

Central Florida Continuum of Care (CoC FL-507) - Orange, Osceola and Seminole Counties
HUD Continuum of Care Program
Homeless Services Network of Central Florida - Request for Applications (RFA) 23.4
New and Renewal Projects

Release Date: Tuesday, August 1, 2023

Completed Applications Due: **Monday, August 21, 2023- 5:00 p.m. EST**

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Section I: Definitions and Acronyms.

1. Acronyms.

The following acronyms are in use throughout this Request for Applications:

CES =	Coordinated Entry System
CFR =	Code of Federal Regulations
CoC =	Continuum of Care
CoC FL-507 =	Central Florida Continuum of Care
CoC Interim Rule =	24 CFR Part 578, as amended
EST =	Eastern Standard Time
HMIS =	Homeless Management Information System
HSN =	Homeless Services Network of Central Florida, Inc.
HUD =	U.S. Department of Housing and Urban Development
NOFO =	Notice of Fund Opportunity
OCAG =	Other CoC FL-507-Assigned Grants
RFA =	Request for Applications
TBD =	To Be Determined

2. Definitions.

For purposes of this RFA:

- a. “2023 HUD NOFO” or “NOFO” means the HUD Notice of Funding Opportunity for Federal Fiscal Year 2023 Continuum of Care Program, found at: <https://www.grants.gov/web/grants/search-grants.html?keywords=CoC>
- b. “Applicant” means an organization or unit of government submitting an application in response to this RFA.
- c. “Central Florida” or “Tri-County Region” means Orange, Osceola and Seminole Counties, including their constituent municipalities.
- d. The terms “Homeless”, “Chronically Homeless”, “Continuum of Care”, “Homeless Management Information Systems”, “Collaborative Applicant”, “Rapid Rehousing”, “Permanent Housing”, “Permanent Supportive Housing”, “Program Participant”, “Project”, “Sub-recipient”, “Supportive Services”, “Transitional Housing” and “Victim Service Provider” have the same meanings as set forth in the CoC Interim Rule and the FY 2023 HUD Continuum of Care Program NOFO.

- e. “Project Component” means a set of activities to be performed by an Applicant that consists of Housing and/or Supportive Services that does not in and of itself constitute an entire Project, but is or can be combined with other activities to be performed by other Applicants to form a complete Project. For example, rental assistance could be the housing “component” of a project that needs to have both housing and services to form a complete project. Similarly, services are one component of a complete project, but not a complete project in and of themselves.
- f. “Bundling” means the process of combining distinct Project Components to form a complete Project. In FL-507 the most common form of bundling is a project in which one agency administers rent assistance for the project, and one or more partners provide services to program participants.
- g. “Project Sponsor” means an Applicant has site control of the units in which housing will be provided – whether in one location or multiple locations. Services may be provided by the Applicant, provided by a specific service provider under contract or MOU arrangement with the Applicant, or may be provided by other entities coordinated through the Coordinated Entry System.
- h. Stand-Alone Applicant/Sponsor” is either a renewal Applicant in the Submission to HUD (versus the local application the applicant submits in response to this RFA) or is named by the Applicant in the Submission to HUD as the entity that will be the sole sub-recipient of the contract with HUD to provide any housing and/or services to the Project.
- i. “Submission to HUD” means the application package submitted by CoC FL-507 to HUD in response to the 2023 NOFO. The Submission to HUD will include the Collaborative Application, multiple project applications made in response to the RFA, and the Priority Listing.

Section II: Description of Funding Opportunity.

A. About the HUD CoC Program.

The 2023 HUD NOFO establishes the funding criteria for the FY 2023 HUD Continuum of Care Program. The HUD CoC Program is designed to promote a region-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, and local governments to quickly re-house homeless individuals, families, persons fleeing domestic violence,

and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness.

B. About the CoC FL-507 Regional Application Process.

The process related to the selection of Projects for inclusion in the CoC FL-507 Submission to HUD and the review of applications pertaining to the 2023 HUD NOFO is only one part of a year-round, comprehensive effort by CoC FL-507 to mobilize, align and maximize resources in an effort to respond effectively to homelessness across the Central Florida region (Orange, Osceola and Seminole Counties). Membership in the CoC FL-507 is open to all individuals, organizations, businesses, and units or instrumentalities of local or state government who wish to work collaboratively toward that end. The competitive process described in this RFA is intended to be open as well, although all prospective Applicants should be aware of the eligibility requirements set forth in Section IV.

