



**Tampa Hillsborough Homeless Initiative (THHI)
Continuum of Care Lead Agency
2017 Universal Request For Proposals (RFP)
FY 2017 HUD Continuum of Care Program Competition – Addendum #1**

**Tampa/Hillsborough County CoC's New/Renewal Application Process
Thursday, July 27, 2017**

Renewal Application Scoring Required Submission Deadline:

4:00 PM, Monday, August 28, 2017

Complete CoC Application Submission Due to HUD – Submitted by THHI

8:00 PM on Thursday, September 28, 2017

Tampa Hillsborough Homeless Initiative

601 East Kennedy, 24th Floor

Tampa, Florida 33602

www.THHi.org



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Continuum of Care Lead Agency
2017 Universal Request For Proposals (RFP)
FY 2017 HUD Continuum of Care Program Competition – Addendum #1**

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As indicated in the original 2017 Universal RFP Document (May 26, 2017), additional information, timeline and processes would be provided specific to the FY 2017 HUD-CoC Program Competition once the NOFA was released by HUD. HUD released the FY 2017 HUD-CoC Program Competition NOFA on July 14, 2017. All HUD documents related to the FY 2017 HUD-CoC Program Competition can be accessed on HUD's FY 2017 Continuum of Care (CoC) Program Competition: Funding Availability webpage at:

<https://www.hudexchange.info/programs/e-snaps/fy-2017-coc-program-nofa-coc-program-competition/>

This addendum is not intended to cover all items as specified in HUD's NOFA, but rather to establish the Tampa/Hillsborough County Continuum of Care's local process based on HUD's NOFA requirements. Therefore, project applicants – both those that are direct grantees and those that are sub-recipients to THHI, MUST read the NOFA to fully understand all elements of the overall Application process, as well as those specific to project applications.

FUNDING AVAILABLE

Approximately \$2 billion is available in the FY 2017 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 2017 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 all anticipated eligible renewal projects in FY 2017, 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 94 percent of the CoC's 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.2.** of the NOFA.

Estimated funding available for the Tampa/Hillsborough County Continuum of Care in HUD's FY 2017 CoC Program Competition is as follows:

Estimated Annual Renewal Demand (ARD): \$6,055,045

Tier 1 Amount (94% of ARD): \$5,691,742

Tier 2 Amount (a + b): \$958,166

a. Remaining Balance between Tier 1 and ARD: \$363,303

b. Permanent Housing Bonus (6% of CoC's FPRN): \$594,863

CoC Planning Amount (only eligible for the Collaborative Applicant/CoC Lead): \$297,432

(The CoC Planning Grant is excluded by HUD from the scoring and ranking process)

Total Available for the Tampa/Hillsborough County CoC in HUD's FY17 CoC Program Competition is \$6,947,340.

NOTE: All numbers above are estimated until HUD publishes the Final Pro Rata Need (FPRN)

REALLOCATION

The Tampa/Hillsborough County CoC will not be mandating reallocation of any CoC-Program funds during the FY 2017 HUD-CoC program competition. As stated in the 2017 Universal RFP, THHI encourages all agencies with CoC renewal projects, which have not expended all funding over the past two (2) grant terms and/or have consistently fallen into Tier 2 placement. to consider reallocation.

The 2017 Universal RFP required CoC renewal projects to submit a Letter of Intent to Renew to THHI by June 23, 2017 to include the amount of renewal funding they wanted to renew. All renewal projects indicated in their Letters of Intent to Renew to renew at their full, allowable renewal amount.

