



REQUEST FOR PROPOSALS (RFP) FOR

FY 2022 ANNUAL Continuum of Care (CoC) Program Funding

ISSUE DATE:

Wednesday August 17, 2022

5:00:00 PM CST

PROPOSALS DUE:

Wednesday August 31, 2022

11:59:59 CST

SUBMIT VIA "APPLY" Application Software

RFP POINT OF CONTACT:

Jim Ward, Director of Planning

[txboscoc@thn.org](mailto:txboscoc@thn.org)

(512) 861-2165

## Table of Contents

Table of Contents .....	2
<u>I.</u> INTRODUCTION – INVITATION & BACKGROUND .....	3
II. PROJECT SCOPE OF WORK .....	6
III. TIMELINE .....	7
IV. EXPLANATION OF EVENTS & APPLICATION COMPONENTS .....	8
V. APPLICATION PREPARATION AND SUBMISSION .....	14
VI. EVALUATION .....	14
VII. AWARD .....	17
VIII. APPENDICES .....	18

### Version History

Version	Date Posted	Changelog
Version 1	8/17/2022	Initial posting
Version 2	8/22/2022	Corrected scoring sum-error in Appendix C materials

### Appendices

The Appendices listed below are for reference only and are not required to be submitted with the application.

Appendix A: FY2022 Renewal Applicant Listing

Appendix B: Application Components

Appendix C: Application Score Cards

Appendix D: Grievance Policy

## **I. INTRODUCTION – INVITATION & BACKGROUND**

Texas Homeless Network (THN) serves as the Collaborative Applicant, CoC Lead Agency, and Homeless Management Information System (HMIS) Lead Agency for the Texas Balance of State Continuum of Care, which covers 215 counties of Texas' 254 counties. THN is referred to as CA, throughout this document. The Texas Balance of State Continuum of Care (TX BoS CoC) was formed to carry out the responsibilities required under the CoC Program Interim Rule (24 CFR 578). The CoC is comprised of a broad group of stakeholders dedicated to ending and preventing homelessness across Texas. The over-arching CoC responsibility is to ensure community-wide implementation of efforts to end homelessness, including ensuring programmatic and systemic effectiveness of the local continuum of care program.

Applicants for CoC Program funding may not apply to the U.S. Department of Housing and Urban Development (HUD) directly without the approval of the CoC. They must apply as part of a Consolidated Application through a Continuum of Care's (CoC's) "local application process". For the TX BoS CoC, THN is the Collaborative Applicant (CA), and THN manages the CoC's Local Application Process on behalf of the TX BoS CoC. The process is described in this RFP and includes soliciting, reviewing, selecting, and ranking Project Applications, then submitting them to HUD under a Consolidated Application.

The FY2022 CoC Annual Process has changed significantly from years prior. The Competitive Application process is divided into two opportunities, (1) This Request for Proposals (RFP) which solicits applications from Renewal Project Applicants, and (2) A separate RFP for those seeking new funding. Both solicitations evaluate application on the extent to which the applicant performs, and meets local needs. The CoC Program is complex, both applications will be administered in stages. Stage one gives the CoC the ability to evaluate and score proposals, while stage two is more collaborative in nature, and applicants are provided technical assistance to complete the required statutory obligations of applicants. Although the processes are intended to be more inclusive, there are still required deadlines that the CoC cannot overlook. Please pay close attention to the deadlines in this RFP, and seek clarification if you are confused, or think you may not understand what is being asked. This is a new process for both applicants and the CoC. We can only get better, together.

This funding is not guaranteed year-to-year. Multiple factors influence an application's overall score and chances of funding, including applicants administrative and financial capacity, the applicants contribution to system performance, the relative strength of the CoC's Consolidated Application, whether the project incorporates a Housing First model, and other specific conditions of the Notice of Funding Opportunity (NOFO).

A. DEFINITIONS

See Section III.A & Section III.B of the [FY2022 Notice of Funding Opportunity](#) for applicable definitions as well as the [Competition Frequently Asked Questions \(FAQ\)](#) for responses to common questions.

