



Homeless Leadership Alliance of Pinellas

Working to prevent, divert, and end homelessness

2023 Department of Housing and Urban Development (HUD) Notice of Funding Opportunity (NOFO) FL-502 Local Competition Application Instructions

FL-502 Request for Proposal (RFP) Introduction

In its capacity as the Collaborative Applicant for the FL-502 Continuum of Care, the Homeless Leadership Alliance of Pinellas (HLA) is accepting proposals for projects to be considered for inclusion in the FL-502 Consolidated Application in response to the HUD CoC NOFO for FY 2023. HLA invites proposals from all eligible entities, including those who have not been awarded HUD CoC funding in the past.

FL-502 HUD CoC FY 2023 Funding Available	
Estimated Annual Renewal Demand	\$5,435,514
CoC Bonus Project Amount	\$380,486
DV Bonus Project Amount	\$507,909
CoC Planning Project Amount	\$271,776
Total	\$6,595,685

The estimated Tier 1 amount for FL-502 is \$5,055,028.

For definitions of these funding terms, refer to Section I.B.3.j. in the FY 2023 HUD CoC NOFO.

Eligible Project Applicants and Project Types

Eligible project applicants include nonprofit organizations, local governments, and public housing agencies.

Eligible project types include the following.

- Permanent Supportive Housing (PSH) projects. These may include renewals of existing grants and new (including expansion) projects. PSH projects may be Dedicated or Dedicated Plus programs, as defined in the FY23 HUD CoC NOFO.
- Rapid Rehousing (RRH) projects that serve households who qualify as homeless under paragraphs (1), (2), or (4) of 24 CFR 578.3 or, for new projects, Section 103(b) of the McKinney-Vento Homeless Assistance Act). These may include renewals of existing grants

and new (including expansion) projects.

- DV RRH and DV Supportive Services Only for Coordinated Entry (SSO-CE) projects to serve households fleeing or attempting to flee domestic violence, stalking, trafficking, and/or dating violence who qualify as homeless under paragraphs (1) or (4) of 24 CFR 578.3 or, for new projects, Section 103(b) of the McKinney-Vento Homeless Assistance Act. These may include renewals of existing grants and new (including expansion) projects.
- Joint Transitional Housing Rapid Rehousing projects (TH-RRH). These may include renewals of existing grants and new (including expansion) projects. Projects must serve households who qualify as homeless under paragraphs (1), (2), or (4) of 24 CFR 578.3.
- Transitional Housing (TH) for renewing grants. Projects must serve households who qualify as homeless under paragraphs (1), (2), or (4) of 24 CFR 578.3.
- Homeless Management Information System (HMIS) projects. These may include renewals of existing grants and new (including expansion) projects. The only eligible applicant for HMIS projects is HLA, as CoC HMIS Lead.
- Supportive Services Only (SSO-CE) projects for Coordinated Entry. These may include renewals of existing grants and new (including expansion) projects. The only eligible applicant for non-DV SSO-CE projects is HLA, as CoC CE Lead.
- CoC Planning. The only eligible applicant for the CoC Planning project is HLA, as CoC Collaborative Applicant.

Timeline of Events (Subject to Change)	
Event	Date, Time, and Location
Applications released <ul style="list-style-type: none"> • Instructions, Intent to Renew Forms, Applications, and Scoring Tools distributed via email, website, and social media • Registration for Applicant Conference opens 	7/14/2023
Application question period begins <ul style="list-style-type: none"> • All questions submitted via email to CoCNOFO@hlapinellas.org 	7/17/2023
Applicant Conference – MANDATORY for applicants proposing new (including expansion) projects <ul style="list-style-type: none"> • Review of Instructions, Application and Scoring Tools • Questions, comments, concerns 	7/20/2023
Question Period closes <ul style="list-style-type: none"> • Cone of silence period begins • Q&A posted on website and sent to applicants 	8/3/2023
Due date for Intent to Renew Forms, Applications, and Attachments <ul style="list-style-type: none"> • Submit by 4:00 PM to CoCNOFO@hlapinellas.org 	8/9/2023

