

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) 19.4

Release Date: **Thursday, July 28, 2019**
Completed Applications Due: **Wednesday, August 14, 2019, 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
NOFA =	Notice of Fund Availability
OCAG =	Other CoC FL-507-Assigned Grants
RFA =	Request for Applications
TBD =	To Be Determined

2. Definitions.

For purposes of this RFA:

- a. “2019 HUD NOFA” or “NOFA” means the HUD Notice of Funding Availability for Federal Fiscal Year 2019 Continuum of Care Program, found at:
<https://files.hudexchange.info/resources/documents/FY-2019-CoC-Program-Competition-NOFA.pdf>
- 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 2019 HUD Continuum of Care Program NOFA.
- 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.

- f. “Bundling” means the process of combining distinct Project Components to form a complete Project.
- g. “Project Sponsor” means an Applicant in the Submission to HUD requesting funding for a Project that consists of any Project Component(s) provided by the Applicant together with any Project Components that are not provided by the Applicant. Project Sponsors are responsible for coordinating all Project Components that comprise the Project. Project Sponsors selected for funding through the Submission to HUD will be designated as either Recipients or Sub-recipients of CoC Program funding for contracting purposes.
- h. Stand-Alone Applicant/Sponsor” is either an Applicant in the Submission to HUD or is named by the Applicant in the Submission to HUD that is the sole entity to be CoC Program- funded to provide any housing or services (whichever are applicable) to the Project.
- i. “Submission to HUD” means the application package submitted by CoC FL-507 to HUD in response to the 2019 NOFA.

Section II: Description of Funding Opportunity.

A. About the HUD CoC Program.

The 2019 HUD NOFA establishes the funding criteria for the FY 2019 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 2019 HUD NOFA 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 2019 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 within 90 days of the end of the 2018 grant term. In the second phase, which will commence following the completion of the first phase via RFA 20.5, sub-recipients will be selected to deliver the particular housing and services activity approved under each project.

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 2019 HUD NOFA, 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.1. 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 9 attachments (A, A-1, B, C, D, E, F, G and H) 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 E, F and G 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.
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 one Applicant as the Project lead to serve as the recipient of HUD funding, if awarded, and to subcontract with the other Applicants.
4. Victim Service Providers are eligible Applicants for CoC Program funding under the 2019 NOFA. 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. 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 2019 HUD NOFA. 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 and CES) 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 2019 NOFA.

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 RFAs 19.4 and 20.5.

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 RFA 20.5 - see 1. below.

- 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.
- Proposals to expand current Project Components (but not expansions of complete Projects) will also be accepted under RFA 20.5 - see 2. below.
- 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 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 RFA 20.5.

3. Applications for New Funding.

Prospective Applicants not currently receiving CoC Program funding 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 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. 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.

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 RFA 20.5.

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 E, Selected CoC FL-07 Policies and Priorities. Informally, 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.

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 2019 NOFA, 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 and to contact the Point of Contact listed at Section IX to request clarification.

Section V: Submission of Applications.

A. Application Form.

Prospective Applicants seeking to respond to this RFA should complete and submit an Application form, the preliminary version of which is appended to this RFA as Attachment A, Interim Application for CoC Program Funding (“Interim Application”).

The final version of the application to be completed by Applicants will be made available at the earliest possible date, and its availability will be the subject of a separate, specific announcement to all known CoC stakeholders, specifically including the list of Interested Parties described in Section IX.B.

The final version of the application will primarily be accessed through the Apply software application (“Apply program”), which will be available via the CoC FL-507 website at <http://www.centralfloridacoc.org> until the application deadline. Neither a cost nor training is involved in Applicants’ use of the Apply program.

Applicants are very strongly encouraged to review and submit the Application electronically using the Apply program. However, any Applicant that is unable to access and/or submit the Application using the Apply program should notify the Point of Contact identified at Section IX.A. no later than Tuesday, August 6, so that an alternative method of access to and/or submission of the Application can be arranged.