The application process for FY 2023 CoC Program and OCAG funding has been divided into two phases. The first phase, which is the subject of this RFA, is the process by which Projects, administered by recipients or project sponsors are selected to be included in the Submission to HUD. (Projects or portions of projects to be operated with OCAG funding are established directly by the applicable jurisdiction or other funder, and therefore are not the subject of this RFA.) Although scoring for renewal Projects is based on performance of current sub-recipients, should any renewal Projects with multiple sub-recipients (known as Bundled Projects within the FL-507 CoC), rather than a single Project Sponsor, be included in the federal submission, an additional competition for the funding awarded to those sub-recipients will occur a minimum of once every three years. In the second phase, sub-recipients will be selected to deliver the particular housing and services activity approved under each project. This sub-recipient competition provides the CoC with an additional opportunity for performance based reallocation.

Section III: Application Information.

A. Generally.

This RFA and the associated review process are based on established CoC FL-507 priorities as well as the requirements, terms, incentives and evaluation criteria found in the 2023 HUD NOFO, the CoC Interim Rule, and the McKinney-Vento Homeless Assistance Act, as amended by the Homeless

Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, all of which are incorporated into this RFA by reference. A full explanation of the content of those source documents is beyond the scope of this RFA. Prospective Applicants may direct questions about such issues to the Point of Contact identified in Section IX.A. In the event of any conflict between this RFA and any of the above-mentioned source documents, the latter is the authority.

B. Specifically.

The particular types and categories of Projects that may be considered for inclusion in the Submission to HUD, the funding amounts and activities that are eligible for consideration, and the associated application review process are described in this RFA and its attachments.

C. Attachments.

The RFA includes 10 attachments (A, A-1, B, C, D, E, F, G, H, I and J) that are critical to understanding the Application process and complying with the requirements described herein. Applicants should review all attachments prior to preparing an application. Attachments B, D and H are the currently approved versions of these documents; amendments with advance notice prior to contract execution are likely.

Section IV: Eligibility Information.

A. Eligible Applicants.

1. An Applicant must be a corporation exempt from taxation under section 501(c)(3) of the Internal Revenue Code, a unit of state or local government, or an arm of state or local government that:
 - a. Can demonstrate its ability, if funded, to effectively provide housing and/or services to people experiencing homelessness in Orange, Osceola and/or Seminole Counties throughout the HUD funding award period, in accordance with HUD requirements and CoC FL-507 priorities; and
 - b. Is not suspended, debarred, or otherwise precluded from bidding on or receiving federal, state, or local government grant awards.
 - c. For profit corporations are not eligible to apply.

2. CoC FL-507 encourages all prospective Applicants to review this RFA and to apply for funding to undertake eligible activities, as appropriate, and particularly those that are responsive to the priorities identified by HUD and CoC FL-507. As the Lead Agency and Collaborative Applicant for CoC FL-507, HSN is also available as a resource to assist prospective Applicants outside of this

RFA period with building capacity or identifying alternative funding opportunities that best match their missions and resources.

3. Two or more prospective Applicants that agree to work together as a consortium or collaborative may submit either a joint (“bundled”) Application or separate Applications. If submitting separate Applications, the content of the individual submissions must not conflict, and each of the respective collaborative partners must be clearly identified. In either case, the collaborating Applicants should identify whether one Applicant will be the lead sub-contractor, or whether each Applicant will be a sub-contractor for the funded project.

4. Victim Service Providers are eligible Applicants for CoC Program funding under the 2023 NOFO. CoC FL-507 will ensure that such organizations are held harmless in the Application scoring process with regard to all Application elements and scoring criteria related to HMIS and its relationship to Coordinated Entry System. In particular, victim service providers should use a separate information management system that meets HMIS-related requirements and specifications, as well as access housing and services by using the specific process created for victims within the Coordinated Entry System and that are incorporated into the CES Policies and Procedures.