Data and System Performance Subcommittee System Performance Review	8/11/2023
Applications provided to Review and Rank Committee	8/15/2023
Review and Rank Committee (RRC) Training	8/17/2023
RRC preliminary scores due to HLA	8/22/2023
Review and Rank Committee Meeting <ul style="list-style-type: none"> Deliberations on project inclusion and ranking 	8/24/2023
CoC Executive Committee Meeting <ul style="list-style-type: none"> Initial discussion regarding project inclusion and ranks 	8/25/2023
Review and Rank Committee Meeting (part 2) <ul style="list-style-type: none"> Deliberations on project inclusion and ranking 	8/30/2023
CoC Executive Committee Meeting <ul style="list-style-type: none"> Final approval of project inclusion and ranks 	8/30/2023
Applicants notified of project inclusion and ranks	8/31/2023
Appeals due by 4:00 PM to CoCNOFO@hlapinellas.org	9/5/2023
Notification of appeal decisions and, if necessary, notification of any changes in inclusion and priority	9/8/2023
Projects due by 4:00 PM in e-snaps for review by HLA staff	9/15/2023
Deadlines for corrections (as identified by HLA staff) in e-snaps	9/20/2023
CoC Consolidated Application public positing	9/22/2023
CoC Consolidated Application submission to HUD	9/26/2023

HUD Resources

Important information regarding program components, expansion projects, consolidating grants, transition grants, CoC bonus projects, and DV bonus projects, including threshold requirements, are found in the FY 2023 HUD CoC NOFO. All new and renewal project applicants should review the FY 2023 HUD CoC NOFO to ensure that requirements and expectations are understood and met. Project applicants must also understand fully the definitions, requirements, and expectations set forth in the CoC Program Rule in 24 CFR 578.

Below are HUD resources that will be helpful.

- [HUD Continuum of Care Overview Page](#) (including guidance)
- [HUD Continuum of Care Program Competition Page](#)
- [24 CFR 578](#) (the federal regulations governing the CoC program)
- [HUD E-Snaps Resources Related to the FY23 Competition](#)
- [Introduction to E-Snaps](#)
- [E-Snaps](#)

How to Submit a Proposal

New (Including Expansion) Projects

Agencies seeking funding for new (including expansion) projects must complete the appropriate type of new project application, provided along with these instructions.

Nonprofit organizations must meet the following criteria:

- Registered 501(c)(3).
- Registered and in good standing in the State of Florida based on current filing with the Secretary of State, Division of Corporations.
- Registered with SAM.gov, and able to obtain a Federal Unique Entity Identifier (formerly DUNS #). HLA staff will use SAM.gov to verify if an agency is on the Excluded Parties List. Any party on the list will be considered ineligible for funding.

When completing the Application, remember:

- All attachments should be numbered in the same order shown in the required attachments section of the Application.
- All required narratives should be typed, single spaced, and should not exceed the stated maximum length.
- The Application must be signed by an agency official designated to execute contracts on behalf of the organization.
- Do not include these instructions with your submission.
- Do not include information or attachments not related to the specific proposal or that are not specifically requested.
- Do not reference websites for reviewers to access additional information in support of your narrative.
- Email the application and attachments in a single pdf file to the address shown below.

Applications and attachments must be submitted via email to CoCNOFO@hlapinellas.org on or before 8/9/2023 at 4:00 PM. Submissions received after this date and time will not be accepted, and therefore the project will not be considered.

Renewal Projects

Organizations seeking renewal funding for their current projects must submit an Intent to Renew Form, provided along with these instructions. The Intent to Renew Form must be completed and signed by an authorized representative for the agency. Please do not include these instructions with your submission.

When completing the Intent to Renew Form, remember:

- All required narratives should be typed, single spaced, and should not exceed the stated maximum length.
- The Intent to Renew must be signed by an agency official designated to execute contracts on behalf of the organization.
- Do not include these instructions with your submission.
- Do not include information or attachments not related to the specific project or that are not specifically requested.
- Do not reference websites for reviewers to access additional information in support of your narrative.
- Email the application and attachments in a single pdf file to the address shown below.

Intent to Renew Forms must be submitted via email to CoCNOFO@hlapinellas.org on or before 8/9/2023 at 4:00 PM. Submissions received after this date and time will not be accepted, and therefore the project will not be considered.

Applicant Conference

Attendance at the Applicant Conference is required for organizations submitting applications for new (including expansion) projects. Attendance is optional for organizations who are submitting only an Intent to Renew form. The meeting will take place on 7/20/2023 at 9:30 AM via Zoom. [Click here to register](#) for the conference. The registration link will also be distributed via email and social media and posted on the HLA website.

Questions Regarding the RFP

The HLA will accept questions about the application process from 7/17/2023 at 10:00 AM to 8/3/2023 at 4:00 PM. Questions must be submitted via email to: CoCNOFO@hlapinellas.org. HLA staff will compile all questions and answers, post them online, and distribute them via email to FY 2022 awardees and those who registered for the Applicant Conference.

