



**Tampa Hillsborough Homeless Initiative (THHI)
Continuum of Care Lead Agency
2016 Universal Request For Proposals (RFP)**

**Addendum 2: FY2016 HUD-CoC Program Competition – New/Renewal Application Process
Tuesday, July 19, 2016**

As indicated in the original 2016 Universal RFP Document (May 13, 2016) and first addendum (June 10, 2016), additional information, timeline and processes would be provided specific to the FY2016 HUD-CoC Program Competition once the NOFA was released by HUD. HUD released the FY2016 HUD-CoC Program Competition NOFA on June 28, 2016. All HUD documents related to the FY2016 HUD-CoC Program Competition can be accessed on HUD’s FY 2016 Continuum of Care (CoC) Program Competition: Funding Availability webpage at:

<https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition/>

The New/Renewal Application Process provides instructions and references needed to submit a New and/or Renewal Application and the process that will be followed by THHI to rate and rank renewal projects. In any instance where there is a discrepancy between this document and the FY 2016 Notice or other related HUD Notices, the HUD Notice will prevail.

This Process does not detail all elements and requirements contained in HUD’s FY 2016 Continuum of Care (CoC) Program Competition NOFA for project applications. ***Each agency completing and submitting a project application is responsible for ensuring all requirements contained in HUD’s NOFA are met.*** HUD has the final decision regarding the award of funding for projects submitted in the CoC Collaborative Application and outlines in their NOFA all their requirements and scoring. In the event that a project application, in which THHI is not the grantee, does not meet all of HUD’s requirements and results in a loss of partial or all funding, THHI may not be held responsible if during our staff review an error was not caught.

CRITICAL DATES AND DEADLINES

FY 2016 CoC Competition Timeline		
Date	Time	Assignment
Friday, May 13, 2016		THHI 2016 Universal RFP Released
Tuesday, June 28, 2016		FY 2016 HUD-CoC Program NOFA released

Thursday, June 30, 2016		CoC Renewals' Letter of Intent to Renew Due as part of THHI 2016 Universal RFP
		CoC New Proposal Application Due as part of THHI 2016 Universal RFP
Friday, July 08, 2016		New Project Presentations to THHI Review Board
Tuesday, July 19, 2016		New/Renewal Application Process for HUD-CoC Program Issued
Friday, July 22, 2016	1:00:00 PM	Mandatory Technical Assistance Meeting - Renewals at THHI, 601 E Kennedy Blvd., 24th Floor, Tampa, FL 33602
Sunday, July 24, 2016	11:00:00 PM	Data Completeness Corrections Due for all UNITY Partner Agencies including CoC funded
Monday, August 1, 2016	11:00:00 AM	Project Renewal Application Submission due to THHI (all items required for submission listed in these instructions)
Monday, August 01, 2016	7:59:00 PM	Staff Review of Submitted Items to Ensure All Documents Received
Tuesday, August 02, 2016	TBD	Rank and Review Committee threshold review and verification of performance items
Thursday, August 04, 2016	9:00:00 AM	CoC Meeting- CoC membership scoring of renewal projects
Friday, August 12, 2016		Renewal Project Information packets to THHI Review Board
Friday, August 26, 2016	12:00:00 PM	THHI Review Board meeting for renewal projects
Monday, August 29, 2016	11:00:00 AM	Notice of inclusion in/exclusion from CoC Collaborative Application to all Project Applicants
	11:00:00 PM	All project's notified of inclusion in the CoC Collaborative Application must formally submit (<i>aka: hit the submit button</i>) in e-snaps
Tuesday, August 30, 2016	5:00:00 PM	Posting of draft of the Collaborative Application including: 1. Application, 2. Project Applications (ALL), 3. Project Priority Listing
Tuesday, August 30, 2016 – Tuesday, September 6, 2016		Community Comment Period - THHI will accept written input and comment regarding the draft Collaborative Application. Input must be sent via email to info@thhi.org.
Thursday, September 01, 2016	9:00:00 AM	CoC Monthly Meeting

Friday September 9, 2016 <i>(Target Submission)</i>		Final FY 2016 CoC Consolidated Application posted on THHI website and submitted via the e-snaps system to HUD [Note: This date may be moved to ensure the final submission documents are posted in accordance with HUD regulations based on when the application is ready for submission)
Wednesday, September 14, 2016	7:59:59 PM	HUD DEADLINE - CoC Collaborative Application Grant Submittal to HUD

TECHNICAL ASSISTANCE

The following technical assistance is available to assist in completing/submitting New and Renewal Project application for the FY2016 HUD-CoC Program Competition:

1) MANDATORY TA Workshop for all HUD-CoC Program RENEWAL Applicants will be held on Friday, July 22, 2016 at 1 p.m. at THHI, 601 E. Kennedy Blvd., 24th Floor, Tampa, FL 33602. *Please note that direct grantees as well as sub-recipients of CoC-Funded Renewal Programs are required to attend this meeting.*

2) THHI Staff Liaison

All CoC-Renewal Applicants will have a THHI Staff Liaison assigned to them (see attached Staff Liaison document) that will be able to assist in answering questions related to the renewal application submission and who will provide a review of your project’s application.

All-CoC-Renewal Applicants will be required to add their THHI Staff Liaison as a registrant in the e-snaps system, at least during the CoC Competition period, to make the review process more efficient.