B. Eligible Activities.

1. Applications May Only Incorporate Eligible Activities.

Activities eligible for funding through this RFA are included in the CoC Interim Rule and the 2023 HUD NOFO. In summary, the primary eligible activities for which an Applicant may request funding include:

- a) The provision of rental assistance and/or supportive services directly to eligible individuals and/or families;
- b) Leasing, operations, acquisition, rehabilitation, and/or construction in direct relation to the provision of housing assistance and/or supportive services to eligible individuals and/or families; and/or
- c) Essential system supports (i.e., HMIS) required by the CoC Interim Rule and necessary for a Continuum of Care approach, where such activities are proposed in appropriate forms and allowable combinations, in accordance with the requirements of the CoC Interim Rule and the 2023 NOFO.

A more complete description of these activities is appended to this RFA as Attachment C, Activities Eligible or Prioritized for Funding.

2. In Order to Be Eligible for Consideration, Applications Must Be for Complete Projects or for Project Components that Can Be Combined with Other Applications to Form Complete Projects.

An Application is only eligible for consideration under this RFA if it constitutes a complete Project or a Project Component that can be Bundled with other Project Components to form a complete Project incorporating all of the required activities for the particular project type with which the Applicant’s activity is associated. Projects may be assembled by combining Projects, including assembly facilitated through the Community Ranking and Project Selection process.

3. Recommendations for Funding for Administrative Costs Will Be Made Separately from this Competitive Process.

The Submission to HUD will include supplemental CoC Program funding to recommended award amounts, in order to reimburse Sub-recipients for eligible administrative activities. Applicants may, but are not required to, request funding for administrative costs in their Applications, and any such recommended award amounts will be assigned outside of the competitive process described in this RFA.

C. Relationship Between Nature/Scope of Proposed Activity and Application Under this RFA and Future Sub-recipient RFAs .

The distinct types of Applications that may be submitted under this RFA include:

- Applications for renewal funding for currently CoC Program-Funded Projects - only Project Sponsors and Stand-Alone Applicants/Sponsors should apply
Note: Sub-recipients with Project Components Bundled into current Projects - for example, an agency seeking to renew funding for their current RRH Case Management, would not apply now, but instead apply through the sub-recipient competition.
- Applications for funding for expansion of currently CoC Program-Funded Projects and Project Components - any current Recipient or Sub-recipient of CoC Program funding may request additional funding to expand existing activity. Notes:
 - Expansions may be constrained by HUD and CoC FL-507 requirements.
 - Expansion projects must provide additional services or serve additional persons.

- Proposals to expand only services of current Project Components (but not expansions of complete Projects) will also be accepted under future sub-recipient applications. (For example, if a current sub-recipient in a bundled project wants to apply for additional funding to provide more services.)
- Applications for funding for new (i.e., not currently CoC Program-funded) Projects or Project Components - see 3. below.

1. Applications for Renewal Funding.

- a. The purpose of this RFA is to select complete Projects for inclusion in the Submission to HUD. As a result, Applicants intending to request *only* renewal funding for Project Components Bundled into a Project funded with a 2022 CoC award should not apply under this RFA.
- b. Applicants intending to apply for non-HUD funding administered by HSN should not apply under this RFA.

2. Applications for Expansion Funding.

Prospective Applicants currently receiving CoC Program funding seeking to increase funding to expand their current CoC Program-funded activity could be considered for expansion in any of three (3) distinct forms:

- a. Current Project Sponsors and Stand-Alone Applicants/Sponsors may seek expansion as a result of re-allocation of funding from a lower-scoring Project to a higher-scoring Project, as described at Section V.F.4.
- b. Any currently funded Project Sponsor or Stand-Alone Applicant/Sponsor may seek expansion via a complete new or Bonus Project, with or without identified Project Components other than those provided directly by the Applicant.
- c. Any Applicant with a currently funded Project Component may seek expansion, whether Bundled with other Project Components under an identified Project Sponsor, or through pairing of a Project Component available to be Bundled with one or more additional Project Components to form a proposed new or “Bonus” project not yet assembled.

Applicants seeking expansion under sub-paragraphs a. or b. above should apply under this RFA. Applicants seeking expansion funding under sub-paragraph c. may wish to apply under this RFA as well as under future sub-recipient competitions.

