

**Central Florida Commission on Homelessness (CoC FL-507) - Orange, Osceola and
Seminole Counties Request for Applications (21.4)
Technical Assistance and Support: Review and Advise on Key Elements of
the Submission in Response to HUD CoC Program NOFA**

Release Date: Thursday, April 8, 2021
Completed Applications Due: Friday, May 7, 2021, 5:00 p.m. EST
 Applications must be emailed to application@hsncfl.org by the above deadline.

Only applications for the following services are eligible for consideration under this Request for Applications (RFA):

Proposed Activities	Expected # of Hours for which Services Are to Be Retained	Expected Contract Amount
Technical Assistance and Support – Review and Advise Re: Processes, Products and Responses Pertaining to HSN’s Submission to HUD in response to the Notice of Fund Availability (NOFA) for the FY 2021 Continuum of Care (CoC) Program Competition	40-50 hours	\$6,000 - \$7,500 (maximum)

A. Background.

1. About the Continuum of Care.

The Continuum of Care promotes a region-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states and units of local government 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. Homeless Services Network of Central Florida, Inc. (HSN) is recognized by the Department of Housing and Urban Development (HUD) and the State Office on Homelessness as the Lead Agency for the Central Florida Continuum of Care (CoC FL-507), which encompasses Orange, Osceola and Seminole Counties. Membership in CoC FL-507 is open to all individuals, organizations, businesses, and units or arms of local government who wish to work collaboratively toward that end.

2. About this Request for Applications.

a. Generally

In its capacity as Lead Agency and Collaborative Applicant for CoC FL-507, HSN is responsible for the preparation and submission of the annual application to HUD for CoC Program funding as described at 24 CFR Part 578, Subpart B, in response to the HUD-issued Notice of Fund Availability (NOFA). HSN’s

responsibilities include facilitation of a regional, competitive application process to select projects to be included in the federal submission; extensive documentation of that process; and development and assembly of the submission in response to the NOFA, including descriptions of CoC structure and governance, data collection and quality, performance and strategic planning, and mainstream benefits and additional policies. The submission to HUD is guided by the NOFA, the HEARTH Act, the CoC Interim Rule, and any additional guidance HUD provides, including but not limited to, responses from HUD's Ask-A-Question and published Frequently Asked Questions documents.

b. Specifically

HSN is responsible for developing all of the required components of the federal submission to HUD, including but not limited to narratives, analyses, charts, tables and attachments. HSN is seeking qualified technical assistance and support in the form of a sub-contractor that, at a minimum, would provide advance guidance or recommendations; review all NOFA-related materials created by HSN; provide additional advice on responsiveness, clarity, completeness, accuracy and internal consistency, and provide additional support needed to maximize the competitiveness of CoC FL-507's submission to HUD.

c. Award Amount

The maximum funding amount that will be awarded or disbursed under any agreement arising from this RFA is \$7,500, or an amount equal to the maximum number of hours of service to be provided at the proposed hourly rate(s), whichever is less.

d. Term

The term for any agreement arising from this RFA is expected to start on a date between May 21, 2021, and June 5, 2021. The term is expected to end fourteen (14) days after the deadline for submission of HSN's FY 2021 application to HUD for CoC Program funding.

e. Definitions

Any term used in this RFA that is also found in the HUD CoC Interim Rule (24 CFR Part 578) has the same meaning as defined therein.

B. Eligible Applicants.

1. An applicant responding to this RFA (Applicant) may be a for-profit or not-for-profit corporation or partnership or an individual. An Applicant or any individual proposed to provide services described in this RFA may not be not suspended, debarred, or otherwise precluded from bidding on or receiving federal, state, or local government grant awards.
2. An Applicant may not be a current or prospective sub-recipient or sub-contractor of HSN-administered funding under any contract or agreement, with the exception of entities or individuals providing only technical assistance and support services.

3. To be eligible for consideration under this RFA, an Applicant must also have provided applicable technical assistance and support to at least three CoC lead agencies during the past five (5) years.
4. The Applicant selected as the Sub-contractor through this RFA will be ineligible to also be selected through the separate solicitation (RFA 21.5 – “Technical Assistance and Support – Regional Application Process Development and Scoring Required by the HUD CoC Program NOFA”) simultaneously published by HSN. In the event that an Applicant submits the highest-scoring Application through both RFA processes, such Applicant will be selected by HSN as the Sub-contractor associated with one (1) of the RFAs. Such selection will be made at HSN’s sole discretion.

