



REQUEST FOR PROPOSALS (RFP) FOR

FY 2022 BONUS Continuum of Care (CoC) Program Funding

ISSUE DATE:

Friday August 19, 2022

5:00:00 PM CST

PROPOSALS DUE:

Wednesday August 31, 2022

11:59:59 PM CST

SUBMIT VIA "APPLY" Application Software

RFP POINT OF CONTACT:

Jim Ward, Director of Planning

txboscoc@thn.org

(512) 861-2165

Table of Contents

Table of Contents	2
<u>I.</u> INTRODUCTION – INVITATION & BACKGROUND	3
<u>II.</u> PROJECT SCOPE OF WORK	6
<u>III.</u> TIMELINE	7
<u>IV.</u> EXPLANATION OF EVENTS & APPLICATION COMPONENTS	9
<u>V.</u> APPLICATION PREPARATION AND SUBMISSION	17
<u>VI.</u> EVALUATION	18
<u>VII.</u> AWARD	21
<u>VIII.</u> APPENDICES	23

Version History

Version	Date Posted	Changelog
Version 1	8/19/2022	Initial posting
Version 2	8/22/2022	Corrected self-assessment sum error in Appendix C materials
Version 3	8/24/2022	Corrected conflicting assessment criteria in Appendix D

Appendices

The Appendices listed below are for reference. Versions of the Appendices to be submitted as part of the application are available for download on the THN website. Applicants should consult this RFP before beginning work on the proposal. Submission materials can be downloaded from the THN website at <https://www.thn.org/texas-balance-state-continuum-care/continuum-care-program/#comp-app-materials>

- Appendix A: Application Components
- Appendix B: Eligible Renewal Projects (CoC Bonus Only)
- Appendix C: CoC Bonus Self-Assessment Tools
- Appendix D: DV Bonus Self-Assessment Tool
- Appendix E: Monitoring History Report
- Appendix F: Grievance Policy

I. INTRODUCTION – INVITATION & BACKGROUND

Texas Homeless Network (THN) serves as the Collaborative Applicant (CA), 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) for CoC bonus and DV Bonus Funding which solicits applications from Project Applicants, for new Projects serving Domestic Violence Survivors, and expansions of Renewal Projects and (2) a separate RFP for those seeking renewal funding. Both solicitations evaluate applications on the extent to which the applicant has performed, administrative capacity, and the potential to meet local needs. The CoC Program is complex, this Application Process 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. 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).

For Applicants to the Supplemental NOFO to address Rural and Unsheltered Homelessness, it is anticipated that the TX BoS CoC Supplemental Request for Proposals 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.

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

C. KEY CONSIDERATIONS

This is a new RFP, below are considerations for all applicants:

- i. In the structure of this RFP; “CA” is used when referring to actions or activities carried out by THN on behalf of the Texas Balance of State Continuum of Care
- ii. The use of data exclusively for scoring project applications removes the need for 3rd party review by the Independent Review Team. Instead, applicants will submit responses to questions in Apply (See Section II.C), and self-score based on the assessment criteria in the documents in Appendix B- Appendix E. CoC Staff will review the self-scores and agree or disagree with each self-scored response. Following this review, CA Staff will contact applicants that applied in response to this RFP and inform them of their score. Only the two highest-scoring DV Bonus applications will move onto the next stage in the process provided they meet the other eligibility criteria in Section IV.E.
- iii. Applicants will submit this application in stages. By August 31, Applicants must submit the content of the Appendices B-E in Apply depending on their funding request and application specifics. This will allow the CoC to score project Applications in order to meet the local competition deadline requirements in the NOFO
- iv. All Application materials are available for download as a single application package.
- v. Applicants that meet the scoring thresholds will work collaboratively with CA Staff to complete the required e-snaps Project Application, and the required Certification of Consistency with the Consolidated Plan (HUD-2991)
- vi. Applicants will be required to answer additional non-scored questions, and give additional information to be used in the CoC Application after the application deadline but before September 15, 2022.