3. Applications for New Funding.

Prospective Applicants not currently receiving CoC Program funding for a specific project, seeking to access new funding to perform eligible activities assisting eligible Program Participants could be considered for funding in any of three (3) distinct forms:

- a. Project Sponsors and Stand-Alone Applicants/Sponsors may seek new funding as a result of reallocation of funding from a lower-scoring Project to a higher-scoring Project, as described at Section V.F.4.
- b. A Project Sponsor or Stand-Alone Applicant/Sponsor may seek new funding via a complete new or “Bonus” project, with or without identified Project Components other than those provided directly by the Applicant.
- c. An Applicant may seek new funding via a complete new or “Bonus” Project, whether Bundled with other Project Components under an identified Project Sponsor, or through pairing of a Project Component available to be Bundled with one or more additional Project Components to form a proposed new or “Bonus” project not yet assembled. Therefore, an applicant may apply as a partner to another agency, or the applicant can apply to provide services without knowing which other agency may be providing services or administering rent.

Applicants seeking expansion under sub-paragraphs a. or b. above should apply under this RFA. Applicants seeking expansion funding under sub-paragraph c. may wish to apply under this RFA as well as under future sub-recipient competitions.

Applicants may only use HUD CoC Program funds to serve eligible Program Participants. For purposes of this RFA, consistent with established CoC FL-507 priorities, eligible Program Participants include only those individuals or families who meet either condition (i) or condition (iv) in the definition of “homeless” under 24 CFR §578.3, as further described in Attachment C, Selected CoC FL-507 Policies and Priorities. Eligible Program Participants include those individuals or families in Orange, Osceola or Seminole Counties who are either “literally homeless” or who are actively fleeing domestic violence, dating violence, sexual assault, stalking or human trafficking. *Note: VAWA 2022 amended section 103(b) of the McKinney-Vento Homeless Assistance Act to require HUD to consider as homeless any individual or family who is experiencing trauma or a lack of safety related to, or fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous, traumatic, or life-threatening conditions related to the violence against the individual or*

a family member in the individual's or family's current housing situation, including where the health and safety of children are jeopardized; has no other safe residence; and lacks the resources to obtain other safe permanent housing.

4. Matching Funds Requirement.

Most Applicants selected for inclusion in the Submission to HUD will be required to demonstrate a commitment of matching funds or in-kind services from eligible sources that are specifically dedicated to the Project. In particular, all HUD CoC Program grant funds, with the exception of those used for leasing activity, require a minimum of 25 percent match. CoC FL-507 is prioritizing the availability of matching funds (cash) for the provision of direct services (case management, and/or flexible financial assistance to clients for activities that promote housing stability and retention).

5. Activities Eligible to Be Funded vs. Activities Likely to Be Funded.

The set of Projects and activities that are eligible for HUD CoC Program or OCAG funding, as well as the smaller set of Projects and activities that are most likely to be competitive in this RFA process, are based on the priorities and directives set by HUD in the 2023 NOFO, the State of Florida, local jurisdictional funders and the CoC FL-507 Board. Applicants should therefore be aware that some activities, although eligible for funding through this RFA, are nevertheless by their nature highly unlikely to be selected for inclusion in the Submission to HUD. Prospective Applicants are encouraged to pay careful attention to these issues, to contact the Point of Contact listed at Section IX.A. to request clarification, and to carefully read Attachments C and D.

Section V: Submission of Applications.

A. Application Form.

Prospective Applicants seeking to respond to this RFA should complete and submit a complete Application which is appended to this RFA as Attachment A.

B. Prospective Applicant Information Sessions.

As part of the Application process, HSN, in its capacity as the Lead Agency and Collaborative Applicant, has scheduled two information sessions for prospective Applicants as indicated in the Application Timeline of Key Events in Attachment H. Attendance at one of the prospective applicant information sessions is required for all prospective Applicants not currently receiving HUD CoC

Program funding or that are requesting additional funding for new activities not currently HUD CoC Program-funded. Attendance is encouraged for all other prospective Applicants.

