

NOTICE OF FUNDING OPPORTUNITY (NOFO) INFORMATION GUIDANCE



U.S. Department of Housing and Urban Development 2022 CONTINUUM OF CARE (COC) UNSHELTERED AND RURAL HOMELESS PROGRAM COMPETITION LOCAL PROJECT APPLICATION

Subject to Change Based on Any New Provisions HUD Releases

Release Date: July 25, 2022

Deadline Date: August 25, 2022, 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) 355-4779

TABLE OF CONTENTS

SECTION I: GENERAL INFORMATION	4
INTRODUCTION.....	4
BACKGROUND.....	4
CoC PLAN FOR SERVING INDIVIDUALS AND FAMILIES EXPERIENCING HOMELESSNESS WITH SEVERE SERVICE NEEDS.....	5
ELIGIBILITY	6
COC PROGRAM COMPETITION	6
SECTION II: PROPOSAL SUBMISSION	7
PUBLISH/RELEASE DATE.....	7
DEADLINE DATES.....	7
TECHNICAL ASSISTANCE	7
EXPERIENCING UNFORESEEN TECHNICAL ISSUES	9
ANTICIPATED SCHEDULE OF EVENTS.....	9
CONE OF SILENCE.....	11
SECTION III: SCOPE OF SERVICES	12
CONTACT PERSON	12
TERMS & CONDITIONS.....	12
SCOPE OF SERVICES	14
SECTION IV: WHERE TO FIND PROJECT DOCUMENTS YOU NEED	16
SECTION V: CONTENTS OF PROPOSALS AND INSTRUCTIONS	17
PROGRAM APPLICATION	17
<i>APPLICATION ACCESS PROCESS STEP 1 - 2022 COC UNSHELTERED HOMELESS PROGRAM COMPETITION – WEBAUTHOR – SAMIS APPLICATION</i>	18
<i>APPLICATION PROCESS STEP 2 - 2022 COC UNSHELTERED HOMELESS PROGRAM APPLICATION QUESTIONS</i>	19
SECTION VI: 2022 CoC LOCAL UNSHELTERED HOMELESS PROJECTS REVIEW PROCESS	26
SECTION VII: GRIEVANCE PROCESS	28
SECTION VIII: COC DEFINITIONS AND CONCEPTS	28
EXHIBIT 1: PACKAGE CHECKLIST/COVER SHEET AND INSTRUCTIONS CERTIFICATION)	36
EXHIBIT 2: PBC HOMELESS AND HOUSING ALLIANCE COC GRANTEE CERTIFICATION	38
EXHIBIT 3: 2022 CoC Supplemental to Address Unsheltered Homelessness	39
MATCH DOCUMENTATION FORM	39
EXHIBIT 4: 2022 ACKNOWLEDGMENT FORM	40
ATTACHMENT 1: THRESHOLD CRITERIA	41

ATTACHMENT 2: SCORECARD FOR COC NEW APPLICATIONS43
ATTACHMENT 3: GRIEVANCE NOTICE FORM50

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

IN ACCORDANCE WITH THE PROVISIONS OF ADA, THIS GUIDANCE AND 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 COC (COC) PROGRAM AT 561 355-4772 or CSD-UNSHELTERED-NOFO@PBCGOV.ORG.

SECTION I: GENERAL INFORMATION

INTRODUCTION

On June 22, 2022, the US Department of Housing and Urban Development (HUD) announced the [CoC \(CoC\) Program Supplemental Funding Opportunity to Address Unsheltered and Rural Homelessness \(Special NOFO \(NOFO\)\)](https://hudexchange.us5.list-manage.com) [hudexchange.us5.list-manage.com]. This is a first-of-its-kind package of resources to address unsheltered homelessness and homeless encampments. Through this special NOFO HUD will award funding to communities to implement coordinated approaches -- grounded in Housing First and public health principles—to reduce the prevalence of unsheltered homelessness, and improve services engagement, health outcomes, and housing stability among highly vulnerable unsheltered individuals and families. HUD expects applicant communities to partner with health and housing agencies to leverage mainstream housing and healthcare resources.

The Palm Beach County 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 “PROJECT APPLICANTS”, to submit applications for funding under this announcement.

BACKGROUND

The CoC (CoC) Program (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states and local governments to quickly rehouse homeless individuals, families and persons fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking, and youth, while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness. This special NOFO to Address Unsheltered and Rural Homelessness (Special NOFO) is designed to provide new funds dedicated to serving highly vulnerable individuals and families with histories of unsheltered homelessness. **The PBC CoC is not eligible for funding under the Rural Section of the Special NOFO, only the Unsheltered Section.**

All participants served must meet the following eligibility criteria:

- Meet the criteria of paragraph (1) of the definition of homelessness at 24 CFR 578.3 except that persons coming from transitional housing must have originally come from places not meant for human habitation, emergency shelters, safe havens, or institutions where they resided for 90 days or less and originally came from places not meant for human habitation, emergency shelters or safe havens OR
- Meet the criteria of paragraph 4 of the definition of homeless at 24 CFR 578.3.

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).

FL-605-PBC’s CoC, locally known as the Homeless & Housing Alliance (HHA), released this NOFO (NOFO) on July 25, 2022 in response to the HUD Special NOFO. **The terms CoC and HHA are used interchangeably throughout this NOFO.**



NOTE: The Special NOFO will be updated throughout the application period with any new provisions HUD releases in the CoC Unsheltered Homelessness Program Competition, and in subsequent HUD clarifications and updates. PROJECT APPLICANTS will be expected to address these new provisions and will be rated and ranked accordingly.

There are three components to the HUD CoC Program Competition: The CoC CONSOLIDATED APPLICATION, which will be submitted by the COLLABORATIVE APPLICANT; the Project Applications, which will be submitted by Local PROJECT APPLICANTS; and the CoC Priority Listing of the project applications, which will be submitted by the COLLABORATIVE APPLICANT. Projects are first submitted to the COLLABORATIVE APPLICANT, where the projects are rated and ranked by a Non-Conflict Grant (NCG) Review Committee, and then submitted to HUD following the HHA's approval of the application ranking as part of the CoC Consolidated Plan.

This NOFO provides guidance for PROJECT APPLICANTS to submit their applications to the COLLABORATIVE APPLICANT (HSCA). Those that are ranked on the CoC Priority List will be forwarded to HUD as part of the CONSOLIDATED APPLICATION. If HUD awards an Unsheltered Homeless Grant to the CoC, PBC will then administer a contract with each PROJECT APPLICANT funded. The COLLABORATIVE APPLICANT will administer the program, including the local rating and ranking process, contracting with each agency, and the programmatic and fiscal monitoring of each project.

CoC PLAN FOR SERVING INDIVIDUALS AND FAMILIES EXPERIENCING HOMELESSNESS WITH SEVERE SERVICE NEEDS

As part of the CoC CONSOLIDATED APPLICATION, CoCs must develop and submit a PLAN FOR SERVING INDIVIDUALS AND FAMILIES EXPERIENCING HOMELESSNESS WITH SEVERE SERVICE NEEDS. These plans must describe the CoCs current strategies for conducting coordinated and comprehensive outreach, providing access to low-barrier shelter and other temporary accommodations, and providing immediate access to low-barrier permanent housing. Additionally, CoCs must demonstrate how they will leverage both mainstream housing and health care services to assist in their efforts to end unsheltered homelessness and stabilize individuals and families in housing and increase access to employment opportunities for those experiencing homelessness. Further, CoCs must demonstrate how they will support underserved communities, identify barriers that led to any disparities in communities being served and support equitable community development by taking steps to address such barriers when using these funds and how they will involve individuals with lived experience in the decision-making process of the CoC. Finally, CoCs must demonstrate how they will ensure resources funded under this Special NOFO will contribute to reducing unsheltered homelessness in their geographic area.

For the purposes of this NOFO, Individuals and Families with Severe Service Needs are defined as those with any combination of the following factors:

1. Facing significant challenges or functional impairments, including any physical, mental, developmental or behavioral disabilities regardless of the type of disability, which require a significant level of support in order to maintain permanent housing (this factor focuses on the level of support needed and is not based on the disability type).
2. High utilization of crisis or emergency services to meet basic needs including but not limited to emergency rooms, jails, and psychiatric facilities
3. Currently living in an unsheltered situation or having a history of living in an unsheltered situation
4. Experiencing a vulnerability to illness or death
5. Having a risk of continued or repeated homelessness
6. Having a vulnerability to victimization, including physical assault, trafficking or sex work.