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 threshold 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 16, 2017 | | THHI 2017 Universal RFP Released |
| Friday, June 23, 2017 | | New Project Proposal Submissions; CoC Renewals' Letter of Intent to Renew Due as part of THHI 2016 Universal RFP |
| Friday, July 14, 2017 | | FY 2017 HUD-CoC Program NOFA released |

| | | |
|--------------------------------------|----------------|--|
| Thursday, July 2, 2017 | | THHI Issues Addendum 1 to the 2017 Universal RFP specific to the FY17 HUD CoC Competition – New/Renewal Process Instructions and Scoring |
| Friday, July 28, 2017 | | FY17 CoC Renewal Project Workshop - Mandatory Technical Assistance Meeting - Renewals at THHI, 601 E Kennedy Blvd., 24th Floor, Tampa, FL 33602 |
| Monday, August 28, 2017 | 4:00 PM | All CoC Project Applications Documents for Scoring and Ranking submitted to Collaborative Applicant/CoC Lead Agency (THHI) in format in accordance with these instructions |
| Tuesday, August 29, 2017 | | Staff Review of Submitted Items to Ensure All Documents Received |
| Thursday, August 31, 2017 | TBD | CoC Ranking and Review Committee Scoring of Project Application |
| Thursday, September 7, 2017 | TBD | THHI Application Review Board Meeting |
| Monday, September 11, 2017 | TBD | THHI Board of Director's Meeting via Conference Call to Approve Ranking Recommendation for CoC Project Priority Listing |
| Tuesday, September 12, 2017 | 8:00 PM | Written Notice of inclusion in/exclusion from CoC Collaborative Application to all Project Applicants |
| Wednesday, September 13, 2017 | 8:00 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 |
| Monday, September 14, 2017 | 8:00 PM | Posting of Proposed Collaborative Application including: 1. Application, 2. Project Applications (ALL), 3. Project Priority Listing |
| Thursday, September 28, 2017 | 8:00 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 FY 2017 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 Program Competition period, to make the review process more efficient. This will make the project application review process more efficient as to cut down on wait time between communications.

3) HUD Resources

The HUD FY 2017 Continuum of Care (CoC) Program Competition: Funding Availability webpage includes the following:

- [FY 2017 NOFA Policy Requirements and General Section](#) - January 31, 2017
- [FY 2017 General Section Finding of No Significant Impact \(FONSI\)](#) - January 31, 2017
- [FY 2017 CoC Program Registration Notice](#) - April 10, 2017
- [FY 2017 CoC Program Finding of No Significant Impact \(FONSI\)](#) - July 14, 2017
- [FY 2017 CoC Program NOFA](#) - July 14, 2017

HUD's CoC Program Competition: *e-snaps* Resources

<https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#general-resources>

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 links to the following:

- [CoC Program Eligibility Requirements](#) - including eligible program types and costs;
- [CoC Program Laws, Regulations and Notices](#) - Including McKinney-Vento and CoC regulations;
- Other [CoC training materials](#); and
- [CoC FAQs](#)

New and Renewal Applicants should read the FY 2017 CoC Program Competition NOFA in its entirety in conjunction with the FY 2017 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 2017 General Section of the NOFA.

The overall CoC score, which is a primary factor in both HUD's process of scoring Tier 2 and new projects, is based on a complex scoring formula. How the overall CoC Application score is determined is detailed on pages 42-54 of the NOFA.

HUD's HOMELESS POLICY AND PROGRAM PRIORITIES

Section II (pages 8-16) of HUD's FY 2017 CoC Program Competition Notice, outlines HUD's Homeless Policy and Program Priorities, including the following (please note that this addendum is focused on key elements and does not include a complete repeating of HUD's NOFA).

A. Policy Priorities

"1. Ending homelessness for all persons. To end homelessness, CoCs should identify, engage, and effectively serve all persons experiencing homelessness. CoCs should measure their performance based on local data that take into account the challenges faced by all subpopulations experiencing homelessness in the geographic area (e.g., veterans, youth, families, or those experiencing chronic homelessness). CoCs should have a comprehensive outreach strategy in place to identify and continuously engage all unsheltered individuals and families. Additionally, CoCs should use local data to determine the characteristics of individuals and families with the highest needs and longest experiences of homelessness to develop housing and supportive services tailored to their needs. Finally, CoCs should use the reallocation process to create new projects that improve their overall performance and better respond to their needs.

