



**Tampa Hillsborough Homeless Initiative (THHI)  
Continuum of Care Lead Agency  
2018 Universal Request For Proposals (RFP)  
FY 2018 HUD Continuum of Care Program Competition – Addendum #1**

**Tampa/Hillsborough County CoC's New/Renewal Application Process  
Friday, July 13, 2018**

**\*\*UPDATED: Thursday, July 19, 2018\*\***

**New and Renewal Project Application Submission to CoC Deadline:**

**3:00 PM, FRIDAY, August 17, 2018**

**Complete CoC Consolidated Application Submission Due to HUD –**

**Submitted by THHI:**

**8:00 PM on Tuesday, September 18, 2018**

**Tampa Hillsborough Homeless Initiative  
601 East Kennedy, 24th Floor  
Tampa, Florida 33602  
[www.THHi.org](http://www.THHi.org)**



**Tampa Hillsborough Homeless Initiative (THHI)  
Continuum of Care Lead Agency  
2018 Universal Request For Proposals (RFP)  
FY 2018 HUD Continuum of Care Program Competition – Addendum #1**

Tampa/Hillsborough County CoC's New/Renewal Application Process  
Friday, July 13, 2018

**\*\*UPDATED: Thursday, July 19, 2018\*\***

**This update includes:**

- 1. Corrected Project Submission day from Thursday, August 17, 2018 to FRIDAY, August 17, 2018**
- 2. Added of Project Scoring and Ranking Process Information**
- 3. Added list of Related Documents and notice of posting of Related Documents on THHI's website**

As indicated in the original 2018 Universal RFP Document (January 29, 2018), additional information, timeline and processes would be provided specific to the FY 2018 HUD-CoC Program Competition once the NOFA was released by HUD. HUD released the FY 2018 HUD-CoC Program Competition NOFA on June 20, 2018. All HUD documents related to the FY 2018 HUD-CoC Program Competition can be accessed on HUD's FY 2018 Continuum of Care (CoC) Program Competition: Funding Availability webpage at:

<https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices>

***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 \$2.1 billion is available in the HUD's FY 2018 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 2018 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 2018, HUD will continue to require Collaborative Applicants to rank all projects, except CoC planning and UFA costs, into 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 bonus projects (not including amounts available for DV Bonus projects and before adjustments are made to permanent housing leasing, operating, and rental assistance budget line items based on changes to Fair Market Rent (FMR) as described in Section III.C.3.c of this NOFA.

Estimated funding available for the Tampa/Hillsborough County Continuum of Care in HUD’s FY 2018 CoC Program Competition is as follows:

**Estimated Annual Renewal Demand (ARD): \$6,129,972**

**Tier 1 Amount (94% of ARD): \$5,762,174**

**Tier 2 Amount (a + b): \$ 789,007**

**a. Remaining Balance between Tier 1 and ARD: \$367,798**

**b. Bonus (6% of CoC’s FPRN): \$421,209**

**DV Bonus Project(s): \$702,015**

*(Note: While the amount of DV Bonus projects funding available is not included in HUD’s Tier amounts, the project(s) are still expected to be ranked and can fall into either Tier 1 or 2. Please refer to the NOFA for additional information.)*

**CoC Planning Amount (only eligible for the Collaborative Applicant/CoC Lead): \$210,604**

*(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 FY1 CoC Program Competition is \$7,463,800 (including planning grant).**

All numbers above are as published by HUD in their “FY 2018 CoC Program Competition Estimated ARD Report” which “provides each CoC the Preliminary Pro Rata Need (PPRN), Estimated ARD, Estimated ARD at 94 percent (Tier 1), CoC Planning, Bonus, and DV Bonus amounts for each CoC listed. See Section IV.B.2.h of the FY 2018 CoC Program Competition NOFA for the calculations used to determine the CoC planning amounts, Section III.C.3.c. for the calculations used to determine the Bonus amounts, and Section III.C.3.g for the calculations used to determine the DV Bonus amounts.” This HUD document can be found at: <https://www.hudexchange.info/resource/5728/fy-2018-coc-program-competition-estimated-ard-report>.

## CRITICAL DATES AND DEADLINES

FY18 CoC Program Competition Timeline and Critical Dates	Day	Date	Time
HUD Released the FY18 CoC Program Competition NOFA	Wednesday	06/20/2018	N/A

