I: Application (Possible Points = 11 PSH, RRH)</b>	<b>Project Score:</b>	
<b>Accuracy and Appropriateness of Response (PSH, RRH, SSO)</b>	Possible Score 11	Project Score
Is the project description sufficient to understand the extent of the project? (PSH, RRH)	2	
Does the application describe prior experience serving homeless persons that has prepared the agency for administering this grant? (PSH, RRH)	2	
Is the description of services complete? (PSH, RRH)	2	
Is the description of housing for participants complete? (PSH, RRH)	2	
Are the standard performance measures completed? Are the goals appropriate for the project, and are the descriptions complete? (Score includes both required Standard Performance Measures and any optional Additional Performance Measures) (PSH, RRH)	2	
Is the overall application complete, accurate, and internally consistent? (PSH, RRH)	1	
<b>Section II: BUDGET (Possible Points PSH, RRH = 40)</b>	<b>Project Score:</b>	
<b>Housing Budget:</b> Percentage of project budget (including match) devoted to providing housing?		
Administrative Cost:	\$	
Supportive Services Cost:	\$	
Operating Cost:	\$	
Housing Cost: (Leasing, Rental Assistance, Utilities Assistance)	\$	
Total HUD budget request:	\$	
Housing Match	\$	
Other Match	\$	
Total Project Budget	\$	

<b>Section III: Scope of Services (Possible Points PSH, RRH = 46)</b>	<b>Project Score:</b>	
<b>Service Needs</b>	<b>Possible Score (PSH, RRH) = 26</b>	<b>Project Score</b>
Are the housing and/or services proposed appropriate and adequate to the anticipated needs of program participants and the community (PSH, RRH)	4	
Is the type of housing proposed, including the number and configuration of units will fit the needs of the proposed program participants (e.g. Ensuring a range of bedroom sizes to assist various family sizes) (PSH, RRH)	4	
Are the type of supportive services offered to program participants sufficient to ensure retention in, or help to obtain permanent housing? (May include services from other funding sources.) (PSH, RRH)	4	
Does the project provide or link participants to employment services? Does the program have employment goals? (PSH, RRH)	2	
Does the project provide or effectively link participants to health care services, including mental health and substance disorder treatment? (PSH, RRH)	2	
Does the project propose to serve one or more of the HHA priority groups?	Seniors = 4 Chronic Homeless= 3 DV = 2 Youth = 1 Score is Total of All Points	
<b>Key Elements of Rapid Re-Housing (RRH) &amp; Permanent Supportive Housing (PSH)</b>	<b>Possible Score (PSH, RRH) = 10</b>	<b>Project Score</b>
Participation in services is voluntary and participants cannot be evicted for rejecting services. (PSH, RRH)	1	
Programmatic rules, if any, are similar to those found in housing for people who are not participants in a HUD-funded program and do not restrict visitors or otherwise interfere with a life in the community. (PSH, RRH)	1	
PSH Housing is not time-limited, and the lease is renewable at participants' and owners' option. RRH is limited to no more than 24 months (PSH, RRH)	1	
Participants have choices in the support services that they receive. They are offered choices, can choose from a range of services, and different participants receive different types of services based on their needs and preferences. (PSH, RRH)	1	
As needs change over time, participants can receive more intensive or less intensive support services without losing their homes. (PSH, RRH)	1	

Are program participants assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g. transportation, access to needed services, safety planning, case management, housing that meets accessibility needs, additional assistance to ensure retention of permanent housing. (PSH, RRH)	5	
<b>Access to Mainstream Benefits</b>	<b>Possible Score</b> 5	<b>Project Score</b>
Does the proposed project have a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible, including access to SOAR-trained staff? (PSH, RRH)	5	

<b>Section IV: Organizational Capacity (Possible Points = 49)</b>	<b>Project Score:</b>	
<b>Consistency with Mission</b>	<b>Possible Score</b> 19	<b>Project Score</b>
Does the project fit within the mission of the agency? (PSH, RRH)	Yes = 5 No = 0	
Does the Agency currently serve homeless households in their community? (PSH, RRH)	Yes = 5 No = 0	
Does the organization have experience providing services to the Priority Groups: Seniors, Chronically Homeless, DV, Youth (PSH, RRH)	Each priority population = 1 point Max = 4	
<b>Administrative Capacity</b>	<b>Possible Score</b> 10	<b>Project Score</b>
Is funding for the administrative staff stable? Is there adequate staff to ensure agency stability throughout program implementation? [Budget, Organizational Chart] (PSH, RRH)	Clearly to both questions = 5	
Does the agency have an active and engaged board of directors? (PSH, RRH) [Consider Board minutes, discussion of relevant topics, regular attendance]	Maximum = 5	