B. POINT OF CONTACT

THN has designated a Lead who is responsible for this RFP:

Jim Ward  
Director of Planning,  
[txboscoc@thn.org](mailto:txboscoc@thn.org)

C. CHANGES TO THE PROCESS THIS YEAR

In response to extraordinary conditions outside the control of the CoC, and in an effort to streamline the Local Application Process for Project Applicants the CA has made the following significant changes to the process:

- i. In the structure of this RFP; references to THN, CoC Lead Agency, and Collaborative Applicant have been replaced with CA when referring to actions or activities carried out by THN on behalf of the Texas Balance of State Continuum of Care
- ii. The Continuum of Care is soliciting applications for Renewal Projects only through this RFP. Renewal Projects are those that are listed on the Grant Inventory Worksheet, Appendix A with a “Y” in Column L.
- iii. The “Intent to Apply” step of the Application process has been incorporated into the Full Application stage and renamed as “Entity Eligibility”
- iv. The step of the process known as “Threshold Review” now occurs during the Full Application Stage
- v. The steps of the Application process known as “Completeness Review” and “Quality Review” have been condensed into a single review process titled “Completeness and Quality Review”
- vi. Scoring of project applications has always been based on the extent to which applicants are able to demonstrate a positive contribution to System Performance Measures. **This year, application scoring is based entirely on HMIS or Comparable Database data, and metrics related to System Performance are weighted more heavily compared to years prior.**
- vii. The use of data exclusively, removes the need for 3<sup>rd</sup> party review by the Independent Review Team. Instead, applicants will be notified of their scores and given the opportunity to appeal the score on any metric before a final reconciled score is used in the ranking of project applicants
- viii. Applicants will submit this application in stages. By August 31, Applicants must submit the Full Application: Questions, Disclosures and Uploads. This will allow the CoC to score project Applications in order to meet the date requirements in the NOFO
- ix. Applications will then undergo a partial Completeness and Quality Review Stage and will have until September 15<sup>th</sup> to submit the required e-snaps Project Application, and the required

Certification of Consistency with the Consolidated Plan (HUD-2991). Projects will then undergo a final Completeness and Quality Review

- x. Scoring of Renewal Projects will occur while the Application is technically still open, although all scored materials will be submitted no later than August 31. Applicants may still be working on other non-scored components of the Application. It is important for Applicants to check the timelines in this RFP and observe all deadlines, even for non-scored application components.

Please note, any request for New Funding in the Texas Balance of State must be made through a separate RFP for New Projects under the Annual or the FY2022 Supplemental NOFO. For more information about the other NOFOs [visit the HUD Exchange](#) and [see local implementation content on the Competition homepage on the THN website](#).

It is anticipated that the TX BoS CoC Annual CoC Program Bonus RFP will be released on Friday August 19, 2022. Applicants are encouraged to read the [FY2022 Annual CoC Program NOFO](#) for applicant requirements and the strategic vision of those funds.

It is anticipated that the TX BoS CoC Supplemental NOFO will be released on Friday August 26, 2022. Applicants are encouraged to read the CoC Plan that accompanies the Supplemental NOFO for applicant requirements and the strategic vision of those funds.

#### D. ELIGIBLE PROJECT APPLICANTS

In order to apply for CoC Program funding, Applicants must:

- i. Submit the Full Application: Questions, Disclosures and Uploads Part 1 in Response to this RFP **between August, 17 2022 at 12:00:00 AM and August 31, 2022 at 11:59:59 PM CST**. For more details on the contents of the Full Application Contents, please see Section IV and Appendix B of this RFP
- ii. Meet the entity threshold requirements below
  - a) Applicants and proposed sub-recipients must be nonprofit organizations, states or local governments, or instrumentalities of state and local governments, including Public Housing Authorities.
  - b) Applicants and proposed sub-recipients must have an active System for Award Management (SAM) Registration.
  - c) Applicants and proposed sub-recipients must have an active Unique Entity Identification Number (UEIN). [UEIN replaced the DUNS number earlier this year](#).
  - d) [The proposed Project may only serve counties](#) within the Texas Balance of State Continuum of Care.
  - e) The Applicant must have no outstanding delinquent federal debts listed at sam.gov.
  - f) Applicants must have a financial management system that meets Federal standards as described at 2 CFR 200.302
  - g) The Application must contain completed Certification Regarding Lobbying and Disclosure of

Lobbying Activities (SF-LLL).

- h) The Application must contain a Code of Conduct or the Applicant's Code of Conduct must be on file with the Federal Government as demonstrated by e-snaps upload.
- i) Applicant appears in the table of Appendix A of this RFP with a "Y" shown in column L.

## **II. PROJECT SCOPE OF WORK**

The CA is seeking proposals from agencies seeking to:

### **A. Renew Projects Currently Funded through the CoC Program**

HUD makes available to each CoC the amount of funding needed to re-fund all currently funded projects. This amount is called the Annual Renewal Demand (ARD). The TX BoS CoC's FY 2022 estimated ARD is \$10,656,928. To be eligible for renewal funding through the FY2022 competition, a current or new (FY2021) award must expire in CY2023.