<b>FY18 CoC Program Competition Timeline and Critical Dates</b>	<b>Day</b>	<b>Date</b>	<b>Time</b>
USICH Webinar - Priorities and Processes of FY 2018 Continuum of Care (CoC) Program Competition NOFA ( <a href="https://zoom.us/webinar/register/WN_qCL9U2eCRdy7GuJz1Kfb0w">https://zoom.us/webinar/register/WN_qCL9U2eCRdy7GuJz1Kfb0w</a> )	Wednesday	07/11/2018	2:30 p.m.
THHI releases the Tampa/Hillsborough County CoC 2018 Universal RFP Addendum for the 2018 CoC Program Competition	Friday	07/13/2018	8 p.m.
MANDATORY Workshop for all CoC project Applicants (renewal and new projects)	Tuesday	07/17/2018	2:30 p.m.
Deadline for all Project Applications (renewal and new) to be submitted to the CoC ( <i>no later than 30 days before the application deadline</i> )	<b>FRIDAY</b>	<b>08/17/2018</b>	<b>3 p.m.</b>
CoC Ranking and Review Committee Completes Project Application Scoring	Tuesday	08/21/2018	10 a.m.
THHI Application Review Board Completes CoC Priority Listing based on Application Scoring	Monday	08/27/2018	12 p.m.
CoC Project Priority Listing Presented to THHI Board of Directors	Thursday	08/30/2018	TBD
CoC Notification to Project Applicants - Written Notification to All Project Applicants whether their project application(s) will be accepted and ranked, rejected or reduced on the CoC Priority Listing ( <i>no later than 15 days before the application deadline</i> )	Friday	08/31/2018	8 p.m.
Post Complete Application to THHI Website ( <i>at least 2 days prior to submission</i> )	Saturday	09/15/2018	8 p.m.
HUD FY18 CoC NOFA Submission Deadline	Tuesday	09/18/2018	8 p.m.

*Note: Labor Day Holiday is Monday, September 3*

## **TECHNICAL ASSISTANCE**

The following technical assistance is available to assist in completing/submitting New and Renewal Project application for the FY 2018 HUD-CoC Program Competition:

- 1) MANDATORY TA Workshop for all HUD-CoC Program Project Applicants (new and renewal)** will be held on Tuesday, July 17, 2018 at 2:30 p.m. at THHI, 601 E. Kennedy Blvd., 24<sup>th</sup> 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 List 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 project application review process more efficient by cutting down on wait time between communications.

## 3) HUD FY18 NOFA Resources

The HUD FY 2018 Continuum of Care (CoC) Program Competition: Funding Availability webpage includes the following NOFA resources:

- FY 2018 CoC Program Finding of No Significant Impact (FONSI)
- FY 2018 CoC Program NOFA
- FY 2018 CoC Program Registration Announcements and GIW Reports
- CoC Program Collaborative Applicant Registration Notice
- CoC Program Unified Funding Agency (UFA) Registration Notice
- CoC Program High Performing Community (HPC) Registration Notice
- FY 2018 Continuum of Care (CoC) Program Competition NOFA: What's New, Changes, and Highlights
- FY 2018 Continuums of Care Names and Numbers
- FY 2018 Geographic Codes
- FY 2018 Geo Codes and Preliminary Pro Rata Need Amounts
- FY 2018 CoC Program Competition Estimated ARD Report

All documents listed above are available on HUD's *e-snaps*: CoC Program Applications and Grants Management System - FY 2018 Continuum of Care (CoC) Program Competition: Funding Availability page which can be found at <https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#application-supporting-documents>.

**New and Renewal Project Applicants should read the FY 2018 CoC Program Competition NOFA in its entirety to gain a comprehensive understanding of all requirements and components. It is also necessary to read the CoC Program Interim Rule to ensure compliance with CoC Program requirements.**

***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 in detailed in HUD's NOFA.***

## 4) HUD FY18 e-snaps Specific Resources for the CoC Program Competition

The electronic grants management system used by HUD's Office of Special Needs Assistance Programs (SNAPS) is known as *e-snaps*. HUD has posted the following guides related to completing the CoC Submission Requirements using e-snaps.

- Updating CoC and Project Applicant Information - Resources for updating Applicant Profiles, intended for organizations with funding, those that intend to apply for funding, and Collaborative Applicants.
- Registering the Continuum of Care (only for the CoC) - Resources for CoC Registration and CoC Review, specifically for the Collaborative Applicant.
- Submitting the CoC Consolidated Application - Resources for Collaborative Applicants to assist with the CoC Consolidated Application, which consists of the CoC Application and the CoC Priority Listing.
- Submitting Applications for Project Funding - Resources for project applicant organizations who intend to apply for project funding, including renewals, new projects, CoC Planning funds, and UFA funds.
- How To: Technical Guides - Resources for all *e-snaps* users to assist with *e-snaps* technical functions.

**Project applicants should consult the “Submitting Applications for Project Funding” resource page for more detailed resources for completing Project Applications, which can be found at:**

<https://www.hudexchange.info/programs/e-snaps/>

#### **5) CoC Program Resources (Overall Regulations, trainings and Resources)**

HUD has information and resource material available via their Continuum of Care Program webpage that includes operation regulations, trainings and resources related to 24 CFR part 578 (CoC Program Regulations), including:

- [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](#)

These resources can be found at <https://www.hudexchange.info/programs/coc/> and all project applicants ***are strongly encouraged*** to review these informational and resource materials.

## **HUD's HOMELESS POLICY AND PROGRAM PRIORITIES**

HUD's FY 2018 CoC Program Competition Notice, Section II, outlines HUD's Homeless Policy and Program Priorities, including the following listed below. Please refer to HUD's NOFA for more information on each of the listed Policy and Program Priorities.