Underserved communities are populations sharing a particular characteristic, as well as geographic communities that have been systematically denied a full opportunity to participate in aspects of social, economic and civic life. These groups include Black, Latino, and indigenous and Native American persons, Asian Americans and Pacific Islanders, and other persons of color; LGBTQ+ persons, persons with disabilities; persons who live in rural areas, and persons otherwise adversely affected by persistent poverty or inequality. PROJECT APPLICANTS will be expected to be engaged in and contribute to the development and implementation of this plan. Seventy percent (70%) of the ranking of the CONSOLIDATED APPLICATION by HUD is dependent on this plan.

ELIGIBILITY

Qualified entities submitting project applications for HUD CoC Unsheltered Homeless Program Competition funding must meet all statutory and regulatory requirements of The Act and 24 CFR Part 578, unless a waiver to a provision in 24 CFR Part 578 is approved by the HHA and HUD. PROJECT APPLICANTS can obtain a copy of The Act and 24 CFR Part 578 on the HUD Exchange website.

All applicants must be nonprofit organizations, states, local governments, or instrumentalities of state and local governments. For-profit entities **are not eligible** to apply for grants or to be subrecipients of grant funds. All subrecipients must also meet the eligibility standards as described above.

NON PROFIT PROJECT APPLICANTS must:

- Hold current and valid 501(c)(3) status as determined by the Internal Revenue Service.
- 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.
- Create a Vendor Registration Account OR activate an existing Vendor Registration Account through PBC Purchasing Department's Vendor Self Service (VSS) system, which can be accessed at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. If PROJECT APPLICANTS intend to use subrecipients, PROJECT APPLICANTS must also ensure that all subrecipients are registered as agencies in VSS.
- Demonstrate accountability through the submission of acceptable financial audits performed by an independent auditor.

COC PROGRAM COMPETITION

The COLLABORATIVE APPLICANT is accepting three -year project applications for the CoC Unsheltered Homeless Projects. PROJECT APPLICANTS will submit applications to the COLLABORATIVE APPLICANT for rating and ranking by the NCG Review Committee, and subsequently to the HHA for approval. Those approved will be placed on a CoC Priority List. The COLLABORATIVE APPLICANT will submit a CONSOLIDATED APPLICATION to HUD including the CoC Priority List. HUD will select CoCs for funding based on the HUD's scoring of the CONSOLIDATED APPLICATION. Projects submitted through that application will be conditionally funded.

The MAXIMUM THREE YEAR AWARD AVAILABLE TO PBC IS \$7,351,980 under the Unsheltered Homeless category. **PBC is not eligible to receive funds under the Rural Homeless Category.**

PROJECT APPLICANTS can apply for project types that include Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), Joint Transition Housing and Rapid Rehousing (TH – RRH) and Supportive Services Only (SSO). Projects that propose to provide TH-RRH must provide both components. 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: PBC's Plan to End the Cycle of Homelessness*, which can be found at: <http://thehomelessplan.org/ourgoals/endhomelessness.htm>

The primary goal of the HHA is to assist people experiencing homelessness to obtain and retain permanent housing. Therefore applications that propose projects related to this goal may be ranked higher than those that do not regardless of score.

Funding for Planning Grants, which are available only to the Collaborative Entity, and cannot exceed 3% of total funding awarded must also be scored and ranked.

SECTION II: PROPOSAL SUBMISSION

The CoC Program Competition project application process is a four (4) -step process. **A separate application is required for each project.**

Step 1 UNSHELTERED HOMELESS PROJECT APPLICANTS shall enter their PROJECT APPLICATIONS into the PBC CSD NOFO website, Web Author (SAMIS) located at <https://pbcc.samis.io/go/nofo/>. Once the PROJECT APPLICATION is complete, it must be submitted through SAMIS by the PROJECT APPLICATION deadline, **which is August 25, 2022, at 12:00 p.m. Noon, EST.**

Step 2: PROJECT APPLICANTS will print the PROJECT APPLICATION to PDF and submit the entire PROJECT APPLICATION package, including all required attachments and match documentation, by email to the COLLABORATIVE APPLICANT at CSD-UNSHeltered-NOFO@PBCGOV.ORG by the project application deadline date, **which is August 25, 2022, at 12:00 p.m. Noon, EST.**

- Late applications will not be accepted.
- Incomplete applications cannot be cured by the NCG Review Committee. If an application is incomplete, the application will be scored accordingly

Step 3: Once project applications are rated and ranked by the NCG Review Committee, their recommendations will be presented to the HHA Governance Board for approval, and will then be ratified by the HHA General Membership.

Step 4: All applicants will be notified in writing whether their applications have been accepted or reduced and will be ranked on the CoC Priority List, or have been rejected and will not be placed on the CoC Priority List.

See CoC Unsheltered Homeless Program Competition Local Project Application Timeline is in [SECTION II, ANTICIPATED SCHEDULE OF EVENTS](#) of this NOFO.

PUBLISH/RELEASE DATE

Friday, July 25, 2022.

DEADLINE DATES

PROJECT APPLICANTS must complete their project applications in and submit their local application packages on the CSD NOFO submission website located at <https://pbcc.samis.io/go/nofo/> and email a completed application package to HSCA (completing **Step 1 and 2** above) by **12:00 pm (Noon) EST, Friday, August 25, 2022.**

TECHNICAL ASSISTANCE

HSCA will hold a Technical Assistance Workshop for the CoC Unsheltered Homeless NOFO Project Competition for PROJECT APPLICANTS from **1:00 pm to 3:00 pm EST on Friday, July 29, 2022, at 1440 Dr. Martin Luther King, Jr. Blvd. Riviera Beach, FL 33404.**



Members of the public who plan to attend the meeting are asked to please notify HSCA as soon as possible by email at CSD-UNSHELTERED-NOFO@PBCGOV.ORG.

Communication Media Technology (CMT) may be accessed at the following location, which is normally open to the public: 810 Datura Street, West Palm Beach, FL 33401, Basement Conference Room.

Anyone interested in additional information may contact HSCA by mail at 810 Datura Street, West Palm Beach, FL 33401, by email at CSD-UNSHELTERED-NOFO@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-UNSHELTERED-NOFO@PBCGOV.ORG.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, gender, sexual orientation, gender identity or expression, disability, genetic information, marital status, 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-UNSHELTERED-NOFO@PBCGOV.ORG no later than three (3) business days prior to such meeting.

Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services for a meeting (free of charge), please call **561-355-4779**, or email CSD-UNSHELTERED-NOFO@PBCGOV.ORG, at least five business days in advance. Hearing impaired individuals may also telephone the Florida Relay System at #711 to assist with a telephone call.

To maintain a fair, impartial and competitive process, additional requests for assistance must be made in writing and emailed to CSD-UNSHELTERED-NOFO@PBCGOV.ORG. All questions and answers will be made available for the public to review on the HHA website at <https://discover.pbcgov.org/communityservices/humanservices/Pages/CoC-Grant-Apps.aspx>

The COLLABORATIVE APPLICANT will refrain from private communication with applicants regarding this NOFO, other than via email as noted above, during the proposal preparation and evaluation Cone of Silence period.

The deadline to submit CoC Unsheltered Homeless Program Competition Application questions by email to the COLLABORATIVE APPLICANT is **12:00 pm (noon) EST, Friday, August 23, 2022**, which is one (2) business days 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 purposes only since the proposal must be submitted through the CSD NOFO submission website (SAMIS).

EXPERIENCING UNFORESEEN TECHNICAL ISSUES

PROJECT APPLICANTS experiencing unforeseen technical issues beyond their control with the CSD application submission site that prevents it from submitting its application by the deadline, must contact the HSCA by email at CSD-UNSHeltered-NOFO@PBCGOV.ORG to report the technical issue, no later than **Monday, August 25, 2022, by 12:00 p.m. EST**, to request approval to submit their application(s) after the deadline. Failure to submit an email containing the required information by this deadline will result in automatic denial of a request to submit a late application. PROJECT APPLICANTS' timely email must describe the technical difficulties the applicant encountered and must include a timeline of the applicant's submission efforts.