3) HUD Resources

The HUD FY 2016 Continuum of Care (CoC) Program Competition: Funding Availability webpage includes the following:

- [FY 2016 CoC Program NOFA](#) - June 28, 2016
- [FY 2016 CoC Program Finding of No Significant Impact \(FONSI\)](#) - June 28, 2016
- [FY 2016 CoC Program Registration Notice](#) - CoC Registration closed on May 11, 2016
- [FY 2016 General Section Finding of No Significant Impact \(FONSI\)](#) - September 22, 2015
- [FY 2016 NOFA Policy Requirements and General Section](#) - September 22, 2015

All agencies submitting a renewal application *are strongly encouraged* to review the informational and resource materials made available by HUD on their Continuum of Care Program webpage

<https://www.hudexchange.info/coc>

On HUD Continuum of Care Program page you will find:

- [CoC Program Eligibility Requirements](#) - including eligible program types and costs;

- [CoC Program Laws, Regulations and Notices](#) - Including McKinney-Vento and CoC regulations;
- [CoC Program FY2016 Funding Availability](#) - including links to all HUD Notices pertaining to the FY 2016 CoC Program Competition;
- [CoC Program Competition: e-snaps Resources](#) - instruction for accessing the e-snaps system, HUD's electronic system for submitting CoC Program Grants (renewals and new), and the e-snaps system FAQs
- Other [CoC training materials](#); and
- [CoC FAQs](#)

4) Other TA Resources

USICH will host a “**HUD FY2016 Continuum of Care Program Competition: Strategies for Success**” Webinar on July 21 at 1 p.m. Visit <https://www.usich.gov/news/check-out-the-highlights-register-for-webinar-on-the-fy-2016-continuum-of-care-nofa> to register.

The Florida Housing Coalition will host a 3-part webinar series related to the HUD FY2016 CoC Program Competition, listed below. Registration to these webinars is via the Florida Housing Coalition’s Homelessness Training webpage on their website - <http://www.flhousing.org> -

HUD CoC Consolidated Application FY2016 - July 20 - 4:00 pm - 5:00 pm

This webinar offers an overview of the FY2016 HUD CoC NOFA’s requirements for the Consolidated Application. Recommendations will be offered to help applicants maximize scores by being highly responsive to HUD’s expectations. While this webinar is directed primarily to CoC Collaborative Applicants, it will also be informative to the CoC Executive Planning Committee members, the evaluation/ranking committee, and project applicants.

HUD FY2016 Funding for Rapid Rehousing Projects - July 22 - 2:00 pm - 3:00 pm

Join this webinar if you are planning to submit or renew a Rapid Rehousing project under the new HUD FY2016 CoC funding application. We will review the requirements for CoC-funded Rapid Rehousing, housing first, and other elements to make the application stronger. While this webinar is intended for rapid rehousing project applicants, it will also be informative to CoC Collaborative Applicants, CoC Executive Planning Committee members, and eval/ranking committee members.

HUD FY2016 Funding for Permanent Supportive Housing Projects - July 25 - 9 am – 10 am

Join this webinar if you are planning to submit or renew a Permanent Supportive Housing project under the new HUD FY2016 CoC funding application. We will review the requirements for CoC-funded PSH, housing first, and other elements to make the application stronger. While this webinar is intended for PSH project applicants, it will also be informative to CoC Collaborative Applicants, CoC Executive Planning Committee members, and eval/ranking committee members.

New and Renewal Applicants should read the FY 2016 CoC Program Competition NOFA in its entirety in conjunction with the FY 2016 Notice in order to ensure a comprehensive understanding of all requirements. It is also necessary to read the CoC Program Interim Rule to ensure compliance with CoC Program requirements. Finally, applicants should review the FY 2016 [General Section of the NOFA](#), published on September 22, 2015.

The overall CoC score is based on a complex formula. If you read nothing else, you MUST read pages 33-43 of the NOFA which describes in detail the formula.

HUD's HOMELESS POLICY AND PROGRAM PRIORITIES

(Directly from the FY2016 HUD-CoC NOFA, Section II)

A. Policy Priorities. This NOFA focuses on the Administration goals articulated in *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness*. The goals of *Opening Doors* are consistent with the Department's homeless goals as stated in HUD's Strategic Plan. This section explains HUD's Policy Priorities for this CoC Program Competition NOFA and provides Collaborative Applicants and Project Applicants with additional context about the selection criteria and selection process. The actual selection criteria and selection process are described in Section VII, Application Review Information.

1. Create a systemic response to homelessness. In addition to having the right programs to end homelessness, CoCs should be developing the systemic supports that ensure homeless assistance is well coordinated, well managed, inclusive, transparent, and achieves positive outcomes.

a. Measure System Performance. HUD has developed system performance measures to assess the overall impact of a CoC's homeless assistance efforts. These measures track the average length of homeless episodes, rates of return to homelessness, and other factors that determine whether a CoC is effectively serving people experiencing homelessness. CoCs should be using these measures and analyzing how they can improve their system to achieve better performance.

b. Create an effective Coordinated Entry process. Coordinated entry is a key step in assessing the needs of homeless individuals and families and prioritizing them for assistance. In addition to engaging people who are seeking assistance, Coordinated Entry processes should be integrated with communities' outreach work to ensure that people living in unsheltered locations are prioritized for help. Coordinated Entry should achieve several goals:

- i. make it easier for persons experiencing homelessness or a housing crisis to access the appropriate housing and service interventions;
- ii. prioritize persons with the longest histories of homelessness and the most extensive needs;
- iii. lower barriers to entering programs or receiving assistance; and,
- iv. ensure that persons receive assistance and are housed as quickly as possible.

c. Promote participant choice. CoCs should do everything they can to support the choices made by persons experiencing homelessness. For example, some persons may prefer programs where residents are focused on obtaining support to recover from substance use disorders. While these projects often include many housing first features, they may also be alcohol and drug free to support the continued sobriety of their participants. Another example is the choice of where to live. Most persons experiencing homelessness struggle to

balance the cost and quality of their available housing options. Whenever possible, programs should support participant's choices.