### **A. Policy Priorities**

1. Ending homelessness for all persons.
2. Creating a systemic response to homelessness.
3. Strategically allocating and using resources.
4. Use a Housing First approach.

B. CoC Program Implementation. HUD highlights important information that applicants should consider as they are preparing the FY 2018 CoC Application and project applications(s).

## **TAMPA/HILLSBOROUGH COUNTY CoC's PRIORITIES**

As the Collaborative Applicant and CoC Lead Agency for the Tampa/Hillsborough County CoC, THHI is committed to making homelessness rare, brief and non-recurring. This requires THHI to continually assess the community needs, available resources, and balance competing priorities of the overall system to strategically align resources to the priorities and needs.

The Tampa/Hillsborough County CoC goals (aligned with the *Opening Doors, the Federal Strategic Plan To Prevent And End Homelessness*) have been presented, in draft form, to the Tampa/Hillsborough CoC and community multiple times in the past several years and these goals continue to be the focus of the CoC's overall efforts.

The Tampa/Hillsborough County Continuum of Care Five Year Plan on Homelessness identified six (6) goals to make homelessness rare, brief, and non-recurring among:

- Veterans
- Chronically Homelessness
- Unaccompanied Youth
- Families
- Unsheltered Homeless Persons, and
- Add at least 500 permanent, affordable housing units for persons emerging from homelessness

In order to accomplish this, THHI must identify and select projects, based on a project's:

- impact on improving system performance and performance measurements,
- performance data of existing projects, project type, cost effectiveness, past monitoring/audits, and
- the community needs and vulnerabilities

Recognizing HUD's obvious emphasis on Survivors of Domestic Violence (DV), THHI will also take into account the level in which a project considers the needs and vulnerabilities of those with a history of victimization such as domestic violence, sexual assault, criminal histories, and chronic homelessness and how they are prioritized for housing and services.

## **REALLOCATION**

As stated in THHI's 2018 Universal RFP, the FY 2018 CoC Program Reallocation Policy is:

*Reallocation of HUD CoC funding provides CoC's with the opportunity to 1) reallocate excess funding and 2) to move funding from low performing projects to new projects with the intent that the new project(s) will be higher performing. Reallocation can be done either through voluntary reallocation or through forced reallocation based on a CoC's published reallocation process for low performing projects. HUD examines and considers a CoC's ratio of reallocation when scoring a CoC's Application, as it demonstrates to HUD that CoC's are consistently evaluating the effectiveness of the funding awarded to CoC projects and working to ensure that all HUD CoC funded projects are being used to make homelessness rare, brief, and non-recurring.*

For the FY 2018 HUD CoC Cycle, our CoC will focus on voluntary reallocation, as described in the 2018 Universal RFP and below:

- *Excess Funding Awards –All HUD CoC funded projects, including those that are direct HUD grantees and/or a THHI Sub-recipient, should review their current renewal amount compared to their actual expenses over the past 2 funded years. If a project has not expended all funding awarded, that agency should consider the actual amount needed to fulfill their grant outcomes, including serving the same number of clients/households as well as units to determine what, if any amount, can be reallocated to a new CoC project.*
- *Low Performing Projects – CoC Projects that have consecutively been in Tier 2 based on ranking and scoring of their projects should consider voluntarily reallocating their funding in the FY 2018 funding competition. The funding decisions for projects in Tier 2 will always fall to HUD, based on the criteria they established in the NOFA and are always at risk of a decision by HUD to not renew. While HUD has not indicated they will consider a project’s previous application project ranking when making their Tier 2 funding decisions, it is also not outside the realm of possibility for HUD to do so as they continue to focus their funding decisions on high performing projects.*

*Reallocated funding will be utilized for New Projects as allowable under HUD’s FY 2018 NOFA, with any new project(s) being selected from the Pipeline of new project proposals received as part of the 2018 Universal RFP and/or new project(s) that have an impact on improving the overall system performance.*

The 2018 Universal RFP required CoC renewal projects to submit a Letter of Intent to Renew to THHI by 3:00 P.M. on Monday, February 26, 2018 to include the amount of renewal funding they wanted to renew. All renewal projects indicated in their Letters of Intent to Renew and to renew at their full/ allowable renewal amount. However, in early May 2018, during the required review and submission of the FY18 Grant Inventory Worksheet (GIW) to HUD, Volunteers of America of Florida notified THHI that they would not be renewing their Permanent Supportive Housing Leasing Project with a renewal funding amount of \$334,282. This amount is included in our CoC’s ARD amount (page 3), however it will be reallocated to a new project as allowable by HUD’s FY 2018 NOFA.

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

### **New Projects:**

The FY 2018 NOFA allows for CoC’s to apply for new funding and/or projects through reallocation, DV Bonus and Bonus funding. Additionally, HUD’s NOFA allows for new projects to be completely new projects, or an expansion of a project currently funded through the CoC Program or expansion of a project not currently receiving CoC Program Funds. New projects can include an expansion of an existing CoC or non-CoC Program funded project.