2. Creating a systemic response to homelessness. CoCs should be using system performance measures such as the average length of homeless episodes, rates of return to homelessness, and rates of exit to permanent housing destinations to determine how effectively they are serving people experiencing homelessness. Additionally, CoCs should be using their Coordinated Entry process to promote participant choice, coordinate homeless assistance and mainstream housing and services to ensure people experiencing homelessness receive assistance quickly, and make homelessness assistance open, inclusive, and transparent.

3. Strategically allocating and using resources. Using cost, performance, and outcome data, CoCs should improve how resources are utilized to end homelessness. CoCs should review project quality, performance, and cost effectiveness. HUD also encourages CoCs to maximize the use of mainstream and other community-based resources when serving persons experiencing homelessness. Finally, CoCs should review all projects eligible for renewal in FY 2017 to determine their effectiveness in serving people experiencing homelessness as well as their cost effectiveness. 4. Use a Housing First approach. Housing First prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions. CoC Program funded projects should help individuals and families move quickly into permanent housing, and the CoC should measure and help projects reduce the length of time people experience homelessness. Additionally, CoCs should engage landlords and property owners, remove barriers to entry, and adopt client-centered service methods."

B. CoC Program Implementation. HUD lists 17 items related to CoC Program Implementation and *"highlights important information that applicants should consider as they are preparing the FY 2017 CoC Application and project applications(s). This is not an exhaustive list of considerations or requirements; therefore, all applicants and CoC stakeholders should carefully review 24 CFR part 578 for comprehensive 10 of 65*

information.” All project applicants are strongly encouraged to read this section of HUD’s NOFA.

ELIGIBLE PROJECTS for the Tampa/Hillsborough County CoC – NEW and RENEWAL

New Projects:

The FY 2017 NOFA allows for the creation of new CoC projects through permanent housing bonus and/or reallocation. Additionally, HUD’s NOFA allows for new projects to be completely new projects or an expansion of a renewal project.

The following new project types are eligible for submission as a new project:

- (1) CoCs may create new permanent supportive housing projects that meet the requirements of DedicatedPLUS as defined in Section III.A.3.d. of this NOFA or new permanent supportive housing projects where 100 percent of the beds are dedicated to chronic homelessness.
- (2) CoCs may create new rapid rehousing projects that will serve homeless individuals and families, including unaccompanied youth, who meet the following criteria:
 - (a) residing in a place not meant for human habitation;
 - (b) residing in an emergency shelter;
 - (c) persons meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations;
 - (d) residing in a transitional housing project that was eliminated in the FY 2017 CoC Program Competition;
 - (e) residing in transitional housing funded by a Joint TH and PH-RRH component project (see Section III.A.3.h. of this NOFA); or
 - (f) receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.
- (3) CoCs may create new Joint TH and PH-RRH component projects as defined in Section III.A.3.h. of this NOFA to better serve homeless individuals and families, including individuals or families fleeing or attempting to flee domestic violence.
- (4) CoCs may create a new dedicated Homeless Management Information System (HMIS) project for the costs at 24 CFR 578.37(a)(2) that can only be carried out 11 of 65 by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant, and that is listed on the HMIS Lead form in the CoC Applicant Profile in e-snaps.
- (5) CoCs may create a new supportive services only project to develop or operate a new centralized or coordinated assessment system.

Tampa/Hillsborough County CoC Eligible New Project Selection Process

Requests for proposals for HUD-CoC funded new project(s) was included in the THHI’s 2017 Universal RFP process with a proposal submission date of June 23, 2017. THHI received one project that met the above CoC eligibility project type. THHI will select this project for a new CoC project application.