d. Plan as a system. CoCs should be coordinating homeless assistance and mainstream housing and service providers to ensure that people experiencing homelessness receive assistance as quickly as possible and that the assistance is focused on helping them obtain and retain housing. CoCs should be monitoring each provider's performance, eligibility criteria, target populations, and cultural competence. They should also ensure that providers work together when a participant is moving from one program to another or when more than one program is serving the same person.

e. Make the delivery of homeless assistance more open, inclusive, and transparent. CoCs should ensure that the needs of all individuals and families experiencing homelessness are represented within the CoC structure by including persons who have experienced homelessness throughout the planning process and in leadership and oversight roles. CoCs should also include organizations representing persons fleeing domestic violence, the Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) community, victims of human trafficking, unaccompanied youth, individuals with disabilities and different types of disabilities, and other relevant populations in their planning body. These steps ensure that service delivery is client-centered and culturally competent.

2. Strategically allocate resources. Using cost, performance, and outcome data, CoCs should improve how resources are utilized to end homelessness, including CoC and ESG Program funds, state and local funds, public and assisted housing units, mainstream service resources such as Medicaid, Child Care and Development Fund (CCDF), Head Start, Maternal, Infant and Early Childhood Home Visiting (MIECHV), and philanthropic efforts. CoCs should manage the performance of all projects in the community and reallocate resources whenever doing so will better help them end homelessness. Steps to consider:

a. Comprehensively review project quality, performance, and cost effectiveness. CoCs should use objective, performance based scoring criteria and selection priorities that are approved by the CoC to determine the extent to which each project addresses HUD's policy priorities. CoCs should reallocate funds to new projects whenever reallocation would improve outcomes and reduce homelessness. CoCs should consider how much each project spends to serve and house an individual or family as compared to other projects serving similar populations.

b. Maximize the use of mainstream and other community-based resources. CoCs should educate all stakeholders in the community about mainstream resources and funding opportunities, particularly new opportunities made available under the Affordable Care Act. Additionally, CoCs and homeless assistance providers should partner with other stakeholders within the community, such as Public Housing Agencies (PHAs), philanthropic organizations, and other agencies and organizations that have resources that could serve persons experiencing homelessness.

c. Review transitional housing projects. Recent research shows that transitional housing is generally more expensive and achieves similar or worse outcomes than other housing models serving similar populations. HUD recognizes that transitional housing may be an effective tool for

addressing certain needs—such as housing for underage homeless youth experiencing homelessness, safety for persons fleeing domestic violence, and assisting with recovery from addiction. HUD strongly encourages CoCs and recipients to carefully review the transitional housing projects within the CoC’s geographic area for cost-effectiveness, performance, and for the number and type of eligibility criteria to determine whether it should be reallocated to rapid rehousing or another model.

d. Integration. Recipients must administer their programs and activities in the most integrated setting appropriate to the needs of qualified individuals with disabilities. Recipients operating projects serving chronically homeless individuals and families must ensure individuals with disabilities can interact with individuals without disabilities to the fullest extent possible.

3. **End chronic homelessness.** To end chronic homelessness by 2017, HUD encourages three areas of focus:

a. Target persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing. CoCs should prioritize chronically homeless individuals, youth, and families who have the longest histories of homelessness and the highest needs for new and turnover units by implementing Notice CPD 14-012: [Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status](#) .

b. Increase units. CoCs should create new permanent supportive housing units that are dedicated to individuals, youth, and families experiencing chronic homelessness; and, if CoCs have not already done so, dedicate existing permanent supportive housing units to those experiencing chronic homelessness. There are numerous ways a community can increase permanent supportive housing units, including applying for CoC Program funds, partnering with PHAs for rental assistance, and strengthening connections to Medicaid to pay for services in permanent supportive housing.

c. Improve Outreach. To decrease the number of persons experiencing chronic homelessness in a community, the community must identify and continually engage all persons who are currently experiencing sheltered or unsheltered chronic homelessness and those who are in jeopardy of experiencing chronic homelessness. This includes ensuring effective communication with individuals with disabilities and taking reasonable steps to ensure meaningful access to services, programs, and activities by persons with Limited English Proficiency (LEP persons).

4. **End family homelessness.** Most families experiencing homelessness can be housed quickly and stably using rapid rehousing. Some will need the long-term support provided by a permanent housing subsidy or permanent supportive housing. CoCs should ensure that families can easily access housing assistance tailored to their strengths and needs and, through partnerships, increase access to mainstream affordable housing. For most CoCs this will require expanding rapid rehousing programs. HUD encourages CoCs to use reallocation to create new rapid rehousing projects and to use ESG and other funding sources to expand rapid rehousing assistance.

5. End youth homelessness. CoCs should understand the varied and unique needs of youth experiencing homelessness, and reach out to youth-serving systems and providers to encourage their active participation in the CoC. CoCs and youth serving organizations should work together to develop resources and programs that better end youth homelessness and meet the needs of homeless youth, including LGBTQ youth. HUD recipients must comply with HUD’s final rule, [Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity](#), which requires that HUD-assisted and HUD-insured housing programs are made available to all otherwise eligible individuals and families regardless of actual or perceived sexual orientation, gender identity, or marital status. Please see also Notice CPD-15-02: [Appropriate Placement for Transgender Persons in Single-Sex Emergency Shelters and Other Facilities](#).

