

# NOTICE OF FUNDING OPPORTUNITY (NOFO) INFORMATION GUIDANCE



## U.S. Department of Housing and Urban Development 2021 CONTINUUM OF CARE (COC) PROGRAM COMPETITION LOCAL RENEWAL PROJECT APPLICATION

### Amendment 2

2022 – 2023 Program Year

**Subject to Change Based on Any New Provisions HUD Releases**

Release Date: May 14, 2021

**NEW Deadline Date: June 18, 2021, 12:00 PM (Noon) EST**

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



# TABLE OF CONTENTS

<b>SECTION I: GENERAL INFORMATION</b> .....	<b>4</b>
INTRODUCTION.....	4
BACKGROUND.....	4
ELIGIBILITY .....	5
COC PROGRAM COMPETITION .....	5
<b>SECTION II: PROPOSAL SUBMISSION</b> .....	<b>5</b>
PUBLISH/RELEASE DATE .....	6
DEADLINE DATE .....	6
TECHNICAL ASSISTANCE .....	6
EXPERIENCING UNFORESEEN TECHNICAL ISSUES.....	8
ANTICIPATED SCHEDULE OF EVENTS .....	8
CONE OF SILENCE.....	10
<b>SECTION III: SCOPE OF SERVICES</b> .....	<b>10</b>
CONTACT PERSON.....	10
TERMS & CONDITIONS .....	10
SCOPE OF SERVICES.....	13
<b>SECTION IV: WHERE TO FIND LOCAL NEW AND RENEWAL PROJECT DOCUMENTS YOU NEED</b> .....	<b>15</b>
<b>SECTION V: CONTENTS OF PROPOSALS AND INSTRUCTIONS</b> .....	<b>17</b>
LOCAL PRIORITY DESCRIPTION.....	17
2021 COC PROGRAM APPLICATION .....	17
<i>APPLICATION PROCESS STEP 1 – 2021 COC PROGRAM COMPETITION E-SNAPS APPLICATION</i> .....	18
<i>APPLICATION PROCESS STEP 2 - 2021 COC PROGRAM COMPETITION LOCAL RENEWAL PROJECT APPLICATION</i> .....	20
<b>SECTION VI: 2021 LOCAL NEW AND RENEWAL PROJECTS REVIEW PROCESS</b> .....	<b>24</b>
<b>SECTION VII: APPEAL PROCEDURES</b> .....	<b>25</b>
<b>SECTION VIII: COC DEFINITIONS AND CONCEPTS</b> .....	<b>26</b>
<b>EXHIBIT 1: 2021 COC PROGRAM RENEWAL APPLICATION PACKAGE CHECKLIST/COVER SHEET AND INSTRUCTIONS CERTIFICATION</b> .....	<b>36</b>
<b>EXHIBIT 2: PALM BEACH COUNTY HOMELESS AND HOUSING ALLIANCE CONTINUUM OF CARE GRANTEE CERTIFICATION</b> .....	<b>38</b>
<b>EXHIBIT 3: 2021 MATCH DOCUMENTATION FORM</b> .....	<b>41</b>
<b>ATTACHMENT 1: THRESHOLD CRITERIA</b> .....	<b>42</b>
<b>ATTACHMENT 2: SCORECARD FOR COC RENEWAL APPLICATIONS</b> .....	<b>44</b>



**ATTACHMENT 3: HHA 2021 LOCAL PROJECTS COC PROGRAM COMPETITION APPEAL NOTICE FORM .....51**  
**ATTACHMENT 4: HHA AUGUST 2020-MAY 2021 AGENCY MEMBERSHIP AND HHA MEETING ATTENDANCE ...52**

***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 CONTINUUM OF CARE (COC) PROGRAM AT 561 355-4772 or [CSD-COCNOFO@PBCGOV.ORG](mailto:CSD-COCNOFO@PBCGOV.ORG).**

## SECTION I: GENERAL INFORMATION

### **INTRODUCTION**

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

### **BACKGROUND**

HUD annually releases a CoC Program Competition Notice of Funding Availability (NOFA) informing CoCs across the country of the amount of dollars the federal legislature has appropriated for communities to support local homeless programs, and the maximum amount each community is expected to receive. The CoC Program 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, persons fleeing domestic violence, dating violence, sexual assault, and 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.

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-Palm Beach County’s (PBCs) CoC, locally known as the Homeless & Housing Alliance (HHA), released this Notice of Funding Opportunity (NOFO) on May 14, 2021 in anticipation of the 2021 HUD CoC Program Competition announcement. The NOFO is being released to ensure that HHA and the COLLABORATIVE APPLICANT meet all CoC Program Competition requirements and deadlines.

**NOTE: This NOFO is based on the 2019 CoC Program Competition as no Competition occurred in 2020 due to the Coronavirus Pandemic. The NOFO will be updated throughout the application period with any new provisions HUD releases in the 2021 CoC Program Competition, and in subsequent HUD clarifications and updates. RENEWAL 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 Application, which will be submitted by New and Renewal Project Applicants; and the CoC Priority Listing of the project applications, which will be submitted by the COLLABORATIVE APPLICANT. New and Renewal Projects are first submitted to the COLLABORATIVE APPLICANT, where the projects are rated and ranked by a Non Conflict Grant Review Committee (NCG Review Committee), and then submitted to HUD following the HHA’s approval of the application or reallocation of the funds, which will be based on performance data and community need.



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

## **ELIGIBILITY**

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

RENEWAL PROJECT APPLICANTS shall have current CoC project(s) for which they will apply for renewal, and can be nonprofit organizations, states, local governments, and instrumentalities of state and local governments. For-profit entities are not eligible to apply for grants or to be subrecipients of grant funds. All subrecipients must also meet the eligibility standards as described above.

RENEWAL 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 Palm Beach County Purchasing Department's Vendor Self Service (VSS) system, which can be accessed at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. If RENEWAL PROJECT APPLICANTS intends to use subrecipients, RENEWAL 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 one-year project applications for the CoC Program Competition for 2022 – 2023 Program Year. RENEWAL PROJECT APPLICANTS will apply directly to HUD after submitting the project application to the COLLABORATIVE APPLICANT for rating and ranking, and for HHA approval. DHS will administer the application process and monitor the programs on HUD's behalf. In 2020, \$5,840,946 was available for one-year projects, and it is estimated that HUD will provide a comparable amount for 2021.

RENEWAL PROJECT APPLICANTS can apply for project types that include permanent housing, permanent supportive housing (PSH), transitional housing (TH), rapid rehousing (RRH), and joint TH – RRH. See [SECTION VII: COC DEFINITIONS AND CONCEPTS](#). Project applications must be specific to the project type, and must be consistent with *Leading the Way Home: Palm Beach County's Plan to End the Cycle of Homelessness*, which can be found at: <http://thehomelessplan.org/ourgoals/endhomelessness.htm>

## SECTION II: PROPOSAL SUBMISSION

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

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



**NOTE: Project applications shall be reviewed by the HHA NCG Review Committee to rate and rank the projects so final submission to HUD is not required at this time.**

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

- 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.

RENEWAL PROJECT APPLICANTS must submit one project application package for each project to be considered for funding. If RENEWAL PROJECT APPLICANTS are consolidating two (2) or more projects, the RENEWAL PROJECT APPLICANTS must submit three or more applications: one application for each of the projects that will be consolidated and one consolidated application.

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

### **PUBLISH/RELEASE DATE**

Friday, May 14, 2021

### **DEADLINE DATE**

NEW and RENEWAL PROJECT APPLICANTS must complete their project applications on eSnaps and submit their local application packages on the CSD NOFO submission website located at <https://pbcc.samis.io/go/nofo/> (completing **Step 2** above) by **12:00 pm (Noon) EST, Monday, June 18, 2021**.

Once applications are ranked and scored by the NCG Review Committee, NEW and RENEWAL PROJECT APPLICANTS must submit their updated project applications directly to HUD through eSnaps by **5:00 pm EST, Wednesday, July 28, 2021**. This date is subject to change based on HUD's published NOFA.

### **TECHNICAL ASSISTANCE**

DHS will hold a Technical Assistance Workshop for the CoC Program Competition NEW and RENEWAL PROJECT APPLICANTS at 1:00 pm to 3:00 pm (Noon) EST on **Wednesday, June 2, 2021** using WebEx (Online). Please check the DHS website for changes to the meeting location.

<https://pbc-gov.webex.com/pbc-gov/onstage/g.php?MTID=ec523103c27aa0750993417e465fedb05>

Meeting number/Access Code: 160 052 2264  
Password: S9iDersES96



Join by phone: 1-844-621-3956 United States Toll  
+1-415-655-0001 United States Toll Free

Members of the public who plan to attend the meeting in person are asked to please notify CSD as soon as possible by email at [CSD-COCNOFO@PBCGOV.ORG](mailto:CSD-COCNOFO@PBCGOV.ORG) or by phone at (561) 355-4772.

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.

People wishing to attend in person may do so at 810 Datura Street, West Palm Beach FL 33401, Basement Conference Room.

Anyone interested in additional information may contact DHS by mail at 810 Datura Street, West Palm Beach, FL 33401, by email at [CSD-COCNOFO@PBCGOV.ORG](mailto:CSD-COCNOFO@PBCGOV.ORG), or by phone at (561) 355-4772.

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

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

In accordance with the Americans with Disabilities Act ("ADA"), persons with disabilities requiring accommodations in order to participate in this public meeting may contact [CSD-COCNOFO@PBCGOV.ORG](mailto:CSD-COCNOFO@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) 355-4772, or email [CSD-COCNOFO@PBCGOV.ORG](mailto:CSD-COCNOFO@PBCGOV.ORG), at least five business days in advance. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.

To maintain a fair, impartial and competitive process, additional requests for assistance must be made in writing and emailed to [CSD-COCNOFO@PBCGOV.ORG](mailto:CSD-COCNOFO@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 avoid private communication with applicants regarding this NOFO, other than via email as noted above, during the proposal preparation and evaluation period.