In the event that the funding requested in this proposal is less than the amount of new project funding available through HUD’s permanent housing bonus and/reallocation: THHI may increase the amount of funding for the eligible CoC new project and/or select a renewal project for expansion based on known community need to increase community capacity and strategic alignment of available community resources.

All new projects will be submitted with THHI as the grantee and the submitting agency as the sub-recipient. The sub-recipient will be responsible for ensuring 100 percent of the required match for the project’s full grant award is met. The allowable admin funding will be split 50/50 between THHI and the sub-recipient agency.

Renewal Projects

Projects are eligible for renewal for FY 2017 funds if they are currently in operation and will have an executed FY16 grant agreement that is dated no later than December 31, 2017 and expires in Calendar Year (CY) 2018. 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 FY16 grant agreements as part of the FY 2017 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 FY16 award in place prior to December 31, 2017.

Eligible Renewal Project Selection Process

Based on the above, and having received letter of intent to renew as established in the 2017 Universal RFP, the CoC Renewal Projects listed below are eligible to submit applications for the Tampa/Hillsborough County CoC Scoring and Ranking Process for inclusion in the Tampa/Hillsborough County CoC’s FY17 Consolidated CoC Application. In the event that a sub-recipient did not submit a letter of intent, to help ensure the project funding is not lost by the community, THHI may negotiate with the sub-recipient to proceed with the application or submit the renewal application and identify a sub-recipient at a later date. Renewal applications may not apply for funding that exceeds the Amount of Annual Renewal funding indicated, as this is the amount indicated by HUD in the Annual Renewal Demand (ARD) calculations.

| Agency | Sub-Recipient (if applicable) | Project Name | Project Type | Amount of Renewal Funding |
|---|--------------------------------------|---|---------------------|----------------------------------|
| Agency for Community Treatment Services | n/a | Hillsborough County Permanent Housing Program | PSH-Project Based | \$120,690 |
| Agency for Community Treatment Services | n/a | Sandra Prince Supported Housing Program | PSH-Project Based | \$185,825 |
| Agency for Community Treatment Services | n/a | H.E.A.R.T | PSH - Leasing | \$1,803,678 |

| | | | | |
|--|--|--|-------------------------|-------------|
| Catholic Charities Diocese of St. Petersburg, Inc. | n/a | Pathways Rapid Rehousing Program | RRH | \$956,181 |
| Housing Authority of the City of Tampa | n/a | TRA Collaborative | PSH – Rental Assistance | \$306,660 |
| Housing Authority of the City of Tampa | n/a | TRA Collaborative 2004 | PSH – Rental Assistance | \$165,305 |
| Project Return | n/a | Project Return Permanent Supportive Housing (Friendship Palms) | PSH-Project Based | \$157,463 |
| Tampa Hillsborough Homeless Initiative, Inc. | Gracepoint Wellness | HOME3 | PSH – Rental Assistance | \$769,680 |
| Tampa Hillsborough Homeless Initiative, Inc. | Gracepoint Wellness | PHAME | PSH – Rental Assistance | \$433,533 |
| Tampa Hillsborough Homeless Initiative, Inc. | Agency for Community Treatment Services | More H.E.A.R.T. | PSH – Leasing | \$431,919 |
| Tampa Hillsborough Homeless Initiative, Inc. | Catholic Charities Diocese of St. Petersburg, Inc. | Hillsborough Pathways to Housing | RRH | \$76,641 |
| Tampa Hillsborough Homeless Initiative, Inc. | TBD | Coordinated Entry | SSO - CE | \$78,160 |
| Tampa Hillsborough Homeless Initiative, Inc. | n/a | UNITY Information Network | HMIS | \$238,843 |
| Volunteers of America of Florida | n/a | Volunteers of America of Florida PH | PSH – Leasing | \$330,467 |
| | | | | \$6,055,045 |

PH – Permanent Housing; PSH – Permanent Supportive Housing; RRH – Rapid Rehousing; SSO – Supportive Services Only; CE- Coordinated Entry; HMIS – Homeless Management Information System

All project applicants, including sub recipients, must be able to meet the eligibility thresholds as described in HUD's NOFA. Threshold requirements are listed in Section V.G.2 of HUD's Program NOFA. Applicants must ensure their application package addresses all threshold requirements.