When evaluating the performance of youth programs, CoCs should take into account the specific challenges faced by youth experiencing homelessness. When CoCs identify lower performing youth serving projects, they should seek to reallocate funds from those projects to projects that will achieve better outcomes for youth. In coordination with mainstream programs, CoCs should also consider how they can best serve young people who are fleeing domestic violence, human trafficking, or who are exchanging sex for housing.

6. End veteran homelessness. Ending veteran homelessness is within reach for many communities, and CoCs should take specific steps to reach this goal including prioritizing veterans and their families for assistance when they cannot be effectively assisted with VA services, and coordinating closely with veteran serving organizations and VA-funded housing and services. Communities that have effectively ended veteran homelessness should continuously assess the performance of the homeless assistance system to ensure the continued achievement by periodically reviewing the criteria and benchmarks established by HUD, VA, and USICH.

7. Use a Housing First Approach. *Housing First* is an approach to homeless assistance that prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions such as sobriety or a minimum income threshold. Projects using a Housing First approach often have supportive services; however, participation in these services is based on the needs and desires of program participants. Following are specific steps to support a Housing First approach:

- a. *Use Data to quickly and stably house homeless persons.* Programs that use a Housing First approach should be moving individuals and families quickly into permanent housing. CoCs should measure the length of time it takes for programs to move households into permanent housing and help providers improve performance.
- b. *Engage landlords and property owners.* Identify and recruit landlords of units in the geographic area so that when an individual or family needs housing, potential units that those individuals or families may choose from have already been identified, speeding up the housing process. Landlord engagement can be undertaken by each homeless assistance provider or consolidated so that one or a few organizations engage landlords on behalf of many providers.
- c. *Remove barriers to entry.* CoCs should review project-level eligibility criteria for all programs and remove any barriers to accessing housing and services. Persons experiencing homelessness should not be screened out of or discouraged from participating in programs because they have

poor credit history, or lack income or employment. People with addictions to alcohol or substances should not be required to cease active use before accessing housing and services.

d. *Adopt client-centered service methods.* All projects should ensure housing and service options are tailored to meet the unique needs of each individual or family presenting for services and that program participants have access to the services that they reasonably believe will help them achieve their goals. However, program participants should not be required to participate in services and cannot be required to participate in disability-related services.

FUNDING AVAILABLE

Approximately \$1.9 billion is available in this FY 2016 CoC Program Competition NOFA. HUD may add to this amount any available funds that have been carried over or recaptured from previous fiscal years. All of the requirements in the FY 2016 application process, including requirements for the entire CoC Consolidated Application and the total amount of funding available are contained in the NOFA. The available amount of funding may not be sufficient to fund anticipated eligible renewal projects in FY 2016, HUD will continue to require Collaborative Applicants to rank all projects, except CoC planning and UFA Costs, in two tiers. Tier 1 is equal to 93 percent of the CoC's FY 2015 Annual Renewal Demand (ARD) approved by HUD on the final HUD-approved Grant Inventory Worksheet (GIW). Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for the permanent housing bonus as described in Section II.B.4. of the NOFA.

HUD will establish each CoC's Tier 1 and Tier 2 amounts based on the final HUD-approved GIW. A report that lists each CoC's ARD Tier 1 amount, CoC planning, and permanent housing bonus amount available will be posted to the HUD Exchange website no earlier than August 5, 2016. Section VIII of the NOFA provides additional information regarding project selection.

Based on the GiW reviewed and submitted to HUD by THHI earlier this year and the PPRN posted by HUD on July 18, 2016, THHI anticipates the following funding to be available.

Tier 1 equals \$5,631,191.80 which is 93 percent of the CoC's FY 2016 ARD (\$6,055,045).

Tier 2 equals \$921,907. This is the balance of the ARD (\$423,853.20) plus the amount available for the CoC planning grant (\$185,017) and amount available for Permanent Housing Bonus (5% of the CoC's FPRN = \$313,0136).

REALLOCATION

The Tampa/Hillsborough County CoC will not be reallocating any CoC-Program funds during the FY2016 HUD-CoC program competition.

ELIGIBLE PROJECTS

New Projects:

Requests for proposals for HUD-CoC funded new projects was included in the THHI's 2016 Universal RFP process with a proposal submission date of June 30, 2016. Of the proposals received that would be applicable to HUD-CoC program funding, no project proposal passed the threshold review and were therefore disqualified.

Recognizing that an eligible new project was deemed eligible and selected for inclusion in the FY2015 HUD-CoC Program Collaborative Application but was not fully funded by HUD, the THHI board has determined this project will be submitted as a new project for the FY 2016 HUD-CoC Program Competition Permanent Housing Bonus category. The project will be submitted with THHI as the grantee/applicant and Catholic Charities will be the sub-recipient. The project will be Hillsborough Pathways Rapid Rehousing.

Renewal Projects

Projects are eligible for renewal for FY 2016 funds if they are currently in operation and have an executed grant agreement that is dated no later than December 31, 2016 and expires in Calendar Year (CY) 2017 (the period from January 1, 2017 through December 31, 2017). Recognizing that HUD is currently working with the FY15 project awards to complete contracts for FY15, THHI will not require renewal projects to provide a copy of their FY15 grant agreements as part of the FY2016 renewal application submission process. THHI does however, expect that all renewal projects that are direct HUD grantees will work with their HUD representative to ensure there is a signed grant agreement for the FY15 award in place prior to December 31, 2016.