C. Submission of Applications.

In order to be considered for selection as Sub-contractor under this RFA, an Applicant must complete and submit an Application as described in this RFA. A completed Application consists of the following components, and must be transmitted in full to application@hsncfl.org no later than 5:00 p.m. EST, May 7, 2021. Applications submitted after this deadline will not be considered.

1. Cover Sheet (Attachment A)

2. Description of Applicant Experience and Expertise

- a. In a narrative not to exceed two (2) pages, describe in detail the Applicant’s experience and expertise providing technical assistance and support services to other CoCs, with an emphasis on specific outcomes achieved and products generated.
- b. Complete the following table listing the technical assistance the Applicant has provided to other CoC lead agencies for their CoC Program applications to HUD since FY 2015.¹ (Add additional pages for the table if needed.)

CoC Name and Location	Name of Lead Agency or Other Entity Receiving Technical Assistance with HUD CoC Application	HUD NOFA Year (FY15, FY16, FY17 ,FY18, of FY19)	CoC Score Received by HUD (i.e., omit specific project scores) – Application Year	CoC Score Received by HUD - Previous Year

¹(FR-6300-N-25 (FY29); FR-6200-N-25 (FY18); FR-6100-N-25 (FY17); FR-6000-N-25 (FY16); or FR-5900-N-25 (FY15).

HSN reserves the right to contact any of the CoC listed in the table above to verify the nature and extent of the Applicant’s involvement and production.

c. Over the same time period (FY 2015 through FY 2019 CoC Program NOFAs), did you provide technical assistance and support with the HUD NOFA process to other CoCs that did not increase their CoC scores?

Yes _____ No _____

If “Yes”, how many such CoCs did you assist? _____

d. How many CoC’s do you anticipate providing technical assistance to for the 2021 application process? _____

3. Demonstration of Capacity to Meet the Scope of Work

In a written narrative not exceeding three (3) pages in length, describe in detail how you would meet or exceed the requirements of the Scope of Work, as set forth in Attachment B to this RFA.

As part of your response, answer the following questions:

- a. If the Applicant is selected as the Sub-contractor, will the technical assistance and support activity be completed by an individual or a team/group? Include a description of the qualifications of each individual who may perform activities described in the Scope of Work, including familiarity with the HUD Continuum of Care framework.
- b. How will you approach the tasks and deadlines described in the Scope of Work?
- c. Would you recommend any changes or additions to the Scope of Work?
- d. How confident are you that you can complete the Scope of Work within the available number of hours/budget? What steps will you take to ensure that the Scope of Work can be completed subject to those constraints?

4. Cost-Effectiveness

Provide the hourly rate(s) at which the Applicant would bill HSN for services provided in response to this RFA if selected as the Sub-contractor, the maximum number of hours of service that would be provided by individual(s) billing at such hourly rate(s), and the maximum total amount the Applicant would bill HSN for such provision of service.

D. Intent to Apply/Questions Regarding the RFA or Application.

All Applicants are encouraged to notify HSN of their intent to apply by sending an email to application@hsncfl.org. In addition, questions about this RFA may be sent to application@hsncfl.org through May 5, 2021. Any responses provided by HSN that constitute corrections or clarifications that would benefit applicants generally will be transmitted to all applicants that have notified HSN of their intent to apply.

E. Selection of Sub-contractor.

1. HSN, in its capacity as CoC FL-507 Lead Agency, will review and score all complete applications timely received from eligible applicants.

2. The components of the Application are assigned the following weights for scoring purposes:

a. Cover Sheet	0 points
b. Description of Applicant Experience and Expertise	maximum 40 points
c. Demonstration of Capacity to Meet the Scope of Work	maximum 30 points
d. Cost-Effectiveness	maximum 30 points
Total Score	maximum 100 points

3. a. The eligible Applicant with the highest total Application score will be contacted not later than May 17, 2021, and asked to provide three (3) references with which HSN may consult in order to validate the quality and effectiveness of services previously provided to other CoC lead agencies.
- b. Upon positive consultation with references, the Applicant will be selected as the Sub-contractor in accordance with HSN's adopted procurement policies.
- c. In the event that the aggregated feedback provided by the references indicate that the Applicant has historically performed or failed to perform in such a manner that the Applicant is unlikely to be able to complete the Scope of Work set forth herein, the process will be repeated for the eligible Applicant that earns the second highest Application score.