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 Interim Application. The final version of the Application will supersede and replace the Interim Application immediately upon availability, as described in paragraph A above. 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 the forthcoming RFA 20.5) 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, **Wednesday, August 14, 2019**. For purposes of this RFA, “submitted” means that a completed Application is fully uploaded in the Apply program, accessible via the CoC FL-507 website at: <http://www.centralfloridcoc.org> or, if pre-arranged as described in paragraph 1, that a completed Application is received at the address identified at Section IX.A. Applications submitted after the deadline cannot and will not be accepted or reviewed.

6. 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.
- c. In keeping with the 2019 HUD NOFA, 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 (and Activity Type)		Bed/Unit Type	Renewal Baseline Amount (rounded)**	Baseline Bed Capacity
PERMANENT SUPPORTIVE HOUSING			\$4,891,000	
Housing Assistance			\$4,468,000	500
	Serving Tri-County region	TOTAL	\$2,518,000	252
		Tenant-Based	\$2,518,000	252
		Project-Based	N/A	N/A
	Serving Orange County	TOTAL	1,178,000	160
		Tenant-Based	\$695,000	63
		Project-Based	\$483,000	97
	Serving Seminole County	TOTAL	\$560,000	65
		Tenant-Based	490,000	46
		Project-Based	\$70,000	19
	Serving Osceola County	TOTAL	\$212,000	20
		Tenant-Based	\$212,000	20
		Project-Based	\$0	0
Supportive Services			\$ 423,000	

RAPID REHOUSING		\$1,504,000	
Housing Assistance – Serving Tri-county region	Tenant-Based (required)	\$1,165,000	177
Supportive Services – Serving Tri-county region		\$ 339,000	
ESSENTIAL SYSTEM SUPPORTS		\$746,885	
Coordinated Entry System (CES) - Serving Tri-county region		\$431,400	
Homeless Management Information Systems (HMIS) - Serving Tri-County region		\$315,485	
TRANSITIONAL HOUSING AND SUPPORTIVE SERVICES FOR YOUTH (Renewals Only – HUD priorities)		\$229,397	42
Housing Assistance – Serving Tri-County region	Tenant-Based	\$144,347	42
Supportive Services - Serving Tri-County region		\$85,050	
GRAND TOTAL – HUD-funded only (excludes OCAG and all other sources)		\$7,371,282	719

** - Excludes renewal funding for administrative costs.

3. Selection of Projects.

Applicants requesting HUD CoC Program funding can therefore be selected for inclusion in the Submission to HUD in one of four (4) 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 that are not currently funded (or that are currently funded, but not for activities for which they are currently requesting funding) may be funded by displacing another lower-ranking Applicant included among projects funded for FY 2018; or
- d. Applicants may be selected for inclusion in a Bonus Project eligible under the 2019 NOFA that does not absorb any renewal funding.

4. Reallocation of Funding Awards.

- a. Reallocation of HUD CoC Program funding is the process by which an Applicant associated with a particular Project and activity type(s) requests renewal funding, but is ranked lower through the Community Ranking and Selection process than a higher-ranking Applicant associated with the same project type, geographic coverage and housing modality, and a portion of the renewal amount for the former is consequently transferred to the latter
- b. Funding may be reallocated only from one project to another that is of the identical project type, geographic coverage and housing modality, and only under one of the following circumstances:
 - i. The Applicant is ineligible for or does not seek renewal of an FY 2018 award, in which case the entire award amount will be reallocated;
 - ii. The Applicant voluntarily submits a request for an award amount that is less than the FY 2018 award amount, in which case the difference will be reallocated;
 - iii. Reported spending for the Project was reported to be less than 90 percent of the total award amount for the most recently completed grant term for which an Annual Progress Report (APR) was filed in the SAGE Reporting System, AND the Project is projected to leave at least fifteen (15) percent of the current grant award unexpended by the end of the grant period, based on total spending during the most recent six (6)-month period for which funding draws have been completed in the eLOCCS system, in which case up to 50 percent of the award amount projected to remain unexpended is subject to reallocation;