ELIGIBLE COSTS

All projects must adhere to the eligible costs established under the CoC Interim Rule (24 CFR 578.37 through 578.63) to identify the costs eligible for funding. Projects requesting funding for ineligible costs or to serve an ineligible population based on project type will be rejected by HUD.

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. Leasing projects must be matched at 25 percent the amount of funding minus leasing costs. The CoC Interim Rule clarifies that the match must be provided for the entire grant amount funded, inclusive of administration costs. Applicants must demonstrate how they will meet this match requirement as part of the Project Application.

RULES AND REGULATIONS APPLICABLE TO HUD NOFAs

All applicant agencies should read the Rules and Regulations Applicable to HUD NOFA in HUD's FY 2017 NOFA Policy Requirements and General Section (<https://www.hudexchange.info/resource/5234/fy-2017-nofa-policy-requirements-and-general-section>), Section 5.

- SAM Registration Requirement.
- Resolution of Civil Rights Matters.
- Outstanding Delinquent Federal Debts.
- Debarments and/or Suspensions.
- Pre-selection Review of Performance.
- Sufficiency of Financial Management System.
- Mandatory Disclosure Requirement.
- False Statement.
- English Language Requirement
- Compliance with Non-discrimination and Related Requirements.
- Equal Participation of Faith-Based Organizations in HUD Programs and Activities.
- 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 and Minority Businesses, and Women-Owned Businesses, and Labor Surplus Area Firms.
- 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 (AI) or Assessment of Fair Housing (AFH).

CONSOLIDATED PLAN CERTIFICATION

THHI will obtain the HUD-2991 for all projects from both Hillsborough County and the City of Tampa to be included in the Consolidated Application.

e-snaps INFORMATION/GUIDANCE

At the time of the release of this document, HUD has not posted all of the resources and instructional guides related to the FY 2017 CoC Program Competition. Typically HUD will post the following instructional guides specific to each year's NOFA competition:

- Project Application Detailed Instructions
- New Project Application Detailed Instructions
- Renewal Project Application Detailed Instructions
- CoC Planning Costs Detailed Instructions
- UFA Costs Detailed Instructions
- CoC Priority Listing Detailed Instructions

All applicants that are direct recipients of CoC funding from HUD are responsible to ensure their agency meets HUD's eligibility threshold requirements, including actively registered at SAM.gov, valid DUNS number, etc. Section V.G.2 of HUD's FY17 COC Program Competition NOFA lists the threshold eligibility requirements. All applicants are also advised to review Section V.G.2.c regarding the Quality Threshold requirements established by HUD.

INSTRUCTIONS AND REQUIREMENTS FOR PROJECT APPLICATION SUBMISSIONS

NEW PROJECTS – ELIGIBILITY TO APPLY and APPLICATION SUBMISSION REQUIREMENTS TO THE COLLABORATIVE APPLICANT FOR SCORING AND RANKING

For eligible new projects, as identified and selected as previously stated in this addendum; and as stated in THHI's 2017 Universal RFP, THHI will be the grantee for the HUD-CoC Program new project and the agency to operate the project shall be the sub-recipient. The project's sub-recipient is required to complete the new project application in esnaps, in conjunction with THHI staff. THHI will complete all sections specific to the THHI as the primary applicant. The selected sub-recipient will complete all project specific elements (narratives and budgets), as well as provide necessary documentation to demonstrate they meet HUD's eligibility requirements, including but not limited to:

- Documentation of non-profit status
- Documentation of active SAMS.gov registration
- Required HUD certifications and forms
- Documentation of match commitment for 25 percent of the requested grant amount