**CoC FL-507 Request for Applications 21.4
Attachment A – Cover Sheet**

Applicant Legal Name: _____

Applicant d/b/a (if any): _____

Applicant Agency Type:

- Corporation exempt from taxation under §501(c)(3) of the Internal Revenue Code
- For profit Corporation
- Individual
- Other (explain): _____

Applicant Mailing Address: _____

Applicant Website (if any): _____

Federal EIN (Tax ID #): _____

Applicant Points of Contact:

	Primary Contact (for Purposes of this Application)	Secondary Contact – If needed (for Purposes of this Application)
Name		
Title		
Phone Number		
E-mail Address		

Amount of Funding Requested: \$ _____

Declaration by Authorized Representative (individual authorized to act for the Applicant and to assume the obligations or conditions imposed by applicable laws and regulations, NOFA requirements, or a grant application or agreement:

By my signature below, I certify that I am the Applicant or the authorized representative for the Applicant, that the Applicant understands and agrees to be bound by all of the terms and conditions associated with this Request for Applications, and that the information and content contained in the Application is true, complete and correct.

Signature of Authorized Representative

Printed Name and Title of Authorized Representative

Date

CoC FL-507 Request for Applications 21.4

Attachment B - Scope of Work

1. Technical and Support with Assistance with Preparation of the Federal Submission to HUD in Response to the CoC Program NOFA.

- a. Upon release of the HUD NOFA, Sub-contractor will create a timeline identifying all deadlines pertaining to the CoC NOFA and work with HSN to incorporate CoC-level deadlines to ensure that CoC FL-507 is maximally efficient and compliant. Such efforts will include, but is not limited to, ensuring that the project review and selection process is completed to allow for transmission of acceptance/rejection notices and that the application to HUD for is posted for public review, both in advance of their respective NOFA-defined deadlines.
- b. Sub-contractor will make key staff available to designated HSN staff throughout the NOFA application period to answer questions, provide input, guidance and/or review of specific questions or with regard to specific strategies pertaining to HSN's preparation of the federal submission to HUD in response to the NOFA.
- c. Prior to public posting, Sub-contractor will review proposed responses to the submission to HUD in their entirety, including all narratives, charts, analyses and attachments for, at a minimum: responsiveness, clarity, completeness, accuracy and internal consistency throughout all parts of the submission, and strategic orientation to addressing HUD priorities.
- d. As requested by HSN, Sub-contractor will participate in weekly or bi-weekly teleconferences with designated HSN staff and/or those working on preparing the submission to HUD to ensure ongoing progression towards the completion, as well as to provide strategic input and guidance regarding specific issues as the content is developed.
- e. Sub-contractor will review all attachments to the submission prior to public posting, including but not limited to review of meeting documentation, scoring and ranking documentation, and key CoC FL-507 organizational documents.
- f. Sub-contractor will remain available to assist HSN upon request with planning a response to unforeseen events that occur during the preparation of the submission to HUD that alter the prior understanding of the timeline to be followed and/or the products to be generated.

2. New and Renewal Project Review

- a. Sub-contractor will review both new and renewal project applications to ensure that each project meets HUD's threshold requirements and is responsive to local requirements, goals and/or objectives.
- b. Sub-contractor will review each project renewal application in e-snaps prior to final submission, reviewing for potential deficiencies or concerns that threaten the project's prospects for passing threshold review by HUD or that could impact CoC FL-507's overall application score (e.g., Housing First, total budget or other items as required by HUD.)
- c. Sub-contractor will review each new project application in its entirety in e-snaps prior to submission in order to ensure the application meets HUD threshold and local needs.
- d. Sub-contractor will complete and/or review specific calculations needed for the submission to HUD, such as the number of projects that agreed to Housing First, the number of chronic beds and the rate of participation in mainstream benefits.