C. Application Instructions.

The general nature of the content that must be provided as part of any submitted Application, including required forms, attachments and other content necessary to ensure a thorough and independent review are found in the Application. Submitted Applications must be complete and responsive in order to be considered for inclusion in the Submission to HUD, unless otherwise approved by the CoC Board, per Section XI.2 below.

D. Application Classification Guidance.

HSN, in its capacity as Lead Agency and Collaborative Applicant, seeks to eliminate any potential confusion regarding the wide range of application scenarios under this RFA (and any sub-recipient RFAs) and its relationship to the HUD submission. To that end, and to maximize the likelihood that the Applicant completes all relevant sections of the Application, HSN will offer guidance to each Prospective Applicant that registers as an Interested Party. Such application classification guidance is non-binding, and is intended solely to ensure that Applicants are aware of their options and that their Applications are evaluated on their merits. Each Applicant remains solely responsible for selecting the classification and status under which they apply and for determining the content of their Application.

E. Application Deadline.

All Applications must be submitted to HSN no later than the deadline of 5:00 p.m., EST, **Monday, August 21, 2023**. Applications should be submitted to application@hsncfl.org. Attachments should each be attached separately in the submission, rather than rolled up together in one pdf. Applicants may wish to submit large attachments (such as audits) under a separate cover email to ensure no documents are unable to successfully transmit due to size. Applications submitted after the deadline cannot and will not be accepted or reviewed.

F. HUD CoC Program Funding Requests and Award Amounts.

1. Definitions.

For purposes of this paragraph:

- a. “Project type” includes PSH, RRH, Essential System Support (CES or HMIS), Transitional Housing (TH) Renewal, and SSO Renewal.

- b. “Housing modality” refers to the form(s) of rental subsidy available to the Project. Specifically, housing modalities including tenant-based, project-based and/or sponsor-based.
- c. “Geographic coverage” means the county or counties served by the Project. Specifically:
 - i. For projects using tenant-based rental subsidies, geographic coverage refers to the county or counties in which eligible Project Participants became homeless or were experiencing homelessness prior to enrollment.
 - ii. For projects using project-based or sponsor-based rental subsidies, geographic coverage refers to the county or counties in which the housing is located.
 - iii. For projects that do not include the provision of housing, geographic coverage refers to the county or counties in which the services are provided.

2. Renewal Funding Baseline Amount.

- a. Applicants may request and be considered for HUD CoC Program funding for eligible activities under any applicable project type.
- b. However, the baseline for the development of the Submission to HUD is HUD’s calculation of the amount of funding eligible for renewal, as further stratified in keeping with the CoC FL-507’s priority of retaining existing system capacity and continuity of planning to address the region-wide need and improve system performance.
- c. In keeping with the 2023 HUD NOFO, the approximate amounts for which CoC FL-507 can expect to request renewal funding (including any re-allocations) by project and activity type are as follows:

Project Type	Available Funding	Minimum of Beds to be funded, If applicable	Location	Additional Info
PSH	\$ 4,698,415	298	Tri County	scattered site
PSH	\$ 790,721	56	Seminole	46 scattered site; 10 site based for chronic families
PSH	\$ 297,583	20	Osceola	scattered site
PSH	\$ 1,715,606	155	Orange	57 site based; remainder scattered site
RRH	\$ 3,746,102	314	Tri County	128 beds for DV and HT, the remainder for families with children
Youth Outrea	\$ 91,003		Tri County	HUD only accepts renewal - cannot reallocate
Youth TH	\$ 154,449	10	Tri County	HUD only accepts renewal - cannot reallocate
CES	\$ 456,124		Tri County	
HMIS	\$ 337,565		Tri County	

3. Selection of Projects.

Applicants requesting HUD CoC Program funding can therefore be selected for inclusion in the Submission to HUD in one of three (3) distinct ways, based on the results of the competitive Application Review and Project Selection Process described at Section VI. below:

- a. Currently funded Applicants may be selected for renewal funding;
- b. Applicants that are not currently funded (or that are currently funded, but not for activities for which they are currently requesting funding) may be selected to receive a re-allocation of portions of renewal funding amounts as described in paragraph 4. below;
- c. Applicants may be selected for inclusion in a Bonus/New Project eligible under the 2023 NOFO that does not absorb any renewal funding.