Proposal Evaluation

Proposals will be evaluated using the FY 2023 Scoring Tool appropriate for the type of project submitted. These Scoring Tools are provided as part of this RFP. For renewal projects, performance will be reviewed using the timeframe of 10/1/2021 to 9/30/2022. The HLA will utilize each project's Annual Performance Report (APR) 2022 ("canned report") for the project performance evaluation.

Local Priorities and Goals

- FL-502 Continuum of Care System Performance Benchmarks
- Pinellas CoC Funders' Council Priorities
 1. Prevention (note: not an eligible project type for HUD CoC funding)

2. Rapid Rehousing with a focus on Housing Navigation
3. Permanent Supportive Housing
- Pinellas CoC Providers' Council Priorities
 1. Families with children ages 0-5
 2. Families with children ages 6-17 years
 3. Chronic homeless living on the street
 4. Unaccompanied youth and aging out of foster care

Selection Process

Phase 1 – Threshold Requirements

Proposals will be reviewed by HLA staff for adherence to the eligibility criteria described in the 'How to Submit a Proposal' section above. Applications must also meet the following threshold requirements:

- Applications and Intent to Renew Forms must be completed in full and contain all required attachments.
- Applications and Intent to Renew Forms must be submitted on time.
- Agencies applying for new and/or expanded funding must attend the Applicant Conference.
- Applications and Intent to Renew Forms must be signed by an agency official designated to execute contracts on behalf of the organization.
- Agencies applying for new and/or expanded funding must have a Federal Unique Entity Identifier (UEI) and Federal Tax ID number.

If HLA staff determine these standards are not met, the project will be rejected, and the applicant agency notified by email. HLA staff may consult with the Review and Rank Committee to determine whether the standards were met. If the applicant and proposal are determined eligible, then the proposal will proceed to Phase 2.

Phase 2 – Proposal Review, Scoring, and Ranking

CoC Review and Rank Committee (RRC) Members will meet to review and score each project proposal using the 2023 Scoring Tool.

HLA staff will provide copies of all eligible Applications, Intent to Renew Forms, and attachments to the RRC, as well as any needed back up documentation, such as the applicant agency's attendance at the monthly CoC meetings over the past 12 months, CoC Committee participation, and HMIS participation.

The RRC will discuss the applications and determine a recommendation for funding to be presented to the CoC Executive Committee for approval. These recommendations of funding will include the following types of recommendations:

- Projects to be rejected.
- Projects to be included in the CoC Application but at an amount less than the amount requested by the project applicant.
- Projects to be included in the CoC Application at the amount requested by the project applicant.

- Ranks of each project to be included in the CoC Application, apart from the CoC Planning grant, which is not subject to ranking as required by HUD.

The CoC Executive Committee will review the recommendations provided by the RRC and make the final decision regarding which projects to include in the CoC Application to HUD, at what amounts, and with what ranks. Upon approval, HLA staff will provide notice via email to each project applicant regarding the CoC Executive Committee decisions, as described above.

Phase 3 - Appeals

Any project applicant may appeal a decision of rejection. Appeals must be written and received via email by the HLA as indicated in the timeline. Appeals must be submitted via email to CoCNOFO@hlapinellas.org by 4:00 PM on 8/31/2023.

The appeal must include a written statement specifying in detail the grounds asserted for the appeal. The appeal must be signed by an individual authorized to represent the agency and must include the specific sections of the application on which the appeal is based. The appealing agency must specify facts and evidence sufficient for the Review and Rank Committee (RRC) to determine the validity of the appeal and make a final decision. Note that explanations for submitting a late or incomplete Application or Intent to Renew do not constitute valid grounds for appeal. The RRC will not consider any information about the project that was not included in the submitted Application or Intent to Renew.

Decisions on appeals will be made by 9/6/2023, with the appellant and other affected parties notified upon decision.

Reallocation Policy

Reallocation may occur either through voluntary reallocation or through involuntary 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 Application, as it demonstrates to HUD that CoCs are consistently evaluating the effectiveness of the funding awarded. Reallocated funding will be utilized for new projects as allowable in the FY 2023 CoC Competition, with any new project to be selected from project proposals submitted in response to this RFP. An organization that voluntarily reallocates may submit a new project application that will be considered but the project will not be given priority or guaranteed acceptance.

- Excess Funding Awards – Applicants should review their current renewal amount compared to their actual expenses over the past two funded years. If a project has not expended all funding awarded, that agency should consider the actual amount needed to fulfill their grant outcomes 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 in previous grant years based on ranking and scoring of their projects should consider voluntarily reallocating their funding in the FY 2023 competition.