The following new project types, based on the type of funding (Reallocation, Bonus and DV Bonus), are eligible for submission as a new project:



New Projects Created Through Reallocation or Bonus. New project applications may be created through the reallocation process or as bonus projects:

- (a) Permanent housing-permanent supportive housing (PH-PSH) projects that meet the requirements of Dedicated PLUS as defined in Section III.C.3.f of this NOFA or where 100 percent of the beds are dedicated to individuals and families experiencing chronic homelessness, as defined in 24 CFR 578.3.
- (b) CoCs may create new permanent housing-rapid rehousing (PH-RRH) projects that will serve homeless individuals and families, including unaccompanied youth;
- (c) Joint TH and PH-RRH component projects as defined in Section III.C.3.m of this NOFA to better serve homeless individuals and families, including individuals or families fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking who meet the following criteria:
  - (i) residing in a place not meant for human habitation;
  - (ii) residing in an emergency shelter;
  - (iii) person meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking;
  - (iv) residing in a transitional housing project that is being eliminated; 29 of 84
  - (v) residing in transitional housing funded by a Joint TH and PH-RRH component project as defined in Section III.C.3.m of this NOFA; or
  - (vi) 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.
- (d) Dedicated HMIS project for the costs at 24 CFR 578.37(a)(2) that can only be carried out 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 esnaps.
- (e) Supportive services only (SSO-CE) project to develop or operate a centralized or coordinated assessment system.

New Projects for DV Bonus. New projects that want to be considered for the DV Bonus, may be:

- (a) Permanent Housing-Rapid re-housing projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3;
- (b) Joint TH and PH-RRH component projects as defined in Section III.C.3.m of this NOFA dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3; or
- (c) Supportive service only-coordinated entry project to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.

A CoC may submit up to 3 DV Bonus Projects with no more than 1 project per project type listed above. The DV Bonus cannot be used to expand a currently funded CoC project; however it can be used to expand a current non-CoC funding project that is not dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that meet the definition of homeless in paragraph (4) of 24 CFR 578.3 to dedicate additional units, beds, persons served, or services provided to existing program participants to this population.

### **Tampa/Hillsborough County CoC Eligible New Project Selection Process**

THHI's 2018 Universal RFP is the primary solicitation process for determining eligible projects for HUD's CoC Program Competition. As part of the annual universal RFP process, THHI requests and solicits project proposals for which:

- 1) Funding has already been secured by THHI to be awarded.
- 2) Funding is anticipated to be secured by THHI, including the CoC Program funds anticipated to be available for new and renewal projects through HUD's NOFA process.
- 3) Future funding availability is unknown to THHI; however, the project(s) must meet a gap to improve the overall system performance of the CoC. These proposals are referred to as pipeline projects.

The annual universal RFP process is utilized to increase system coordination and effectiveness in order to strategically align community resources on an annual basis.

All proposals submitted during the Universal RFP process are scored and selected according to the written Universal RFP process. Based on this process, projects are selected for conditional award by THHI's Board of Directors. From the conditional awards, some projects are selected to be awarded funding that is already available. Other projects (or components) for which funding is not available become pipeline projects to be considered when and if other appropriate and applicable funding becomes available. For example: a proposed project may include the components of street outreach, emergency shelter and rapid rehousing. However, funding may only be available for the rapid rehousing component, and they may be awarded funding for only the rapid rehousing component.

When a funding source or opportunity becomes available for a new project for which THHI did not receive a proposal for during the most recent Universal RFP cycle, a project will be selected based on a project's:

- impact on improving system performance and performance measurements of the CoC,
- performance data of existing projects, project type, cost effectiveness, past monitoring/audits, and
- the community needs and vulnerabilities

Utilizing the process and philosophy stated above, THHI has identified the following organizations to work with to develop and submit applications to apply for the new and reallocated project(s) funding available in our CoC's FY18 Continuum of Care Program Competition application:

- Alpha House of Tampa
- Catholic Charities
- The Agency for Community Treatment Services
- The Spring of Tampa Bay

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**

THHI’s Universal RFP process also included the opportunity for current CoC Program funded projects, both those that are direct HUD grantees and those that are THHI’s CoC Program Funded sub-recipients, to indicate they intention to renew by submitting a Letter of Intent to Renew. All projects currently receiving CoC Program Funds did submit a Letter of Intent to Renew during the process. However, subsequently, during the required review and submission of HUD’s FY18 Grant Inventory Worksheet (GIW) in early May of this year, Volunteers of America notified THHI and HUD that they would not be renewing their grant for their Permanent Supportive Housing project and thereby voluntarily made the funding available for the CoC to reallocate to a new project, as allowable in HUD’s NOFA. The amount of the reallocation funding available is indicated in the New Projects section.

Based on the above, 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 FY18 Consolidated CoC Application.