For a complete list of eligible renewal projects please see Column "L" of Appendix A.

Renewal Projects with FY2021 expirations in CY2024 will be eligible for renewal in the FY2023 CoC Program Competition. Therefore, such projects are not eligible for renewal in the FY2022 Local Application Process, and applications submitted for projects that are ineligible for renewal will not be reviewed, scored or ranked. Such Projects are identified with a "No" in Column L of Appendix A.

Renewal Project Applicants will complete an abbreviated application. For more details regarding the contents of the solicitation, see Section IV and Appendix B of this RFP

### **B. APPLY APPLICATION SOFTWARE**

Momentive, formerly known as SurveyMonkey Apply, is the Grant Management Software Texas Homeless Network uses. The TX BoS CoC Local Application Process will be hosted entirely within the Apply platform. That is, all application materials will be in, or uploaded to Apply. Applicants are encouraged to make use of the robust Frequently Asked Questions (FAQ) available from Apply. [Click here to access the Apply FAQ](#)

For questions related to your Apply Account password or user name issues, please contact Apply directly. THN **cannot** reset your password or retrieve your username. Additionally, Applicants are highly encouraged to add [noreply@mail.smapply.net](mailto:noreply@mail.smapply.net) to their list of approved emails. THN cannot be responsible for missed communication between the CoC and the Applicant.

For questions related to the contents of the application, please contact the staff person identified in Section I.B of this RFP. The CA may offer limited technical assistance related to the navigation of the site, however, successful navigation of Apply is the responsibility of the applicant alone.

### III. TIMELINE

This is not the usual TX BoS CoC Program Annual Competition timeline, it is complex and condensed. That is outside the control of the CoC. HUD imposed deadlines require that certain activities occur at specific times. The timeline below represents an intent comply with those requirements but also to collaborate with Renewal Applicants to ensure successful completion of their Application.

The items in Section III.A are intended to communicate the scope of the TX BoS CoC Local Application process. Items in **bold** font, are intended to draw attention to important dates in the process. A further explanation of key activities in the process is below. All times are Central Standard Time, unless otherwise noted. Every effort will be made to adhere to these timelines. Due to the nature of these processes, a delay in one stage does not necessarily correlate to a corresponding delay in subsequent stages. Applicants should ensure that they add [donotreply@mail.smapply.net](mailto:donotreply@mail.smapply.net) to their list of safe email addresses to ensure that there is no missed communication from the CoC. Applicants may also receive communications from [txboscoc@thn.org](mailto:txboscoc@thn.org).

#### A. SCHEDULE OF EVENTS

1	Issuance of RFP	8/17/2022 5:00:00 PM
2	<b>Full Application: Entity Eligibility Verification opens in Apply</b>	8/17/2022 11:59:59 PM
3	<b>Full Application: Questions, Disclosures and Uploads Part 1 opens in Apply</b>	8/19/2022 11:59:59 AM
4	<b>Full Application Questions, Disclosures and Uploads Part 1 Due in Apply</b>	<b>8/31/2022</b> <b>11:59:59 PM</b>
5	<b>Applicants Complete Threshold Review</b>	<b>9/6/2022</b> <b>11:59:59 PM</b>
6	Application Scores Are Available	9/8/2022 11:59:59 PM
7	<b>Applicants Review Project Scoring</b>	9/9/2022 11:59:59 PM
8	<b>The CA Reconciles Application Scoring</b>	<b>9/12/2022</b> <b>11:59:59 AM</b>
9	The CA Completes Ranking Scenarios for Board Review and Approval	9/13/2022 <b>11:59:59 AM</b>
10	<b>Full Application Questions, Disclosures and Uploads Part 2 Due in Apply</b>	9/15/2022 11:59:59 AM
11	The TX BoS CoC Board Votes on a Ranking Scenario to become the Priority Listing	9/15/2022 2:00:00 PM

12	Applicants Notified Whether an Application Will Be Submitted with the 2022 Consolidated Application	9/15/2022 4:59:59 PM
13	Board Makes Written Response to Grievances	9/22/2022 4:59:59 PM
14	Quality Review and Minor Corrections Due	<b>9/22/2022 11:59:59 AM</b>
15	The TX BoS CoC Board Approves the FY2022 Consolidated Application	9/28/2022 11:59:59 AM
16	FY2022 Consolidated Application posted on THN's Website & Notice Sent Via the BoS News Listserv	9/28/2022 11:59:59 AM
17	The CA Submits Consolidated Application	9/30/2022 1:00:00 PM
18	Consolidated Applications Due to HUD	9/30/2022 8:00:00 PM EDT

