

**Central Florida Commission on Homelessness (CFCH) - Orange, Osceola and Seminole
Counties Request for Applications (21.5)
Technical Assistance and Support: Development of Regional Application Processes and
Scoring Methodology Associated with Forthcoming Requests for Applications**

Release Date: Friday, May 7, 2021

Responses to this Due: Friday, May 28, 2021, 5:00 p.m. EST

Applications must be emailed to application@hsncfl.org by the above deadline.

Only applications proposing to undertake one or more of the following activities 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	Anticipated Timeframe
Technical Assistance and Support: Development of Regional Application Process and Scoring Methodology Pertaining to HSN's Submission to HUD in response to the Notice of Fund Availability (NOFA) for the FY 2021 Continuum of Care Program Competition	140-180 hours	\$7,700 - \$9,900 (maximum)	June – September 2021 (to be adjusted based on NOFA publication dates)
Technical Assistance and Support: Development of Regional Application Process and Scoring Methodology pertaining to project applications associated with HSN's award through the Day 1 Family Fund	40-80 hours	\$2,200 - \$4,400 (maximum)	August – October 2021
Technical Assistance and Support: Development of Regional Application Process and Scoring Methodology Pertaining to applications associated with the selection of sub-recipients for HSN contracts with U.S. HUD associated with CoC FL-507's FY 2019 HUD CoC Program Award	60-100 hours	\$3,300 - \$5,500 (maximum)	September – 2021- January 2022
Technical Assistance and Support: Development of Regional Application Process and Scoring Methodology pertaining to project applications associated with HSN's award of Supportive Services for Veteran Families funding through the VA	60-100 hours	\$3,300 - \$5,500 (maximum)	December 2021 – March 2022

A. Background

1. About HUD's Continuums 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 Commission on Homelessness (CFCH) (HUD CoC FL-507), which encompasses Orange, Osceola and Seminole Counties. Membership in CFCH 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 CFCH FL-507, HSN will be responsible for completion of the following competitive processes during calendar year 2020 on behalf of the regional homelessness response system:

- i. 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.
- ii. The competitive process by which sub-recipient agencies are selected and approved for sub-award funding amounts for the Day 1 Families Fund program, as identified in HSN's application to the Fund.
- iii. The competitive process by which sub-recipient agencies are selected and approved for sub-award funding amounts to deliver the support services to participants enrolled in the following projects funded by HUD under the FY 2019 Continuum of Care Program and by

Orange County government and to extensively document that process. The projects for which sub-recipients will be selected include the following:

- HUD FY 2020 PSH Rental Assistance and Services
- HUD FY 2020 PSH Operating and Services
- HUD FY 2020 Rapid Rehousing (RRH) 1
- HUD FY2020 Rapid Rehousing (RRH) 2
- HUD FY 2020 Coordinated Entry System
- Orange Co FY2021 Rapid Rehousing
- Orange Co FY2021 Permanent Supportive Housing

iv. The competitive process by which sub-recipient agencies are selected and approved for sub-award funding amounts for the Supportive Services for Veteran Families (SSVF) program under the U.S. Department of Veterans Affairs (VA) for FFY 2020-21.

b. Specifically.

HSN is seeking technical assistance to be provided by a qualified sub-contractor (Sub-contractor) that would, at a minimum, use priorities developed by the CFCH and articulated in the applicable Request for Applications documents to develop a separate and distinct regional application process and associated methodology for scoring applications for each of the competitive processes identified above.

More specifically, for each activity for which the Sub-contractor is selected, the Sub -contractor will be responsible for the development of the regional application process, development of the project application form, creation of the project evaluation scorecard, and facilitating the scoring and ranking of submitted project applications.

In addition, with respect to the HUD CoC Program NOFA, Sub-contractor will be responsible for providing additional support needed to maximize the competitiveness of CoC FL-507's submission to HUD.

c. Award Amount

The maximum funding amounts that will be awarded or disbursed under any agreement arising from this RFA are as follows.