Applicants eligible for renewal must also be listed on the HUD approved Grant Inventory Worksheet (GIW). As stated above in this notice, HUD will post each CoC's final HUD-approved GIW. HUD will establish each CoC's Tier 1 and Tier 2 amounts based on the final HUD-approved GIW. A report that lists each CoC's ARD Tier 1 amount, CoC planning, and permanent housing bonus amount available will be posted to the HUD Exchange website no earlier than August 5, 2016. THHI will assume that all projects listed on the 2016 GIW, reviewed and submitted to HUD earlier this year, will remain on the HUD Final Approved GIW. These projects are listed later in this notice. Applicants must be able to meet the thresholds described in Section 5 of the NOFA.

ELIGIBLE POPULATIONS (*From FY2016 HUD-CoC Program Competition NOFA, Section V.G.2.b.4.*)

The population to be served must meet program eligibility requirements as described in the Act, and the project application must clearly establish eligibility of project applicants. This includes the following additional eligibility criteria for certain types of projects:

- (a) The only persons who may be served by any non-dedicated permanent supportive housing beds are those who come from the streets, emergency shelters, safe havens, institutions, or transitional housing.
 - i. Homeless individuals and families coming from transitional housing must have originally come from the streets or emergency shelters.
 - ii. Homeless individuals and families with a qualifying disability who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life threatening conditions and are living in transitional housing are eligible for permanent supportive housing even if they did not live on the streets, emergency shelters, or safe havens prior to entry in the transitional housing.
 - iii. Persons exiting institutions where they resided for 90 days or less and came from the streets, emergency shelter, or safe havens immediately prior to entering the institution are also eligible for permanent supportive housing.

(b) The only persons who may be served by dedicated or prioritized permanent supportive housing beds are persons experiencing chronic homelessness as defined in 24 CFR 578.3, including individuals, families, and unaccompanied youth.

(c) Rapid rehousing projects originally funded to serve individuals and families, including unaccompanied youth, coming from the streets or emergency shelters or fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homeless, must continue to do so.

(d) New Rapid Rehousing projects created through reallocation may serve individuals and families, including unaccompanied youth, coming directly from the streets or emergency shelters or fleeing domestic violence situations or other persons who qualify under paragraph (4) of the definition of homelessness.

(e) The projects originally funded as part of the FY 2008 Rapid Rehousing for Families Demonstration may transition in this CoC Program Competition to permanent housing-rapid rehousing. Therefore, any of these projects that want to change from transitional housing with leasing, may change the current budget line items from leasing to tenant-based rental assistance (may request actual rent or FMR) and move any operating costs to an eligible supportive services activity, an HMIS budget line item, or may be used to add additional units. If the project wants to remain as transitional housing, it must continue operating in accordance with the FY 2008 CoC Homelessness Assistance Grants Programs NOFA. Any of these projects that intend to change to permanent housing-rapid rehousing were required to make this change on the FY 2016 GIW and complete the Rental Assistance Worksheet associated with the GIW during the GIW process.

(f) Renewal projects originally funded under the Samaritan Housing Initiative must continue to exclusively serve chronically homeless individuals and families, unless there are no chronically homeless individuals and families within the CoC geographic area that can be served by the project. CoCs should not hold units vacant, but instead should prioritize other vulnerable and eligible households as outlined in Notice CPD-14-012.

(g) Renewal projects originally funded under the Permanent Supportive Housing Bonus in previous years must continue to serve the homeless population in accordance with the respective NOFA under which it was originally awarded.

(h) Renewal projects that indicated they would prioritize chronically homeless persons in beds that become available through turnover in non-dedicated permanent supportive housing projects must continue to do so.

ELIGIBLE COSTS

24 CFR 578.37 through 578.63 identify the costs eligible for funding. Projects requesting funding for ineligible costs or to serve an ineligible population will be rejected. The total request for each renewing project may not exceed the Annual Renewal Amount (ARA) approved by HUD for that project as indicated on the Grant Inventory Worksheet.

MATCH

All eligible funding costs except leasing must be matched with *no less than 25 percent cash and/or in-kind resources* as described in 24 CFR 578.73. The CoC Interim Rule clarifies that the match must be

provided for the entire grant amount funded, inclusive of administration costs. Applicants must describe how they will meet this match requirement. There is no match requirement for leasing. **Documentation of match commitment must be dated between May 1, 2016 and September 14, 2016.**

Documentation should be consistent with the information included in the grant application. The information should be included on the letterhead of the agency providing the resource, signed by the CEO or other authorized staff or Board member, and indicate the type of commitment, source type (private or government), source of commitment (being as specific as possible as it documents use of other resources), date of written commitment (indicating when it will be available – remember it must be received during the grant period), and the value of the commitment. Copies of all renewal project match commitment letters must be submitted to THHI as part of the project’s renewal application.

NOTE: For project’s that require THHI’s assistance to obtain Match Commitment Letters from the Hillsborough County Healthcare Plan for the renewal application, THHI will post a process related to this no later than Thursday, July 21, 2016.

LEVERAGING

All applicants must demonstrate the extent to which the amount of funds requested will be supplemented with resources from other public and private sources, including mainstream programs. To receive full points for leveraging, applicants must obtain new leverage letters/MOUs, is at least 200 percent of the total request to HUD, and must be dated between May 1, 2016 and September 14, 2016. Copies of all renewal project match commitment letters must be submitted to THHI as part of the project’s renewal application.

Refer to documentation requirements described under Match. This applies to leveraging as well.

CONSOLIDATED PLAN CERTIFICATION

THHI will obtain the HUD-2991 for all projects.