#### **IV. EXPLANATION OF EVENTS & APPLICATION COMPONENTS**

##### **A. ISSUANCE OF RFP**

Texas Homeless Network issues the RFP on behalf of the Texas Balance of State Continuum of Care. This document and the Appendices, represent the entirety of the solicitation. Any question related to the content or process of this RFP or any part thereof should be directed to the contact person in Section I.B of this RFP. No CA staff person can guarantee funding through this process. Applicants are encouraged to seek clarity in writing, verbal communication from CA staff is not binding, and conflict between the CA and the HUD NOFO, the NOFO will prevail

##### **B. FULL APPLICATION STAGES**

The Full Application opens on Wednesday August 17, 2022 at 12:00:00 AM. There are three steps of the Full Application Stage, (1) "Full Application: Entity Eligibility Verification", (2) "Full Application: Questions, Disclosures and Uploads Part 1" and (3) "Full Application: Questions, Disclosures and Uploads Part 2". The Applicant must complete the steps in order of their listing on the timeline in Section III.A of this RFP. The components of the full application stage can be found in Appendix B of this RFP. Part 1 of The Full Application will close to all submissions on Wednesday August 31, 2022 at 11:59:59 PM. Part 2 of the Full Application will close to all submissions on Thursday September 15, 2022 at 11:59:59 AM

There are two major components of the Full Application Stages, "Apply" and "e-snaps". For more information on Apply, see Section II.B of this RFP. E-snaps is the Grant Management Software used by HUD. Applicants must complete an application in e-snaps and then export and upload the completed Applicant Profile and e-snaps Project Application to Apply. HUD will evaluate projects based on the Applicant's e-snaps application and the application's relative ranking in the CoC Priority Listing submitted



as part of the CoC Consolidated Application. The importance of close attention to detail as it relates to the e-snaps application cannot be overstated.

Applicants must consult materials published on the HUD Exchange, including the relevant Renewal Project Detailed Instructions for the e-snaps application, in the preparation of their application. Failure to reference the Detailed Instructions while completing the e-snaps application may result in a lower overall application score in the Local Application Process. Applicants can access the Detailed Instructions and other materials at the [HUD website](#).

2022 is unlike prior application cycles. Applicants will have additional time to complete some parts of the e-snaps portion of the project application, however the CoC must still do a thorough review and maintain appropriate levels of oversight over the process. Please make note of the deadlines throughout this document and take care not to miss a deadline. The additional time to complete the e-snaps application comes at a cost. CA Staff will be unable to perform multiple rounds of corrections with applicants.

a) Full Application: Entity Eligibility Verification: Wednesday August 31, 2022 at 11:59:59 PM

This step of the Application Process verifies basic eligibility about the Applicant, the Project requesting renewal, and provides limited information about both the Project Applicant, and the Project itself. There are no uploads required for this stage of the Full Application. Applicants must complete this step first, before gaining access to the remainder of the Full Application. This application stage will open and remain open through the close of the Full Application: Questions, Disclosures and Uploads close Wednesday August 31, 2022 at 11:59:59 PM.

b) Full Application: Questions, Disclosures & Uploads Part 1: Wednesday August 31, 2022 at 11:59:59 PM

This stage is where the bulk of the data collection occurs, and is broken into several tasks that can be completed in any order. Those tasks are;

- i. Renewal Project Questions
- ii. Monitoring History Report (optional upload)
- iii. E-snaps Applicant Profile (upload)
- iv. Letters of Support from the LHC or Partners (upload)
- v. Match Documentation (upload)

The deadline for applicants to complete these tasks and submit this Stage of the Application is Wednesday August 31, 2022 at 11:59:59 PM. Applicants that do not complete this step will become ineligible for renewal, will not be reviewed, scored or ranked, and will not be included in the Priority Listing of projects recommended to HUD for funding. For more information about any of the items i-iv above, please consult Appendix B of the RFP

c) Full Application: Questions, Disclosures and Uploads Part 2: Thursday, September 15, 2022 at 11:59:59 AM

This task may be completed at any point following the completion of Full Application: Questions, Disclosures and Uploads Part 1 but must be completed no later than Thursday, September 15, 2022 at 11:59:59 AM. This part of the full application contains two tasks and they are;

- i. E-snaps Project Application Upload
- i. Certification of Consistency with the Consolidated Plan (HUD-2991)