The deadline to submit CoC Program Competition application questions by email to the COLLABORATIVE APPLICANT is **12:00 pm (noon) EST, Friday, June 16, 2021**, which is one (1) business day before the project application submission deadline.

This NOFO Information Guidance is available at the following locations:

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

Paper copies of this NOFO are available upon request.

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



**EXPERIENCING UNFORESEEN TECHNICAL ISSUES**

NEW and RENEWAL PROJECT APPLICANTS experiencing unforeseen technical issues beyond its control with the CSD application submission site that prevents it from submitting its application by the deadline, must contact the DHS by email at [CSD-COCNOFO@PBCGOV.ORG](mailto:CSD-COCNOFO@PBCGOV.ORG) to report the technical issue, on **Monday, June 18, 2021, by 3:00 p.m. EST**, to request approval to submit its application 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. NEW and RENEWAL PROJECT APPLICANTS’ timely email must describe the technical difficulties the applicant encountered, and must include a timeline of the applicant’s submission efforts.

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

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

**ANTICIPATED SCHEDULE OF EVENTS**

**COC PROGRAM COMPETITION LOCAL PROJECT APPLICATION TIMELINE**

<b>DATE</b>	<b>ITEM</b>	<b>RESPONSIBLE</b>
March 25, 2021	HHA Executive Committee Review and Approve By-Laws and MOU Update Approved	HHA Exec. Committee PBC DHS HHA General Membership
March 25, 2021	HHA Executive Committee Review and Approve DHS as Collaborative Applicant and Client Management Information System (CMIS) Administrator	HHA Exec. Committee PBC DHS HHA General Membership
March 25, 2021	Project Applicant finalize application for DUNS and SAM registrations	CoC Project Applicants (Especially New Applicants)
March 25, 2021	Project Applicants to Complete their HUD Profile	CoC Renewing Project Applicants
April 16, 2021	Data Presentation to HHA Executive Committee and HHA General Membership, including Point in Time (PIT) DHS presents recommendations for: <ul style="list-style-type: none"> <li>• Priorities for CoC Projects</li> <li>• Bonus Project</li> <li>• New Project</li> <li>• Local Thresholds</li> <li>• Scoring of Renewal Projects</li> <li>• Reallocation Process</li> </ul>	PBC DHS





DATE	ITEM	RESPONSIBLE
	<ul style="list-style-type: none"> <li>Scoring Tool</li> </ul>	
April 19, 2021	Notification to New Applicants to register for DUNS and SAM registration and to complete HUD Profile	CoC Project Applicants (Especially New Applicants)
April 22, 2021	HHA Executive Committee Approves: <ul style="list-style-type: none"> <li>Priorities for CoC Projects</li> <li>Bonus Project</li> <li>New Project</li> <li>Local Thresholds</li> <li>Scoring of Renewal Projects</li> <li>Reallocation Process</li> <li>Scoring Tool</li> </ul>	HHA Exec. Committee PBC DHS HHA General Membership
April 23, 2021	HHA Executive Committee Approves Scoring Tool	HHA Exec. Committee
<b>May 14, 2021</b>	<b>CoC Program Competition Local Projects Application NOFO Release Date</b> NOFO Publicly Posted – Meeting HUD Requirement for 30-Day Posting	<b>PBC DHS</b>
June 2, 2021	Technical Assistance (TA) Workshop for CoC Program Competition New and Renewal Applicants	PBC DHS CoC Project Applicants
June 16, 2021	Estimated Deadline for CoC Project Applicants to Submit Questions	PBC DHS CoC Project Applicants
<b>NEW</b> <b>June 18, 2021</b>	<b>Due Date for CoC Program Competition Local Project Application Package Submission To DHS at 12:00 pm (Noon) DEADLINE DATE</b>	<b>CoC New and Renewal Project Applicants</b>
July 1, 2021	Estimated Date for HUD To Announce CoC Program Competition	HUD
July 2, 2021	Estimated Date for HUD To Announce CoC NOFA is open to New and Renewal Applications	HUD
July 7, 2021	NCG Review Committee Scoring Meeting (Applications are Publicly Reviewed & Ranked)	NCG Review Committee PBC DHS
July 14, 2021	Deadline for CoC Project Applicants to Submit Appeal of Selection Process	CoC Project Applicants
July 23, 2021	HHA Executive Committee Approves NCG Review Committee Scoring Recommendations	HHA Executive Committee PBC DHS
July 23, 2021	HHA General Membership Ratify HHA Executive Committee's Approval of NCG Review Committee Scoring Recommendations	HHA General Membership PBC DHS
July 23, 2021	NCG Review Committee Scoring Recommendations Posted on Website for Public Comments	PBC DHS
July 28, 2021	Deadline for Public Comments on CoC Program Competition Application Package	PBC DHS
<b>July 28, 2021</b>	<b>Estimated Due Date for CoC Program Competition Project Applications Submitted on eSnaps DEADLINE DATE</b>	<b>CoC New and Renewal Project Applicants</b>
July 29, 2021	DHS Completes Walk-Through Process	PBC DHS

DATE	ITEM	RESPONSIBLE
July 30, 2021	CoC Project Application Package Submitted to HUD	PBC DHS

**CONE OF SILENCE**

This NOFO includes a Cone of Silence. The Cone of Silence will apply from the date the NOFO is due to DHS, which is June 18, 2021, until the Applications are submitted to the County for approval.

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

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

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

The Cone of Silence is in effect as of the submittal deadline of June 18, 2021. The provisions of this Ordinance shall not apply to oral communications at any public proceeding, oral presentations before NCG Review Committee and contract negotiations during any public meeting. The Cone of Silence shall not apply to contract negotiations between any employee and the intended awardee and any dispute resolution process following the filing of a protest. The Cone of Silence shall terminate at the time that the PBC signs the CoC Program Competition Application, including the ranking of all proposals, when all proposals are rejected, or when action is otherwise taken that ends the solicitation process.

**SECTION III: SCOPE OF SERVICES**

**CONTACT PERSON**

This NOFO is issued for BCC and HHA by CSD, the County's COLLABORATIVE APPLICANT. The contact information for all CoC Program Competition inquiries by email is [CSD-COCNOFO@PBCGOV.ORG](mailto:CSD-COCNOFO@PBCGOV.ORG) and by phone is 561.355-4772.

**TERMS & CONDITIONS**

Renewal Project Term: 12 months  
 Renewal Project Start Date: 2022  
 Renewal Project End Date: 2023

**Terms and Conditions**



1. **Proposal Guarantee:**  
NEW and RENEWAL PROJECT APPLICANTS guarantee their commitment, compliance and adherence to all requirements of the NOFO by submission of their proposal.
2. **Late Proposals, Late Modified Proposals:**  
NEW and RENEWAL 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 NEW and RENEWAL PROJECT APPLICANTS. No payment will be made for proposals received or for any other effort required of or made by NEW and RENEWAL PROJECT APPLICANTS, prior to commencement of work as defined by a contract approved by the HUD.
4. **Public Record Disclosure:**  
NEW and RENEWAL PROJECT APPLICANTS are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection in compliance with the Florida Public Records Act.
5. **Palm Beach County Office of the Inspector General Audit Requirements:**  
Palm Beach County has established the Office of the Inspector General in Palm Beach County Code 2-421 through 2-440, as may be amended, which is authorized and empowered to review past, present and proposed County contracts, transactions, accounts and records. The Inspector General has the power to subpoena witnesses, administer oaths, 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 in order to ensure compliance with contract requirements and detect corruption and fraud. Failure to cooperate with the Inspector General, or interfere in or impede any investigation shall be in violation of Palm Beach County 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 Palm Beach County Resolution R2017-1770, as amended, NEW and RENEWAL 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, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression, or genetic information. Failure to meet this requirement shall be reported as a finding to HUD, and may result in the project not being recommended for future funding.

As a condition of the Project funding, NEW and RENEWAL PROJECT APPLICANTS represent and warrant that it will comply with the County's Commercial Nondiscrimination Policy as described in Resolution R2017-1770, as amended. As part of such compliance, NEW and RENEWAL PROJECT APPLICANTS shall not discriminate on the basis of race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability, or genetic information in the solicitation,

selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall NEW and RENEWAL PROJECT APPLICANTS retaliate against any person for reporting instances of such discrimination. NEW and RENEWAL PROJECT APPLICANTS shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the County's relevant marketplace in Palm Beach County. NEW and RENEWAL PROJECT APPLICANTS understand and agree that a material violation of this clause shall be reported as a finding to HUD and may result in the project not being recommended for future funding, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. NEW and RENEWAL PROJECT APPLICANTS shall include this language in its subcontracts.

7. Homeless and Housing Alliance (HHA):

NEW and RENEWAL PROJECT APPLICANTS that are awarded funding are required to participate in coordinated-entry in collaboration with the Palm Beach County Continuum of Care (CoC) - Homeless and Housing Alliance (HHA), and become members in good standing within two (2) months of a CoC Program Competition local application submission. 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 subcommittee meetings, in addition to other HHA requirements, as defined in the HHA Bylaws, Governance Charter, Article 3, Section 2, which can be found at [www.hhapbc.org](http://www.hhapbc.org).

8. Client Management Information System (CMIS):

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

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

The PIT Count is an annual count of those experiencing homelessness in Palm Beach County on the streets and in shelters. The PIT Count is a community-wide undertaking that requires a large amount of volunteers and coordination to accomplish the goal of accurately counting all unsheltered homeless in Palm Beach County. HUD CoC Program Competition recipients are required to assign staff volunteers in outreach teams or fixed locations to help complete surveys with homeless individuals.

10. 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 DHS with input from every agency in the CoC. Reporting for the HIC will be required of all HUD CoC Program Competition agencies.

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



VAWA provides various protections to victims of domestic violence, dating violence, sexual assault, and stalking under HUD programs. HUD CoC Program Competition recipients 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>.