4. Reallocation of Funding Awards.

Any funds reallocated as part of recapturing unspent funds, voluntary or involuntary reallocation will be made available for reallocation to create new projects during the local solicitation process. As part of the FL 507 solicitation for projects included in the HUD CoC collaborative application, providers are encouraged to reallocate projects that are underspending their full award, underutilizing beds, are not cost effective, not in alignment with Housing First principles and/or underperforming in other areas critical to meeting the goal of ending homelessness in the FL-507 geographic region. Projects with poor performance, not spending their full award, underutilizing beds, not cost effective, not in alignment with Housing First principles and practices, not serving the intended population or with significant, unresolved findings are subject to involuntary reallocation. Projects who score below a threshold as established by the local COC during each application period will be subject to either voluntarily or involuntarily giving up award money to be reallocated to a New Project. Applicants may appeal the decision and the appeal must be considered by the COC's Management Board or its Executive Committee.

- a. The CoC has determined that its current portfolio of HUD-funded projects provides the region with the configuration and distribution of housing and services capacity to best address the current regional need, and that retention of that capacity is of paramount importance.
 - i. Consequently, Applicants requesting funding through reallocation should not be considered for reallocation unless they maintain existing capacity (by project type, geography and modality) without increasing costs and assure the sustained tenancy of persons served by the Project from which funding is re-allocated. Such Applicants could, however, be considered for funding as part of a Bonus Project.
 - ii. When comparing project type, geography and modality reallocation, the CoC will give highest consideration to project scores related specifically to project performance measures that impact overall system performance including, but not limited to, alignment with housing first principles, housing stability, exits to homelessness, spending rates, race equity, and barriers/acuity level of project participants.
 - iii. Reallocation decisions will be implemented in a manner that places the highest priority on holding current Program Participants harmless. In particular, an Applicant accepts reallocated funding on the express condition that it will, barring any intervening factors beyond its control (e.g. unit abandonment), accept assignment from CES, immediately enroll and ensure the sustained tenancy of any Program Participant housed through the Project from which funds were reallocated as of the last day of the ending grant term. In particular:

- a) Each tenancy must be sustained through at least the end of their current lease or sublease term.
 - b) For Program Participants residing in tenant-based housing, allow continued tenancy to the maximum extent feasible through lease extensions, and placement in a subsequent unit without disenrollment.
 - c) For Program Participants residing in project-based or sponsor-based housing, ensure acceptance into the new Project and facilitate a maximally seamless transfer between Projects with no break in housing.
 - d) CES will assign participants from the caseload of the Project from which reallocation funds are being taken.
- b. CoC FL-507 will also allow voluntary reallocation from renewal projects to new projects that will further the overall system performance goals of HUD and the CoC FL-507 region.

5. Bonus/New Projects.

- a. Through the Community Ranking and Selection process, one or more Projects that do not absorb any renewal funding (“Bonus/New Projects”) may be selected for inclusion in the Submission to HUD.
- b. CoC FL-507 anticipates the inclusion of one or more projects eligible to qualify for funding under the Domestic Violence (DV) Bonus in the Submission to HUD that are targeted to survivors of domestic violence and/or human trafficking, in keeping with the parameters set forth in the 2023 NOFO. Applicants that are victim service provider organizations will receive a preference under the DV Bonus, but other types of Applicants may also request Bonus Project funding. CoC FL-507 anticipates that the total amount of funding requested for all such Bonus Project(s) in the Submission to HUD will not exceed \$1,329,646 in DV/Human Trafficking Bonus funding. Applicants should refer also to Attachment D to this RFA.
- c. CoC FL-507 further anticipates the inclusion of at least one (1) and at most four (4) projects eligible to qualify for funding under the Permanent Housing Bonus in the Submission to HUD, in keeping with parameters set forth in the 2023 NOFO. CoC FL-507 anticipates that the total amount of funding requested for each such Bonus Project will not exceed \$930,752, though Projects requesting approximately \$150,000 - \$200,000 may be preferred if all other factors and scores are equal. Applicants should refer also to Attachment D to this RFA.