The intent of this application stage is to collect required application materials from Project Applicants, and is not scored by the CoC. Applicants can begin working on this step of the application as soon as Part 1 of the Full Application has been submitted, and are encouraged to prioritize this step as soon as possible. If you require assistance with this step of the Application process, please contact [txboscoc@thn.org](mailto:txboscoc@thn.org)

#### A. CERTIFICATION OF CONSISTENCY WITH THE CONSOLIDATED PLAN

All applications must include a HUD required Certification of Consistency with the Consolidated Plan (Certificate). This Certificate is completed by the Participating Jurisdiction (PJ) in the area the proposed project will operate. When a Project's coverage area spans multiple PJ, it is only necessary to collect one (1) Certificate from a PJ in the proposed coverage area. All applicants must submit a completed, signed Certificate through the appropriate screen in Apply for the proposed Project.

Applicants that plan to appeal a PJ's refusal to supply a Certification must indicate that intent through attachment of a statement on Agency Letterhead in place of the Certificate. This statement must describe the situation, including the date of the written request to the PJ, their response if any, and all written communication with the PJ. Applicants must describe how they will follow the steps to appeal the PJ's refusal to supply this required certificate as instructed in Section X.E. of the 2022 CoC Program NOFO including a proposed timeline for the appeal.

**Due to the variation in customary business procedure at the PJs throughout the State, Applicants are encouraged to prioritize this request early in the application process.** No application submission extensions will be granted for circumstances other than a Federal Natural Disaster Declaration immediately (less than three months) before or during the application period.

Applicants must give the PJ sufficient time to review, approve and certify the proposed activities. Applicants may not appeal non-responses or a PJs refusal to certify if the initial request was made to the PJ within one week (5 business days) of the Wednesday August 31, 2022 application submission deadline.

NOTE: The CA is unable to submit a recommendation on your behalf without this form. Under no circumstances will the CA accept a Certification of Consistency after Monday September 26, at 11:59:59 PM

B. MATCH DOCUMENTATION

In general. The recipient or subrecipient must match all grant funds, except for leasing funds, with no less than 25 percent of cash or in-kind contributions from other sources. Cash match must be used for the costs of activities that are eligible under subpart D of 24 CFR 578.

Applicants must upload a letter (on Agency Letterhead) that satisfies the following criteria:

- Identify the match as Cash or In-kind
- Identify the source of the Matching Funds
- If cash, a description of the activities that the match will support
- If in-kind, a description of the goods or services that will be used as match
- A citation from the CoC Program Interim Rule Subpart D (578.37-578.63) that correlates to the eligible matching activity or activities
- Explicitly state that the match will be available for the entire FY2022 Grant term

E. APPLICATION REVIEW PROCESSES

All applications will go through two (2) standard review processes. Those review processes are explained below. Due to the extraordinary situation, CA staff will have limited capacity for technical assistance during the review process. The majority of the review centers on the e-snaps application that will be submitted after renewal project applications are scored and ranked by the CoC Board. Application errors discovered after ranking may result in a determination of ineligibility, and a renewal project be removed from the Priority Listing. Please see the information below, and be diligent about following the [Renewal Project Detailed Instructions that HUD makes available at hud.gov](#).

a) Entity Eligibility Review

This review occurs in Stages. At the submission of the first step of the full application, "Full Application: Entity Eligibility," CA staff review each application to verify the following

- i. Applicants must be nonprofit organizations, states or local governments, or instrumentalities of state and local governments, including Public Housing Authorities
- ii. Applicants must have an active SAM Registration
- iii. Applicants must have an active Unique Entity Identification (UEI) Number
- iv. The Applicant must have no outstanding delinquent federal debts
- v. That the proposed Project will serve counties within the Texas Balance of State Continuum of Care

Applicants that do not meet the above criteria will be declined in Apply and notified in writing via automated message from [norepy@mail.smapply.net](mailto:norepy@mail.smapply.net) that the proposed project is ineligible along with the reason for the decision. Applicants may resubmit the application if it is believed that information was submitted in error, or CA staff incorrectly determined that a project is ineligible for consideration. All Applications are due by the Full Application: Questions, Disclosures and Uploads Part 1 deadline of August 31, 2022.

b) Completeness and Project Quality Review

Upon submission of the Full Application: “Questions, Disclosures and Uploads Part 1”, Staff will review the following,

- i. The Applicant Profile is complete and accurately reflects the current staffing of the Applicant (ie. Matching Primary and Secondary Contacts between e-snaps and Apply)
- ii. The Applicant Profile must contain a Code of Conduct or the Applicant’s Code of Conduct must be on file with the Federal Government as demonstrated by e-snaps upload. See Appendix B for more information

During this review process, CA Staff will perform a preliminary review of each application for completeness. Completeness means that all required documents are present, that the applicant uploaded valid attachments that are responsive to the prompts in Apply, and that there are no obvious discrepancies in the application that would limit the ability of the staff to score the application.