12. Match Requirements:

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

13. Unified Grant Guidance:

Successful applicants receiving HUD CoC Program Competition funding shall be required to comply with 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](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

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

## **SCOPE OF SERVICES**

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

- Permanent Housing (PH): Including Rapid Rehousing (RRH) and Permanent Supportive Housing (PSH))
- Transitional Housing (TH): HHA does not support funding TH projects through the CoC Program Competition.
- Supportive Services Only (SSO) – Coordinated Entry (CE)
- Client Management Information System (CMIS)
- Homelessness Prevention (HP). Only designated high performing communities (HPCs) may carry out homelessness prevention activities through the CoC Program. Palm Beach County did not to apply for HPC designation during the 2021 CoC Program Registration process. Therefore, this category will not be funded in the 2021 CoC Program Competition.
- Joint TH and PH-RRH component project. In addition to funding projects that use these components, NEW and RENEWAL PROJECT APPLICANTS shall apply for projects that include the Transitional Housing and Permanent Housing-Rapid Re-Housing components in a single project.

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

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

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



Youth Homeless Demonstration Program (YHDP) projects renewing for the first time in the 2021 CoC Program Competition must serve youth experiencing homelessness, including unaccompanied and pregnant youth, where no member of the household is older than 24.

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

- CoC Planning Projects (COLLABORATIVE APPLICANT-Only)
- UFA Costs Projects (COLLABORATIVE APPLICANT-Only)
- New Projects Created Through Reallocation or CoC Bonus Projects (NEW and RENEWAL PROJECT APPLICANTS)
- New Projects for DV Bonus (NEW and RENEWAL PROJECT APPLICANTS)
- Expansion Project (RENEWAL PROJECT APPLICANTS)
- Consolidated Project (RENEWAL PROJECT APPLICANTS)
- Renewal Grants Per Unit Cost (RENEWAL PROJECT APPLICANTS)

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

- **Ending homelessness for all persons** by using local data to serve all persons experiencing homelessness in PBC; consider challenges faced by subpopulations, including veterans, youth, families, those experiencing chronic homelessness; provide outreach; and identify characteristics of and tailor housing and services to those with the highest need and longest homeless experience.
- **Creating a systemic response to homelessness** by using performance measures to determine effectiveness at serving persons experiencing homelessness; and use coordinated entry process to promote choice and speedy access to homeless and mainstream housing and services; and, make assistance open, inclusive and transparent.
- **Strategically allocating and using resources** by using data to improve resource utilization and program quality, performance and cost effectiveness, developing partnerships with housing and service providers specializing in mental illness, substance abuse, employment and similar activities to help program participants achieve self-sufficiency.
- **Using Evidence-Based Approach** by using data and evidence to evaluate local programs' impact and cost effectiveness.
- **Increasing employment** by working with local employment agencies and employers to prioritize training and employment opportunities and creating partnerships with private and public organizations to promote employment.
- **Providing Flexibility for Housing First with Service Participation Requirements** by ensuring a Housing First model to stabilize program participants and then allowing for service requirements to promote important outcomes, such as increased salary, sobriety, employment and social connections, that do not compromise housing stability.

NEW and RENEWAL PROJECT APPLICANTS shall review and comply with the 2021 CoC Program Competition Notice of Funding Availability (NOFA). In addition, NEW and RENEWAL PROJECT APPLICANTS projects shall align with Palm Beach County's homeless plan, *Leading the Way Home: Palm Beach County's Plan to End the Cycle of Homelessness*.



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

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

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

### 2. HUD Project Application

- Visit eSnaps to complete HUD Project Application:  
<https://esnaps.hud.gov/grantium/frontOffice.jsf>
- Training Modules can be found at the HUD Exchange CoC Program Competition Resources page:  
<https://www.hudexchange.info/programs/e-snaps/>
- 2019 Renewal Project Application Navigational Guide (2021 Guides have not yet been released):  
<https://files.hudexchange.info/public/resources/documents/FY-2019-Renewal-Project-Application-Navigational-Guide.pdf>
- 2019 Renewal Project Detailed Instructions (2021 Guides have not yet been released):  
<https://files.hudexchange.info/resources/documents/FY-2019-Renewal-Project-Application-Detailed-Instructions.pdf>
- 2019 New Project Application Navigational Guide (2021 Guides have not yet been released):  
<https://files.hudexchange.info/public/resources/documents/FY-2019-New-Project-Application-Navigational-Guide.pdf>
- 2019 New Project Detailed Instructions (2021 Guides have not yet been released):  
<https://files.hudexchange.info/resources/documents/FY-2019-New-Project-Application-Detailed-Instructions-Version-2.pdf>

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



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

#### **4. Most recent audited financial statement**

- Agencies' finance office

#### **5. Match Forms**

- [EXHIBIT 3](#) of this NOFO

#### **6. HUD 2019 CoC Program Competition NOFA**

- Visit HUD Exchange at (2021 NOFA has not yet been released):  
<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

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

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

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

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

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

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

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

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

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

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





## SECTION V: CONTENTS OF PROPOSALS AND INSTRUCTIONS

The 2021 CoC Program Competition Local Renewal Project Applications will be pre-scored based on the RENEWAL PROJECT APPLICANT's previous performance. RENEWAL PROJECT APPLICANTS shall review their data to ensure that it displays correctly in CMIS and on reports. RENEWAL PROJECT APPLICANTS shall provide written explanations to explain discrepancies, reasons for not attaining performance goals or reasons for not meeting threshold requirements.

### **LOCAL PRIORITY DESCRIPTION**

HHA's local priority projects include:

- PSH and RRH projects
- SSO and HP projects will be considered for Youth Homeless Demonstration Program renewal projects only, subject to HUD's requirements and may change based on the HUD's release of the 2021 CoC Program Competition NOFA.

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

1. Seniors
2. Chronic Homeless Individuals
3. Families
4. Youth

### **2021 COC PROGRAM APPLICATION**

Except where noted, all agencies applying for HUD 2021 CoC Program Competition renewal funds shall complete and submit all items listed below.

The deadline for application package submission is **Monday, June 18, 2020 by 12:00 pm (Noon) EST**. Application Package shall be submitted on the Palm Beach County, Community Services Department (CSD) NOFO Application Submission Website:

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

The scoring and ranking meeting, during which the NCG Review Committee will publicly review, score and rank all applications, is scheduled to take place on **Wednesday, July 7, 2021** from 9 am to 4 pm using WebEx (Online). Please check the DHS website for changes to the meeting location.

<https://pbc-gov.webex.com/pbc-gov/onstage/g.php?MTID=ea0cef1ac1e0ad713949b373ba0a2a4d3>

Meeting number/Access Code: 160 189 7007

Password: VxciV5t9Qr3

Join by phone: 1-844-621-3956 United States Toll  
+1-415-655-0001 United States Toll Free

Members of the public who plan to attend the meeting in person are asked to please notify CSD as soon as possible by email at [CSD-COCNOFO@PBCGOV.ORG](mailto:CSD-COCNOFO@PBCGOV.ORG) or by phone at (561) 355-4772.



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.

People wishing to attend in person may do so at 810 Datura Street, West Palm Beach FL 33401, Basement Conference Room.

Anyone interested in additional information may contact DHS by mail at 810 Datura Street, West Palm Beach, FL 33401, by email at [CSD-COCNOFO@PBCGOV.ORG](mailto:CSD-COCNOFO@PBCGOV.ORG) or by phone at (561) 355-4772.

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

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

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

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) 355-4772 or email [CSD-COCNOFO@PBCGOV.ORG](mailto:CSD-COCNOFO@PBCGOV.ORG) at least five business days in advance. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.

#### **Fatal Flaws**

- If an agency fails to submit any threshold information required within the application by the **deadline date and time**, the project will not be ranked or considered for HUD CoC Program Competition funding. There will be **NO** exceptions made.
- Agency did not meet HUD and HHA Threshold Criteria. See [ATTACHMENT 1](#).
- Agency did not submit a financial audit performed by an independent auditor.

#### **Project Scoring:**

- Overall project scoring will be based on percentage of applicable points on which projects are eligible to be scored.
- RENEWAL APPLICANTS’ data from CMIS and equivalent will be used for scoring so project applicants must ensure that their data is up-to-date.
- 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 PROCESS STEP 1 – 2021 COC PROGRAM COMPETITION E-SNAPS APPLICATION*

HUD will announce when the eSnaps site is available to submit new and renewal project applications. HHA will remind agencies when HUD has opened the eSnaps site. NEW and RENEWAL APPLICANTS shall begin to gather required documents and compose or revise project narrative using 2019 guidance while awaiting eSnaps availability.

There are eight parts to the renewal project application in eSnaps.



- Parts 1 and 2 of the project applications are the same regardless of the project type;
- Parts 3 through 6 are dependent on the project type selected and are separated for each of the five eligible new project types:
  - Permanent Housing-Permanent Supportive Housing (PH-PSH);
  - Permanent Housing-Rapid Rehousing (PH-RRH);
  - Joint Transitional Housing and Permanent Housing-Rapid Rehousing (Joint TH and PH-RRH);
  - Transitional Housing (TH);
  - Supportive Services Only (SSO)—including SSO Coordinated Entry (CE);
  - Safe Havens (SH); and
  - Client Management Information Systems (CMIS).
- Parts 7 and 8 are the same regardless of the project type.

**Note:** HUD expects the information in a project’s proposed renewal application to remain the same from year-to-year unless changes are directed by HUD or approved through the grant agreement amendment process. Therefore, HUD strongly discourages projects applicants from making changes when applying for renewal funding in the 2021 CoC Program Competition.

The table below indicates the screens in eSnaps that will be available for each program, based on the responses provided in the renewal project application. The 2019 CoC Program Renewal Projects Detailed Instructions and Navigational Guide will provide further details in completing the application. The 2021 Instructions and Guide have not yet been published. Submit the application to the COLLABORATIVE APPLICANT and print a PDF of the application to electronically submit along with other components of the local project application.