For Activity 1 is \$9,900, or an amount equal to the maximum number of hours of service to be provided at the proposed hourly rate(s), whichever is less.

For Activity 2 is \$4,400, or an amount equal to the maximum number of hours of service to be provided at the proposed hourly rate(s), whichever is less.

For Activities 3 and 4, is \$5,500 each, 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

For Activity 1 the term for any agreement arising from this RFA is expected to start between June 1, 2020 and July 1, 2020. 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.

For Activity 2 the term for any agreement arising from this RFA is expected to start on August 1, 2021 and end on October 31, 2021.

For Activity 3 the term for any agreement arising from this RFA is expected to start on September 2021 and end on January 31, 2022

For Activity 4 the term for any agreement arising from this RFA is expected to start on December 1, 2021 and end on March 30, 2022.

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 staff or a board member of 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 technical support services.
3. To be eligible for consideration under this RFA, an Applicant must also have been directly and extensively involved in a local HUD CoC Program Funding project application process for at least 5 years, with a strong preference for experience in the development of at least three (3) local project application processes with CoC lead agencies during the past five (5) years.

4. An Applicant may be selected as the Sub-contractor through this RFA for some or all of the activities identified in this RFA. Only one Sub-contractor will be selected for each activity outlined in this RFA. The selection of one or more Sub-contractors for all four activities 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 28, 2021. Applications submitted after this deadline will not be considered.

1. Cover Sheet (Attachment A)

2. Narrative – Qualifications, Experience and Demonstration of Capacity to Meet the Scope of Work

In a narrative not exceeding four (4) pages, describe in detail the Applicant's experience and expertise providing technical assistance and support services to this and/or other CoCs, with an emphasis on specific outcomes achieved and products generated.

As part of your response, answer the following questions:

- a) Identify which activities for which you are applying.
- b) Describe your experience in assisting CoC lead agencies with local application processes, especially but not limited to FL-507. Include descriptions of any methods or processes used to create the regional application form and scorecard/scoring instrument, including any variations specific to new or renewal projects. Attach copies of sample documents if available (will not count against page limit).
- c) Describe any lessons learned from the experiences described in b) above that you would apply to this opportunity.
- 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?

3. 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.

4. Corporate Documentation

Attach a copy of W-9 for individuals or for-profit entity, or 501(c)3 for nonprofit entity. Will not count against page limits.

D. Intent to Apply/Questions Regarding this 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 25, 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 CFCH FL-507 Lead Agency, will review and score all complete applications timely received from eligible applicants.

2. For each Activity for which an applicant submits an application, the components of the Application are assigned the following weights for scoring purposes:

a. Cover Sheet and Attachments	0 points (threshold)
b. Narrative – Qualifications and Experience	maximum 65 points
c. Cost-Effectiveness	maximum 35 points
Total Score	maximum 100 points

3. a. The eligible Applicant with the highest total Application score will be contacted no later than June 11, 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.

**CFCH (FL-507) Request for Applications 20.1
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)	Activities for Which the Applicant is Applying (check all that apply)
Name	Click here to enter text.	<input type="checkbox"/> Activity 1
Title	Click here to enter text.	<input type="checkbox"/> Activity 2
Phone Number	Click here to enter text.	<input type="checkbox"/> Activity 3
E-mail Address		<input type="checkbox"/> Activity 4

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

CFCH FL-507 Request for Applications 20.1
Attachment B - Scope of Work

ACTIVITY 1

For purposes of Activity 1 of this Scope of Work, “regional application process” means the competitive process by which the CoC FL-507 solicits, scores, ranks and selects project applications for HUD CoC Program funding, as described in the HUD FY 2020 CoC Program NOFA.