Note: HSCA does not automatically approve requests to submit a late application even in the event of technical difficulties. After HSCA reviews the applicant's request, and verifies the reported technical issues, HSCA will inform the applicant whether the request to submit a late application has been approved or denied. If HSCA determines that the late application submission was due to the applicant's failure to follow all required procedures, HSCA 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 environment, such as issues with firewalls or browser incompatibility.

ANTICIPATED SCHEDULE OF EVENTS

COC UNSHELTERED HOMELESS PROGRAM COMPETITION LOCAL PROJECT APPLICATION TIMELINE

DATE	ITEM	RESPONSIBLE
July 20, 2022	Presentation to HHA Governance Board including Point in Time (PIT) data, HSCA presents recommendations for review and approval for: <ul style="list-style-type: none"> • HHA to apply for CoC Supplemental to Address Unsheltered and Rural Homelessness • Authority for the HSCA to act as the Collaborative Applicant • Priorities for CoC Unsheltered Homeless Program Projects • Local Thresholds • Scoring Tool 	PBC HSCA HHA Governance Board
July 22, 2022	Notify HHA Project Applicants to finalize or create application for UEI and SAM registrations and update or create their HUD profiles.	HSCA / CoC Project Applicants
July 25, 2022	CoC Unsheltered Homeless Program Competition Local Projects Application NOFO Release Date NOFO Publicly Posted – Meeting HUD Requirement for 30-Day Posting	PBC HSCA

DATE	ITEM	RESPONSIBLE
July 29, 2022	Technical Assistance (TA) Workshop for CoC Unsheltered Homeless Program Competition Applicants	PBC HSCA Project Applicants
August 23, 2022	Deadline for Unsheltered Homeless Project Applicants to Submit Questions	PBC HSCA Project Applicants
August 25, 2022 12:00 p.m. Noon	Due Date for CoC Unsheltered Homeless Local Project Applications to be Submitted in the PBC Web Author (SAMIS) and Email Copy to HSCA DEADLINE DATE	CoC Unsheltered Homeless Project Applicants
August 23, 2022	Technical Assistance (TA) Workshop for CoC Unsheltered Homeless Program NCG Review Committee	PBC HSCA / NCG Review Committee
September 6, 2022	NCG Review Committee Scoring Meeting (Applications are Publicly Reviewed & Ranked)	NCG Review Committee PBC HSCA
September 13, 2022	Deadline for CoC Unsheltered Homeless Project Applicants to Submit Grievance of Selection Process	CoC Unsheltered Project Applicants
September 21, 2022	HHA Governance Board Approves NCG Review Committee Scoring Recommendations	HHA Governance Board PBC HSCA
September 22, 2022	HHA General Membership Ratifies HHA Governance Board Approval of NCG Review Committee Scoring Recommendations	HHA General Membership PBC HSCA
September 22, 2022	NCG Review Committee Scoring Recommendations Posted on Website for Public Comments	PBC HSCA
September 23, 2022	PBC HSCA notifies all PROJECT APPLICANTS of whether their project application(s) will be approved and submitted on the CoC Priority Listing, whether the amount requested has been reduced, but the application will still be submitted on the CoC Priority Listing or whether it has been rejected by the CoC	PBC HSCA
September 29, 2022	Deadline for Public Comments on CoC Unsheltered Homeless Program Competition Recommendations	PBC HSCA
September 29, 2022	HSCA Completes PBC Walk-Through Process for BCC Approval	PBC HSCA
October 13, 2022	CoC Consolidated Application Package Submitted to HUD	PBC HSCA

CONE OF SILENCE

This NOFO includes a Cone of Silence. The Cone of Silence is in effect as of the submittal deadline/application due date, which is **August 25, 2022 at 12:00 p.m. Noon**, and it will apply until contracts are approved by the BCC.

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

http://discover.pbcgov.org/legislativeaffairs/Pages/Lobbying_Regulations.aspx.

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

"Cone of Silence" means a prohibition on any non-written communication regarding this NOFO between any Respondent or Respondent's 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. A Respondent's representative shall include but not be limited to the Respondent's employee, partner, officer, director or consultant, lobbyist, or any, actual or potential subcontractor or consultant of the Respondent.

The Cone of Silence is in effect as of the submittal deadline. The provisions of this Ordinance shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees during public comment, and contract negotiations. The Cone of Silence shall terminate at the time that the BCC awards or approves a contract, rejects all proposals or otherwise takes action, which ends the solicitation process.

SECTION III: SCOPE OF SERVICES

CONTACT PERSON

This NOFO is issued for the BCC and the CoC for PBC, which is the Homeless and Housing Alliance, by the HSCA, PBC'S COLLABORATIVE APPLICANT. The contact information for all CoC Program Competition inquiries by email is CSD-UNSHELTERED-NOFO@PBCGOV.ORG and by phone is 561-355-4779.

TERMS & CONDITIONS

Project Term: Three Years
Project Start Date: Upon HUD Award
Renewal Project End Date: Three Years for the Date of the HUD Award

Terms and Conditions

1. Proposal Guarantee:
PROJECT APPLICANTS guarantee their commitment, compliance and adherence to all requirements of the NOFO by submission of their proposal.
2. Completion and Submission of Proposals:
PROJECT APPLICANTS shall save any unfinished proposals and continue to modify the proposals until the proposals are submitted. Once submitted, the proposals are final. Proposals and/or 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 PROJECT APPLICANTS. No payment will be made for proposals received or for any other effort required of or made by PROJECT APPLICANTS, prior to commencement of work as defined by a contract with the COLLABORATIVE ENTITY.
4. Public Record Disclosure:
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. PBC Office of the Inspector General Audit Requirements:
PBC has established the Office of the Inspector General in PBC 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, and require the production of records, and audit, investigate, monitor, and inspect the activities of the winning Proposer's agency, officers, agents, employees, and lobbyists to ensure compliance with contract requirements and detect corruption and fraud. Failure to cooperate with the Inspector General or to interfere in or impede any investigation shall be in violation of PBC Code 2-421 through 2-

440, and 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 PBC Resolution R2017-1770, as amended, PROJECT APPLICANTS warrant and represent that throughout the term of the Project, including any renewals thereof, if applicable, all of its employees are treated equally during employment without regard to race, color, religion, disability, gender, 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 impact future funding.

As a condition of the Project funding, 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, PROJECT APPLICANTS shall not discriminate on the basis of race, color, national origin, religion, ancestry, gender, 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 PROJECT APPLICANTS retaliate against any person for reporting instances of such discrimination. 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 PBC. 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. PROJECT APPLICANTS shall include this language in their subcontracts.

7. Homeless and Housing Alliance (HHA):

PROJECT APPLICANTS that are 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 is required to 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 – sixty percent (60%) attendance at 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, which can be found at 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 PBC and must participate in the data sharing of CMIS on an ongoing basis throughout the term of their contract in order to maintain eligibility for funding. 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 Web Author Services and Activities Management Information System (SAMIS).

9. Participate in the development and implementation of the HHA PLAN FOR SERVING INDIVIDUALS AND FAMILIES WITH SEVERE SERVICE NEEDS.
10. Participate in Annual Point in Time (PIT) Count:
The PIT Count is an annual count of those experiencing homelessness in PBC on the streets and in shelters. The PIT Count is a community-wide undertaking that requires a large amount of volunteers and coordination to accomplish the goal of accurately counting all sheltered and unsheltered homeless in PBC. HUD CoC Program Competition recipients are required to assign staff volunteers in outreach teams or fixed locations to help complete surveys with homeless individuals.
11. Participate in 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. It is completed by the HSCA with input from every agency in the CoC. Reporting for the HIC will be required of all HUD CoC Program Competition agencies.
12. 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 are required to comply with the VAWA rule as provided in 24 CFR 578.99(j), located at <https://www.law.cornell.edu/cfr/text/24/578.99> and the HHA VAWA policy.
13. Match Requirements:
All PROJECT APPLICANTS must provide matching funds in an amount that, at minimum, equals twenty-five percent (25%) of funds requested excluding leasing funds. Documentation must be provided demonstrating match funds on a dollar-for-dollar basis. The source of matching funds must be clearly identified with the applicant's budget documentation. Detailed information regarding the requirements for matching HUD CoC Program Competition funds are described in the CoC Program Interim Rule, Section 24 CFR § 578.73, which can be found at: <https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/>
14. Unified Grant Guidance:
Successful applicants receiving HUD CoC Program Competition funding shall be required to comply with 2 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

Additional terms and conditions may be included in the PROJECT APPLICANT'S contract(s) with the COLLABORATIVE ENTITY and in the HHA's Governance Charter, which is located at www.hhapbc.org, and CoC Grantee Certification (see [EXHIBIT 2](#)).