- vii. All scored materials will be submitted no later than August 31. Applicants may still be working on other non-scored components of the Application after this deadline. It is important for Applicants to check the timelines in this RFP and observe all deadlines, even for non-scored application components.
- viii. New Projects will be ranked from highest to lowest below Renewal Project Applications, in the following order:
 - 1. CoC Bonus
 - 2. DV Bonus

D. ELIGIBLE PROJECT APPLICANTS

In order to apply for either DV Bonus or CoC Bonus funding, Applicants must:

- i. [Submit the required materials as described in Section IV.B and IV.G and Appendix A via the Texas Balance of State Grant Management Software “Apply”](#) in response to this RFP **between August, 19 2022 at 5:00:00 PM CST and August 31, 2022 at 11:59:59 PM CST**. For more details on the contents of the Full Application, please see Section IV and Appendix A of this RFP
- ii. Meet the entity threshold requirements below
 - a) Applicants 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) [Applicants for DV Bonus Funding must have experience providing housing and/or services to survivors of domestic violence](#). To demonstrate experience applicants must demonstrate that the Organizations primary mission is to serve survivors of domestic violence reference specific activities listed in [51.005 \(b\) \(3\)](#), Texas Human Resources Code.
 - j) Applicants for CoC Bonus Funding must be current recipients of CoC Program Funding that would expand their current activities under a previously funded project
 - k) For any project recommended under the DV or CoC Bonus funding, those projects that leverage Housing or Healthcare will be prioritized through scoring. Leveraging Housing or Healthcare resources is highly encouraged.

- l) A project must score at least 70% on the relevant scorecard to be eligible for inclusion in the Priority Listing. If no Project scores 70% then the highest scoring Application from each of the Bonus funding applicant pools will be selected for inclusion in the Priority Listing
- m) Meet the additional eligibility requirements listed in Section IV.E.(a) of this RFP

II. PROJECT SCOPE OF WORK

The CA is seeking proposals from agencies seeking to:

A. EXPAND PROJECTS CURRENTLY FUNDED THROUGH THE COC PROGRAM

HUD has made available approximately \$2,140,323 for new projects using CoC Bonus funding.

All expansions to existing CoC Funded Projects must expand a project eligible for renewal in FY2022. For more information please see the information below or consult Appendix B of this RFP for a complete list of projects eligible for expansion.

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. 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 expansion 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 A1. Additionally, eligible applicants must have submitted and HUD accepted at least one (1) Annual Performance Report, for either the FY2019 or FY2020 grant cycle. Projects that were not scored in the Renewal Application process are ineligible for expansion.

These funds can be used to expand Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), or Joint Transitional Housing & Rapid Rehousing (TH/RRH) projects. Projects eligible for expansion will be evaluated on a variety of factors, but mainly on the performance of the renewal project and the Applicants capacity to leverage Housing or Healthcare resources. Expansion projects must follow the CoC Bonus application, regardless of whether the project was originally funded with DV Bonus funds.

Additional Application Restrictions that apply to all applications are also listed in Section IV.E.(a) of this RFP

B. FUND NEW PROJECTS FOR THE EXCLUSIVE BENEFIT OF SURVIVORS OF DOMESTIC VIOLENCE

HUD has made available \$4,280,646 to fund new Housing Projects for the exclusive benefit of Survivors of domestic violence. This funding can be used for 2 (two) main activities: Rapid Rehousing (RRH) and Joint

Component Transitional Housing and Rapid Rehousing (TH/RRH). Within these eligible Housing Components, Applicants may also request Supportive Services as they are listed at 24 CFR 578.53e(1-17). For the sake of brevity of this document, those services along with the eligible activities within RRH and TH/RRH will not be listed here. Rather it is the obligation of the applicant to determine the allowability of proposed costs and communicate the full scope of the intended use of these funds in the Project Application. Applicants are limited to single-year grant terms.

The CoC is soliciting applications for each of these project types from eligible entities in the TX BoS CoC. Eligible entities are those that have experience providing housing and/or services to survivors of domestic violence. To demonstrate experience applicants must demonstrate that the Organizations primary mission is to serve survivors of domestic violence. Applicants should reference specific activities listed in [51.005\(b\)\(3\)](#), Texas Human Resources Code and their experience providing similar services to those proposed in the Application.