<b>Agency</b>	<b>Sub-Recipient (if applicable)</b>	<b>Project Name</b>	<b>Project Type</b>	<b>Amount of Renewal Funding</b>
Agency for Community Treatment Services	n/a	Hillsborough County Permanent Housing Program	PSH-Project Based	\$122,330
Agency for Community Treatment Services	n/a	Sandra Prince Supported Housing Program	PSH-Project Based	\$186,755
Agency for Community Treatment Services	n/a	H.E.A.R.T	PSH - Leasing	\$1,820,807
Catholic Charities Diocese of St. Petersburg, Inc.	n/a	Pathways Rapid Rehousing Program	RRH	\$970,701
Housing Authority of the City of Tampa	n/a	TRA Collaborative	PSH – Rental Assistance	\$313,644
Housing Authority of the City of Tampa	n/a	TRA Collaborative 2004	PSH – Rental Assistance	\$169,385
Project Return	n/a	Project Return Permanent Supportive Housing (Friendship Palms)	PSH-Project Based	\$158,364
Tampa Hillsborough Homeless Initiative, Inc.	Gracepoint Wellness	HOME3	PSH – Rental Assistance	\$782,808

Tampa Hillsborough Homeless Initiative, Inc.	Gracepoint Wellness	PHAME	PSH – Rental Assistance	\$437,853
Tampa Hillsborough Homeless Initiative, Inc.	Agency for Community Treatment Services	More H.E.A.R.T.	PSH – Leasing	\$435,535
Tampa Hillsborough Homeless Initiative, Inc.	Catholic Charities Diocese of St. Petersburg, Inc.	Hillsborough Pathways to Housing	RRH	\$80,505
Tampa Hillsborough Homeless Initiative, Inc.	n/a	Coordinated Entry	SSO - CE	\$78,160
Tampa Hillsborough Homeless Initiative, Inc.	n/a	UNITY Information Network	HMIS	\$238,843
				\$ 5,795,690

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

*NOTE: The total amount indicated on the chart above does not match our CoC ARD. The chart is for the purposes of the renewing projects to know their renewal amounts. The ARD includes the amount (\$334,282) to be reallocated from Volunteers of America’s voluntary choice to not renew, which will be utilized for a new project.*

**Consolidated Projects** - New in FY 2018, eligible renewal project applicants will have the ability to consolidate two or more eligible renewal projects (but no more than four projects) into one project application during the application process. To be eligible for consolidation, projects must have the same recipient and be for the same component. Applicants that desire to submit to consolidate renewal projects under this process will be required to submit renewal applications for each individual project as well as a Consolidate. The NOFA does advise that “prior to beginning the consolidation process in the project application, the applicant should consult with the local HUD field office to ensure it is eligible to consolidate the projects.”

All project applicants, including sub recipients, must ensure their agency meets applicant and program eligibility and threshold requirements as described in HUD’s NOFA, Section V.

**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.

***HUD strongly encourages project applicants to review the FAQs posted at [www.hudexchange.info/coc/faqs](http://www.hudexchange.info/coc/faqs) by searching for the keyword “match.”***

### **\*\*\*\*IMPORTANT\*\*\*\***

Per HUD’s Application instructions, project applications that include third-party In-Kind match must have an in-kind match MOU (that will be required to be attached to the esnaps application).

- **Type of Commitment:** Required. Select Cash or In-kind (non-cash) to indicate the type of contribution that describes this match commitment. If applications include third-party In-Kind match, project applicants should attach MOU(s) documentation that confirms the in-kind match commitment.
- **Type of source:** Required. Select “Private” or “Government” to indicate the source of the contribution. Funds from HUD-VASH (VA Supportive Housing program) and other federal programs are eligible sources of match so long as they do not prohibit their funds to be used as match for another federal program and are considered Government sources.
- **Name the Source of the Commitment:** Required. Enter the name of the organization providing the contribution. Be specific and include the office or grant program as applicable.
- **Date of written commitment:** Required. Enter the date of the written contribution.
- **Value of written commitment:** Required. Enter the total dollar value of the contribution

The match information entered in e-snaps should be based on the current commitments at the time of project application, covering the requested grant operating period (i.e., grant term), and **NOT based on projections**. HUD expects the amount(s) listed on this screen to be accurate, with a commitment letter(s) in place that includes at least the same amount(s) as those listed in this screen.

## **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.

## **INSTRUCTIONS AND REQUIREMENTS FOR PROJECT APPLICATION SUBMISSIONS**

All new and renewal project applications will be completed directly in esnaps by the agency that will be operating the project.

For projects that THHI is the grantee, THHI will complete the initial project applicant and applications steps necessary to access the full esnaps applicable project application. THHI will complete this set up process by 5 p.m. on Tuesday, July 17, 2018.