Applications must comply with this RFP and the Annual NOFO. Applications that do not comply with the provisions of the NOFO or this RFP will not pass the Completeness and Quality Review.

The second part of this combined review process focuses on the e-snaps project application upload, but also continuity throughout the application. Through the Quality Review process, CA staff are ensuring that the Project Applicant followed the detailed instructions provided by HUD, that there is consistency throughout the Application, budgets have sufficient detail and that the Applicant’s responses address all parts of the question asked. Applicants that submit e-snaps applications “without changes” are assumed to have met the quality review thresholds and will Staff will perform an abbreviated Review. Sections of the e-snaps application with 2022 submission dates on the Submission Summary screen will be thoroughly reviewed.

If staff identify deficiencies in the Project Application or the supporting documents uploaded to Apply during the Quality Review, the Application will be amended back to the Applicant both in Apply, and in e-snaps (if required). Staff will notify both the Authorized Representative and the Person to Contact Regarding the Application in writing to resubmit the Application for consideration. Applicants will have 72 hours to correct the identified deficiencies. **The last day for Quality Review corrections to be submitted to the CA is Thursday, September 22 2022, at 11:59:59 PM.**

F. APPLICANTS REVIEW SCORING

Consistent with Section VI.A & Appendix C of this solicitation, CA staff will run HMIS reports and score projects that pass the Project Completeness and Quality Review stage of the Evaluation process. These scores will be available to Applicants on or before Thursday September 8, 2022. Applicants are strongly

encouraged to check their application by the deadline for Step 7 of the timeline in Section III.A of this RFP, to accept or challenge individual metrics on the scorecard. Applicants that do not respond to this step in Apply, will be moved on to the next step of the review process once the deadline for the stage has passed. For more information about the scoring process and how applicants can prepare for scoring, please see Section VI.A of this RFP.

#### G. APPLICATION COMPONENTS AND CHECKLIST

The Application solicited for **Renewal Project Applicants** must contain:

No.	Component	Format
<b>Full Application: Entity Eligibility Verification</b>		
1	Entity Eligibility Verification	Apply
<b>Full Application: Questions, Disclosures and Uploads Part 1 due August 31, 2022</b>		
`	Renewal Project Questions	Apply
2	Monitoring History Report	Apply
3	e-snaps Applicant Profile	Submitted in e-snaps and Submission exported to Apply
4	Letters of Support	Apply Document Upload
5	Match Documentation	Apply Document Upload
<b>Full Application: Questions, Disclosures and Uploads Part 2 due September 15, 2022</b>		
1	e-snaps Project Application, with all required attachments	Submitted in e-snaps and Submission exported to Apply
2	Certification of Consistency with the Consolidated Plan (HUD-2991)	Apply Document Upload

NOTE: Appendix B contains a detailed description of each of the items above

#### H. FREQUENTLY ASKED QUESTIONS

CA Staff have published a FAQ document that is linked in Section I.A of this document and also available as a hyperlink on the [THN website](#). Please note that this is a tabbed google sheet. Please ensure that you are on the tab labeled “Annual”.

#### I. SUBMISSION OF PROJECT APPLICATIONS

All applicants must submit the step Full Application: Questions, disclosures and Uploads Part 1 in Apply by Wednesday August 31, 2022 at 11:59:59 PM. **The CA will not accept late or incomplete submissions.** Applicants are encouraged to screenshot the submission message in Apply as a receipt of submission. Applicants will also receive an automated message from Apply, indicating that Part 2 of the Application is open and available. For more details regarding the content of the Apply Full Application, please see Appendix B. Applicants should also review Section IV of this RFP for a summary of the application components.

There is no cost to create an account in Apply. It is the sole responsibility of the applicant to understand and plan for challenges that can arise from the use of software-based application processes.

## **V. APPLICATION PREPARATION AND SUBMISSION**

These instructions outline the guidelines governing the format and content of the application and the approach to be used in its development and presentation.

### **A. NUMBER OF RESPONSES**

Eligible Entities – those that are listed on Appendix A Column L with a “Y” – must submit a *separate* Renewal Project Application for each project that they intend to renew.