INSTRUCTIONS AND REQUIREMENTS FOR APPLICATION SUBMISSIONS

New Project

As stated in THHI’s 2016 Universal RFP, THHI will be the grantee for the HUD-CoC Program new project. THHI will work directly with the staff of the selected subrecipient agency to complete the new project application. The selected subrecipient agency will be required to provide all necessary documentation requested by THHI which may include, but not limited to:

- Documentation of non-profit status
- Project narratives and budget(s)
- Documentation of match commitment for 25 percent of the requested grant amount
- Required HUD certifications and forms

Renewal Projects Application Requirements

The following projects are considered eligible to submit a renewal project application in the FY2016 competition, based on their inclusion on the 2016 GIW reviewed and submitted to HUD by THHI earlier

this year. However, in the event that the Final HUD-Approved 2016 GIW does not include a project, that project will become ineligible.

Applicant Name/Grantee	Subrecipient	Project Name	Project Type	Total Requested Grant Funds
ACTS	N/A	ACTS Hillsborough County PHP	PSH	\$120,690
ACTS	N/A	Sandra Prince Supported Housing	PSH	\$185,825
ACTS	N/A	Hillsborough HEART Project	PSH	\$1,803,678
Catholic Charities	N/A	Pathways Rapid Rehousing	PSH	\$956,181
Housing Authority of Tampa	N/A	TRA COLLABORATIVE	PSH	\$306,660
Housing Authority of Tampa	N/A	TRA COLLABORATIVE 2004	PSH	\$165,305
Project Return	N/A	Project Return PSH Program	PSH	\$157,463
THHI	N/A	UNITY Information Network	HMIS	\$278,843
THHI	ACTS	More HEART	PSH	\$431,919
THHI	Catholic Charities	Hillsborough Pathways	RRH	\$76,641
THHI	Gracepoint	PHAME (Permanent Housing Access Made Easy)	RRH	\$433,533
THHI	Gracepoint	HOME3	PSH	\$807,840
VOA-FL	N/A	VOA-FL PH	PSH	\$330,467
Total Requested				\$6,055,045

RENEWAL PROJECT APPLICATION SUBMISSION REQUIREMENTS

Renewal applications are to be submitted by the project grantee agency, unless THHI is the grantee. When THHI is the project’s grantee, the responsibility of completing the renewal application process will fall to the sub-recipient agency.

1. Renewal projects must have submitted a letter of intent to renew to THHI by the June 30, 2016 deadline established in the THHI 2016 Universal RFP. *(NOTE: All projects listed above met this criteria.)*
2. *Renewal applicants, including those that are direct grantees and those that are sub-recipients of THHI grants, must attend the mandatory TA workshop on Friday, July 22, 2016.*
3. Complete the renewal application in e-snaps by **11:00 a.m. on Monday, August 1, 2016, BUT DO NOT SUBMIT.** *(NOTE: THHI recognizes that at the time this notice is posted that HUD has not opened the renewal applications in e-snaps. THHI reserves the right to adjust this deadline.)* Provide the following documents, in hard copy form, to the THHI at 601 E. Kennedy Blvd., 24th Floor, Tampa, 33602 by **11:00 a.m on Monday, August 1, 2016.** Please note that HUD has specified in the NOFA that documentation, including the required forms must be signed between May 1, 2016 and September 14, 2016.
 - a. PDF of the completed, but not submitted, in e-snaps renewal application including all e-snaps required attachments [which may include: Non-profit documentation, SF-424 Supplement, Documentation of Applicant and Subrecipient Eligibility, Form HUD-2880, SF-LLL, Applicant Code of Conduct, Form HUD-50070 (Required all)]
 - b. APR for the project’s most recently ended grant term
 - i. If the project’s APR has been submitted to HUD, then you must submit a PDF of the complete e-snaps APR submission

- ii. If the project's APR has NOT been submitted to HUD due to HUD's extension pending the release of HUD's new APR in e-snaps, run the APR using the UNITY/HMIS report "0625 – HUD CoC APR v27", for the most recently ended grant term
- c. Written documentation of Match Provided for the project's most recently ended grant term. This is the same documentation that would be uploaded to e-snaps with the project's APR submission.
- d. Housing First/Low Barrier Questionnaire – Completed
- e. Project Performance Scorecard – Completed
 - i. Data Completeness Report Card from UNITY (HMIS) for the project using the most recently ended grant term. 252 – Data Completeness Report Card (EE) – v15
 - ii. UNITY/HMIS Report 0323 – Project Demographics – Tab D
 - iii. A printout from the project's eLOCCS account of the General, Budget and Vouchers tab for the most recently ended grant term. (*See Instructions for Finding Project's eLOCCS Information Guide*)
- f. Copies of project's written match and leverage commitment letters for renewal application
- g. Applicant's/Agency's Most recent IRS 990, as submitted to the IRS
- h. Applicant's/Agency's Most recent Audit Report and Auditor's Management Letter
- i. List of current Board members and their affiliations
- j. Signed MOUs, as applicable

Renewal applicants are asked to add their THHI Staff Liaison as an Applicant in order to provide better technical assistance during the application review process. This will make the project application review process more efficient as to cut down on wait time between communications.

e-snaps INFORMATION/GUIDANCE

HUD'S FY 2016 CoC Program Competition - Application Resources

In advance of *e-snaps* opening, HUD has posted the following Project Application Detailed Instructions to the [CoC Program Competition: *e-snaps* Resources](https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources) - <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>) - page on the HUD Exchange:

- [FY 2016 New Project Application Detailed Instructions](#)
- [FY 2016 Renewal Project Application Detailed Instructions](#)
- [FY 2016 CoC Planning Costs Detailed Instructions](#)
- [FY 2016 UFA Costs Detailed Instructions](#)
- [FY 2016 CoC Priority Listing Detailed Instructions](#)

The Instructional Guides for the Renewal Project Application, New Project Application, Budget forms, CoC Planning Project Application, and UFA Costs Project Application will be posted no later than Friday, July 22, 2016.