1. Technical Support for the Development of the Regional Application Process

- a. i. Sub-contractor will develop the structure, content and format for the application form and related documents to be used in CoC-FL 507’s regional application process, as informed by HUD guidance, particularly the FY 2021 HUD CoC Program NOFA; CoC FL-507 Board-approved policies, priorities and scoring criteria; the HSN Request for Applications; and application forms used in prior CoC FL-507 competitions.
- ii. Sub-contractor may develop the application structure, content and format in a manner that incorporates or is informed by the project application template to be made available in eSNAPS, but must fully supplement that product with the required additional CoC FL-507-specific information. Alternatively, application materials may be developed without incorporating eSNAPS content, but Sub-contractor must ensure that information gathered is sufficient to provide for submission of complete and responsive project applications to HUD via the eSNAPS medium.
- iii. Required application-related content supplemental to eSNAPS must be created in Microsoft Word and at a minimum include all of the following components:
 - a. Narrative questions encompassing the breadth of the application scoring criteria described in Section 2.a., with accompanying detailed instructions;
 - b. Template tables and charts for collecting and organizing data to be provided by applicants, with accompanying detailed instructions;
 - c. A catalog of the set of HMIS and other program or administrative data that will be used as a basis for scoring and ultimately ranking applications;
 - d. HSN staff will be responsible for designing structure and uploading content into the web-based application tool to be used for the regional application process (most likely Apply by SurveyMonkey). Sub-contractor must be available to HSN to provide clarification to HSN throughout the structural design and content uploading process.
- e. Sub-contractor must complete the structure- and content-related portion of the Scope of Work within approximately two to three (2 to 3) weeks, with activity commencing on a date to be specified by HSN and dependent on the timeline established by HUD for submissions in response to the NOFA.

2. Technical Support for the Development of Scorecard for Project Applications

- a. Sub-contractor will recommend a comprehensive process and set of procedures for evaluating project applications and generating project application scores for purposes of the regional application process. The process and procedures must be based on HUD guidance as well as CoC FL-507 Board-approved priorities, policies and criteria.
- b. Upon approval of the scoring process and procedures, Sub-contractor will proceed to develop project application scoring instrument(s), together with clear and detailed explanations of and instructions for how the instrument(s) is (are) to be used.
- c. Sub-contractor will assist with the creation of training materials and scoresheets, with instructions for use by volunteer application reviewers.
- d. Sub-contractor must complete this portion of the Scope of Work within approximately three (3) weeks, with activity commencing on a date to be specified by HSN and dependent on the timeline established by HUD for submissions in response to the NOFA.

4. Technical Support for the Scoring of Submitted Project Applications

- a. Sub-contractor will assign applications to volunteer reviewers and communicate with the reviewers in order to ensure an effective and efficient application review process.
- b. Sub-contractor will respond to questions and requests for support from volunteer reviewer during the scoring process.
- c. Sub-contractor will assist HSN in analyzing, aggregating or synthesizing HMIS and other administrative data for the purpose of scoring project applications.
- d. Sub-contractor must complete this portion of the Scope of Work within approximately 1 week, with activity commencing on a date to be specified by HSN and dependent on the timeline established by HUD for submissions in response to the NOFA.

4. Technical Support for the Development of Recommendations for CoC Community Ranking Committee

- a. Sub-contractor will compile project sub-category and aggregate scores for all project applications.
- b. Sub-contractor will create and format project application ranking options and scenarios, together with the underlying assumptions and justifications, for consideration by the Community Ranking Committee.

- c. Sub-contractor will assist HSN staff in presenting scores and options to the Community Ranking Committee as well as presenting Community Ranking Committee recommendations to the CFCH Managing Board.

Sub-contractor will complete this portion of the Scope of Work within approximately 1 week, with activity commencing on a date to be specified by HSN and dependent on the timeline established by HUD for submissions in response to the NOFA.

ACTIVITY 2

For purposes of this Scope of Work, “regional application process” means the competitive process by which the CFCH solicits, scores, ranks and selects project applications for Day 1 Families Fund projects, as identified by HSN in the region’s application to the Bezos Day 1 Families Fund.