- iv. The reported utilization rate of the units or vouchers available to the Project during the 12-month period ending June 30, 2019, is less than 85 percent, in which case the amount of rental subsidy associated with the corresponding vacancy rate is subject to reallocation; or
 - v. The Applicant's total Application score is more than 1.25 standard deviations below the mean total Application score among all Applicants within the same Project, modality, and activity type, in which case up to ten (10) percent of the FY 2018 award amount or \$100,000, whichever is less, may be subject to reallocation.
- c. The amount available for reallocation from a project is the maximum of the amounts subject to reallocation under i., ii., or the average of iii, iv and v. above.
 - d. Applicants with total Application scores that exceed 1.25 standard deviations above the mean total score for their respective Project type and activity may be eligible to receive funds that are reallocated.
 - e. The maximum additional amount that any Applicant receiving funding via reallocation may receive will be based on the distribution of total Application scores among all reallocation-eligible applicants relative to the mean total score for its respective Project type, geographic coverage and housing modality. The minimum anticipated reallocation amount to be transferred to any one Applicant is \$10,000.
 - f. 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 funds 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:
 - i. Each tenancy must be sustained through at least the end of their current lease or sublease term.
 - ii. 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.

- iii. 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.
- iv. CES will assign participants from the caseload of the Project from which reallocation funds are being taken.

5. Bonus Projects.

- a. Through the Community Ranking and Selection process, one or more Projects that do not absorb any renewal funding (“Bonus 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 2019 NOFA. 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 \$850,000. 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 2019 NOFA. CoC FL-507 anticipates that the total amount of funding requested for each such Bonus Project will not exceed \$300,000, though Projects requesting approximately \$150,000 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 Project under paragraph 5. Such Applications will first be considered for reallocation funding and, if not selected, automatically considered for Bonus Project funding.

7. Other CoC FL-507-Administered Grant (OCAG) Funding Requests.

Prospective Applicants that are current OCAG Sub-recipients seeking to continue in that capacity, or that are not-current OCAG Sub-recipients but wish to be considered for selection as an OCAG-funded Sub-recipient may submit an Application requesting OCAG funding under the forthcoming RFA 20.5.

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 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, who will evaluate submitted applications using the CoC FL-507 Application Scorecard. The detailed Application Scorecard cannot be finalized until the full set of requirements for the Submission to HUD are made available and reviewed. The final version of the Application Scorecard will be made available at the earliest possible date, and its availability will be posted on the CoC website at centralforidacoc.org.

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

Because the time elapsed between the release of the 2019 NOFA and the start date for the FY 2019 grant term may approach 18 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 2019 will be finalized by the CoC Board at least 90 days prior to the start of the grant term for the Project and based on the results of a subsequent RFA process. 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 2019 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 5, 2019. 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 (<https://www.centralfloridacoc.org/2019-hud-coc-competition-nofa/>). Interested Applicants are encouraged to register as Interest Parties as well as to consult the CoC FL-507w ebsite 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. 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 <https://www.centralfloridacoc.org>. The list will be updated on an ongoing basis through at least August 13, 2019. The resulting “FAQ” document will also be emailed directly to registered applicants.
3. As necessary, issue other correspondence and/or post updates on the CoC website as a result of information received from HUD, the CoC Board, or other authoritative source that is pertinent to this RFA.
4. 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. Interested Parties with LEP considerations may request assistance by email at application@hsncfl.org , by calling 407-893-0133 or in person at the HSN offices located at 4065 LB McLeod Rd. in Orlando, FL. In addition, HSN has staff that are fluent in five languages and able to help with translation as needed.
5. 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@hsncfl.org
Website:	https://www.centralfloridacoc.org/2019-hud-coc-competition-nofa/
U.S. Mail:	Homeless Services Network 4065-D L.B. McLeod Rd. 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. Individuals are automatically subscribed to the Interested Parties List when registering for the Apply program application software as described in Section IV. Individuals may also 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 2019 HUD NOFA and the CoC FL-507 Submission to HUD in response to the NOFA is compressed. Events necessitating modifications to this RFA may include, but are not limited to, clarifications or corrections to the 2019 NOFA by HUD and program or policy clarifications made by the CoC in direct response to issues raised by the 2019 NOFA. 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 <http://www.centrafloridacoc.org>. 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 July 28, 2019