## **NEW PROJECTS – APPLICATION SUBMISSION REQUIREMENTS TO THE COLLABORATIVE APPLICANT FOR SCORING AND RANKING**

For eligible new projects created through reallocation, DV Bonus, or Bonus, as identified and selected as previously stated in this addendum; and as stated in THHI's 2018 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 e-snaps, 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
- All required HUD certifications and forms
- Documentation of match commitment for 25 percent of the requested grant amount

The project direct or sub-recipient applicant shall provide the New Application submission package items, listed below, to THHI **by 3:00 PM on FRIDAY, August 17, 2018 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 and submit the applicable FY18 New Project application (new, reallocation, DV) in esnaps for the project. After submission, the applicant shall export a PDF copy of the submitted application and include a hard copy of the application, along with all attachments as required by HUD, in the submission packet delivered to THHI.
2. Housing First/Low Barrier Questionnaire – Completed
3. Most Recent Financial Audit including Supplementary Information and Other Reports and The Management Letter

## **RENEWAL PROJECTS –APPLICATION SUBMISSION REQUIREMENTS TO THE COLLABORATIVE APPLICANT 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 FY18 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 3:00 PM on FRIDAY, August 17, 2018 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 and submit the FY18 renewal application in esnaps for the project. After submission, the applicant shall export a PDF copy of the submitted application and include a hard copy of the application, along with all attachments as required by HUD, in the submission packet delivered to THHI.
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, 2016 to September 30, 2017**
  - b. The FL-501 Tampa/Hillsborough County 2018 Housing Inventory Chart (HIC) related to CoC Renewal Projects only (attachment to 2018 Universal RFP CoC Addendum)
  - c. The “BASIC Entry Exit Report with Interim - NOFA 2018 Final” report from UNITY. This report will allow you to see all entries that occurred on or after 10/01/2016 and on/before 9/30/17, 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. Most Recent Financial Audit including Supplementary Information and Other Reports and The Management Letter

## **Application, Scoring and Ranking Documents – Submission DEADLINE and Format**

**All project applicants MUST submit to THHI, in hard copy form, by 3:00 PM on FRIDAY, August 17, 2018** all documents listed above as applicable to new (reallocated, bonus and DV Bonus) and renewal project types. The submission packet must be delivered to THHI’s office, 601 E. Kennedy Blvd., 24<sup>th</sup> Floor, Tampa, FL 33602.

The submission package should be on **standard 8X11 paper, single sided with 1 original and 2 copies, secured with a binder clip or staple, and in the order indicated above.**

### **HUD’S PROJECT REVIEW AND SELECTION PROCESS**

All applicants are expected to read the NOFA to understand how HUD will review and select projects.

### **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 PROJECT 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.

### **NOTICE OF INCLUSION / EXCLUSION**

THHI will formally notify all projects, in writing (via email) **by 8:00 PM on Friday, August 31, 2018** of the project's inclusion in or exclusion from the FY 2018 CoC Consolidated Application.

### **CONSOLIDATED APPLICATION POSTING**

THHI will post to the THHI website ([www.THHi.org](http://www.THHi.org)), the FY18 HUD-CoC Consolidated Application to include the CoC Application, Project Priority Listings, and all project applications on **Saturday, September 15 by 8 p.m.**

### **CONTINUUM OF CARE PROJECT SCORING AND RANKING**

HUD requires and evaluates a CoC's ability 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.B.2) and made publicly available as part of this CoC NOFA instruction packet.

With this in mind, in considering the severity of needs and vulnerabilities of the community and the availability of resources, the Tampa/Hillsborough County Continuum of Care (CoC) considered projects for inclusion into the CoC's Consolidated Application based on organizations submittal of an Letter of Intent to Renew (Renewals), a new applicable project during the 2018 Universal RFP, having had an approved pipeline project from previous RFPs, and/or would have an significant impact on the over-all development and improvement of the CoC's performance as a coordinated system.

### **System-wide Objective Scoring Criteria**

The Tampa/Hillsborough County CoC geographical area was directly impacted by Hurricane Irma on September 4, 2017 and received a Major Disaster Declaration declared on September 10, 2017. As a direct result of the hurricane, the CoC saw a *26% increase* among families and a *30% increase* among unaccompanied youth. While the CoC strategic plan addresses the vulnerabilities and the need to make homelessness rare, brief, and non-recurring for Veterans, Chronically Homeless, Youth, Families and Unsheltered Individuals; as part of this year's CoC application process, focus will be given to the following community needs:



- Youth
- Families
- Victims of Domestic Violence (DV); which has been a priority for the CoC the last year.

Therefore, as part of its review, scoring and ranking process, the CoC will use the following system-wide objective scoring criteria to evaluate renewal or new projects:

- Type of population proposed to serve (dedicated or prioritized) based on community need; extra points will be given to projects that target *DV victims*.
- Housing First/Low Barrier
- Type of housing proposed based on community need.
- How the project will help improve the performance of the community's overall system, fills a gap/need within our system and move the community forward in achieving HUD and CoC priorities and goals to make homelessness rare, brief and non-recurring in our CoC.
- Project type cost effectiveness (% of total project budget dedicated to housing vs services), and
- Where applicable, past performance data (renewals) or proposed performance data (new) according to the system performance standards that have been set by the CoC, which is detailed below.