### **B. APPLICATION FORMAT**

Project Applicants must submit the Application Packet through Apply. Apply is the TX BoS CoC Grant Management Software used for competitive funding applications. Organizations must have a primary and secondary authorized official in order to submit an application in Apply. These persons should mirror the authorized primary, and secondary contacts communicated to HUD. Where applicable, attachments must follow the attachment requirements, which are clearly communicated in the software and Appendix B of this RFP.

Application consistency is paramount. Please use the EXACT same naming conventions from e-snaps and in Apply on all supporting documentation. For example, if you named the project “Looking Forward” in Apply, there should be a corresponding “Looking Forward” e-snaps application upload. Inconsistency in naming conventions will slow the review process for all applicants. Please follow the naming conventions for the attachments in e-snaps, where applicable. HUD prescribes naming conventions in the Detailed Instructions, and applications that do not follow these instructions will be returned for corrections.

### **C. APPLICATION REQUIREMENTS**

All applications must include the information requested in Section IV.G. The CA may, at its discretion, request additional documentation outside of Apply to validate the response to any question in Apply or in e-snaps at any time.

## **VI. EVALUATION**

### **A. SCORING**

Scoring is the primary method of evaluation for all CoC Program Applications in the TX BoS CoC. Projects are scored using the Renewal Project Application Score Cards (Appendix C) for the project type. However, not all renewal projects are scored. Those renewal projects with less than 12 months of data, are “held harmless” as provided for in the [TX BoS CoC Ranking Policy](#). Similarly, projects that are the only project of

the type that are eligible for scoring, are exempted from the scoring process and are also “held harmless”. These projects will be included in the FY2022 CoC Program Priority Listing in the FY2021 ranked order as submitted in the [FY2021 TX BoS CoC Priority Listing](#). Projects held harmless are indicated by a “Y” on Column M of Appendix A.

HUD requires CoCs to consider objective, performance-based scoring metrics when scoring Project Applications to determine the extent to which each Project addresses HUD’s policy priorities. The TX BoS CoC also evaluates multiple metrics that contribute to the TX BoS CoC System Performance Measures.

The objective, performance-based scoring metrics projects used to review Applications may include:

1. Successful housing placement and retention
2. Income growth
3. Severity of needs and vulnerability of participants at project start
  - Persons/Families with a history of victimization/abuse, domestic violence, sexual assault, childhood abuse
  - People with a history of criminal justice system involvement
  - People experiencing chronic homelessness
  - Youth experiencing homelessness
  - Unsheltered homelessness
  - Low or no income at project entry
  - Current or past substance abuse
4. Returns to homelessness
5. Bed utilization
6. Cost-effectiveness, i.e. how much each Project spends to serve and house an individual or family as compared to other projects serving similar populations
7. Fiscal management
8. HMIS data quality
9. Adherence to Housing First
10. Prioritization fidelity
11. Race Equity
12. Equal Access
13. Engaging Persons with Lived Experience of Homelessness
14. Reaching Underserved Communities

For the Specific scoring metrics used in the FY2022 scoring process, please see Appendix C. Please note that Projects are scored by intervention type, therefore there are five score cards PSH/PSH-DV, RRH/RRH-DV and Joint TH/RRH. It is important to note that there are different performance expectations for different housing interventions, and therefore different scoring thresholds on the above-indicated metrics dependent on the type of intervention applied for. Project Applications are scored differently on the same

metric for this reason. Each Score Card is three pages in length in Appendix C, except for the TH/RRH Score Card, which is 5 pages. CA staff will complete the Score Cards in Excel. Blank versions of all Score Cards are made available with the release of this RFP and can be found at the competition homepage of the CA website. Applicants are strongly encouraged to download and run a scorecard for their own project. Applicants to the CoC Bonus RFP will be required to self-score the Renewal Project and use that in the evaluation of the Expansion activities. Questions about scoring can be directed to Hope Rodgers, CoC Performance Manager, at [hope@thn.org](mailto:hope@thn.org).

All scoring materials are attached to this document as Appendix C.

Renewal Projects will be evaluated on a rolling 12-month basis. For the FY2022 TX BoS CoC Local Application Process, the period considered for review is August 1, 2021 –July 31, 2022, although some cost effectiveness evaluations are based on the most recently submitted APR recorded in the APR repository SAGEhmis.info. CA Staff will begin the process of completing the Local Application Process Renewal Scorecards on Monday August 22, 2022. Agencies listed on Appendix A that use a comparable database will be contacted by CA staff to supply a zipped Excel format APR export for the above referenced date range. Applicants should ensure that HMIS data accurately reflects their project, that there are no issues with data quality, that there is no missing data, and that annual or exit assessments have been completed to receive the highest score possible.