1. Technical Support for the Development of the Regional Application Process

- a. i. Sub-contractor will develop the structure, content and format for the application form and related documents to be used in CFCH’s regional application process, as informed by Day 1 Families Fund guidance, particularly the HSN Request for Application and the HSN submission to Day 1 Families Fund.
- ii. Sub-contractor may develop the application structure, content and format in a manner that incorporates or is informed by the project application templates from previous CFCH applications for HUD, VA or jurisdictional funding.
- iii. Required application must be created in Microsoft Word and at a minimum include all of the following components:
 - 1. Narrative questions encompassing the breadth of the application scoring criteria described in Section 2.a., with accompanying detailed instructions;
 - 2. Template tables and charts for collecting and organizing data to be provided by applicants, with accompanying detailed instructions;
 - 3. A catalog of the set of HMIS and other program or administrative data that will be used as a basis for scoring and ultimately ranking applications;
- a. Sub-contractor will consult with HSN staff to determine if application will be published exclusively in Microsoft Word or if a web-based application tool will be used. Should web-based application tool be used, HSN staff will be responsible for designing structure and uploading content into the web-based application tool to be used for the regional application process (most likely Apply by SurveyMonkey). Sub-contractor must be available to HSN to provide clarification to HSN throughout the structural design and content uploading process.

- b. Sub-contractor must complete the structure- and content-related portion of the Scope of Work within approximately two to three (2 to 3) weeks, with activity commencing on a date to be specified by HSN.

2. Technical Support for the Development of Scorecard for Project Applications

- a. Sub-contractor will recommend a comprehensive process and set of procedures for evaluating project applications and generating project application scores for purposes of the regional application process. The process and procedures must be informed by Day 1 Families Fund guidance, particularly the Request for Application and the HSN submission to Day 1 Families Fund.
- b. Upon approval of the scoring process and procedures, Sub-contractor will proceed to develop project application scoring instrument(s), together with clear and detailed explanations of and instructions for how the instrument(s) is (are) to be used.
- c. Sub-contractor will assist with the creation of training materials and scoresheets, with instructions for use by volunteer application reviewers.
- d. Sub-contractor must complete this portion of the Scope of Work within approximately three (3) weeks, with activity commencing on a date to be specified by HSN and dependent on the timeline established by HUD for submissions in response to the NOFA.

3. Technical Support for the Scoring of Submitted Project Applications

- a. Sub-contractor will assign applications to volunteer reviewers and communicate with the reviewers in order to ensure an effective and efficient application review process.
- b. Sub-contractor will respond to questions and requests for support from volunteer reviewer during the scoring process.
- c. Sub-contractor will assist HSN in analyzing, aggregating or synthesizing HMIS and other administrative data for the purpose of scoring project applications.
- d. Sub-contractor must complete this portion of the Scope of Work within approximately 1 week, with activity commencing on a date to be specified by HSN and dependent on the timeline established by HUD for submissions in response to the NOFA.

4. Technical Support for the Development of Recommendations for CFCH Community Ranking Committee

- a. Sub-contractor will compile project sub-category and aggregate scores for all project applications.

- b. Sub-contractor will create and format project application ranking options and scenarios, together with the underlying assumptions and justifications, for consideration by the Community Ranking Committee.
- c. Sub-contractor will assist HSN staff in presenting scores and options to the Community Ranking Committee as well as presenting Community Ranking Committee recommendations to the CFCH Managing Board or Executive Committee.
- d. Sub-contractor will complete this portion of the Scope of Work within approximately 2 weeks, with activity commencing on a date to be specified by HSN and dependent on the timeline established by HUD for submissions in response to the NOFA.

ACTIVITY 3

For purposes of Activity 3 in this Scope of Work, “regional sub-recipient application process” means the competitive process by which the CoC FL-507 solicits, scores, ranks and selects sub-recipients to provide support services or services and housing as specified in the 2020 Rapid Rehousing 1, Rapid Rehousing 2, PSH Rental Assistance and Services, Coordinated Entry System and PSH Operating and Services projects included in FL-507’s FY2021 HUD CoC Program funding submission to HUD as well as Orange County’s Rapid Rehousing and Orange County’s Permanent Supportive Housing Services projects.