#### Other Key System-wide Objective Scoring Criteria

As part of the workings of the CoC Service Delivery Committee, the CoC looks to incorporate additional key system-wide priority criteria to further evaluate a project's impact on improve the CoC system as a whole:

- Serve a target subpopulation(s) that have the most need: individuals and families saw an increased during the last pit count due to Hurricane Irma (as well as an inflow from Puerto Rico); unaccompanied youth, and domestic violence victims and the degree in which the system improves their safety.
- Operate or propose to operate a project that has the greatest impact on the CoC system by reducing the number of people experiencing homelessness in relation to the number of households that can be housed with the funding awarded or requested.
- Agencies level of participation in the Coordinated Entry System Process in accordance with the CoC Coordinated Entry Manual.
- The level in which an agencies incorporates HUD's Equal Access and other housing rules into their agency/program policies and procedures.

#### **Project Level Objective Scoring Criteria and Past Performance:**

In addition to the objective criteria mentioned above, the following projects will be review, scored, and ranked according to the following project submission levels:

#### **Renewals**

Renewals will continued to be scored and ranked according to performance data, utilizing a standard year based on HUD's most recent System Performance Measurements data range. This is to align project level data to its impact on System Performance Measurements. The renewal scoring includes factors included on the Performance Scorecard and are related, but not limited, to:

- Residence Prior to Entry: Participants entering from the street, emergency shelter or safe haven

- Exits to Permanent Housing Destinations
- Project participant’s Housing stability (Retention Rate)
- Increase in Earned Income
- Percent that Exit to another Homeless Situation
- Unit Utilization Rate
- 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, 2016 to September 30, 2017**. 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.

While incorporating the System-wide Performance Measurements, the renewal scorecard is based on the total points a project can receive for the following sections:

<b>Renewals</b>		
A.	System-wide and Project Level Performance	Maximum Points = 67
B.	Coordinated Entry Participation	Maximum Points = 6
C.	Project Populations	Maximum Points = 11
D.	Data Quality	Maximum Points = 23
E.	Overall Grant Management	Maximum Points = 16
F.	CoC Participation	Maximum Points = 3
<b>Total Points Available</b>		<b>126</b>

**New Projects**

New projects will continued to be scored and ranked according to additional factors listed on the Performance Scorecard and are related, but not limited, to:

- Proposed Exits to Permanent Housing Destinations
- Average Length of time from project enrollment to permanent housing placement
- Increase in Earned Income
- Increase in Total Income from Entry to Exit (or end of Grant Term)
- CoC Participation by grantee/sub-recipient of the project

Bonus and Reallocation

Although the CoC has cumulatively reallocated at least 20 percent of the CoC’s ARD between the FY 2014 and FY 2018 CoC Program, it is constantly evaluating the performance of existing CoC Program-funded project to determine the viability of reallocating the project to create a new high performing bonus project. As described on page 7 of the Tampa/Hillsborough County CoC’s New/Renewal Application

Process (July 13, 2018), the CoC looks to reallocate the Volunteers of America of Florida, Permanent Supportive Housing Leasing Project, with a renewal funding amount of \$334,282 to create a new bonus project.

Domestic Violence (DV) Bonus

In considering the severity of needs and vulnerabilities experienced by those fleeing domestic violence, extra points will be given to those projects that dedicated or prioritize housing and services for DV victims.

In evaluating projects submitted by victim service providers, the CoC will utilize data generated from a comparable database to evaluate DV projects based on the same scoring criteria as new project, the degree they not only improve safety for the population they serve, but also how the providers work in collaboration with the CoC’s coordinated entry system process to ensure that program participants are safely connected to housing resources (in which coordinated entry priority is given) in accordance with the CoC approved Coordinated Entry Manual.

While incorporating the System-wide Performance Measurements, the new scorecard is based on the total points a project can receive for the following sections:

<b>New Projects</b>		
A.	System Wide and Project Level Performance	Maximum Points = 47
B.	Project Populations	Maximum Points = 3
C.	Organizational Capacity	Maximum Points = 12
D.	CoC Participation	Maximum Points = 3
E.	HMIS Participation	Maximum Points = 3
<b>Total Points Available</b>		<b>68</b>

**Conflict of Interest**

A conscious effort is made to avoid conflict, or the perception thereof, when assigning applications for review. No member of the CoC Ranking and Review Committee shall score their own agency’s project applications, however they may score other project applications if no other conflict has been identified. All reviewers are asked to identify any conflict that may exist with any application they are assigned to review. 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 needs, best and next practices, regulations, etc. to be able to fully understand if a project application 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 that directly influences 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.

## Project Scoring, Ranking and Placement on Project Priority Listing

HUD has continued to require CoC's to evaluate and rank project applications to demonstrate the CoC's priorities in their efforts to make homelessness rare, brief and non-recurring. This process will utilize a multi-step process that encompasses both scoring outcomes and identified community priorities.

### Scoring Process

All project proposals received will be scored by no less than 3 members of the CoC's Ranking and Review Committee members using the applicable scoring tool to ensure and validate the scoring process. Individual reviewer scores will be averaged to determine the total points for a project (to be converted to the base score as described below).