HELPFUL TIPS TO KEEP IN MIND WHEN COMPLETING THE RENEWAL APPLICATION

Numbers entered must be consistent throughout the application (e.g. units, persons served, performance measures universe, HMIS and budgets)

Each project application must ensure that:

- a. Proposed participants will be eligible for the project component type;

- b. Proposed activities are eligible under the CoC Program interim rule;
- c. Project narrative is fully responsive to the question being asked and that it meets all of the criteria for that question included in the detailed instructions;
- d. Data provided in various parts of the project application are consistent; and
- e. All required attachments correspond to the attachments list in e-snaps, that they contain accurate and complete information, and that they contain a current date.

THHI Staff Liaison's will focus their review of each renewal application on the above elements.

RULES AND REGULATIONS APPLICABLE TO HUD NOFAs

All applicant agencies should read the Rules and Regulations Applicable to HUD NOFA, Section V (pages 5- 15) - <https://www.hudexchange.info/resource/4995/fy-2016-coc-program-registration-notice> - to ensure a complete understanding of these requirements including

- SAM Registration Requirement.
- Resolution of Civil Rights Matters.
- Outstanding Delinquent Federal Debts.
- Do Not Pay Website Review.
- Debarments and/or Suspensions.
- Pre-Award Accounting System Survey.
- Mandatory Disclosure.
- False Statement.
- English Language.
- Compliance with Non-discrimination and Related Requirements.
- Equal Protection for Faith-based and Community Organizations.
- OMB Administrative Requirements and Cost Principles.
- Reporting.
- Participation in a HUD-Sponsored Program Evaluation.
- Environmental Requirements.
- Real Property Acquisition and Relocation.
- Eminent Domain.
- Procurement of Recovered Materials.
- Ensuring the Participation of Small Disadvantaged Businesses, and Women-Owned Businesses.
- Drug-Free Workplace.
- Safeguarding Resident/Client Files.
- Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L.109-282) (Transparency Act), as amended.
- Physical Accessibility.
- Conducting Business in Accordance with Ethical Standards/Code of Conduct.
- Prohibition Against Lobbying Activities.
- Consistency with the Consolidated Plan and Analysis of Impediments to Fair Housing
- Choice.

QUESTIONS FROM RENEWAL APPLICANTS

Questions may be submitted to the appropriate THHI staff liaison up until the grant deadline and will be answered in the order received; however, applicants cannot depend on being able to get a question answered immediately and failure to get an answer to a question is not an acceptable reason for missing

the grant deadline. Questions and their responses will be shared among all renewal applicants via posting to the THHI website.

GRANT SUBMISSION

All project applications must be submitted using e-snaps, the electronic grants management system managed by HUD's Office of Special Needs Assistance Programs Office (SNAPS). It supports the annual Continuum of Care (CoC) Program Application and the Annual Performance Reporting (APR). THHI will provide Technical Assistance, via the assigned THHI Staff Liaison, to project applicants for establishing or updating an Applicant Profile and entering the application into e-snaps upon request.

THHI will formally notify all renewal projects on **by 11:00 AM on Monday, August 29, 2016** of the project's inclusion in or exclusion from the FY2016 Collaborative Application. Projects that are determined to be included in the Collaborative Application will formally **submit** (*aka "hit the submit button"*) **their renewal application in e-snaps system no later than 11 p.m. on Monday, August 29, 2016**. Projects must be submitted in e-snaps to be included on the application's Project Priority List. Failure to submit a project application in e-snaps by this above deadline may result in a project being determined ineligible.

Project applicants are required to register with Dun and Bradstreet to obtain a DATA Universal Numbering System (DUNS) number, if they have not already done so, and complete or renew their registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) per the FY 2015 General Section, III.C.2.b. and c.

Renewal Applicants must renew their registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) per the FY 2015 General Section, III.C.2.b. and c. HUD will not enter into a grant agreement with an entity that does not have a DUNS Number or an active SAM.

CONTINUUM OF CARE PROJECT REVIEW, RANKING AND SELECTION - RENEWALS

Based on directives from HUD, all renewal projects will be reviewed and scored based on the project's performance during the project's most recently ended grant term. Renewals will be scored on performance factors listed on the Performance Scorecard and are related, but not limited, to:

- Project participant's housing stability and income growth,
- Percent that enter the program from the street, emergency shelter or safe haven,
- Percent that exit to another homeless situation
- Utilization Rate
- Housing First/Low Barrier
- Data Completeness
- Amount of awarded funds expended and timeliness of draw down
- CoC Participation by grantee/sub-recipient of the project

Projects will be reviewed for completeness and to determine if the project meets threshold criteria. All projects will be prioritized into two Tiers based on performance and HUD guidelines. Renewal project review, ranking and selection will be done through a 3-step process:

1. The CoC Ranking and Review Committee will complete a threshold review and performance-based scoring using the Performance Scorecard for all renewal projects on **Tuesday, August 2,**

2016. Projects will then be ordered based on the project's Performance Scorecard score and will be presented to the THHI Review Board. In accordance with HUD's guidance to have a "Conflict-Free" review and scoring process, members of the CoC Ranking and Review Committee that have a project(s) being considered for renewal – either as a direct grantee or sub-recipient - will not participate in the review and scoring of the renewal projects.

The results of the Ranking and Review Committee's scoring of the renewal projects will be provided to the THHI Review Board.