Additional Application Restrictions that apply to all applications are also listed in Section II.D of this RFP

C. 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](#)
[To access the Apply Application, please use this link.](#)

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 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 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 noreply@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.

A. SCHEDULE OF EVENTS

1	Issuance of RFP	8/19/2022 4:59:59 PM
2	Full Application Opens In Apply (S1. S2.D1 &S2.C1)	8/19/2022 4:59:59 PM
4	Full Application Due In Apply	8/31/2022 11:59:59 PM
5	CA Assesses Applicants For Threshold Eligibility	9/2/2022 11:59:59 PM
6	Application Scores Are Available	9/5/2022 11:59:59 AM
7	Applicants Review Project Scoring (S.3)	9/5/2022 12:00:00 PM
8	The CA Reconciles Application Scoring	9/6/2022 11:59:59 AM
9	Applicants Notified Whether Application Will Be Included in Consolidated Application	9/6/2022 12:00:00 PM
9	CA Completes Ranking Scenarios for Board Review and Approval	9/13/2022 11:59:59 AM
11	Non-Scored Application Components Due In Apply (S.4)	9/15/2022 11:59:59 AM
10	The TX BoS CoC Board Votes on a Ranking Scenario to become the Priority Listing	9/15/2022 2:00:00 PM
13	Board Makes Written Response to Grievances	9/22/2022 4:59:59 PM
14	Quality Review Corrections Due	9/22/2022 11:59:59 AM
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	9/28/2022

	Website & Notice Sent Via the BoS News Listserv	11:59:59 AM
17	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. Where clarification is needed, Applicants are encouraged to seek clarity in writing. Verbal communication from CA staff is not binding, and if there is any conflict between the CA and the HUD NOFO, the NOFO will prevail

B. FULL APPLICATION STAGES

The Full Application opens on Friday August 19, at 5:00:00 PM. There are four (4) steps of the Full Application In Apply.

- (1) "S.1 Applicant Questions, and Funding Type "(S.1)
- (2) "S2.D1: DV Bonus Application Materials: Questions & Uploads" (S2.D1)
or
"S2.C1: CoC Bonus Application Materials Questions & Uploads"(S2.C1)
- (3) "S3. Applicants Review Scoring" (S3)
- (4) "S4. Final Application Materials: Questions & Uploads" (S4)

The Applicant must complete the steps in order of their listing on the timeline in Section III.A of this RFP. Each step of the Application stage has a deadline, and required components. The components of the full application stage can be found in Appendix A of this RFP. Steps 1 & 2 of the Full Application will close to all submissions on Wednesday August 31, 2022 at 11:59:59 PM. Step 4 of the Full Application will close to all submissions on Thursday September 15, 2022 at 11:59:59 AM.

Please note: All applicants must submit S1 and S2.D1 OR S2.C1. Not all applicants will access S4.

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 New 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) S.1 APPLICANT QUESTIONS, AND FUNDING TYPE: Wednesday August 31, 2022 at 11:59:59 PM

This step of the Application Process verifies basic information about the Applicant as well as the Project requesting funding. This information is required to appropriately route the application in later stages of the process. There are no uploads required for this stage of the Full Application. All Applicants must complete this step first however, before gaining access to the remainder of the Full Application. This application stage will open and remain open until Wednesday August 31, 2022 at 11:59:59 PM.

b) S2.D1 DV BONUS APPLICATION MATERIALS: QUESTIONS & UPLOADS: Wednesday August 31, 2022 at 11:59:59 PM