Screen Title	Renewal						
	PH-PSH	PH-RRH	Joint TH-PH:RRH	TH	SSO	CMIS	SH
Before Starting	X	X	X	X	X	X	X
Part 1 - Forms and Certification							
1A. SF-424 Application Type	X	X	X	X	X	X	X
1B. SF-424 Legal Applicant	X	X	X	X	X	X	X
1C. SF-424 Application Details	X	X	X	X	X	X	X
1D. SF-424 Congressional District(s)	X	X	X	X	X	X	X
1E. SF-424 Compliance	X	X	X	X	X	X	X
1F. SF-424 Declaration	X	X	X	X	X	X	X
1G. HUD-2880	X	X	X	X	X	X	X
1H. HUD-50070	X	X	X	X	X	X	X
1I. Certification Regarding Lobbying	X	X	X	X	X	X	X
1J. SF-LLL	X	X	X	X	X	X	X
Information About Submit without Changes	X	X	X	X	X	X	X
Recipient Performance	X	X	X	X	X	X	X
Grant Consolidation	X	X	X	X	X	X	X
Expansion Grants	X	X	X		X	X	
Part 2 – Subrecipient Information							
2A. Subrecipients	X	X	X	X	X	X	X
Part 3 - Project Information							

Screen Title	Renewal						
	PH-PSH	PH-RRH	Joint TH-PH:RRH	TH	SSO	CMIS	SH
3A. Project Detail	X	X	X	X	X	X	X
3B. Description	X	X	X	X	X	X	X
3C. DedicatedPLUS	X						
Part 4 – Housing Services and CMIS							
4A. Supportive Services for Participants	X	X	X	X	X		X
4A. CMIS Standards						X	
4B. Housing Type and Location	X	X	X	X			X
Part 5 - Participants							
5A. Households	X	X	X	X	X		X
5B. Subpopulations	X	X	X	X	X		X
Part 6 - Budget Information							
6A. Funding Request	X	X	X	X	X	X	X
6B. Leased Units	X		X	X			X
6C. Rental Assistance	X	X	X	X			
6D. Sources of Match	X	X	X	X	X	X	X
6E. Summary Budget	X	X	X	X	X	X	X
Part 7 - Attachments and Certification							
7A. Attachments	X	X	X	X	X	X	X
CoC Rejection Letter	X	X	X	X	X	X	X
Con Plan Cert	X	X	X	X	X	X	X
7B. Certification	X	X	X	X	X	X	X
Part 8 - Submission Summary							
Submit Without Changes	X	X	X	X	X	X	X
8A. Notice of Intent to Appeal	X	X	X	X	X	X	X
8B. Submission Summary	X	X	X	X	X	X	X

APPLICATION PROCESS STEP 2 - 2021 COC PROGRAM COMPETITION LOCAL RENEWAL PROJECT 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**  
**NOFO/RFP**



## **Additional Editors**

### **Program Name**

## **NOFO Information Document**

Click to download the **2021 CoC Program Competition Renewal Projects NOFO Information Guidance** document for reference throughout the application.

## **HHA Meeting Attendance**

Organizations will be awarded Bonus Points for their participation in the HHA.

HHA membership attendance requirements - 60% attendance at the general HHA meetings and 70% attendance at sub-committee meetings as defined in the HHA Bylaws, Article 3, Section 2 found at [www.hhapbc.org](http://www.hhapbc.org). Subcommittee requirements will be disregarded for the current application, due to the COVID- 19 Pandemic.

Click to review your agency attendance at the HHA meetings for the period August 1, 2020 to May 31, 2021. See [ATTACHMENT 4](#).

## **GENERAL CONTACT INFORMATION**

### **CEO/Executive Director Name and Title**

### **CEO/Executive Director Email**

### **Agency Contract Person Name and Title**

### **Agency Contract Person Phone**

### **Agency Contract Person Email**

### **Total Funding Amount Requested**

Please enter 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.

## **COC RENEWAL PROGRAM APPLICATION**

### **1. 2021 CoC Program Renewal Application Checklist**

Download the REQUIRED **2021 CoC Program Renewal 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)CoCChecklist\_2021**

### **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) – Youth Homeless Demonstration Program (YHDP) Renewal Projects Only (Subject to Change)



Homelessness Prevention (HP) – Youth Homeless Demonstration Program (YHDP) Renewal Projects Only (Subject to Change)

### 3. Priority Population

Please identify the specific priority population.

Select all that apply

Victims of Domestic Violence

Seniors

Chronic Homeless Individuals

Families

Youth

### 4. Renewal Application from eSnaps

Upload a copy of your PDF of the 2021 CoC Program Competition Renewal application from eSnaps.

- Applicants must complete their Applicant Profile in eSnaps.
- Applicants must complete eSnaps application (HUD's online application system), when it becomes available
- Applicant must export completed eSnaps application as a PDF and submit with the application package

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

Please name your document using the following naming convention:

**(Agency Name or Initials) CoCeSnapsApplication\_2021**

### 5. CoC Grantee Certification

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

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

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

Please name your document as such: **(Agency Name or Initials)CoCGrantCert\_2021**

### 6. Agency Match Amount

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

### 7. Agency Match Amount Documentation

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

- A 25% cash or in-kind match is required for all budget components except leasing. Match is required for all projects. Matching agency must complete the **CoC Match Documentation Form** on their letterhead or provide a match letter related directly to the project application. Below outlines the details that must be included in the letter documenting the match. Match may be cash or in-kind goods or property.
- Letters must meet the following criteria:
  - Be on letterhead from the organization providing the contribution



- Contain the cash amount or dollar value of the in-kind contribution.
- Contain the specific date the contribution will be made available and the time period during which the contributions will be available.
- Contain the name of the applicant agency to which the contribution is being given.
- Contain the specific grant name and the fiscal year.
- Contain a description of the goods/services that will be provided (for in-kind contributions) or a description of what the funds will be spent on (for cash contributions).

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

Please name your document as such: **(Agency Name or Initials)CoCMatch\_2021**

### **8. HUD Grant Agreement**

Upload agency's HUD 2020 grant agreement.

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

Please name your document as such: **(Agency Name or Initials)HUDCoCAgreement\_2020**

### **9. eLOCCS Screen Shot**

Please provide a screenshot of agency's current "Project Portfolio" from eLOCCS documenting the previous grant amount awarded and the amount expended to date.

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

Please name your document as such: **(Agency Name or Initials)CoCeLOCCSScreenshot\_2020**

### **10. 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)CoCTAB\_FY2021**

### **11. HUD Monitoring Report**

Please provide the agency's most recent US Department of Housing and Urban Development (HUD) monitoring report.

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

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

### **12. Financial Audit**

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

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

Please name your document as such: **(Agency Name or Initials)CoCFinAud\_FY2020**

### **13. Spending Explanation and Plan (4000 Characters)**

Please provide an explanation regarding the delay in spending out project funds. Provide a plan for doing so within the HUD-mandated period.

### **14. Narrative Response to Data (3000 Characters)**



Please provide a narrative response to shortfalls in agency data.

## SECTION VI: 2021 LOCAL NEW AND RENEWAL PROJECTS REVIEW PROCESS

While all decisions about PBC CoC 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 CoC Program Competition NOFA that necessitate changes to the scoring process, CSD DHS will endeavor to update the community via email and its website as quickly as possible.

- If renewal project applicants are predetermined to not meet current HHA threshold, the HHA Executive Committee will determine if renewal projects are to be reallocated.
- DHS collects and reviews Annual Performance Reviews (APRs) or equivalent, Data Quality Reports or equivalent, and supplemental information, as needed, and prepares project evaluations.
- CoC Program Competition NEW and RENEWAL PROJECT APPLICANTS are invited to complete their application by the application deadline date on eSnaps once the portal is available. Note that these applications shall be reviewed by the NCG Review Committee to rate and rank so final submission to HUD is not required until the local HUD project submission deadline.
- CoC Program Competition NEW and RENEWAL PROJECT APPLICANTS shall also submit PDF copies of their project application to DHS, along with required local application materials and match documentation through the CSD NOFO submission website, located at <https://pbcc.samis.io/go/nofo/>.
- All documents in the local application package shall be submitted by the deadline date per application instructions.
  - Late applications will not be accepted.
  - Incomplete applications cannot be cured for Scoring Meeting but, if selected for funding by the NCG Review Committee, must be corrected prior to HUD submission.
- Renewal Projects shall receive preliminary scores with their project evaluations based on the agency's CMIS data. RENEWAL PROJECT APPLICANTS are invited to provide narrative responses to be considered by the Non Conflict Grant (NCG) Review Committee.
- CoC Program Competition NEW and RENEWAL PROJECT APPLICATION NOFOs will be emailed to the HHA listserv and announced at the monthly HHA meeting.
- HHA will offer a Technical Assistance Meeting to NEW and RENEWAL PROJECT APPLICANTS.
- DHS 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.
- DHS shall review submitted project applications and determine whether projects meet local and HUD 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. NCG Review Committee scores are added and applications are ranked and placed into either Tier 1 or Tier 2.
  - Renewal projects that do not yet have performance data for a full year of operation shall be held harmless and awarded full points on all scoring factors that cannot be evaluated. Second-time or older renewal projects that do not have performance data for a full year of operation shall submit an explanation as to why they have not started spending out project funds and provide a plan for doing so within the HUD-mandated period. In extreme cases where community funding is at risk, NCG Review Committee members may exercise discretion, including recommending reallocation or placement into Tier 2.