2. CoC membership scoring will take place at the August CoC meeting to be held on **Thursday, August 4, 2016 at 9 a.m.** at ACTS, 4612 N 56th St, Tampa, FL 33610. All applicants with renewal projects will make a brief (3 minute) presentation focused on project's performance in the most recently ended grant year. The entity responsible for the project's renewal application submission as stated earlier in this notice, is responsible for making/giving the CoC membership presentation. THHI will provide the presentation format to each renewal applicant/sub-recipient no later than COB on July 22, 2016. CoC members, as defined as those entities that have attended 80% of the past 12 monthly meetings (based on July 2015 – June 2016), will score each project using a 1-5 scale with 1 being the lowest score. Only 1 person per CoC member agency will be able to submit that agency's member scoring sheet.

In accordance with HUD's guidance to have a "Conflict-Free" review and scoring process, members of the CoC that have a project(s) being considered for renewal – either as a direct grantee or sub-recipient - will not participate in the CoC membership scoring of the renewal projects.

The CoC member's scoring sheets will be compiled into a CoC Membership Score Summary that will be added to the Performance Score provided to the THHI Review Board.

3. The THHI Application Review Board will meet on Friday, August 26, 2016 to review the scoring results from both the CoC Ranking and Review Committee and the CoC Membership. They will utilize the approved ranking directive (listed below) set by the THHI Board of Directors and HUD's scoring criteria, priorities, guidelines, and regulations to develop a recommended Project Priority List for the Collaborative Application to ensure the application submitted for the Tampa/Hillsborough County CoC is as competitive as possible. The THHI Review Board's Project Priority List recommendation will be posted to the THHI website, along with a draft of all parts of the FY2016 Collaborative Application on **Tuesday, August 30, 2016.**

APPEALS

Applicants submitting a renewal project may not appeal their ranking. Applicants are encouraged to ensure their data is accurate in UNITY and was accurately reported to HUD in their Annual Performance Report.

HUD'S PROJECT REVIEW AND SELECTION PROCESS

Section VIII (Project Review and Selection Process) of the FY 2016 HUD-CoC Program Competition NOFA outlines the process that HUD will use for project review and selection, and states:

Two types of reviews will be conducted—selection criteria rating for the overall CoC Application and threshold review for project applicants and project applications. For new projects, the review process

will consider applicant and sponsor eligibility and capacity, project eligibility, and project quality as part of the threshold review. The renewal project threshold review will consider applicant and sponsor capacity and eligibility. The renewal project threshold reviews are explained in Section V.G.2.d of this NOFA, which covers eligible applicants and projects.

HUD may employ rating panels to review and rate all or part of the CoC Applications according to the rating criteria in Section VII. of this NOFA. See the General Section of HUD's FY 2015 NOFA for more information on rating panels.

1. Threshold Review. Applicant and subrecipient eligibility, capacity, and quality. HUD will review project applications to determine whether applicants and subrecipients meet the eligibility and capacity thresholds, and whether the projects meet the eligibility and project quality thresholds detailed in Section V.G.2.b and V.G.2.c of this NOFA. If HUD determines these standards are not met, the project will be rejected from the competition. If a new project receives sufficient points to pass the project quality threshold review described in Sections V.G.2.c.(1),(2), (3) (4), or (5) of this NOFA, as applicable, but does not meet one or more of the criteria within the rating factors, then HUD may place conditions on the grant award and the applicant must demonstrate that the criteria will be met before HUD will execute a grant agreement with the applicant for the project. If an applicant is unable to demonstrate that the project quality threshold criteria are met within the time frame specified by HUD, HUD reserves the right to withdraw the conditionally awarded funds.

2. Conditional Selection and Adjustments to Funding. HUD will conditionally select project applications for funding using the following process:

a. HUD will conditionally select a renewal grant that exceeds \$10 million that was originally awarded pursuant to the matter under the heading "Department of Housing and Urban Development – Permanent Supportive Housing" in chapter 6 of title III of the Supplemental Appropriations Act, 2008 (Public Law 110-252; 122 Stat. 2351).

b. CoC planning projects. HUD will conditionally select all CoC planning projects that pass eligibility and threshold review.

c. UFA Costs projects. HUD will conditionally select all UFA Costs projects submitted.

d. Projects Fully in Tier 1. HUD will conditionally select projects that are fully within Tier 1 that pass eligibility and threshold, based on CoC score, beginning with the highest scoring CoC to the lowest scoring CoC. As stated in Section II.B.16. of this NOFA, if the available funding under this NOFA is reduced, a reduction will be made to all CoC's Tier 1 amount proportionately which would result in lower ranked Tier 1 projects falling into Tier 2.

e. Projects in Tier 2. HUD will conditionally select projects that pass eligibility and threshold review in Tier 2 using the criteria in Section II.B.17. of this NOFA. HUD will select projects in order of point value until there are no more funds available. In the case of a tie, HUD will fund the projects in the order of CoC application score. In case there is still a tie, HUD will select the project from the CoC that has the highest score on the rating factors described in Section VIII.A.2.e.

ATTACHMENTS

- FY16 CoC Competition Staff Liaison. Final
- FY2016 Project Performance Scorecard Instructions
- FY2016 Project Performance Scorecard
- THHI 2016 Universal RFP – Housing First-Low Barrier Assessment – FINAL - Corrected – 051716
- Format for Project Presentation to CoC Membership
- The FL-501 Tampa/Hillsborough County 2016 Housing Inventory Chart
- FY16 Update of CoC Meeting Attendance for RFP scoring - Final
- CoC Committee Attendance for RFP Scoring - Final
- Instructions to finding Project eLOCCS information

ADDITIONAL NOTICES

Beginning in 2017, all program reporting for performance and data quality will utilize a reporting year of October 1 to September 30 regardless of the project's funded grant year. This is to align data with all other federal reporting requirements including the AHAR and System Performance Measurements.