SCOPE OF SERVICES

Under this NOFO, HUD will fund projects in four 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))
- Support Services Only (SSO)
- Client Management Information System (CMIS)
- Joint TH and PH-RRH component project. In addition to funding projects that use these components, PROJECT APPLICANTS may apply for projects that include the Transitional Housing and Permanent Housing-Rapid Re-Housing components in a single project. The PROJECT APPLICANT must be able to provide both

components, including the units supported by the transitional housing component and the tenant based rental assistance to all participants.

Persons served must meet the following eligibility criteria:

1. Meet the criteria of paragraph (1) of the definition of homeless under 24 CR 578.3, except that persons coming from transitional housing must have originally come from places not meant for human habitation, emergency shelters, safe havens, or institutions where they resided for 90 days or less and originally came from places not meant for human habitation, safe havens or emergency shelters OR
2. Meet the criteria of paragraph (4) of the definition of homeless at 24 CFR 578.3

PRIORITIES

The purpose of this Special NOFO to Address Unsheltered and Rural Homelessness is to target efforts to reduce unsheltered homelessness, particularly in communities with very high levels of unsheltered homelessness. As such HUD's Policy Priorities are:

- To identify people living in unsheltered situations, including encampments, and connect them with health and housing resources.
- Enhance the Client Management Information System (CMIS) to collect more comprehensive data on people experiencing unsheltered homelessness
- Involving a broad array of stakeholders in the CoCs efforts to reduce homelessness, including people with lived experience, affordable housing developers, mainstream service providers, the business community, victim service providers, political leaders, and healthcare providers.
- Advancing equity. In nearly every community, Black, Indigenous, other people of color, individuals who identify as LGBTQ+ and individuals with disabilities are substantially overrepresented in the homeless population. HUD is emphasizing system and program changes to address equity within CoCs through identifying and addressing the needs of subpopulations who are disproportionately more likely to experience homelessness. CoCs should be reviewing their strategies to support and serve underserved communities in their geographic area, identify barriers that led to any disparities in communities being served and take steps to eliminate those barriers. This includes, in conjunction with people experiencing homelessness, reviewing local policies procedures, and processes to determine where and how to address disparities affecting underserved communities experiencing homelessness.
- Using a housing first approach. Housing First prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions. Projects funded under this NOFO should help individuals and families move quickly into permanent housing, and the CoCs should measure and help projects reduce the length of time people experience homelessness as well as ensure projects are correctly implementing a Housing First approach. Additionally, CoCs should engage landlords and property owners to identify an inventory of housing available for rapid rehousing and permanent supportive housing participants, remove barriers to entry, and adopt service delivery methods that respond to the needs of the individual or family presenting for assistance.

PROJECT APPLICANTS shall review and comply with the 2022 CoC Special NOFO to Address Unsheltered and Rural Homelessness Funding Opportunity. In addition, PROJECT APPLICANTS projects shall align with PBC's homeless plan, *Leading the Way Home: PBC's Plan to End the Cycle of Homelessness*.

SECTION IV: WHERE TO FIND PROJECT DOCUMENTS YOU NEED

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

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

1. Local Project Application NOFO Guidance Document

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

2. Visit PBC 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>.

3. Visit CSD NOFO Application Submission Website:

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

4. HUD Project Application

- CoC Supplemental to Address Unsheltered and Rural Homelessness [CoC Supplemental to Address Unsheltered and Rural Homelessness \(Special NOFO\) | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#)

5. Most recent audited financial statement

- Agencies' finance office

6. Match Forms

- [EXHIBIT 3](#) of this NOFO

7. 24 C.F.R. Part 578 CoC 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

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

- Visit this online:



<http://search.sunbiz.org/inquiry/corporationsearch/byname>

10. PBC HHA

- Visit this online: [Community Services - Human Services Homeless and Housing Alliance of PBC \(pbcgov.org\)](http://pbcgov.org)

11. Leading the Way Home: PBC'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

PROGRAM APPLICATION

Except where noted, all agencies applying for CoC Local NOFO to Address Unsheltered Homeless shall complete and submit all items listed in [Exhibit 1](#).

The deadline for application package submission is **Monday, August 25, 2022 by 12:00 pm (Noon) EST**. Application Package shall be submitted on the PBC, CSD (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 **Tuesday, September 6, 2022 from 9 am to 4 pm** at 1440 Dr. Martin Luther King Jr. Blvd. Riviera Beach, FL. Please check the HSCA website any updates on time, date or 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-UNSHELTERED-NOFO@PBCGOV.ORG or by phone at 561-355-4779.

Communication Media Technology (CMT) may be accessed at 810 Datura Street, West Palm Beach, FL 33401, Basement Conference Room. People wishing to do so should contact HSCA as soon as possible by email at CSD-UNSHELTERED-NOFO@PBCGOV.ORG or by phone at 561-355-4779 to make arrangements to do so.

Anyone interested in additional information may contact HSCA by mail at 810 Datura Street, West Palm Beach, FL 33401, by email at CSD-UNSHELTERED-NOFO@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 HSCA at 810 Datura Street, West Palm Beach, FL 33401, or email at CSD-UNSHELTERED-NOFO@PBCGOV.ORG.

Public participation is solicited without regard to race, color, national origin, religion, gender, sexual orientation, gender identity or expression, age, disability, genetic information, or marital 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-UNSHELTERED-NOFO@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 persons who require translation services for a meeting (free of charge), please call 561-355-4779 or email CSD-UNSHELTERED-NOFO@PBCGOV.ORG at least five business days in advance. Hearing impaired individuals may also utilize the telephone the Florida Relay System at #711 to reach the telephone number.

Fatal Flaw

- If an agency fails to submit the application by **August 25, 2022, at 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 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 will be required to comply with 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

APPLICATION ACCESS PROCESS STEP 1 - 2022 COC UNSHELTERED HOMELESS PROGRAM COMPETITION – 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: Unsheltered Homeless NOFO.

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



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

Check the NOFOFRP to make sure you are in the correct application.

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-Grant-Apps.aspx>

will walk you step by step through this process.

APPLICATION PROCESS STEP 2 - 2022 COC UNSHELTERED HOMELESS PROGRAM APPLICATION QUESTIONS

Please note that the proposal will need to be entered into SAMIS. Paper copies of proposals will not be accepted. The following is meant for reference while completing the SAMIS application.

PROPOSAL

Federal ID

Agency Name

Doing Business as (DBA)

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

Address

City

State

Zip Code

Additional Editors

Project Name

Type of Project (i.e. PSH, RRH, SSO):

Proposed Start and End Dates:

GENERAL CONTACT INFORMATION

CEO/Executive Director Name and Title

CEO/Executive Director Email

CEO/Executive Director Telephone Number

Agency Contract Person Name and Title

Agency Contract Person Telephone Number

Agency Contract Person Email



Total Funding Amount Requested

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

Total People Expected to Serve

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

Identify Any Subcontractors

Organization’s Name, Address, Telephone Number, Federal ID#

- Amount of Award to be sub-contracted
- Services to be provided by Subcontractor

Agency Mission Statement:

Project Description Provide a description that addresses the entire scope of the proposed project to include the following:

- Specific target populations to be served
 - Facing significant challenges or functional impairments, including any physical, mental, developmental or behavioral disabilities regardless of the type of disability, which require a significant level of support in order to maintain permanent housing (this factor focuses on the level of support needed and is not based on the disability type).
 - High utilization of crisis or emergency services to meet basic needs including but not limited to emergency rooms, jails, and psychiatric facilities
 - Currently living in an unsheltered situation or having a history of living in an unsheltered situation
 - Experiencing a vulnerability to illness or death
 - Having a risk of continued or repeated homelessness
 - Having a vulnerability to victimization, including physical assault, trafficking or sex work.
- What housing services will be provided? What are the requirements of participants in order to access these services?
- What are your programmatic requirements for those in housing
- What type of support services will be provided?
- What are your requirements of participants to access support services? How do you ensure participant choice in services received?
- Maximum length of assistance for each participant?
- How will you assure a Housing First/ Low Barrier Experience for applicants/participants?
- How will you ensure access to mainstream resources and benefits?
- What employment assistance will be provided?
- How will participants be assisted to access health care resources?
- **Transitional Housing (TH) to Rapid Rehousing Programs (RRH) Applicants Only:**
 - Are you able to provide both TH and RRH?
 - How will you assure that RRH will be available to TH participants at any given time during their stay in TH?