### Base Score

Recognizing that the scoring criteria and tool for renewals and new projects differ in terms of maximum point available, a project's base score will be determined based on a percentage of available scoring points a project receives, converted to a 100-point scale to determine a base score.

Examples:

- a **renewal project** receives a score of 80 points out of 126 possible points, thus the project received 63% of the total maximum points. When converted to a 100 point scale, the project's score is 63.
- a **new project** receives a score of 50 points out of 68 possible points, thus the project received 73.5% of the total maximum points. When converted to a 100 point scale, the project's score is 73.5.

### Critical Need Bonus Points

Once the score has been converted to the 100 point scale, the bonus points, as indicated below and based on the community needs, will be added to determine a final project score for ranking.

Bonus points will be added to projects (new and renewal) that target and/or are dedicated to the following critical subpopulations:

- Youth
- Families
- Victims of Domestic Violence (DV)

Projects whose applications demonstrate it will **target** one of the above populations will receive 2 additional points for each population. Target means that 75 percent of the households/person the will serve fall into the targeted sub-population.

Projects whose applications demonstrate they are **dedicated**, meaning exclusively serving on of the stated populations above will receive an additional 5 points for each population.

### **Project Ranking Score and Project Priority Listing**

The project final Ranking Score will be the Base Score plus Critical Need Bonus Points. This score will be the primary factor, but not the sole factor, for placement on the Project Priority Listing. A total of 18 individual projects are anticipated to be ranked. The final Project Priority Listing ranking takes into account both the project's final ranking score as well as the project's impact on overall system performance including priorities of HUD and our community.

**Step 1:** Critical CoC System Renewal projects (HMIS and Coordinated Entry) will be placed as numbers 1 and 2

**Step 2:** Remaining Projects (new and renewals) will be placed in order from highest Ranking Score to lowest Ranking score.

**Step 3:** Consolidated Renewal projects will be ranked closest to the highest ranking project of the two individual projects being consolidated and given the same ranking number as that project, e.g., the highest ranking of the two project is 5 and the lowest ranking is a 7, the consolidated project will also be placed as a second ranking of 5.

**Step 4:** The ordered list of projects (steps 1 and 2) will be presented to the THHI Application Review Board. The THHI Application Review Board will review the order and consider whether the initial project ranking order 1) aligns with HUD incentives and/or requirements, 2) aligns with community priorities as identified above, and/or 3) is likely to result in any critical service gaps. Based on these elements, the THHI Application Review Board may adjust the order to ensure the application submitted for the Tampa/Hillsborough County CoC is as competitive as possible based on alignment with HUD and community priorities. The rationale for any adjustments will be included with the published Project Priority Listing (see critical dates timeline for posting date).

**Step 5:** THHI Review Board's Project Priority Listing recommendation will be presented to the THHI Board of Directors for final approval.

As previously stated, a project's ranking score is not the sole determination of the final ranking. A project's impact on community-wide system performance must also be considered. The THHI Application Review Board and Board of Directors fully recognizes and acknowledges that the final ranking decisions will result in projects, both new and renewal, falling into Tier 2 and/or into no tier; and that could result in projects not being awarded renewal or new funding. There is simply no single way to guarantee that all renewals are funded and to obtain new project funding. The three parts of the full CoC Application submission – Consolidated Application, Project Priority Listing and Project Applications – are all used by HUD in scoring the CoC's Consolidated Application with the overall Consolidate Application score being used by HUD's to make new/bonus project award decisions. Therefore, the Project Priority Listing MUST demonstrate the community's priorities. All application components need to show the CoC is strategically looking at community-wide system performance and making necessary decisions based on a project's current and future impact on the system; not simply going with the "status quo" in keeping projects developed based on past community needs. The THHI Application Review Board and Board of Directors are committed to moving our community forward towards our common goal of making homelessness rare, brief and non-recurring.

### **ADDENDUM DOCUMENTS**

The documents listed below are part of these instructions and can be access on THHI's website at <http://thhi.org/fy2018-hud-coc-program-competition>.

- FY18 HUD CoC Competition – THHI Staff Liaisons
- FY18 HUD CoC Competition – Application Submission Checklist
- FY18 HUD CoC Competition - Project Performance Scorecard Instructions
- FY18 HUD CoC Competition - Project Performance Scorecard (pdf and excel)
- FY18 HUD CoC Competition – New-Expanded Project Scoring Criteria
- FY18 HUD CoC Competition - Canned CoC-APR – Example
- FY18 HUD CoC Competition - BASIC Entry Exit Report - NOFA 2018 Template
- FY18 HUD CoC Competition - Housing First/Low Barrier Questionnaire
- FY18 HUD CoC Competition - Instructions for Finding Project’s eLOCCS Information Guide
- FY18 HUD CoC Competition - HIC – FL-501 for Project Scoring
- FY18 HUD CoC Competition - CoC Meeting Agency Attendance for Proposal Scoring)
- FY18 HUD CoC Competition - CoC Committee Meeting Attendance – July 2017 – June 2018
- FY18 HUD CoC Competition - HMIS Participation
- FY18 HUD CoC Competition - HMIS Agency Data Completeness