- Due to the nature of the programs, renewal domestic violence projects shall be held harmless for the following questions as these items processes are different for DV programs: new, increased and earned income, and on coordinated entry (CE). DV programs will be awarded full points for questions regarding program participants' assessment score.
- Due to the nature of the programs, youth projects shall be held harmless for questions regarding homeless category as the processes are different for youth projects.
- If the HUD tier rules allow for projects to "straddle" the tiers, i.e. to fall partially in Tier 1 and partially in Tier 2, then the top-scoring non-CMIS, non-Coordinated Entry project in Tier 2 shall be moved to straddle the tiers.
- New projects shall be scored and ranked based on the New Project Scoring Tool.
  - HHA prioritizes projects with established track records in enhancing system performance. New projects must promote system performance by increasing housing stability, preventing returns to homelessness and shortening episodes of homelessness.
- Preliminary scoring results are delivered to applicants with a reminder about the appeals process.
- Appeals, if any, shall be reviewed by the HHA Appeals Committee.
- HHA Executive Committee shall meet to consider and approve a final recommended CoC Program Competition ranked funding list. If any renewal project does not apply for funding or is identified by the NCG Review Committee as in need of reallocation, that funding shall be reallocated to a new project.
- All project documents shall be submit electronically through eSnaps for HUD final review by the local HUD submission deadline date per application instructions.
- **The HHA Executive Committee's final recommended CoC Program ranked funding list shall be presented to the Palm Beach County Board of County Commissioners (BCC) for final approval.**
- If funding becomes available after approval of the final ranked list, through reallocation or budget corrections, the HHA Executive Committee shall offer the excess funding to new project applicants in order of project ranking.
- NEW and RENEWAL PROJECT APPLICANTS shall submit copies of letters or documentation for all match resources listed in their application.
- Applications are submitted along with the COLLABORATIVE APPLICANT's application to HUD.

The process is welcoming to persons with disabilities, persons who have experienced homelessness, and persons with limited English proficiency. If you need any accommodations for the NCG Review Committee Meeting, please contact CSD by email at [CSD-COCNOFO@PBCGOV.ORG](mailto:CSD-COCNOFO@PBCGOV.ORG) or by phone at 561.355-4772.

## SECTION VII: APPEAL PROCEDURES

### APPEAL POLICY

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

#### Eligible Appeals

Applicants may appeal if the project:

- Is not funded or receives less funding than the amount in the application;
- Is a renewal project that is ranked in Tier 2 of the CoC Program application list (in which the applicant's funding may be at risk); or
- Falls into the bottom portion of Tier 1, as described below.



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

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

## APPEALS PROCEDURES

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

## SECTION VIII: COC DEFINITIONS AND CONCEPTS

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

**Annual Renewal Demand (ARD)** – (24 CFR § 578.17(b)(2)) The total amount of all the CoCs projects that will be eligible for renewal in the 2020 CoC Program Competition, before any required adjustments to funding for leasing, rental assistance and operating budget line items based on FMR changes. The ARD will be calculated by combining the total amount of funds requested by eligible renewal projects on the Renewal Project Listing and the combined eligible renewal project amount(s) that were reallocated.

**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 CoC’s geographic area, as reported in the CoC’s 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 CoC’s 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.



**CoC Bonus Project** – A CoC is eligible to apply for up to 5 percent of its Final Pro Rata Need (FPRN), or 25 percent of the CoC's Preliminary Pro Rata Need (PPRN) minus its ARD, whichever is greater. New projects created through the CoC Bonus must meet the project eligibility and quality threshold requirements established by HUD in Sections V.C.3.b and V.C.3.c of the 2019 HUD CoC Program Competition NOFA, subject to change with the release of the 2021 HUD CoC Program Competition NOFA. To be eligible to receive a bonus project, a CoC must demonstrate that it ranks projects based on how they improve system performance as outlined in Section VII.B.1.a of the 2019 HUD CoC Program Competition NOFA. This definition is subject to change based on the requirements of the 2021 HUD CoC Program Competition NOFA upon its release.

**Collaborative Applicant** – The eligible entity that has been designated by the CoC during the 2021 CoC Program Registration Process to apply for a grant on behalf of the CoC. The Collaborative Applicant must be the "Applicant" for each community applying for participation in the competition. In cases where the CoC needed to change the Collaborative Applicant and that change was approved after this NOFA was published but before the deadline for submissions, that approved replacement Collaborative Applicant is the eligible applicant for this NOFA.

**Consolidation** – The process by which two or more projects that are eligible for renewal in the CoC Program Competition apply for funding and are combined into a single renewal project upon award. See Sections II.B.4, V.B.2.b.(2) and V.B.3.a.(4) of 2019 HUD CoC Program Competition NOFA for additional information. This definition is subject to change based on the requirements of the 2021 HUD CoC Program Competition NOFA upon its release.

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

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

**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.

**Continuum of Care Merger** – A process where two or more CoCs voluntarily agree to merge the entire geographic areas of all CoCs into one larger CoC. HUD strongly encourages CoCs that struggle with capacity to merge with a neighboring CoC or Balance of State CoC during each fiscal year's CoC Program Registration process. To encourage CoC mergers and mitigate the potential adverse scoring implications that may occur when a high performing CoC merges with one or more lower performing CoC(s), HUD will award up to 25 bonus points to CoCs that first registered as a merged CoC during the 2020 or 2021 CoC Program Registration process. The minimum number of points awarded will be 5 with the maximum points awarded up to 25. To be eligible for these points, the merged

CoC must contain all the geographic areas previously included in two or more CoCs that applied for funding in the 2019 CoC Program Competition. Points will be awarded as follows:

1. 5 bonus points to CoCs that merged;
2. 10 bonus points to CoCs where one or more of the merging CoCs had a CoC Application score of 140 points or lower in either the 2018 or 2019 CoC Program Competitions;
3. up to 10 bonus points to CoCs that demonstrate the results of their Point-in-Time (PIT) count reported in the Homelessness Data Exchange (HDX) were adversely affected by changes in methodology that resulted from the merger (e.g., higher numbers of homeless individuals, families, and youth due to the merger process, particularly if one of the CoCs in the merger did not have a reliable PIT count).

**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.

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

1. Experiencing chronic homelessness as defined in 24 CFR § 578.3;
2. Residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
3. Residing in a place not meant for human habitation, emergency shelter, or Safe Haven and had been admitted and enrolled in a permanent housing project within the last year but were unable to maintain a housing placement and met the definition of chronic homeless as defined by 24 CFR § 578.3 prior to entering the project;
4. Residing in transitional housing funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR § 578.3;
5. Residing and has resided in a place not meant for human habitation, Safe Haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions and the individual or head of household meet the definition of 'homeless individual with a disability; or
6. Receiving assistance through a Department of Veterans Affairs (VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

A renewal project where 100 percent of the beds were dedicated to chronically homeless individuals and families, as described in Section III.C.2.b, under the grant that is being renewed may either become a DedicatedPLUS project or may continue to dedicate 100 percent of its beds to chronically homeless individuals and families. If a renewal project that has 100 percent of its beds dedicated to chronically homeless individuals and families elects to become a DedicatedPLUS project, the project will be required to adhere to all fair housing requirements at 24 CFR § 578.93.

Projects that were awarded as DedicatedPLUS in a previous CoC Program Competition are required to include households with children to qualify as a DedicatedPLUS project in the 2021 CoC Program Competition.

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

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

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

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

**DUNS Number** – The nine-digit identification number assigned to a business or organization by Dun & Bradstreet and provides a means of identifying business entities on a location-specific basis. Requests for a DUNS number can be made by visiting the Online DUNS Request Portal.

**DV Bonus** – A project that is dedicated to survivors of domestic violence, dating violence, or stalking who qualify under paragraph (4) of the definition of homeless at 24 CFR § 578.3. Except as provided in 2019 HUD CoC Program Competition NOFA, a CoC may apply for up to 10 percent of its Preliminary Pro Rata Need (PPRN), or a minimum of \$50,000, whichever is greater, or a maximum of \$5 million, whichever is less, to create DV Bonus projects. This definition is subject to change based on the requirements of the 2021 HUD CoC Program Competition NOFA upon its release.

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

**Eligible Renewal Project** – A project that will be under grant agreement by December 31, 2021 and will have an expiration date in Calendar Year (CY) 2022 (between January 1, 2022 and December 31, 2022).

**Equity** – See Racial Disparities.

**Expansion** – The process by which a renewal project applicant submits a new project application to expand its current operations by adding units, beds, persons served, services provided to existing program participants, or in the case of CMIS, increase the current CMIS activities within the CoC's geographic area.

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

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

**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.



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

#### **Homeless –**

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - a. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as 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 CMIS requirements prescribed by HUD.

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

**Housing First** – A model of assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). Transitional housing and supportive service only projects are considered to be using a Housing First model for 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 CoC's HUD and non-HUD funded beds dedicated to homeless individuals and families in the CoC's geographic area.

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

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

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

**Notice of Funding Opportunity (NOFO)** – An agency's formally issued announcement of the availability of federal or federal pass-through funding through one of its financial assistance programs. The announcement provides eligibility and evaluation criteria, funding preferences and priorities, the submission deadline and information on 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 the AOR. The point of contact is listed in item 8F on the SF-424 Application for Federal Assistance Programs, which is required by discretionary grant programs.

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

**Private Nonprofit Organization** – An organization:

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

**Reallocation** – Reallocation is a process that CoCs use to shift funds in whole or part from existing eligible renewal projects to create one or more new projects without decreasing the CoC's ARD.

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



**Seniors:** Persons over the age of sixty (60).

**Solo Applicants** – Per the Act, "A solo applicant may submit an application to the Secretary for a grant under subsection (a) and be awarded such grant on the same basis as such grants are awarded to other applicants based on the criteria described in section 11386a of this title, but only if the Secretary determines that the solo applicant has attempted to participate in the continuum of care process but was not permitted to participate in a reasonable manner.

**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 or such longer period as HUD determines necessary. The program participant must have a lease or occupancy agreement for a term of at least one month that ends in 24 months and cannot be extended.

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

**Transition Grant** – A grant to fund a new project to transition an eligible renewal project being eliminated through reallocation from one program component to another eligible new component over a 1-year period.

**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.

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

## EXHIBIT 1: 2021 COC PROGRAM RENEWAL APPLICATION PACKAGE CHECKLIST/COVER SHEET AND INSTRUCTIONS CERTIFICATION

Except where noted, all agencies applying for HUD 2021 CoC Program Competition renewal funds must complete and submit all items listed below.