RENEWAL PROJECTS –APPLICATION SUBMISSION REQUIREMENTS TO THE COLLABORATIVE APPLICANT FOR SCORING AND RANKING

DedicatedPLUS – Renewal Projects

Renewal projects that are currently 100 percent dedicated to chronically homeless, may elect, per HUD’s FY17 CoC Program Competition NOFA, to become 100 percent DedicatedPLUS. DedicatedPLUS is a new definition/target established by HUD and is defined in Section III.A.3.d. of HUD’s NOFA. The NOFA is unclear regarding projects that are partially dedicated chronic, therefore renewal projects that are currently only partially dedicated chronic ***may not*** convert any currently dedicated chronic beds/units to DedicatedPLUS. These projects may, however, elect to convert beds currently non-dedicated chronic to DedicatedPLUS moving forward.

Renewal Application Workshop - MANDATORY

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 28, 2017**. This workshop will cover information specific to the scoring and ranking of all CoC Renewal Projects, as well as highlight key components of the CoC Renewal Applications.

Renewal Application and Submission Requirements for Scoring and Ranking

All renewal projects must submit to THHI the documents listed in this section by the deadline indicated below to be included in the Scoring and Ranking process for the FY17 HUD CoC Program Competition. Where THHI is the grantee, the project’s sub-recipient is responsible for completing these submission items.

Renewal applications are to be completed in esnaps for the Scoring and Ranking Process 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.

The project direct or sub-recipient applicant shall provide the renewal application submission package items, listed below, to THHI **by 4:00 PM on Monday, August 28, 2017, to the THHI at 601 E. Kennedy Blvd., 24th Floor, Tampa, 33602. Failure to submit the required items by the established deadline will result in a lower score as all items are related to a scoring element. No missing or corrected documents received after this date will be used for scoring and ranking.**

1. Complete (but do not submit) the FY17 renewal application in esnaps for the project and provide a copy of the PDF, exported from esnaps, of the completed, but not submitted, 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)]

IMPORTANT: As part of HUD’s July 14, 2017 email notice regarding the release of the 2017 CoC Program Competition NOFA, HUD stated the following related to Codes of Conduct:

“All applicants must have a current HUD-approved Code of Conduct. Most organizations’ Codes of Conduct were removed from HUD’s website in early 2017, as they did not meet the requirements of 2 CFR part 200, and the organizations were notified by another HUD office that a new Code of Conduct must be submitted. Be sure to review the [Code of Conduct for](#)

[HUD Grant Programs](#) page

(https://portal.hud.gov/hudportal/HUD?src=/program_offices/spm/gmomgmt/grantsinfo/conduct&utm_source=HUD+Exchange+Mailing+List&utm_campaign=cf281c9c6b-2017+CoC+Program+Competition+is+Now+Open+7%2F14%2F17&utm_medium=email&utm_term=0_f32b935a5f-cf281c9c6b-19330597) on HUD’s website to ensure your organization is listed which means you have submitted an approved Code of Conduct. If you do not see your organization on the list, be sure to attach a current and complete Code of Conduct to your Project Applicant Profile in *e-snaps*.”

A review by THHI of the list linked in the above paragraph, that most of the agency’s with CoC funded projects need to follow the steps to resubmit the Code of Conduct in accordance with HUD’s required guidelines.