1. Technical Support for the Development of the Regional Application Process

- a. i. Sub-contractor will develop the structure, content and format for the application form and related documents to be used in CoC-FL 507’s regional sub-recipient application process, as informed by HUD guidance, particularly the FY 2019 HUD CoC Program NOFA; CoC FL-507 Board-approved policies, priorities and scoring criteria; the HSN Request for Applications; application forms used in prior CoC FL-507 competitions, and Orange County’s contracts with HSN.
- ii. Sub-contractor may develop the application structure, content and format in a manner that incorporates or is informed by the project application template that had been made available in eSNAPS, but must fully supplement that product with the required additional CoC FL-507-specific information. Alternatively, application materials may be developed without incorporating eSNAPS content, but Sub-contractor must ensure that information gathered is sufficient to provide for submission of complete and responsive project applications to HUD via the eSNAPS medium.
- iii. Required application-related content supplemental to eSNAPS must be created in Microsoft Word and at a minimum include all of the following components:
 - 1) Narrative questions encompassing the breadth of the application scoring criteria described in Section 2.a., with accompanying detailed instructions;

- 2) Template tables and charts for collecting and organizing data to be provided by applicants, with accompanying detailed instructions;
- 3) A catalog of the set of HMIS and other program or administrative data that will be used as a basis for scoring and ultimately ranking applications;
- 4) Sub-contractor will consult with HSN staff to determine if application will be published exclusively in Microsoft Word or if a web-based application tool will be used. Should web-based application tool be used, HSN staff will be responsible for designing structure and uploading content into the web-based application tool to be used for the regional application process (most likely Apply by SurveyMonkey). Sub-contractor must be available to HSN to provide clarification to HSN throughout the structural design and content uploading process.
- 5) Sub-contractor must complete the structure- and content-related portion of the Scope of Work within approximately two to three (2 to 3) weeks, with activity commencing on a date to be specified by HSN and dependent on the timeline established by HUD for submissions in response to the NOFA.

2. Technical Support for the Development of Scorecard for Project Applications

- a. Sub-contractor will recommend a comprehensive process and set of procedures for evaluating project applications and generating project application scores for purposes of the regional application process. The process and procedures must be based on HUD guidance as well as CoC FL-507 Board-approved priorities, policies and criteria.
- b. Upon approval of the scoring process and procedures, Sub-contractor will proceed to develop project application scoring instrument(s), together with clear and detailed explanations of and instructions for how the instrument(s) is (are) to be used.
- c. Sub-contractor will assist with the creation of training materials and scoresheets, with instructions for use by volunteer application reviewers.
- d. Sub-contractor must complete this portion of the Scope of Work within approximately three (3) weeks, with activity commencing on a date to be specified by HSN and dependent on the timeline established by HUD for submissions in response to the NOFA.

5. Technical Support for the Scoring of Submitted Project Applications

- a. Sub-contractor will assign applications to volunteer reviewers and communicate with the reviewers in order to ensure an effective and efficient application review process.

- b. Sub-contractor will respond to questions and requests for support from volunteer reviewer during the scoring process.
- c. Sub-contractor will assist HSN in analyzing, aggregating or synthesizing HMIS and other administrative data for the purpose of scoring project applications.
- d. Sub-contractor must complete this portion of the Scope of Work within approximately 1 week, with activity commencing on a date to be specified by HSN and dependent on the timeline established by HUD for submissions in response to the NOFA.