Experience of Applicant, Sub-recipient(s), and Other Partners to include the following:

- Describe the experience of the applicant and potential sub-recipients (if any), in effectively utilizing federal funds and performing the activities proposed in the application
- Describe experience of the applicant in providing services to unsheltered homeless participants



- Describe the applicant’s and/or sub-recipient’s experience, if any, in providing services to the following populations:

People with disabilities who require a significant level of support to maintain housing

- People who have a high utilization of crisis or emergency services to meet basic needs
- People who are currently living in an unsheltered situation or have a history of doing so
- People who have a vulnerability to illness or death
- People who have a risk of continued or repeated homelessness
- People who have a high vulnerability to victimization including physical assault, trafficking or sex work
- Has the agency implemented a similar program to the one proposed?
 - If so, what was the percentage of participants who obtained or maintained permanent housing during the last program year?

Organizational Capacity

- Provide a description of your key administrative and programmatic staff, including position, tenure with your organization, qualifications, experience, etc.
- Indicate any current vacancies in key positions. What are plans to fill vacancies?
- What is your staff turnover rate for the previous fiscal year?
- These projects will be operated on a cost reimbursement basis. Will your organization have the capability of covering costs until you receive payment? Describe.
- Does the organization have an accounting system that meets federal standards as described in 2 CFR §200.302?
- Are there any unresolved monitoring or audit findings for any Federal or HUD grants (including ESG) operated by the applicant or potential sub-recipients (if any)? Please explain.

Housing Type and Location

- How will you assist project participants in obtaining permanent housing that will meet their needs? What are some factors you will consider?

Total Units:

Total Beds:

Proposed Project Participants – Households (Unduplicated)

Total Number of Households to be served	Number of Individual Adults	Number of Adult Households without Children	Number of Households with at Least One Adult and One Child	Number of Households with Only Children	Total
Number of Adults (18 or over)					
Total Number of Children under age 18					
Total Persons To be served					

Standard Performance Measures

Specify the universe and target for the housing measure.

Housing Measure	Target (#)	Universe (#)	Target (%)
Persons remaining in permanent housing as of the end of the operating year or exiting to permanent housing (subsidized or unsubsidized) during the operating year			
Choose one income-related performance measure from below, and specify the universe and target numbers for the goal			
a. Participants who maintained or increased their total income (from all sources) as of the end of the operating year or program exit.			
b. Participants who maintained or increased their earned income as of the end of the operating year or program exit.			

Total Grant Request Should be for Entire Three Year Grant Period

Check the type of Funding Line Items Requested

Leased Units _____
 Rental Assistance _____
 Supportive Services _____
 Operating _____

7a. Rental Assistance/Leasing Budget for PERMANENT SUPPORTIVE HOUSING Projects

FMR Area	Total Units Requested			Leasing/ Rental Assistance Requested
Size of Units	# of Units	FMR Rate	# of Months/Yr.	Total Request
0 Bedroom				
1 Bedroom				
2 Bedroom				
3 Bedroom				
24 Bedroom				
Total Units				
# of Grant Yrs.				
Total Grant Request				



7b. Rental Assistance Budget for RAPID REHOUSING Projects

Units	Total Units Requested		Rental Assistance Requested	
Size of Units	# of Units	Est. Rent Reasonableness Amount	# of Months/Yr.	Total Request
0 Bedroom				
1 Bedroom				
2 Bedroom				
3 Bedroom				
4 Bedroom				
Total Units				
# of Grant Yrs.				
Total Grant Request				

7c. Supportive Services Budget

A quantity AND description must be entered for each requested cost.

Eligible Cost	Quantity & Description	Annual Request
1. Assessment of Service Needs		
2. Assistance with Moving Costs		
3. Case Management		
4. Child Care		
5. Education Services		
6. Employment Assistance		
7. Food		
8. Housing/Counseling Services		
9. Legal Services		
10. Life Skills		
11. Mental Health Services		
12. Outpatient Health Services		
13. Outreach Services		
14. Substance Abuse Treatment Services		
15. Transportation		
16. Utility Deposits		
17. Operating Costs		
Total Annual Assistance Requested		
Total Request for Grant Term		

7d. Operating

A quantity AND description must be entered for each requested cost.

Eligible Costs	Quantity AND Description	Annual Assistance Requested
1. Maintenance/Repair		
2. Property Taxes and Insurance		
3. Replacement Reserve		
4. Building Security		
5. Electricity, Gas, and Water		
6. Furniture		
7. Equipment (lease, buy)		
8. Staff Payroll		
9. Other (Identify)		
Total Annual Assistance Requested		
Grant Term		
Total Request for Grant Term		

7e. Sources of Match/Leverage

Summary for Match	Source	Amount
Total Value of Cash Commitments:		
Total Value of In-Kind Commitments:		
Total Value of All Commitments:		
Is any match in the form of provision of housing or housing costs		

7f. Summary Budget

Eligible Costs	Annual Assistance Requested	Grant Term	Total Assistance Requested for Grant Term
Leased Units			
Rental Assistance			
Supportive Services			
Operating			
Administration			
Total Assistance Request			
Cash Match			
In-Kind Match			
Total Budget			

8. Does the organization have any plans to examine equity in service or outcomes? If so, please describe.

COC Unsheltered Homeless Project

1. COC Unsheltered Homeless Project Application Checklist

Download the REQUIRED **COC Unsheltered Homeless Projects 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) CoCUnshelteredChecklist_2022**

2. Project type selection

Select the project type.

Select One

Permanent Housing (PH) - Rapid Rehousing (RRH)

Permanent Housing (PH) - Permanent Supportive Housing (PSH)

Supportive Services Only (SSO)

3. Priority Population

Please identify the specific priority population.

Select all that apply

1. Facing significant challenges or functional impairments, including any physical, mental, developmental or behavioral disabilities regardless of the type of disability, which require a significant level of support in order to maintain permanent housing (this factor focuses on the level of support needed and is not based on the disability type).
2. High utilization of crisis or emergency services to meet basic needs including but not limited to emergency rooms, jails, and psychiatric facilities
3. Currently living in an unsheltered situation or having a history of living in an unsheltered situation
4. Experiencing a vulnerability to illness or death
5. Having a risk of continued or repeated homelessness
6. Having a vulnerability to victimization, including physical assault, trafficking or sex work.

4. 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 PBC 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)CoCUnshelteredHomelessGrantCert_2022**

5. Agency Match Amount

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

6. Agency Match Amount Documentation

Download the **CoC Match Documentation Form** Template on the Agency's Letterhead. 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. Matching agency must complete the **CoC Match Documentation Form** on their letterhead. Below outlines the details that must be included in the letter documenting the match. Match may be cash or in-kind goods or property. Please note on the form the amount of any match that will be in the form of housing costs. The form must be completed entirely, including signatures, to be accepted. **Agencies that propose more than 25% match will be awarded 5 additional points in project scoring.**

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

Please name your document as such: **(Agency Name or Initials)CoCUnshelteredHomelessMatch_2022**

7. 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)CoCUnshelteredHomelessProjBudget**

8. Total Agency Budget

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

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

Please name your document as such: **(Agency Name or Initials)CoCUnshelteredHomelessTAB_FY2021**

9. HUD Monitoring Report

Please provide the agency's most recent HUD monitoring report.

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

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

10. 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)CoCUnshelteredHomelessFinAudit**

SECTION VI: 2022 CoC LOCAL UNSHELTERED HOMELESS PROJECTS REVIEW PROCESS

While all decisions about PBC CoC Local Unsheltered Homeless Program Competition project review process are subject to review and approval by the HHA, PBC CSD values public input and community discussion around all aspects of the CoC. In the event of requirements or policy directives from HUD that necessitate changes to the scoring process, CSD HSCA will endeavor to update the community via email and its website as quickly as possible.