2. Project Performance Scorecard – Completed using the Project Performance Scorecard Instructions
3. The Reports used to complete the Project Performance Scorecard
 - a. CoC APR for the time frame of October 1, 2015 to September 30, 2016
 - b. The FL-501 Tampa/Hillsborough County 2017 Housing Inventory Chart (HIC) related to CoC Renewal Projects only (attachment to 2017 Universal RFP CoC Addendum)
 - c. The “BASIC Entry Exit Report with Interim - NOFA 2017 Final” report from UNITY. This report will allow you to see all entries that occurred on or after 10/01/2015 and on/before 9/30/16, as well as the VI-SPDAT Score associated with these entries. This report with the above date range only pulls new/returning entries in the time frame of the report range. It will also provide a count of how many clients had a VI-SPDAT Score at Entry and an average VI-SPDAT score for all clients served.
 - d. 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)
4. Housing First/Low Barrier Questionnaire – Completed
5. Statement of How Match will be Provided. The project application in *esnaps* requires a date of ‘written commitment’ of match. However, formal MOU’s of commitment of match is not required unless the project is selected for conditional award by HUD. Therefore, to demonstrate how the required project match will be obtained, THHI believes that a statement on the project applicant’s letterhead with the following will meet the ‘written commitment’ date requirement:

- Project Applicant Name
- Project Name
- Amount of match to be provided
- Identify the specific source(s) of match the project intends to use and indicate if this is a new match source or a recurring match source
- Type of match (cash or in-kind)
- The anticipated dollar amounts from each match source
- The match will be for the FY17 funded grant term (2018-2019) of the project
- Signed and dated by the agency’s authorized representative

Scoring and Ranking Documents – DEADLINE and Format

The above documents must be submitted to THHI, in hard copy form, by 4:00 PM on Monday, August 28, 2017, to the THHI at 601 E. Kennedy Blvd., 24th Floor, Tampa, 33602. The submission package should be on standard 8X11 paper, single sided with 1 original and 2 copies, secured with a binder clip of staple, and in the order indicated above.

HUD has not indicated the date they will post these instructional guides. Therefore, project applicants should monitor HUD's CoC Program Competition: e-snaps Resources webpage - <https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#general-resources>.

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.

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 email at least weekly.

CONTINUUM OF CARE PROJECT SCORING AND RANKING

HUD requires CoC's to have a "coordinated, inclusive, and outcome-oriented community process for the solicitation, objective review, ranking, and selection of project applications, and a process by which renewal projects are reviewed for performance and compliance with 24 CFR part 578." (Section VII.A.2) Therefore, renewals will continued to be scored and ranked 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
- Unit 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

The CoC Renewal Project Performance Scorecard will be used to determine each renewal projects score that will then be used in the ranking process. All renewal projects will be scored on their performance outcomes during the same timeframe as was required for the CoC's System Performance Measurements, which is October 1, 2015 to September 30, 2016. Project applicants, including direct grantees and sub-recipients of THHI that do not submit the proper reports for scoring and/or utilize an incorrect date range for the reports, will receive a score of "0" for each outcome measurement that utilizes the data from the incorrectly submitted report.

Because the HMIS and Coordinated Entry renewal projects are critical to the overall functioning of the CoC, and currently there are no other renewal projects in either category, these projects will not be included in the scoring process.

Scoring

The CoC Ranking and Review Committee will complete the scoring of renewal applications. Each project application will be reviewed and scored by no less than 3 members of the CoC Ranking and Review Committee to ensure and validate the scoring process. No member of the CoC Ranking and Review Committee shall score their own agency's project applications, however they may score other project applications. THHI along with the members of the Coc Ranking and Review Committee understand and fully acknowledge that there is an inherent conflict of interest in having persons scoring other proposals that are competing for funding. However, we also understand and acknowledge that there is a need for scorers/reviewers to be highly knowledgeable about the overall CoC, regulations, best practices, etc. to be able to fully understand if a proposal is a good model/proposal that meets a community need. THHI staff conducts a review of all scoring/reviewer data to monitor for signs of a scorer/reviewer that may be scoring in a manner to directly influence the outcome of the final results.

Please see the Critical Dates section of this addendum for the date the Ranking and Review Committee will meet to complete the scoring process.

Ranking and Tier Placement

A project's Performance Score is the primary factor in determining placement in the project's Ranking on the Project Priority Listing and therefore the project's Tier placement.