Order	Item	Check
	CoC Program Renewal Application Package Checklist/Cover Sheet and Instructions Certification signed and dated	<input type="checkbox"/>
	Copy of Renewal Application from eSnaps <ul style="list-style-type: none"> <li>• Applicants must complete their Applicant Profile in eSnaps.</li> <li>• Applicants must complete eSnaps application (HUD’s online application system), when it becomes available.</li> <li>• Applicant must export completed eSnaps application as a PDF and submit with the application package.</li> </ul>	<input type="checkbox"/>
	CoC Grantee Certification signed and dated <ul style="list-style-type: none"> <li>• All applicants must certify that they will meet the Palm Beach County Division of Human Services (DHS) and Homeless and Housing Alliance (HHA) expectations for grant reporting, program standards, performance, collaboration, community engagement, transparency, and grant monitoring.</li> </ul>	<input type="checkbox"/>
	Match Documentation Form <ul style="list-style-type: none"> <li>• A 25% cash or in-kind match is required for all budget components except leasing. Match is required for all projects. Matching agency must complete the CoC Match Documentation Form on their letterhead or provide a match letter relate directly to the project application. Below outlines the details that must be included in the letter documenting the match. Match may be cash or in-kind goods or property.</li> <li>• Letters must meet the following criteria:               <ul style="list-style-type: none"> <li>○ Be on letterhead from the organization providing the contribution</li> <li>○ Contain the cash amount or dollar value of the in-kind contribution.</li> <li>○ Contain the specific date the contribution will be made available and the time period during which the contributions will be available.</li> <li>○ Contain the name of the applicant agency to which the contribution is being given.</li> <li>○ Contain the specific grant name and the fiscal year.</li> <li>○ Contain a description of the goods/services that will be provided (for in-kind contributions) or a description of what the funds will be spent on (for cash contributions).</li> </ul> </li> </ul>	<input type="checkbox"/>
	Copy of grant agreement from previous grant year	<input type="checkbox"/>



Order	Item	Check
	eLOCCS Screen documenting expended funds to date <ul style="list-style-type: none"> <li>Applicant must provide a screen shot of your current "Project Portfolio" from eLOCCS documenting the previous grant amount awarded and the amount expended to date.</li> </ul>	<input type="checkbox"/>
	Agency Budget <ul style="list-style-type: none"> <li>Applicant must provide a budget for their entire agency.</li> </ul>	<input type="checkbox"/>
	Most recent HUD monitoring report	<input type="checkbox"/>
	Current Independent Audited Financial Statement & Management Letter	<input type="checkbox"/>

Should there be a tie after the initial project review and ranking, the following criteria will be used to break the tie:

1. Membership in good standing with the Homeless and Housing Alliance (HHA) – Minimum of sixty percent (60%) participation
2. Percentage of households that exit to permanent housing destinations.

I have read, understand and agree to comply with the 2021 Palm Beach County CoC Program Competition Application Instructions and Project Scoring Tool.

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

\_\_\_\_\_  
Agency

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

\_\_\_\_\_  
Date



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

Background: The Palm Beach County Continuum of Care (CoC), Homeless and Housing Alliance (HHA), along with the Division of Human Services (DHS) 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 renewal or new CoC 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 Attachment A of this certification.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Title



# Attachment A

## COC INFORMATION

### Committee Activities

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

### CMIS Participation and Coverage

CoC grant recipients must collect the following information on the persons served and services provided during the grant period and enter this information into PBC Client Management Information System (CMIS). Domestic violence service providers are prohibited from participation in CMIS, but must demonstrate that they have a database comparable to a CMIS and 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  
Residence Prior to Project Entry  
Project Entry Date  
Project Exit Date  
Destination at Project Exit  
Personal ID  
Household ID  
Relationship to the Head of Household  
Client Location  
Length of Time on Street or in Emerg. Shelter

#### Program Specific Data Elements

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





### **Project Parameters**

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

### **Grant Performance & Reports**

- All grant recipients will receive approval from the CoC prior to requesting a grant extension from HUD.
- All grant recipients will copy DHS on executed HUD grant agreements.
- All grant recipients will report grant spending to CoC staff on an annual basis by submitting their final project spending report screen shot from eLOCCS.
- All grant recipients will submit Point-in-Time Count and Housing Inventory Count data by deadlines established by DHS and local Committees.
- All grant recipients will submit APR's to HUD on or before report deadline and copy DHS.
- In the event that a grant recipient can no longer administer their grant, the grant recipient will consult the CoC.

## EXHIBIT 3: 2021 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 grant recipient and/or subrecipient	
Date the contribution will be available***	[____], 2022 OR [____], 2023
Name of person authorized to commit these resources	
Title of person authorized to commit these resources.	
Signature of person authorized to commit these resources.	
Date (Must be dated between May 1 and September 30, 2021)	

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

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

\*\*\* For renewals, this date must be within your 2022-2023 operating year.



## ATTACHMENT 1: THRESHOLD CRITERIA

Required but not scored. If “no” for any threshold criteria, the project is ineligible but will be presented to the Non Conflict Grant Review Committee.

Item	Yes, No, NA
<b>HUD Threshold Requirements</b>	
<b>System for Award Management (SAM) Registration:</b> Applicant must have active SAM registration with current information.	
<b>DUNS Number:</b> Applicant must have valid DUNS number in application	
<b>Delinquent Federal Debts:</b> Applicant must have no outstanding Delinquent Federal Debts, unless (a) negotiated repayment schedule is established and the repayment schedule is not delinquent, or (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.	
<b>Debarments &amp; Suspensions:</b> Applicant must have no Debarments and/or Suspensions.	
<b>Accounting System:</b> Applicant must have a financial management system that meets with federal standards as described at 2 CFR § 200.302.	
<b>Federal Criminal Law Violations:</b> Applicants must disclose in a timely manner, in writing to HUD, all violations of federal criminal law involving fraud, bribery or gratuity violations potentially affecting federal award. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.	
<b>Eligible Project Applicants:</b> Applicants must demonstrate they are eligible project applicants under 24 CFR § 578.15 and 24 CFR § 5.100 for the CoC Program Competition.	
<b>Certifications:</b> Applicants must submit required certifications as specified in the CoC Information Guidance.	
<b>Cost Effectiveness with Reasonable Project Costs:</b> Applicant must demonstrate the project(s) cost effectiveness, including costs of construction, operations and support services. Such costs must not deviate substantially from the local norm for the type of structure or activity.	
<b>CMIS Implementation:</b> Applicants that do not participate in CMIS are not eligible for YHDP funding, unless the project is a victim-service agency, serving survivors of domestic violence or a legal services agency.	
<b>Project Quality Threshold (a):</b> Applicants and potential subrecipients must have satisfactory capacity, drawdowns and performance for existing grant(s) funded under SHP, S+C or CoC Program as evidenced by timely reimbursement of subrecipients, regular drawdowns and timely resolution of any monitoring findings.	
<b>Project Quality Threshold (c):</b> Applicant must demonstrate ability to meet all timeliness standards per 24 CFR § 578.85.	
<b>Jurisdictional Consolidated Plan(s):</b> All projects must be consistent with the relevant jurisdictional consolidated plan(s).	

Item	Yes, No, NA
<b>Palm Beach County HHA Threshold Requirements</b>	
<b>Coordinated Entry Participation:</b> Applicants that have not agreed to participate in Coordinated Entry, when it is available for the project type, are not eligible for funding. Victim-service agencies or those serving survivors of domestic violence shall participate with Coordinated Entry while protecting client data and safety to ensure fair and equal access to the coordinated entry process, and housing and services opportunities.	
Housing First and/or Low Barrier Implementation	
<b>Match:</b> Applicant must demonstrate a minimum match of 25% of the grant for the project.	
<b>Feasibility:</b> Project is financially feasible.	
<b>Active Participation:</b> Applicant must be an active participant in the HHA or, within a month of being funded, become an active participant.	
<b>Completed Application:</b> Applicant must submit a complete application and the data within the application must be consistent.	
<b>Utilization Rate:</b> Project’s bed/unit utilization rate must be at or above ( $\geq$ ) 70 percent (%).	
<b>Organizational Audit &amp; Financial Review:</b> Applicant must demonstrate an acceptable organizational audit and financial review.	
<b>Deadline Date:</b> Applicant must submit project applications by the date and time specified in the NOFO.	
<b>Member in Good Standing:</b> Applicant must be a member in good standing per the HHA’s Bylaws or become a member in good standing within two (2) months of a CoC Program Competition local application submission.	
<b>Data Quality:</b> Applicant’s HUD Data Quality Questions Q2-Q7 are at or below ( $\leq$ ) ten percent (10%).	
<b>CoC Strategic Plan Compliance:</b> Applicant project aligns with <i>Leading the Way Home: Palm Beach County’s Plan to End the Cycle of Homelessness</i> .	
<b>Equal Access and Non-Discrimination:</b> Applicant ensures equal access to program participants regardless of their race, color, national origin, religion, sex, sexual orientation, gender identity, age, familial status or disability. Applicants complies with all federal and state civil rights and fair housing laws, including the Fair Housing Act, Title VI of the Civil Rights Act and the Equal Access Rule.	

## ATTACHMENT 2: SCORECARD FOR COC RENEWAL APPLICATIONS

The Non Conflict Grant (NCG) Review Committee will use scorecard to rate the local renewal project applications for the U.S. Department of Housing and Urban Development (HUD) 2020 Continuum of Care (CoC) Program Competition funding.

The scorecard has four goals:

- Fund organizations that have the capacity to run effective programs (can manage and administer a HUD-funded program, can operate on reimbursement basis, have experience servicing 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: permanent supportive housing and serving the chronically homeless
- Incentivize agencies to be members in good standing with HHA and actively input data into the HMIS system.
- Ensure that funded projects are being good stewards of HUD CoC Program funding in Palm Beach County and performing to HUD and HHA’s standards.

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

### **Scoring:**

Each application is scored by at least one member of the NCG Review Committee and one staff member of the Division of Human and Veteran Services (DHVS), the CoC Lead Agency. Scores are averaged together to obtain the final score in each category.