- CoC Unsheltered Homeless Program PROJECT APPLICANTS will need to complete their application by the application deadline date in Web Author (SAMIS) through the CSD NOFO submission website, located at <https://pbcc.samis.io/go/nofo/>.
- Applications will be required to be entered no later than August 25, 2022. Note that these applications shall be reviewed by the NCG Review Committee to rate and rank, and submitted to HHA for approval.
- CoC Program Competition PROJECT APPLICANTS shall also submit PDF copies of their project application to HSCA, along with required local application materials and match documentation no later than the deadline of August 25, 2022 per application instructions.
 - Late applications will not be accepted.
 - Incomplete applications cannot be cured for the NCG Review Committee. If an application is incomplete, the application will not move forward in the rating and ranking process.
- CoC UNSHELTERED HOMELESS PROJECT APPLICATION NOFOs will be emailed to the HHA list serve, posted on the CSD website and announced at the monthly HHA meeting.
- HHA will offer a Technical Assistance Meeting to 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 Executive Committee. NCG Review Committee members shall sign “no conflict of interest” and confidentiality statements.
- HSCA shall review submitted project applications and determine whether projects meet threshold requirements.
- NCG Review Committee members shall be trained, as appropriate, and receive submitted applications. Committee members shall review, but not score, applications prior to Scoring Meeting.
 - NCG Review Committee shall meet during the Scoring Meeting to review and discuss project applications and finalize individual project scores, utilizing the Unsheltered Homeless Score Card. The project are ranked in the order of percentage of total point received of points possible.
 - Projects are then ranked in order of priority established by the HHA
- HHA Governance Board shall meet to consider and approve the CoC Project Priority Listing. Their decisions will then be ratified by the HHA General Membership.
- Notification of whether each application has been accepted or reduced and will be placed on the CoC Priority Listing or whether the application has been rejected will be provided in writing to all PROJECT APPLICANTS with a reminder about the grievances process.
- If an application is rejected or reduced, the HHA will provide the reason(s) for the rejection or reduction.
- Grievances, if any, shall follow the Grievance Process outlined in this NOFO.
- **The Unsheltered Homeless CoC Priority Listing shall be presented to the PBC BCC for final approval.**
- The COLLABORATIVE ENTITY will submit the Consolidated Application and the CoC Priority Listing to HUD by the deadline date of October 20, 2022.

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 Meeting, please contact CSD by email at CSD-UNSHELTERED-NOFO@PBCGOV.ORG or by phone at 561-355-4779.

SECTION VII: GRIEVANCE PROCESS

- Grievances may be filed by an entity submitting a NOFO PROJECT APPLICATION (PROJECT APPLICANT) that is aggrieved in connection with deviations from the established PROCESS for reviewing proposals and making recommended awards. The amount of recommended awards may not be grieved through this procedure.
- Applicant(s) have seven (7) business days following the posting of funding recommendations to file a grievance notice.
- For the Grievance Notice Form See [ATTACHMENT 3](#)
- Agencies wishing to file grievances may request copies of their scoring sheets and relevant NCG Review Committee comments within five (5) business days of the NCG Review Committee Meeting.

SECTION VIII: COC DEFINITIONS AND CONCEPTS

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

Assurances – By submitting your application, you provide assurances that, if selected to receive an award, you will comply with U.S. statutory and public policy requirements, including, but not limited to civil rights requirements.

Authorized Organization Representative (AOR) - Person authorized to submit applications on behalf of the organization via Grants.gov. The AOR is authorized by the E-Biz point of contact in the System for Award Management. The AOR is listed in item 21 on the SF-424.

Award – As used in this NOFA means a federal grant.

Beds Dedicated to Chronically Homeless Individuals and Families – A permanent supportive housing bed that is dedicated specifically for use by chronically homeless individuals and families within a CoCs geographic area, as reported in the CoCs HIC and the 2021 permanent housing project applications. When a program participant exits the project, the bed must be filled by another chronically homeless participant unless there are no chronically homeless persons located within the CoCs geographic area. This concept only applies to permanent supportive housing 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 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of

not living as described above. Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness but rather 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 facility, 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.

COLLABORATIVE APPLICANT – The eligible entity that has been designated by the CoC 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.

Continuum of Care (CoC) – The group 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. In Palm Beach County, the CoC is the Homeless and Housing Alliance (HHA).

Contract – A legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this NOFA does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward (See 2 CFR § 200.22.) Contractor means an entity receiving a contract.

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.

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.).

Eligible Applicant – Private nonprofit organization, state, local government, or instrumentality of state and local government.

Equity – See Racial Disparities.

Fair Market Rate (FMR) – The Fair Market Rents published in the Federal Register annually by HUD.



Grants.gov – The website serving as the Federal government’s central portal for searching and applying for federal financial assistance throughout the Federal government. Registration in Grants.gov is required for submission of applications to prospective agencies.

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 a 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 he or she 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-day period immediately preceding the date of applying for homeless assistance; and
 - d. Can be expected to continue in such status for an extended period of time 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.

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; and, therefore, the individuals 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.

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

Homeless Management Information Lead (HMIS Lead) – The entity designated by the CoC in accordance with this part to operate the CoCs HMIS on its behalf. In Palm Beach County this is the HSCA.

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 the purposes of this NOFA if they operate with low-barriers, work to quickly move people into permanent housing, 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 CoCs HUD and non-HUD funded beds dedicated to homeless individuals and families in the CoCs 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 CoCs geographic area that are not currently classified as dedicated for use by chronically homeless individuals and families or as DedicatedPLUS.

NOFO (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 how to obtain 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 a term of at least one year, which is renewable for terms that are a minimum of one month long, and is terminable only for cause.

Permanent Supportive Housing (PSH) - permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently.

Personally Identifiable Information (PII) – Information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. The definition of PII is not anchored to any single category of information or technology. Rather,

it requires a case-by-case assessment of the specific risk that an individual can be identified. For more detail, refer to 2 CFR § 200.79.

Point of Contact (POC) – The person who may be contacted with questions about the application submitted by PROJECT APPLICANTS, CSD-UNSHELTERED-NOFO@PBCGOV.ORG.

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 functioning 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 an unaccompanied youth) or family who is 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 – Research has found racial disparities in rates of homelessness. Specifically, blacks and Native American persons experience homelessness at disproportionately higher rates. Efforts to prevent and end homelessness should consider and address racial inequities to achieve positive outcomes for all persons experiencing homelessness (e.g., receiving necessary services and housing to exit homelessness). The CoC must address how the community is measuring and considering racial inequities and other disparities in the risks for, and experiences of homelessness in the community, consistent with fair housing and civil rights requirements.

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

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

SAM System for Awards Management: The Federal Repository into which an entity must provide information required for the conduct of business as a recipient of federal funds. Access the registration website at <https://www.sam.gov/SAM/>. There is no cost to use SAM.

Seniors: Persons 60 years of age or over.

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 CoC process but was not permitted to participate in a reasonable manner.

Standard Form 424 (SF-424) – The government-wide forms required to apply for Application for Federal Assistance Programs, required by discretionary Federal grants and other forms of financial assistance programs. Applicants for this Federal assistance program must submit all required forms in the SF-424 Family of forms, including SF-424B. For an application under this notice to be complete, the applicant must sign and submit all required forms in the SF-424 Family.

Subaward – An award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the recipient. It does not include payments to a contractor or payments to an individual beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. The legal agreement must contain the subrecipient's assurance of compliance with program requirements, including but not limited to nondiscrimination and equal opportunity requirements.

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 also receive other Federal awards directly from a Federal awarding agency (including HUD).

System for Award Management (SAM) – Located at Sam.gov, the official website of the U.S. Government system that consolidated the capabilities of Central Contractor Registry (CCR), Excluded Parties List System (EPLS) and the Online Representations and Certifications Application (ORCA). Registration with Sam.gov is required for submission of applications via Grants.gov. There is no cost to use SAM.

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. 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.

Trauma Informed Care (TIC) Model – An approach that recognizes the widespread impact of trauma and understands potential paths for recovery, recognizes the signs and symptoms of trauma in clients, families, staff, and others involved with the system, responds by fully integrating knowledge about trauma into policies, procedures, and practices and seeks to actively resist re-traumatization. TIC models generally include a focus on the following: Safety; Trustworthiness and Transparency; Peer Support; Collaboration and Mutuality; Empowerment; Voice and Choice; and Cultural, Historical, and Gender Issues.

Unique Entity Identifier (UEI) Means the identifier assigned by SAM to uniquely identify business entities.