This stage is unique to DV Bonus Applicants, and is divided into several tasks that can be completed in any order. Those tasks are;

i. S2.D1.T1 Additional Questions about the Project

Similar to the content of S1, this task asks additional questions about the project proposed, and is mainly used for routing applications, both during and after the application process. This Task asks specific questions about the Applicants performance on the Self-Assessment Tool. No upload is required for this task

ii. S2.D1 T2 Self-Scored Application Upload

Applicants will complete an assessment of their experience and proposed activities and upload that completed self-assessment to Apply as an Excel workbook. This Self-Assessment Tool looks at a variety of criteria, and is comprised of narrative responses (50-500 words each); Multiple Choice questions; prior and anticipated performance projections; and a series of companion uploads and acknowledgements. Applicants must complete the Monitoring History Report and include the self-assessed document in this upload. Completion of the Self-Assessment is required to complete the remainder of the Tasks in this stage. This tool is Item 1 in Appendix D, and can be downloaded from the THN website or Apply in Excel format. Applicants must upload this tool to the Apply platform

for consideration. The CA will not accept an emailed Assessment Tool.

Note: Applicants must upload this document in both Excel format as well as PDF

iii. S2.D1 T3 Q16 Accounting System Attestation

Required by the Self-Assessment Tool, this is an applicant-generated upload, a statement, on Agency Letterhead signed by the Chief Financial Officer (or their equivalent) stating that the Organization's accounting system is compliant with 2 CFR 200. This is not a scored component of the Application, rather a threshold criterion. Applicants must upload this content to the Apply platform.

iv. S2.D1 T4Q19 e-snaps Applicant Profile

Similar to T3 above, this is an applicant generated upload that can be created by setting up an e-snaps account, and creating an applicant profile. Once this applicant profile has been submitted applicants are directed to export and upload to the Apply platform

v. S2.D1 T5 Q20 Monitoring History Report

This is a required upload and is considered to be part of the Self-Assessment Tool. Blank Monitoring History Reports can be found in Appendix E but also downloaded from the THN website, or Apply as a fillable PDF. Applicants are required to disclose their contractual activity and any monitoring activities in the last 5 years. Applicants are assessed on their timeliness of Audit submissions (when required) and whether there have been findings of non-compliance as the result of a monitoring (when monitoring has occurred) Instructions for the completion of the Monitoring History Report can be found in Q20 Cell G of the Self-Assessment Tool

c) S2.C1 COC BONUS APPLICATION MATERIALS: QUESTIONS & UPLOADS: Wednesday August 31, 2022 at 11:59:59 PM

This stage is unique to CoC Bonus Applicants, and is broken into several tasks that can be completed in any order. Those tasks are;

i. S2.C1.T1 Additional Questions

Similar to the content of S1, this task asks additional questions about the project proposed, and is mainly used for routing applications, both during and after the application process. This Task asks specific questions about the Applicant's performance on the Self-Assessment Tool. No upload is required for this task

ii. S2.C1.T2 Self Scored Application Upload

The Self-Assessment Tool for CoC Bonus Funds is based heavily on the Renewal Projects Performance. That is, how well the Renewal Project is contributing to System Performance Metrics. The Applicant will complete this tool by completing a FY2022 Renewal Project Score Card for the project being expanded. The Renewal Project Scorecards are attached to this RFP as a component of Appendix C. The Applicant will the copy the performance outcomes for specific metrics over to the Expansion Project Score Card and complete the document based on that Renewal Project. The only metric that requires specific (scored) information about the New Project is Section 11. This section looks at the ability of the Applicant to leverage Housing or Healthcare resources for the benefit of project participants. The contents of the CoC Bonus Self-Assessment are listed along with the scoring criteria in Appendix C of this RFP. The Tools are listed by project type. Please make sure

you are using the correct Tool for the Renewal Project requesting expansion. Blank CoC Bonus Self-Assessment Tools can be downloaded from the THN website or Apply in Excel format. Because the CoC evaluates Renewal Projects differently based on the project type, applicants must take care to ensure that they are using the correct scorecard for the project that is being expanded.