Capacity to Provide Needed Services	Possible Score 20	Project Score
Does the agency have the capacity to provide the services that will be needed? (PSH, RRH)	Maximum 5	
Is the staffing pattern adequate and the key staff sufficient to effectively operate the type of program proposed? (PSH, RRH)  <i>(organizational chart, qualifications of key staff, vacancies, sufficient number of positions)</i>	Full staff, well qualified, sufficient number=5 Meet some but not all of the above = 3 Serious Deficiencies = 0	
Does the applicant demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and the capacity to administer federal funds? Demonstration may include a description of the applicant’s experience with similar projects (PSH, RRH)	Previous successful HUD projects = 5 Previous experience with Federally funded non-HUD projects = 3 No experience with Federally funded programs = 0	
Does the applicant have satisfactory capacity, drawdowns, and performance for existing grant(s) funded under S+C or CoC programs, as evidenced by timely payment of sub-recipients, regular drawdowns and timely resolution of any monitoring findings within the time allotted. (PSH, RRH,)	Yes =5 No = 0	
<b>Section V: Experience/Past Performance (Possible Points PSH, RRH = 26,</b>	<b>Project Score:</b>	
	<b>Possible Score 26</b>	<b>Project Score</b>
Has the agency successfully implemented a housing project? (PSH, RRH)	4	
Agency has successfully implemented the same project type that they are proposing? (PSH, RRH)	2	
If the agency has implemented the same or similar project, what was the percentage of people served in the project’s last calendar year who obtained or maintained permanent housing? (PSH, RRH)	90% - 100% =10 80% - 89% = 5 Below 80% =0 Agency has not operated a similar program =0	
History of serving ineligible program participants, or expending funds on ineligible costs. (PSH, RRH)	No: 5 Yes: 0	



Did the agency have any monitoring or audit findings? (PSH, RRH)	0 Findings = 5 1 Finding = 4 2 Findings = 3 3+ Findings = 0	
<b>Section VI: Match (Possible Points = 8)</b>	<b>Project Score:</b>	
<b>Documentation of Match</b>	<b>Possible Score</b> 8	<b>Project Score</b>
Does Match Documentation Form sufficiently document the required match for the proposed project? (25% of funding sought minus leasing costs) (PSH, RRH)	Yes = 3 No = 0	
Did the Agency submit a match amount that exceeds the required 25%? (PSH, RRH)	Yes = 5 No = 0	

<b>Section VII: Data/HMIS (Possible Points = 8)</b>	<b>Project Score:</b>	
<b>HMIS Participation (Per federal law, domestic violence programs are prohibited from using HMIS.) Reports from comparable databases will be submitted in place of HMIS reports.</b>	<b>Possible Score</b> 8	<b>Project Score</b>
If the agency has additional beds (not HUD funded), are those beds also being entered into HMIS? (HMIS report or report from Comparable Database) (PSH, RRH)	Yes = 5 No = 0	
Does the agency commit to enter 100% of the beds into HMIS? (PSH, RRH)	Yes = 3 No = 0	

<b>Section VIII: Applicant Agency's Participation in CoC (Possible Points = 10)</b>	<b>Possible Score</b> 10	<b>Project Score</b>
Did the applicant participate in 70% of HHA meetings? (PSH, RRH)	Yes = 5 No = 0	
Did the applicant participate in 60% of the meetings of at least one HHA sub-committee? (PSH, RRH)	Yes = 5 No = 0	

<b>Section IX: Addressing Equity Issues (Possible Points = 10)</b>	<b>Possible Score</b> 10	<b>Project Score</b>
Does agency have a plan for examining the impact of racial, ethnic, age and/or gender identity in programmatic services or outcomes? (PSH, RRH)	Yes=10 No = 0	

<b>Tie Breaker Questions (if needed)</b>	<b>Project Score:</b>	
1) Which proposal demonstrates the more innovative approach to ending homelessness in the community? (PSH, RRH)	5	
2) Which project has most units for proposed project? (PSH, RRH)	5	



ATTACHMENT 3: HHA 2023 LOCAL PROJECTS COC PROGRAM  
COMPETITION APPEAL NOTICE FORM

When completed, submit this Appeal Notice Form via email to: [CSD-COCNOFO@PBCGOV.ORG](mailto:CSD-COCNOFO@PBCGOV.ORG)

Specific area of application that is being appealed:
Explain why the information provided is adequate to gain additional points:
What remedy does the agency seek?

\_\_\_\_\_  
Authorized Agency Representative Name and Title

\_\_\_\_\_  
Agency Filing Appeal

\_\_\_\_\_  
Authorized Agency Representative Signature

\_\_\_\_\_  
Date