CoC AND CMIS 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 a 12-month period
- All grant recipients will participate in at least one Pillar or workgroup
- All PROJECT APPLICANTS will present their CoC project application(s) to the NCG Review Committee for local review
- All PROJECT RECIPIENTS will participate in the local Coordinated Entry process as approved by the CoC
- PROJECT RECIPIENTS are expected to support 1 Pillar(s) covered by grant activities as they achieve the following standards:
 - Meet minimum standards
 - HHA meetings and Pillar or Workgroup Meetings
 - Participate in Coordinated Entry
 - Participate in PIT/HIC Counts
 - CMIS Entry
 - Follow HHA Approved Standards (Coordinated Entry, ES, TH, PSH, RRH, Housing First, Housing Focused Case Management, etc.)

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 CMIS. Domestic violence service providers are prohibited from participation in CMIS but must demonstrate that they have a database comparable to a CMIS and are able to 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
Prior Living Situation
Project Start Date
Project Exit Date
Destination at Project Exit
Coordinated Entry Assessment
Coordinated Entry Event
Personal ID
Household ID
Relationship to Head of Household
Client Location
Length of Time on Street or in Emergency 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 Disorder
Substance Use Disorder
Domestic Violence
Current Living Situation
Date of Engagement
Bed-Night Date
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 PBC Coordinated Intake and Assessment Standards and Housing First Program Standards.
- RRH projects will follow the PBC 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.

Reporting

- All PROJECT RECIPIENTS will submit Point-in-Time Count and Housing Inventory Count data by deadlines established by HSCA and the HHA.
- PROJECT RECIPIENTS will submit reports on a basis established by the HSCA as part of the Contract for Service.

EXHIBIT 1: PACKAGE CHECKLIST/COVER SHEET AND INSTRUCTIONS CERTIFICATION

Except where noted, all agencies applying for a HUD 2022 CoC Unsheltered Homeless Program Project must complete and submit all items listed below no later than 12:00 pm noon on August 25, 2022.

Order	Item	Check
	Package Checklist/Cover Sheet and Instructions Certification signed and dated	<input type="checkbox"/>
	Copy of Application Package submitted through SAMIS <ul style="list-style-type: none"> • Applicants must complete Application in SAMIS • Applicant must email a copy of the Application to CSD-UNSHeltered-NOFO@PBCgov.org 	<input type="checkbox"/>
	CoC Grantee Certification signed and dated <ul style="list-style-type: none"> • All applicants must certify that they will meet the PBC 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. 	<input type="checkbox"/>
	Match Documentation Form <ul style="list-style-type: none"> • A 25% cash or in-kind match is required for all budget components except leasing. Match is required for all projects. Matching agency must complete the CoC Match Documentation Form on their letterhead 	<input type="checkbox"/>
	Agency Budget <ul style="list-style-type: none"> • Applicant must provide a budget for their entire agency. 	<input type="checkbox"/>
	Most recent monitoring report for HUD programs (if the agency has one)	<input type="checkbox"/>
	Organizational Chart (Agency)	<input type="checkbox"/>
	Organizational Chart (Project)	<input type="checkbox"/>
	Most Recent Independent Audited Financial Statement and Management Letter	<input type="checkbox"/>
	Board Roster <ul style="list-style-type: none"> • Roster of the Agency Board of Directors, including Member Affiliation and Date Began Serving as a Board Member 	<input type="checkbox"/>
	Board Of Directors Minutes and Agenda <ul style="list-style-type: none"> • Board Minutes and Agenda for last three Board meetings 	<input type="checkbox"/>
	Documentation of Eligibility to Apply <ul style="list-style-type: none"> • Documentation that the applicant meets one of the eligibility requirements to apply found at 24 CFR 578.15 	<input type="checkbox"/>
	Documentation of SAMS Registration	<input type="checkbox"/>
	Documentation of Unified Entity Identification Number (UEI)	<input type="checkbox"/>
	Acknowledgement Form	<input type="checkbox"/>

I have read, understand and agree to comply with the 2022 CoC Program Competition Local Unsheltered Homelessness Project Application Instructions and Project Scoring Tool.

Authorized Agency Representative Name and Title

Agency

Authorized Agency Representative Signature

Date

EXHIBIT 2: PBC HOMELESS AND HOUSING ALLIANCE COC GRANTEE CERTIFICATION

Background: The PBC CoC, Homeless and Housing Alliance (HHA), along with the Division of Human Services (HSCA) who serves as the COLLABORATIVE APPLICANT is charged by 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. The grant recipient is responsible for adhering to all requirements and obligations outlined by HUD. In the event that grant recipient responsibilities change, revisions will be made to this certification and will require a new signature.

Before applying for CoC Special Unsheltered Homeless funding, it is imperative that all PROJECT APPLICANTS read the CoC Program Interim Rule 24 CFR Part 578, as it provides the requirements for implementation and administration of the CoC Program.

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

I have read and understand the expectations set forth in this certification.

Signature

Date

Printed Name

Title



EXHIBIT 3: 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 organization providing the resource	
Type of contribution and use*	
Value of the contribution**	
Name of project	
Specific grant contribution will support	
Fiscal year contribution will support	
Name of Project Recipient and/or Sub-recipient	
Date the contribution will be available	
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 July 25, 2022 and August 25, 2022)	

* E.g., cash, childcare, case management, health care, etc. If cash, also state allowable activities to be funded by match. State if match will be used for housing costs.

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

EXHIBIT 4: ACKNOWLEDGEMENT FORM

By signing and submitting this application I certify that:

- The information provided in this application and the information provided in all supporting documents and forms is true, accurate and complete
- I am authorized to submit this application on behalf of the Project Applicant
- I certify that the Project Applicant agency has not been debarred or suspended from applying for Federal Funding.

Name of Authorized Official

Title

Signature of Authorized Official

Date

ATTACHMENT 1: THRESHOLD CRITERIA

Required but not scored. If Applicant cannot meet the standards for any threshold criteria, the project is ineligible but will be presented to the Non-Conflict Grant Review Committee.

Item	Yes, No, N/A
HUD Eligibility Requirements/NOFO Rules	
System for Award Management (SAM) Registration: Applicant must have an active SAM registration with current information	
UEI Number: Applicant must have a valid UEI number in the application	
Chartered with the State of Florida: Applicant must be chartered with the State of Florida.	
Outstanding delinquent federal debts: Applicants must have no outstanding delinquent federal debts unless a negotiated repayment schedule is established and in not delinquent or arrangements satisfactory to HUD have been made.	
Debarments and Suspensions: Applicant must have no Debarments and/or Suspensions.	
Accounting System: Applicant must have a financial management system that meets with federal standards as described at 2 CFR § 200.302	
False Statements: A false statement in an application is grounds for denial	
Mandatory Disclosure Requirement: Applicant must disclose in writing to the OIG, HUD and the CoC credible evidence of a violation of criminal law regarding fraud, conflict of interest, bribery or gratuity potentially affecting a federal award within 10 days of knowledge of the occurrence as required by HUD’s <u>Eligibility Requirements for All Applicants of HUD’s Grant Programs.</u> .	
Unresolved Civil Rights Matters: Project applicants who have unresolved civil rights matters at the time of application deadline will be deemed ineligible, unless HUD determines that actions taken to resolve the matter are sufficient.	
Eligible Project Applicants: Applicants must document that they are eligible project applicants under 24 CFR § 578 Pg.24	
Certifications: Applicants must submit all required certifications as specified in the NOFO.Pg.25	
CMIS Implementation: Applicants that do not participate in CMIS are not eligible for funding, unless the project is a victim-service agency serving survivors of domestic abuse or a legal services agency, which has an acceptable comparable data system.	
Timeliness Standard: Applicant must demonstrate ability to meet all timeliness standards per 24 CFR § 578.85 including payment of subrecipients, and drawdowns, as applicable to their proposed project.	
Population to be Served: Population to be served must meet program eligibility requirements described in 24 CFR Part 578 and Section I of this NOFO	
Jurisdictional Consolidated Plans(s): All projects must be consistent with the relevant jurisdictional consolidated plan(s). pg. 30	
Consistency with the CoC Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs.	
For TH-RRH: The proposed project will provide enough rapid rehousing assistance to ensure that at any given time a program participant may move from transitional housing to permanent housing.	