NOTE: Only those projects that enter data into a comparable Database are eligible to use the RRH-DV or PSH-DV Expansion Project Score Cards.

iii. S2.C1.T3 e-snaps Applicant Profile

Similar to T2 above, this is an applicant generated upload that can be obtained by setting up an e-snaps account, and creating an Applicant Profile. Once this Applicant Profile has been submitted applicants are directed to export and upload to the Apply platform

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 be ineligible for consideration. Partially submitted applications 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 IV.B.b or IV.B.c above please consult Appendix A or contact txboscoc@thn.org for assistance.

d) S4. FINAL APPLICATION MATERIALS: QUESTIONS & UPLOADS Thursday, September 15, 2022 at 11:59:59 AM

This task may be completed at any point following the notice of inclusion in the Consolidated Application 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:

i. E-snaps Project Application Upload

applicants are requested to begin creating an e-snaps Project Application that corresponds to the Project that was requested from the CoC. The e-snaps project application is intended to be a collaborative process, however, CA Staff cannot complete this step for an Applicant. We have access to same level of . Applicants must take the lead on this activity and seek support and guidance as needed. THN Staff must review the completed e-snaps project application to include the project in the Consolidated Application. Applicants must upload a submitted e-snaps application to Apply. This means that an applicant must complete the e-snaps portion of the project application before a complete application in Apply can be submitted.

Errors in the e-snaps upload can result in delays in project award, or in rare circumstances, HUD declining an award after an offer of conditional award. it is critical that the responses to the questions asked in the e-snaps Project Application are responsive to the question asked. Applicants **must use** the e-snaps Project Application Detailed Instructions, and Navigational guide to answer questions completely. Applications that deviate from the approved project application approved by the CoC may be rejected and removed from the Priority Listing.

NOTE: Applicants may NOT under any circumstance exceed the budget communicated to THN by the Applicant in Apply.

D. CERTIFICATION OF CONSISTENCY WITH THE CONSOLIDATED PLAN (HUD-2991)

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 by attaching 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 practice 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 by 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

The intent of this application stage is to collect required application materials from Project Applicants, and is not scored by the CoC. Applicants are encouraged to begin working on this step as soon as possible. If you require assistance with this step of the Application process, please contact txboscoc@thn.org.

E. 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. DV Bonus Applicants will supply this information in the Self-Assessment Tool (S2.D1.Task 1), and CoC Bonus Applicants will supply this

information in Apply (S2.C1.Task 1).

Applicants must satisfy 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
- Provide citation(s) 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

F. APPLICATION REVIEW PROCESSES

All applications will go through two (2) standard review processes. Those review processes are explained below. 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 [New Project Detailed Instructions that HUD makes available at hud.gov](#).

a) Entity Eligibility Review

This review occurs in Stages. On September 1, CA staff will 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. The proposed Project will serve counties within the Texas Balance of State Continuum of Care
- vi. That CoC Bonus Applicants have satisfied the following
 - A. The Applicant is expanding an eligible renewal project
 - B. The Applicant met all application deadlines and expectations for the renewal project
 - C. The Applicant submitted via Apply a reasonable assurance that they will be able to meet the Matching requirement
 - D. The Applicant submitted a complete “submitted” Applicant Profile export from e-snaps
 - E. The applicant scored at least 70% on the CoC Bonus Self-Assessment Tool
 - RRH – 137 points of 195 points
 - RRH-DV – 98 points of 140 points
 - PSH – 137 points of 195 points
 - PSH-DV – 98 points of 140 points
 - TH/RRH – 182 points of 260 points

- vii. That DV Bonus Applicants have satisfied the following;
 - A. The Applicant has sufficient experience serving Survivors of Domestic Violence
 - B. The request is less than 51% of the Agency Budget, or that the Agency budget is at least 200% of the request
 - C. The Agency submitted a reasonable assurance that they will be able to meet the Matching requirement
 - D. The Agency submitted a statement on Agency Letterhead from the CFO that the accounting system meets the requirements of 2 CFR 200
 - E. The Applicant submitted a complete “submitted” Applicant Profile export from e-snaps
 - F. The Applicant scored at least 70% on DV Bonus Self-Assessment Tool
 - All DV Bonus Project Types – 175 points of 250 points

Applicants that do not meet the above criteria will be declined in Apply and notified in writing via automated message from noreply@mail.smapply.net that the proposed project is ineligible along with the reason for the decision.

b) COMPLETENESS AND PROJECT QUALITY REVIEW

Applications are reviewed on a rolling basis. As applications are submitted, CoC Staff will review the following for all applicants,

- i. The Applicant Profile is complete and accurately reflects the current staffing of the Applicant (i.e. 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. Applicants that do not satisfy the eligibility requirements or are found to be incomplete will not undergo any further review. Instead CA staff will contact the applicant, and notify them that the application will not be moving forward, and communicate the exact reasons for that decision.