PROJECT REQUIREMENTS	QUALITY	Total Score:	
Further review will be triggered if the application does not score a minimum of 33% or 51 points on the scoring tool. The Review Committee will determine if the project is ineligible for inclusion in the final PBC CoC application or will receive reduced funding as a result of scoring. <b>**Maximum Points for DV Projects is 110</b>	<b>PSH:</b>	<b>170</b>	
	<b>RRH:</b>	<b>165</b>	
	<b>PSH- YHDP:</b>	<b>95</b>	
	<b>RRH – YHDP:</b>	<b>95</b>	
	<b>SSO:</b>	<b>85</b>	
	<b>Bonus Question:</b>	<b>15</b>	
	<b>Tie Breaker:</b>	<b>25</b>	
<b>PROJECT SCORE: Final Overall Score of Application</b>			



## Scoring Guide by Question

	<b><u>PSH</u></b>	<b><u>RRH</u></b>	<b><u>RRH - YHDP</u></b>	<b><u>PSH-YHDP</u></b>	<b><u>SSO</u></b>
<b>Total Score: (Excludes Bonus &amp; Tie Breaker)</b>	<b>170</b>	<b>165</b>	<b>95</b>	<b>120</b>	<b>85</b>
<b><u>A. HHA and PBC Prioritization</u></b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>0</b>
A1	10	N/A	N/A	10	N/A
A2	N/A	10	10	N/A	N/A
<b><u>B. Match</u></b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
B3	10	10	10	10	10
<b><u>C. Project Performance</u></b>	<b>60</b>	<b>60</b>	<b>10</b>	<b>10</b>	<b>0</b>
C4	10	10	10	10	N/A
C5	N/A	25	N/A	N/A	N/A
C6	25	N/A	N/A	25	N/A
C7	15	15	N/A	N/A	N/A
C8	2.5	2.5	N/A	N/A	N/A
C9	2.5	2.5	N/A	N/A	N/A
C10	2.5	2.5	N/A	N/A	N/A
C11	2.5	2.5	N/A	N/A	N/A
<b><u>D. Serve to High Needs Population</u></b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>0</b>
D12	N/A	15	15	N/A	N/A
D13	N/A	15	15	N/A	N/A
D14	15	N/A	N/A	15	N/A
D15	15	N/A	N/A	15	N/A
<b><u>E. Project Effectiveness</u></b>	<b>45</b>	<b>45</b>	<b>25</b>	<b>25</b>	<b>15</b>
E16	20	20	N/A	N/A	N/A
E17	15	15	15	15	15
E18	10	10	10	10	N/A
<b><u>F. Other and Local Criteria</u></b>	<b>15</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>0</b>
F19	10	10	10	10	N/A
F20	5	N/A	N/A	N/A	N/A
<b><u>G. Support Services</u></b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60</b>
G21	N/A	N/A	N/A	N/A	15
G22	N/A	N/A	N/A	N/A	15
G23	N/A	N/A	N/A	N/A	15
G24	N/A	N/A	N/A	N/A	15
<b><u>Bonus Question</u></b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>5</b>
Bonus Question 1	5	5	5	5	5
Bonus Question 2	10	10	10	10	0

<b>Tie Breaker</b>	<b>25</b>	<b>25</b>	<b>15</b>	<b>15</b>	<b>15</b>
Tie Breaker 1	15	15	15	15	15
Tie Breaker 2	10	10	0	0	0

<b>A. HHA and PBC Prioritization</b>		<b>Project Score:</b>
<b>Dedicating Beds for Chronically Homeless DV, Youth, Family Participants</b>		
<b>1</b>	What percentage of the project’s PSH beds are dedicated for chronically homeless Participants? <b>PSH PSH- YHDP</b>	100%: 10 points 99% and below: 0 pts
<b>2</b>	What % of the projects beds are RRH; DV; Youth (18-25); Families with children; <b>RRH RRH- YHDP</b>	100%: 10 points 99% and below: 0 pts
<b>Possible Points +</b>		<b>PSH =10 RRH =10 RRH YHDP=10 PSH- YHDP=10</b>

<b>B. Match (25% required as per regulation for SS/ Operations &amp; Admin)</b>		<b>Project Score:</b>	
Match amounts are based on documentation submitted by the applicant by the submission deadline. Information submitted after the deadline will not be included in the scoring of these sections. In addition, leverage and match forms/letters must be <b>Program Specific</b> .			
		<b>Standard Met</b>	
<b>Documentation of Match</b>		<b>Possible Score</b>	<b>Project Score</b>
<b>3</b>	Do the match form(s)/letter(s) sufficiently document the required 25% match for the specific renewal project? <b>PSH;RRH; RRH- YHDP PSH- YHDP;SSO</b>	Standard Met: 10 pts Standard Unmet: 0 pts	_____
<b>Possible Points +</b>		<b>PSH =10 RRH=10 RRH YHDP=10 PSH- YHDP=10 SSO = 10</b>	

<b>C. Project Performance</b>		<b>Project Score:</b>
Unless otherwise noted, the following project performance scores are based on calendar year (January 1, 2020 to December 31, 2020) HMIS report. If projects have not been operational for one year, the data will be based upon what is currently in the HMIS system. If projects have not input data into the HMIS system, the project will receive either no points or the most negative points available for each question.		
<b>Possible Points +</b>		<b>PSH =60 RRH=60 RRH YHDP=10 PSH- YHDP=35</b>

<b>Populations Served</b>		<b>Possible Score</b>	<b>Project Score</b>
<b>4</b>	<b>Length of time between project start date and housing move-in-date</b> What is the percentage of program participants placed in housing within 45 days after referral to RRH/PSH? <b>PSH;RRH;RRH YHDP; PSH- YHDP</b> HMIS Report <i>This question does not apply to DV applications and should not be included in their final score.</i>	100% - 80% = 10 79% - 60% = 8 59% - 40% = 6 39% - 20% = 4 19% or less = 0	





6	<p><b>Exits to permanent housing (PSH)</b>  Did 90% or more program participants remain in PSH or move from PSH to PH?  PSH; PSH-YHDP  APR Q23c</p>	90% or more = 25 89% - 85% = 20 84% - 80% = 15 79% - 75% = 10 74% - 70% = 5 69% or less = 0	
7	<p><b>Returns to Homelessness</b>  Did 15% or less program participants return to homelessness within 12 months of exit to PH?  PSH;RRH;  HMIS Report – Sys PM Measure 2  Note: If program has no exits, question is excluded from total score.  <i>This question does not apply to programs operating less than 12 months and should not be included in their final score.</i></p>	15% or less = 15 16% - 20% = 5 21% or more = 0	
8	<p><b>New or increased income and earned income</b>  For program participants who remained in the program, did 8% or more increase their earned income?  PSH;RRH;  Note: <i>This question does not apply to DV applications and should not be included in their final score.</i>  <i>This question does not apply to programs operating less than 12 months and should not be included in their final score.</i>  APR Q19a1</p>	8% or more = 2.5 Less than 8% = 0	
9	<p><b>New or increased income and non-employment income</b>  For program participants who remained in the program, did 8% or more increase their non-employment income?  PSH;RRH;  Note: <i>This question does not apply to DV applications and should not be included in their final score.</i>  <i>This question does not apply to programs operating less than 12 months and should not be included in their final score.</i>  APR Q19a1</p>	8% or more = 2.5 Less than 8% = 0	
10	<p><b>New or increased income and earned income</b>  For program participants who exited the program, did 8% or more increase their earned income?  PSH;RRH;  Note: <i>This question does not apply to programs operating less than 12 months and should not be included in their final score.</i>  Note: <i>This question does not apply to DV applications and should not be included in their final score.</i>  Note: If program has no exits, question is excluded from total score.  APR Q19a2</p>	8% or more = 2.5 Less than 8% = 0	
11	<p><b>New or increased income and non-employment income</b>  For program participants who exited the program, did 8% or more increase their non-employment income?  PSH;RRH;  Note: <i>This question does not apply to programs operating less than 12 months and should not be included in their final score.</i>  Note: <i>This question does not apply to DV applications and should not be included in their final score.</i>  Note: If program has no exits, question is excluded from total score.</p>	8% or more = 2.5 Less than 8% = 0	

APR Q19a2		
-----------	--	--

<p><b>D. Serve to High Needs Population</b></p> <p>Unless otherwise noted, the following project performance scores are based on calendar year (January 1, 2020 to December 31, 2020) HMIS report. If projects have not been operational for one year, the data will be based upon what is currently in the HMIS system. If projects have not input data into the HMIS system, the project will receive either no points or the most negative points available for each question.</p>	<p><b>Project Score:</b></p>
Possible Points +	PSH =30 RRH=30 RRH YHDP=30 PSH- YHDP=30

Populations Served	Possible Score	Project Score
<p><b>12 Assessment Score –RRH</b>            Does the assessment score indicate that 95% or more of the program participants require RRH or more intensive intervention?  <b>RRH; RRH-YHDP</b>   <i>Note: This question does not apply to DV applicants and should not be included in their final score. Since 100% of their clients are assessed using a different process.</i>  <b>HMIS Report</b></p>	95% or more = 15 90% - 94% = 10 85% - 89% = 5 84% or less = 0	
<p><b>13 Homeless Category – RRH</b>            Does 95% or more of program participants fall into Category 1 or Category 4 homeless status?            *Youth RRH- Category 1, 2, or 4 Homeless Status  <b>RRH; RRH-YHDP</b>  <b>HMIS Report</b></p>	95% or more = 15 94% or less = 0	
<p><b>14 One or more disability – PSH</b>            Does 95% or more program participants have one or more disability types?  <b>PSH; PSH- YHDP</b>  <i>Note: Only Include entries after 10/1/2015</i>  <b>HMIS Report</b>  <i>Report includes only adult data. Head of household over 18</i></p>	95% or more = 15 90% - 94% = 10 85% - 89% = 5 84% or less = 0	
<p><b>15 Homeless Category – PSH</b>            Did 95% or more program participants who entered program after October 1, 2015 from Category 1 or Category 4 homeless status?            *Youth RRH- Category 1, 2, or 4 homeless Status  <b>PSH PSH- YHDP</b>  <b>HMIS Report</b>  <i>Note: Will use homeless status as opposed to previous living status</i></p>	95% or more = 15 94% or less = 0	