For TH-RRH: The applicant must be able to provide both components including the units supported by the transitional housing component and the tenant-based rental assistance and services provided to all participants.	
Palm Beach County HHA Threshold Requirements	
Housing First/Low Barrier Implementation: Applicant’s project(s) must follow the concepts of Housing First and Low Barrier admission and service.	
Match: Applicant must document the ability to provide a minimum match of 25% of the grant amount for the project.	
Feasibility: Project is financially feasible. The project has funding commitments (including pending commitments and the amount sought under this proposal) equal to or exceeding the project budget.	
Completed Application: Applicant must submit a complete application and the data within the application must be consistent.	
Project Activities: Project does not propose activities not allowable under the NOFO or HUD, unless the costs will be paid from another funding source.	
Organizational Audit /Financial Review: Applicant must submit the most recent completed audit or financial review, including the management letter. The audit/financial review may not contain indications of serious financial or accounting problems, or audit findings for which a response is overdue or unsatisfactory. <i>(Audit & Management Letter)</i>	
Reimbursement Basis: Does the agency have the financial capacity to operate this project on a reimbursement basis? <i>[Organizational Budget]</i>	
Deadline date: Applicant must submit the project application by the date and time specified in the NOFO.	
Member in Good Standing: Applicant must have submitted a completed application for membership and be a member in good standing per the HHA’s Governance Charter	
CoC Strategic Plan Compliance: Applicant project aligns with <i>Leading the Way Home: Palm Beach County’s Plan to end the Cycle of Homelessness.</i>	
Equal Access and Non-Discrimination: 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.	
Organization must have been incorporated for at least one agency fiscal year, and have provided services for at least six (6) months.	
Board of Directors: Has the agency submitted a list of their board of directors and a copy of the minutes from their three most recent board meetings?	

ATTACHMENT 2: SCORECARD FOR COC NEW APPLICATIONS

The Non-Conflict Grant (NCG) Review Committee will use this scorecard to rate the local project applications for the U.S. Department of Housing and Urban Development (HUD) 2022 Continuum of Care (CoC) Unsheltered Homeless Program 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.

The NCG Review Committee may ask applicant agencies to provide additional information to determine agency capacity to implement projects in a timely manner with successful outcomes, score well on the HUD Annual Performance Report (APR) and avoid jeopardizing overall agency stability or future funding for the HHA.

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

Scoring:

Each application is scored by at least one member of the Review Committee and one staff member of the CoC lead Agency. The following are the funding priorities for this program

- 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

PROJECT QUALITY REQUIREMENTS	Maximum Score Possible: PSH RRH/TH-RRH SSO	
Further review will be triggered if the application does not score a minimum of 33% of possible points on the scoring tool. The Review Committee will determine if the project is ineligible for inclusion in the final PBC CoC application should scoring occur below 33%.	PSH	185
	RRH:	185
	Tie Break:	10
	SSO	124
	Tie Break:	5
Section I: Application (Possible Points = 11 PSH, RRH) Possible Points SSO = 9	Project Score:	
Accuracy and Appropriateness of Response (PSH, RRH, SSO)	Possible Score 11	Project Score
Is the project description sufficient to understand the extent of the project? (PSH, RRH, SSO)	2	
Does the application describe prior experience serving homeless persons that has prepared the agency for administering this grant? (PSH, RRH, SSO)	2	
Is the description of services complete? (PSH, RRH, SSO)	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, SSO)	2	
Is the overall application complete, accurate, and error-free. (PSH, RRH, SSO)	1	
Section II: BUDGET (Possible Points PSH, RRH = 40) Possible Points SSO = 10	Project Score:	
Housing Budget: 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	\$	
Percentage of total budget devoted to housing costs? Housing Cost + Housing Match / Total Project Budget		
	Possible Score	Project Score
Less than 35%	0	
Between 35% and 54.9%	5	
Between 55% and 74.9%	10	
Between 75% and 84.9%	20	
Between 85% and 100%	30	
Budget Reasonableness		
Is Budget reasonable given services proposed? (PSH, RRH, SSO)	10	

Section III: Scope of Services (Possible Points PSH, RRH = 31, Possible Points SSO = 18)	Project Score:	
Service Needs	Possible Score (PSH, RRH = 16, SSO = 12)	Project Score
Are the housing and/or services proposed appropriate and adequate to the anticipated needs of program participants and the community (PSH, RRH, SSO)	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, SSO)	4	
Does the project provide or link participants to employment services? Does the program have employment goals? (PSH, RRH, SSO)	2	
Does the project provide or effectively link participants to health care services, including mental health and substance disorder treatment? (PSH, RRH, SSO)	2	
Key Elements of Rapid Re-Housing (RRH) & Permanent Supportive Housing (PSH)	Possible Score PSH, RRH = 10 Possible Score SSO = 1	Project Score
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, SSO)	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	

Access to Mainstream Benefits	Possible Score 5	Project Score
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, SSO)	5	

Section IV: Organizational Capacity (Possible Points = 41)	Project Score:	
Consistency with Mission	Possible Score 11	Project Score
Does the project fit within the mission of the agency? Does the Agency currently serve homeless households in their community? (PSH, RRH, SSO)	Yes to both questions = 5 Yes to one question = 3 No to both questions = 0	
Does the organization have experience providing services to the populations with Severe Service Needs: (Unsheltered people experiencing homelessness who: have a disability and require a significant level of support in order to maintain permanent housing; have a high use of crisis or emergency services to meet basic needs, are currently living in an unsheltered situation or have a history of doing so; are experiencing a vulnerability to illness or death; or having a vulnerability to victimization) (PSH, RRH, SSO)	Each priority population = 1 point Max = 6	
Administrative Capacity	Possible Score 10	Project Score
Is funding for the administrative staff stable? Is there adequate staff to ensure agency stability throughout program implementation? [Budget, Organizational Chart] (PSH, RRH, SSO)	Clearly to both questions = 5	
Does the agency have an active and engaged board of directors? (PSH, RRH, SSO) [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, SSO)	Maximum 5	
Is the staffing pattern adequate and the key staff sufficient to effectively operate the type of program proposed? (PSH, RRH, SSO) <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, SSO)	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, SSO)	Yes =5 No = 0	
Section V: Experience/Past Performance (Possible Points PSH, RRH = 26, SSO = 10)	Project Score:	
	Possible Score 26	Project Score
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, SSO)	No: 5 Yes: 0	

Does the agency have any monitoring or audit findings? If so, findings must be resolved or explained to the satisfaction of the Review Committee for the application to meet the standard. (PSH, RRH, SSO)	0 Findings = 5 2 Findings = 3 3+ Findings = 0	
Section VI: Match (Possible Points = 8)	Project Score:	
Documentation of Match	Possible Score 8	Project Score
Does Match Documentation Form sufficiently document the required match for the proposed project? (PSH, RRH, SSO)	Yes = 3 No = 0	
Did the Agency submit a match amount that exceeds the required 25%? (PSH, RRH, SSO)	Yes = 5 No = 0	

Section VII: Data/HMIS (Possible Points = 8)	Project Score:	
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.	Possible Score 8	Project Score
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, SSO)	Yes = 5 No = 0	
Does the agency commit to enter 100% of the beds into HMIS? (PSH, RRH, SSO)	Yes = 3 No = 0	

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

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

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

ATTACHMENT 3: GRIEVANCE NOTICE FORM

Palm Beach County Community Services Department - CoC Unsheltered Homeless Program

Grievances may be filed by an entity submitting a NOFO Proposal (Project Applicant) that is aggrieved in connection with deviations from the established PROCESS for reviewing proposals and making recommended awards. The amount of recommended awards may not be grieved through this procedure.

If you wish to file a grievance with the Palm Beach County Community Services Department, CoC Unsheltered Homeless Program, this Grievance Notice Form must be completed, submitted, and received by the Director of the Community Services Department by September 13, 2022. You will receive a written response within fifteen (15) business days of the receipt of this form by the Director of the Community Services Department. There is no administrative fee associated with filing this grievance.

When completed, submit this Grievance Notice Form via mail or email to:

Mr. James Green, Director Community Services Department 810 Datura Street, First Floor West Palm Beach, Florida 33401 JGreen1@pbcgov.org

Entity Filing Grievance _____

Which process was allegedly deviated from?

Describe in detail the alleged deviation; including how you were directly affected and what remedy you seek (add additional pages as needed):