6. Order of Consideration

Applications may indicate intent of the Applicant to request funding through both reallocation under paragraph 4. and a Bonus/New Project under paragraph 5. Such Applications will first be considered for reallocation funding and, if not selected, automatically considered for Bonus/New Project funding.

Section VI: Review of Applications, Selection of Projects and Selection of Sub-recipients

A. Application Review and Project Selection Process.

The process for the review and scoring of applications and the selection of Projects for inclusion in the Submission to HUD are described in Attachment B to this RFA.

B. Application Review and Project Selection Criteria.

The final decision regarding which Projects will be selected for inclusion in the Submission to HUD falls to the CoC FL-507 Managing (CoC) Board as part of the Application Review and Project Selection Process in Attachment B. However, one of the key inputs into that process are scores assigned by independent reviewers and representatives of the Lived Experience Council, who will evaluate submitted applications using the CoC FL-507 Application Scorecard.

C. Applicants Requesting HUD CoC Program Funding Selected for Inclusion in Submission to HUD.

Because the time elapsed between the release of the 2023 NOFO and the start date for the FY 2024 grant term may approach 12 months, Applicants selected for inclusion in the Submission to HUD will receive an award amount that consists of sub-award amounts based on current assumptions and conditions. Such sub-award amounts are to be considered tentative placeholders.

The final list of sub-recipients and their respective sub-award amounts for by project component for FY 2023 NOFO funding will be finalized by the Managing (CoC) Board at least 30 days prior to the start of the grant term for the Project and based on the results of recent or subsequent RFA processes. The selection of sub-recipients and award amounts will be based on Applicant performance, Applicant spending rates in prior grant years, and other comparative factors that

address the ability of the Applicant’s activities to improve the region’s system performance measures.

D. Applicants Requesting HUD CoC Program Funding Not Selected for Inclusion in the Submission to HUD.

Applicants not selected for inclusion in the Submission to HUD will be placed by the ranking and review process into two distinct categories: 1) Applicants qualified for future incorporation into the Project, and 2) Applicants ineligible for future incorporation into the Project. Although Applicants in the former category will not receive a baseline sub-award amount, they may be considered for a FY 2023 award.

Section VII: Appeals of Application-Related Decisions

Applicants notified that they have not been selected for inclusion in the Submission to HUD and that perceive that their non-selection is the result of reversible error may submit an appeal to be considered by the CoC Board or CoC Executive Committee. Appeals must be submitted in the same manner as the application and be received by 5:00 p.m. EST, September 15, 2023. In order to be eligible for consideration, an appeal should include a detailed explanation of the perceived error and any other information the applicant considers relevant. HUD has emphasized that appeals should focus on how the applicant was denied the opportunity to participate in the planning process. Each Applicant submitting an appeal will be notified of its final status upon disposition by the CoC Board or CoC Executive Committee.

Section VIII. Key Events and Resources for Prospective Applicants

A. Timeline of Key Events.

The Timeline of Key Events, which is appended hereto as Attachment H, can also be found on the CoC FL-507 website (www.hsncl.org/funding). Interested Applicants are encouraged to register as Interest Parties by sending a notification to application@hsncl.org as well as to consult the CoC FL-507 website regularly to be updated as to any changes to the timeline.

B. Resources for Prospective Applicants.

As the Lead Agency and Collaborative Applicant facilitating the preparation of the CoC’s Submission to HUD, HSN will:

1. Host at least two information sessions for the purpose of explaining this RFA and the associated review process, as well as answering questions raised by prospective Applicants.
- 2.
3. Respond to questions raised by prospective Applicants and others by posting and updating the list of such questions and associated responses. A list of such questions and responses will be posted on the HSN website at www.hsncl.org/funding. The list will be updated on an ongoing basis through at least August 17, 2023. The resulting “FAQ” document will also be emailed directly to registered applicants.
4. As necessary, issue other correspondence and/or post updates on the CoC website as a result of information received from HUD, the Managing (CoC) Board, or other authoritative source(s) that is pertinent to this RFA.
5. Accommodate and facilitate participation by prospective Applicant representatives with disabilities or Limited English Proficiency (LEP). Such efforts include the addition of Google Translate functionality on the CoC FL-507 website. In addition, HSN has staff that are fluent in five languages and able to help with translation as needed. Interested Parties with LEP considerations may request assistance by email at application@hsncl.org , by calling 407-893-0133 or in person at the HSN offices located at 142 E. Jackson Street in Orlando, FL.
6. Seek to accommodate and facilitate participation by victim service provider organizations in a manner that holds them harmless in the competitive process, including use of a comparable information management system to produce reports and provide data for which other agencies have to report and provide data using HMIS.