<b>E. Project Effectiveness</b>		<b>Project Score:</b>
<b>Possible Points +</b>		<b>PSH =45 RRH=45 RRH YHDP=25 PSH- YHDP=25 SSO = 15</b>

Populations Served		Possible Score	Project Score
16	<b>Project has reasonable costs</b> Was 100% of project funding allocation expended in the previous grant year? <b>PSH;RRH;</b>  <i>Note: This question does not apply to YHDP programs or those operating less than 12 months and should not be included in their final score.</i>	100% = 20 90% - 99% = 10 89% or less = 0	
17	<b>Coordinated Entry Participation</b> Are 100% of entries to program after October 1, 2015 from coordinated entry referrals? <b>PSH;RRH; RRH- YHDP; PSH- YHDP;SSO</b>  <i>Note: This question does not apply to DV applicants and should not be included in their final score.</i>	100% =15 95% -99% = 10 94 or less = 0	
18	<b>Housing First</b> Does the project applicant commit to implementing a Housing First and/or Low Barrier model? <b>PSH;RRH; RRH- YHDP; PSH- YHDP</b>	Yes = 10 No = 0	

<b>F. Other and Local Criteria</b>		<b>Project Score:</b>
<b>Possible Points +</b>		<b>PSH =15 RRH=10</b>

Populations Served		Possible Score	Project Score
19	<b>CoC Monitoring Score</b> Is the agency free of any CoC Monitoring findings for HUD programs? <b>PSH;RRH;</b>	0 findings = 10 1 finding = 5 2 findings = 2 3+ findings = 0	
20	<b>Unit Utilization Rate</b> What is the program's unit utilization rate? A. Average = $\frac{\text{January} + \text{April} + \text{July} + \text{October}}{4}$ B. $\frac{\text{Q9 Average}}{\text{Available Beds or Units}} \times 100$  Average can be found in <b>APR Q7b for Persons/Singles and Q8b for Households/Families</b> and number of units is found in grant application. * * <b>Beds</b> for singles programs and <b>units</b> for family programs <b>PSH</b>	90% or higher = 5 80% - 89% = 2 70% - 79% = 1 0% - 78% = 0	PSH only or RRH and DV,  NOT A SET NUMBER OF UNITS. COULD BE FLUCTUATED DEPENDENT ON FUNDING



<b>G. Supportive Services</b>	<b>Project Score:</b>
<b>Possible Points +</b>	<b>SSO = 60</b>

Populations Served		Possible Score	Project Score
21	What is the percentage of households that exited to permanent housing destinations? <b>SSO</b>	85% - 100% = 15 70% - 84% = 10 55% - 69% = 5 0% - 54% = 0	
22	<b>SSO Projects Discharged</b> What is the percentage of households that were discharged from the project involuntarily – expelled or otherwise? <b>SSO</b>	Below 15% = 15 15% or Above = 0	
23	<b>SSO Services</b> What percentage of households were provided a service while in the program? <b>SSO</b>	30% and Above = 15 Below 30% = 0	
24	<b>SSO – Category 1, 2, or 4 Homeless Status</b> Does 95% or more of program participants fall into Category 1, Category 2, or Category 4 homeless status? <b>SSO</b>	95% or more = 15 94% or less = 0	

<b>Bonus Questions: (total possible bonus points: 15)</b> Unless otherwise noted, the following project performance scores are based on calendar year (January 1, 2020 to December 31, 2020) HMIS report. If the project has not been operational for one year, the data will be based upon what is currently in the HMIS system. If projects have not input data into the HMIS system, the project will not be eligible for bonus question points.	<b>Project Score:</b>
<b>Possible Points +</b>	<b>PSH =15RRH=15 RRH YHDP=5 PSH-YHDP=5</b>

Populations Served		Possible Score	Project Score
25	If the project applicant has additional non-HUD funded homeless beds (not a part of this project application), are those beds being entered into the HMIS system or Comparable Data system (DV)? <b>PSH;RRH; RRH- YHDP PSH- YHDP</b>	Yes = 5 No = 0	
26	Percentage of program leavers that were employed at program exit? _____ % <b>PSH;RRH;</b>  <b>Note: If program has no exits, question is excluded from total score.</b>	50% or more = 10 30% - 49% = 5 10% - 29% = 2 9% and below = 0	



<b>Tie Breaker (if needed): (Maximum tie breaker points = 25)</b> The project must meet the minimum attendance requirements and points will be given based upon the overall attendance for each question.  Unless otherwise noted, the following project performance scores are based on calendar year (January 1, 2020 to December 31, 2020) HMIS report. If the project has not been operational for one year, the data will be based upon what is currently in the HMIS system. If projects have not input data into the HMIS system, the project will not be eligible for bonus question points.		<b>Project Score:</b>	
<b>Possible Points +</b>		<b>PSH =25RRH=25 RRH YHDP=15 PSH-YHDP=15</b>	
<b>Populations Served</b>		<b>Possible Score</b>	<b>Project Score</b>
<b>27</b>	<b>Did the applicant participate in HHA meetings? (Minimum of 60% required) _____% of HHA meeting attended.</b>  <b>PSH;RRH; RRH- YHDP;PSH- YHDP</b>	100% = 15 pts 90%-99.9% = 10 pts 80%-89% =5 pts 70%-79% = 2 pts	
<b>28</b>	<b>What is the average time between project start date and housing move-in date? Lowest average time receives the highest point. Top four projects with lowest average only. All other projects will not receive tie-breaker points.</b>  <b>PSH;RRH; RRH- YHDP;PSH- YHDP</b>	Lowest Average Time = 10 Second Lowest Average Time = 8 Second Highest Average Time = 5 Highest Average Time = 2	



# ATTACHMENT 3: HHA 2021 LOCAL PROJECTS COC PROGRAM COMPETITION APPEAL NOTICE FORM

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

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

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

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

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

\_\_\_\_\_  
Date



ATTACHMENT 4: HHA AUGUST 2020-MAY 2021 AGENCY MEMBERSHIP AND HHA MEETING ATTENDANCE

Agency	Aug 2020	Sept. 2020	Oct. 2020	Nov. 2020	Dec. 2020	Jan. 2021	Feb. 2021	Mar. 2021	Apr. 2021	May 2021	TOTAL
211 Helpline	X										13%
Area Agency on Aging	X	X	X			X	X			X	75%
Adopt-A-Family	X	X	X			X	X	X	X	X	100%
Anthem											0%
AVDA	X	X	X			X	X	X	X		88%
Boynton Beach Faith Based CDC											0%
Catholic Charities	X	X	X			X	X	X	X	X	100%
Center for Independent Living Options	X	X	X			X	X				63%
Child Net											0%
Children’s Service Council	X	X	X			X	X	X	X		88%
City House Delray		X									13%
City of Palm Beach Gardens	X	X					X	X			50%
City of West Palm/ Vickers House	X	X	X			X	X	X	X		88%
Community Partners		X	X								25%
Compass							X	X	X	X	50%
CROS Ministries		X	X			X	X	X	X	X	88%
DCF		X	X			X	X	X	X	X	88%
Delray Beach Police Department	X	X						X	X	X	63%
Families First of PBC	X	X	X			X	X	X	X		88%
Family Promise of North/Central Palm Beach County, Inc						X				X	25%
Family Promise of Southern Palm Beach County	X							X			25%
Farm Worker Council	X	X	X			X	X	X		X	88%



Agency	Aug 2020	Sept. 2020	Oct. 2020	Nov. 2020	Dec. 2020	Jan. 2021	Feb. 2021	Mar. 2021	Apr. 2021	May 2021	TOTAL
Federation of Families of Florida											0%
Genesis Community Health											0%
Gulfstream Goodwill	X	X	X			X	X	X	X	X	100%
Health Council of SE Florida							X	X	X		38%
Healthcare District of PBC	X	X									25%
Holy Ground Shelter for Homeless, Inc											0%
Home Safe										X	13%
Housing Partnership		X									13%
Interfaith Committee						X		X	X		38%
Kat Hammer								X	X	X	38%
Legal Aid Society	X	X				X	X	X	X	X	88%
Mary's Shelter											0%
Open Door											0%
Operation 120	X	X	X			X	X	X		X	88%
Palm Beach HAB Center											0%
Pathways to Prosperity											0%
PBC Criminal Justice Commission											0%
PBC Dept. Economic Sustainability	X	X	X			X	X	X	X	X	100%
PBC Dept. of Human & Vet Services/HOT	X	X	X			X	X	X	X	X	100%
PBC Homeless Coalition	X	X	X			X	X	X	X	X	100%
PBC Housing Authority						X	X				25%
PBC Parks			X			X	X			X	50%
PBC School District		X	X			X	X				50%
Palm Beach State college											0%
R.E.A.C.H						X					13%
Salvation Army		X	X			X	X	X	X		75%



Agency	Aug 2020	Sept. 2020	Oct. 2020	Nov. 2020	Dec. 2020	Jan. 2021	Feb. 2021	Mar. 2021	Apr. 2021	May 2021		TOTAL
Southeast Florida Behavioral Health Network		X	X				X	X	X			63%
Society of St Vincent De Paul												0%
South County mental Health							X	X		X		38%
Speak up for Kids, Inc.						X	X	X	X	X		63%
St. George's Center. Inc.	X											13%
Stand Down (Faith-Hope-Love-Charity)	X	X	X			X	X	X	X	X		100%
Starz Foundation												0%
Stay Well												0%
The Lords Place	X	X	X			X	X	X	X	X		100%
True Fast Outreach Ministries			X									13%
True Mission Outreach							X					13%
Urban League of PBC			X			X						25%
United Way of PBC		X	X				X		X			50%
VA Medical Center / Homeless Outreach							X		X			25%
Valley of Love Ministries												0%
Vita Nova	X		X			X	X	X		X		75%
West Palm Beach Housing Authority												0%
YAB						X	X		X			38%
Youth Empowered 2 Prosper	X	X	X			X	X	X	X	X		100%
YWCA	X		X			X	X	X		X		75%