B. RANKING

The TX BoS CoC Staff rank projects using the [TX BoS CoC Ranking Policy](#) and present the proposed ranking scenarios to the CoC Board. When the CoC Board votes on the ranking, the CA staff will promptly notify Applicants of the results and whether a specific project will be submitted with the 2022 Consolidated Application. It is anticipated that all Renewal Projects will be submitted as part of the Consolidated Application, provided that the project meets eligibility requirements and application deadlines.

NOTE: Inclusion in the TX BoS CoC Priority Listing does not guarantee funding. The CoC cannot guarantee funding to any agency, including THN as the Lead Agency. Applicants are advised that no CA staff person can guarantee funding regardless of application's position on the Priority Listing.

C. GRIEVANCES

Project Applicants must adhere to the Grievance Policy below.

Grievances must be written on Applicant's letterhead or by using the attached form in Appendix D, addressed to the TX BoS CoC Board, and received by the CA at [txboscoc@thn.org](mailto:txboscoc@thn.org) no later than 24 hours after the notification that indicates that the application will not be included in the CoC's Priority Listing (which is estimated to be Thursday, September 15, 2022 at 4:59:59 PM) See Appendix D Grievance Policy for more information about the FY2022 CoC Program Grievance Process.

Note: for purposes of this competition, automated emails from Apply to the person generating the



application, will constitute notification from the CA. It is the sole responsibility of the Applicant to ensure that messages are received. Applicants are highly encouraged to add [noreply@mail.smapply.net](mailto:noreply@mail.smapply.net) to their list of approved emails. The CA cannot be responsible for missed communication between the CoC and the Applicant, although the CA will take all steps possible to ensure that Applicants receive communication in a timely manner.

Grievances should reference a specific policy or section of this RFP that was violated, and a proposed remedy. In order to appeal based on policy application, it must be expressly referenced in this RFP. Grievances that do not satisfy these conditions will not be considered. The CoC Board will make the final decision about the Grievance on or before Thursday, September 22, 2022 at 4:59:59 PM. The board's decision regarding any grievance will be communicated to the applicant in writing by Jim Ward, Director of Planning.

What cannot be appealed;

1. Applicants rejected for expired or no SAM Registration as of August 31, 2022
2. Scoring concerns due to missing data or data quality issues
3. Emotional appeals not based in error or incorrect application of this RFP or Policy.

#### D. MINOR CORRECTIONS OR ADDITIONAL INFORMATION

Applicants with projects selected for inclusion in the TX BoS CoC's Priority Listing may be solicited for minor corrections or additional information about the project after applicants are notified whether an application will be submitted with the 2022 Consolidated Application. Examples of minor corrections could be;

- i. A typo in the Project's Certification of Consistency with the Consolidated Plan
- ii. Typos or errors in the e-snaps project application

Regardless of the specifics of the minor correction, number of corrections required, or information requested, all responses to these requests must be submitted to the CA for inclusion in the Priority Listing no later than Friday, September 26, 2022, at 11:59:59 PM.

## VII. AWARD

HUD will select and notify applicants of the overall outcome of the FY2022 CoC Program Competition via a Notice of Conditional Award. These announcements usually occur anywhere from January-March of the year following the competition. Once applicants are notified by HUD that the project has been selected, CA Staff will contact the authorized primary and secondary contacts to collect a signature on the CoC Expectations Form, and schedule "Start-up" Technical Assistance.

NOTE: Inclusion in the TX BoS CoC Priority Listing does not guarantee funding. The CoC cannot guarantee funding to any agency, including THN as the Lead Agency. Applicants are advised that no CA staff person can guarantee funding regardless of position on the Priority Listing.

Satisfying the Terms and Conditions of the Notice of Conditional Award is the sole responsibility of the Applicant. However, CA Staff are available to provide support and guidance through this process. Often, the post-award phase of the project can take several months or longer depending on the conditions placed on the award. To learn more about the post-award process and what to expect, [please refer to the CoC Program Recipient's Post-Award User guide, available here](#). Given the potentially lengthy nature of the post-award process, applicants that are selected for inclusion in Tier 2 of the CoC's priority listing are encouraged to "Act as-if" and begin preparing for award upon conclusion of the TX BoS CoC Local Application Process. CA Staff are available to assist with this process if requested.

## **VIII. APPENDICES**