4. Technical Support for the Development of Recommendations for CFCH Community Ranking Committee

- a. Sub-contractor will compile project sub-category and aggregate scores for all project applications.
- b. Sub-contractor will create and format project application ranking options and scenarios, together with the underlying assumptions and justifications, for consideration by the Community Ranking Committee.
- c. Sub-contractor will assist HSN staff in presenting scores and options to the Community Ranking Committee as well as presenting Community Ranking Committee recommendations to the CFCH Managing Board or its Executive Committee.
- d. Sub-contractor will complete this portion of the Scope of Work within approximately 2 weeks, with activity commencing on a date to be specified by HSN.

ACTIVITY 4

For purposes of ACTIVITY 4 in this Scope of Work, “regional application process” means the competitive process by which the CoC FL-507 (CFCH) solicits, scores, ranks and selects project applications for VA SSVF funding, as described in the VA 2021 SSVF NOFA.

1. Technical Support for the Development of the Regional Application Process

- a. i. Sub-contractor will develop the structure, content and format for the application form and related documents to be used in CoC-FL 507’s regional sub-recipient application process, as informed by VA guidance, particularly the FY 2021 SSVF NOFA; CoC FL-507 Board-approved policies, priorities and scoring criteria; and the HSN Request for Applications and application forms used in prior CFCH FL-507 competitions.
- ii. Required application-related content must be created in Microsoft Word and at a minimum include all of the following components:

1. Narrative questions encompassing the breadth of the application scoring criteria described in Section 2.a., with accompanying detailed instructions;
2. Template tables and charts for collecting and organizing data to be provided by applicants, with accompanying detailed instructions;
3. A catalog of the set of HMIS and other program or administrative data that will be used as a basis for scoring and ultimately ranking applications;
4. Sub-contractor will consult with HSN staff to determine if application will be published exclusively in Microsoft Word or if a web-based application tool will be used. Should web-based application tool be used, HSN staff will be responsible for designing structure and uploading content into the web-based application tool to be used for the regional application process (most likely Apply by SurveyMonkey). Sub-contractor must be available to HSN to provide clarification to HSN throughout the structural design and content uploading process.
5. Sub-contractor must complete the structure- and content- and format-related portion of the Scope of Work within approximately three (3) weeks, with activity commencing on a date to be specified by HSN.

2. Technical Support for the Development of Scorecard for Project Applications

- a. Sub-contractor will recommend a comprehensive process and set of procedures for evaluating project applications and generating project application scores for purposes of the regional application process. The process and procedures must be based on VA guidance as well as CoC FL-507 Board-approved priorities, policies and criteria.
- b. Upon approval of the scoring process and procedures, Sub-contractor will proceed to develop project application scoring instrument(s), together with clear and detailed explanations of and instructions for how the instrument(s) is (are) to be used.
- c. Sub-contractor will assist with the creation of training materials and scoresheets, with instructions for use by volunteer application reviewers.
- d. Sub-contractor must complete this portion of the Scope of Work within approximately three (3) weeks, with activity commencing on a date to be specified by HSN.

3. Technical Support for the Scoring of Submitted Project Applications

- a. Sub-contractor will assign applications to volunteer reviewers and communicate with the reviewers in order to ensure an effective and efficient application review process.

- b. Sub-contractor will respond to questions and requests for support from volunteer reviewer during the scoring process.
- c. Sub-contractor will assist HSN in analyzing, aggregating or synthesizing HMIS and other administrative data for the purpose of scoring project applications.
- e. Sub-contractor must complete this portion of the Scope of Work within approximately 2 weeks, with activity commencing on a date to be specified by HSN.

4. Technical Support for the Development of Recommendations for CFCH Community Ranking Committee

- a. Sub-contractor will compile project sub-category and aggregate scores for all project applications.
- b. Sub-contractor will create and format project application ranking options and scenarios, together with the underlying assumptions and justifications, for consideration by the Community Ranking Committee.
- c. Sub-contractor will assist HSN staff in presenting scores and options to the Community Ranking Committee as well as presenting Community Ranking Committee recommendations to the CFCH Managing Board or its Executive Committee.
- d. Sub-contractor will complete this portion of the Scope of Work within approximately 2 weeks.