Following the completion of the Ranking and Review Scoring Process, THHI staff will present to the THHI Board Application Review Committee a recommended Priority Project Ranking that incorporates Performance Scorecard scores and in accordance with the following:

1. HMIS and Coordinated Entry - Recognizing that some CoC-funded projects are a basic requirement for overall CoC system processes and functioning, HMIS and Coordinated Entry dedicated projects will be ranked on the Project Priority Listing as numbers 1 and 2 respectively.
2. Renewals Not Started - Renewal projects that were not operational during the timeframe being scored, and therefore could not be scored, will be the last fully funded projects in Tier 1. They will be ranked in the same order as they were in the FY16 application.
3. Scored Renewals - All other renewal Projects will be ranked by their Performance Scorecard score, with the highest scoring project being placed on the Project Priority Listing as number

- 3, and so forth until the reaching the dollar amount that coordinates with allowing the projects listed as #2 above to be fully funded in Tier 1. Following the renewal projects that were not operational during the performance timeframe (#2), the remaining renewal projects will continued to be ranked according to score
4. New Projects - New projects, including expansion projects, created through the permanent housing bonus money will be placed at the bottom of the ranking, with any project selected through the current year's RFP process above a new/expended project selected solely based on strategic alignment of resources. In the event that a new or expanded project is created through reallocated funding, then the project will be placed either the ranking where the reallocated project would have ranked (as not to lose funding) or at the bottom of Tier 2.

The THHI Board Application Review Committee will meet on Thursday, September 7, 2017 to review the scoring results and recommended ranking based on the above. They will utilize the approved ranking directive (listed above) 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 presented to the THHI Board of Directors on Monday, September 11, 2017.

NOTICE OF INCLUSION / EXCLUSION

THHI will formally notify all projects, in writing (via email) **by 8:00 PM on Wednesday, September 12, 2017** of the project's inclusion in or exclusion from the FY 2017 Collaborative Application.

PROJECT APPLICATION SUBMISSION FOR INCLUSION ON PROJECT PRIORITY LISTING

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 8:00 PM on Thursday, September 13, 2017**. For projects in which THHI is the grantee, THHI's staff liaison to that project will be responsible for formally submitting the application. 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.

CONSOLIDATED APPLICATION POSTING

THHI will post to the THHI website (www.THHI.org), a draft of the FY17 HUD-CoC Consolidated Application to include the CoC Application, Project Priority Listings, and all project applications on **Monday, September 25, 2017**.

APPEALS

Applicants submitting a renewal project may not appeal their ranking as the ranking is based on performance outcomes. Applicants are encouraged to ensure their UNITY data is always maintained in an accurate and timely manner.

HUD'S PROJECT REVIEW AND SELCTION PROCESS

HUD outlines that *"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 project applications, the review process will consider project applicant and sponsor eligibility and capacity,*

project eligibility, and project quality as part of the threshold review. The renewal project application threshold review will consider project 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 project applicants and project applications.” (Section VIII.). All project applicants **must read this section** (pages 54-56) to fully understand HUD’s processes including their Threshold Review for eligibility and quality, and conditional selection for awarding funding. Section VIII.2. a, b and c are specific to conditional funding based on a project’s placement in Tier 1 and 2 of the Project Priority List.

ADDENDUM ATTACHMENTS

- FY17 CoC Competition Staff Liaison. Final
- FY 2017 Project Performance Scorecard Instructions
- FY 2017 Project Performance Scorecard
- THHI 2017 Universal RFP – Housing First-Low Barrier Assessment – FINAL
- The FL-501 Tampa/Hillsborough County 2017 Housing Inventory Chart (*CoC Renewal Projects only*)
- FY17 Update of CoC Meeting Attendance for RFP scoring - Final
- FY17 CoC Committee Attendance for RFP Scoring - Final
- Instructions to Finding Project eLOCCS Information for Renewal Project Scoring