Section IX: Communication.

A. Point of Contact.

All inquiries regarding this RFA and the associated application review process may be directed as follows:

Collaborative Applicant:	Homeless Services Network of Central Florida (HSN)
E-mail:	application@hsncl.org
Website:	www.hsncl.org/funding
U.S. Mail:	Homeless Services Network 142 E. Jackson Street Orlando, FL 32811

B. Interested Parties List.

Prospective Applicants and all other interested parties are encouraged to sign up for the RFA Interested Parties List to receive periodic announcements and updates regarding this RFA and the associated application review process. Potential applicants may subscribe to the Interested Parties List by sending a request via email to application@hsncfl.org.

Section X: Post-Award Requirements**A. Sub-recipients and Sub-recipient Agreements.**

Applicants with Projects selected for inclusion in the Submission to HUD that are approved for funding by HUD will, upon completion of additional post-award requirements, become Recipients of HUD funding or Sub-recipients of HUD funding via an agreement with HSN. When such an agreement is applicable, it will address the responsibilities of both HSN and the Sub-recipient, including but not limited to, service delivery, program reporting and administrative requirements. Applicants with renewing Projects that have entered into agreements directly with HUD will continue to contract directly and will not be Sub-recipients of HSN.

B. Program and Funding Restrictions.

CoC Program grant funds may only be used to perform eligible activities that serve eligible participants in compliance with all applicable federal, state and local laws and regulations, including but not limited to 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), 24 CFR Part 100 (Discriminatory Conduct Under the Fair Housing Act), and 24 CFR Part 578 (Continuum of Care Program). HSN will provide training and support for all Sub-recipients to assist them with developing the capacity to meet such requirements.

C. Restrictions on Assignment.

Each Sub-recipient retains the responsibility to comply with the terms and conditions of its Sub-recipient agreement throughout the award period, in accordance with all applicable federal laws and regulations, except that HUD may from time to time approve proposed amendments to such agreement, if doing so would increase the likelihood that the Project will meet performance objectives and promote the goals of the CoC Program. The Sub-recipient is also responsible for ensuring and, when necessary, demonstrating compliance on the part of any contractor providing services under the agreement. However, Sub-recipients may not assign responsibility for performance of the activities funded under the agreement without prior approval.

Section XI. Additional Specifications.

A. Modifications to this RFA.

Although the content of this RFA is not expected to change substantially following its issuance, the time frame between release of the 2023 HUD NOFO, its related instructions, applications and guidance and the CoC FL-507 Submission to HUD in response to the NOFO is compressed. Events necessitating modifications to this RFA may include, but are not limited to, clarifications or corrections to the 2023 NOFO by HUD and program or policy clarifications made by the CoC in direct response to issues raised by the 2023 NOFO. Prospective Applicants are encouraged to subscribe to the RFA Interested Parties List described in Section IX.B., in order to ensure prompt notification of all announcements related to this RFA, including any modifications thereto.

B. Adjustments to Submitted Applications and the RFA Process.

1. The CoC Board reserves the right to propose adjustments to the scope of services, funding amounts, collaborative arrangements, and other project characteristics submitted in an application based on factors unrelated to the application itself in order to best align the Submission to HUD with HUD and CoC FL-507 priorities. The specific justification for any such proposed adjustment will be posted at www.hsncl.org/funding. Inclusion of any such application in the proposed modification will be communicated in writing to the Applicant as soon as possible, and prior to inclusion in the Submission to HUD.
2. The CoC Board reserves the right to authorize the correction of errors and/or the clarification of irregularities in the content of any application that would not affect the scoring of applications or the selection of Projects.
3. The CoC Board reserves the right to make adjustments to the process and timeline described in this RFA that would not reduce or restrict the ability of a prospective Applicant to participate without competitive disadvantage.

Issued August 1, 2023