- Low Performing Projects and/or Underspent Projects – For renewing projects, scores will be based in part on project performance and timeliness/amounts of drawdowns. If these factors indicate a very poorly performing project or one that does not adequately utilize its funding, the RRC may decide to reject or reduce that renewal project, resulting in involuntary reallocation.

E-Snaps Submission

Projects selected for inclusion in the FL-502 CoC Application to HUD must apply through the federal e-snaps grant application system on or before 9/11/2023. If technical assistance is needed, please contact CoCNOFO@hlapinellas.org as soon as possible to ensure complete and accurate project applications are submitted timely.

Accommodation and Special Requests

Please contact the Homeless Leadership Alliance at CoCNOFO@hlapinellas.org or 727-582-7916 if the Request for Proposal documents and/or related resources are required in an alternative format or language.

Requirements for Awardees

CoC Participation Requirements

All awardees must actively participate in the CoC. Active participation is defined as being a CoC member and attending meetings as required by the CoC Charter.

All awardees must comply with HMIS Policies and Procedures. “Comply” is defined as actively entering data in accordance with the HUD and PHMIS Data Standards and designated HMIS workflow for project type; maintain a high level of data accuracy, timeliness of data entry and completeness. For data to be deemed complete, there cannot be more than the allowable rate of missing/client doesn’t know/client refused responses for the project type, as laid out in the Pinellas CoC Data Quality Plan. Domestic violence agencies are exempt from entering into HMIS but are required to have a comparable database to submit reports.

All awardees must actively participate in the Coordinated Entry (CE) Process. “Participate” is defined as executing a CE Participation Agreement with the CoC and adhering to the Agreement. The Participation Agreement outlines the standards and expectations for the project’s participation in and compliance with the policies and procedures governing CE operations. For a project to receive CoC funding from HUD, it is required to participate in Coordinated Entry. Applicants will be scored on their number of CE referrals accepted and housed as well as their number of CE referrals returned.

Confidentiality

Agencies must comply with confidentiality requirements pertaining to the records and locations of programs providing family violence prevention or treatment services.

Liability Insurance

All agencies awarded funds will be required to obtain liability and worker's compensation coverage that will be further defined in the funding agreement. The cost of the insurance may be included in the project budget.

Nondiscrimination

All agencies must ensure nondiscrimination. This applies to employment as well as to marketing and selection of project participants. All housing and services are available to all eligible persons and does not discriminate or prioritize households for housing and services based on race, color, national origin, religion, sex, age, familial status, disability, actual or perceived sexual orientation, gender identity, or marital status. The age and gender of a child under age 18 may not be used for denying any family's admission. Additionally, all projects must comply with HUD's Equal Access to Housing Final Rule which requires that recipients and subrecipients, as well as owners, operators, and managers of shelters, and other buildings and facilities and providers of services grant equal access to such facilities, and other buildings and facilities, benefits, accommodations, and services.

Important Information for Potential Funding Recipients

Cost Reimbursement

All contracts will be on a cost reimbursement basis. Costs must be documented and are subject to monitoring by the HLA and HUD.

Match

Match may be cash or in-kind for otherwise eligible project costs by the funding source. All matches will be required to be documented in writing. While the required amount of match differs based on funding source, all funding sources require match.

Conflict of Interest

All applicants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve in the best interest of the CoC, or that may reasonably be perceived as having this effect. If the HLA, in its sole discretion, determines that a conflict of interest exists, an applicant shall not be considered for a funding award.

Formal Termination Policy

Agencies awarded funds must develop a formal Termination Policy that clearly describes a process by which clients' services may be terminated if program requirements are violated. The process must recognize individual rights and allow termination in only the most severe cases. Termination process for rental assistance, leasing, and/or housing relocation and stabilization services must include written notice to the program participant, with clear statement of reasons for termination; review of decision to terminate, with opportunity for the program participant to present written or oral objections to agency; prompt written notice to the project participant of final decision. Supportive Assistance Agencies awarded funds must assure that homeless individuals and families are given assistance in obtaining appropriate supportive services including permanent housing, mental health treatment, medical health treatment, counseling, case management, supervision, and other services essential for achieving independent living. Additionally, agencies must ensure that the individuals and families are assisted in obtaining other Federal, State, local and private assistance, where available. This will include individually assisting clients to identify, apply for and obtain benefits under mainstream health and social services programs for which they are eligible such as: TANF, Medicaid, SSI/SSDI, Food Stamps, various Veterans programs, etc.

Monitoring

HLA staff will monitor each program to ensure compliance with the terms of the funding agreement between the HLA and the agency. This will include monitoring records kept by the applicant to demonstrate the eligibility of clients, the services provided, and other required information.