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 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 returned 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.**

G. APPLICANTS REVIEW SCORING

Following submission of the Project Application, and review by the CA, Applicants will have the opportunity to review the assessment by CA Staff, and have the opportunity to challenge errors in scoring or mis-application of assessment criteria. Applicants will be notified by email that their scores are ready for review and will have the opportunity acknowledge or challenge specific scoring criteria. This stage of the Application Process must be complete by September 6, 2022 at 11:59:59 AM. 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.

H. APPLICATION COMPONENTS AND CHECKLIST

NOTE: Appendix A contains a detailed description of each of the items below

The Application solicited for DV Bonus Project Applicants must contain:

No.	Component	Format
Full Application: S1 &S2.D1 due August 31, 2022		
1	Additional Questions About the Project	Apply
2	Completed Self-Assessment Tool	Excel & PDF: Apply Upload
3	Accounting System Attestation	PDF: Apply Upload
4	e-snaps Applicant Profile	Submitted in e-snaps PDF: Apply Upload
5	Monitoring History Report	PDF: Apply Upload
Full Application: S4 due September 15, 2022		
1	e-snaps Project Application, with all required attachments	Submitted in e-snaps and Submission exported from e-snaps then uploaded to Apply
2	Certification of Consistency with the Consolidated Plan (HUD-2991)	Apply Upload

The Application solicited for CoC Bonus Project Applicants must contain:

No.	Component	Format
Full Application: S1 &S2.C1 due August 31, 2022		
1	Additional Questions About the Project	Apply
2	Completed Self-Assessment Tool	Excel & PDF: Apply Upload
3	e-snaps Applicant Profile	Submitted in e-snaps PDF: Apply Upload
Full Application: S4 due September 15, 2022		
1	e-snaps Project Application, with all required attachments	Submitted in e-snaps and Submission exported from e-snaps then uploaded to Apply
2	Certification of Consistency with the Consolidated Plan (HUD-2991)	Apply Upload

I. 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”.

J. SUBMISSION OF PROJECT APPLICATIONS

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 automated messages from Apply, indicating that they have satisfied both the August 31, 2022 and September 15, 2022 deadlines for submission of the Application. Applicants must be able to produce a screenshot with a legible, system-generated timestamp in the event that the timing of their application submission is questioned. For more details regarding the content of the Apply Full Application, please see Appendix A. Applicants should also review Section IV of this RFP in full for a detailed summary of the application component requirements.

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 summarize 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 may submit one (1) DV Bonus Application **OR** one (1) CoC Bonus Application if they are eligible to do so. Please remember, the CoC is hosting two (2) competitive Application Processes simultaneously, this CoC Bonus RFP, and the Supplemental RFP. Applicants are limited to one (1) New Project application between the three Opportunities. Applicants are encouraged to pick one that best suits the strengths of the Agency and the needs of the community, and commit to that Opportunity. That is, an Agency may apply for a new project under either The CoC DV Bonus or Supplemental Rural & Unsheltered NOFO, but not both. For purposes of this rule, CoC Bonus Expansion applications are not considered New Projects

B. APPLICATION FORMAT

Project Applicants must submit all application materials 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 Apply and Appendix A of this RFP.

Application consistency is paramount. Agency names should match exactly in all application material. 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 any time and at its discretion, request additional documentation outside of Apply to validate the response to any question in Apply or in e-snaps.

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 an Assessment Tool developed for that funding opportunity. These Assessment Tools are attached to this RFP and available for [download at thn.org](https://www.thn.org). All Applicants are required to complete the relevant Self-Assessment Tool in excel, then upload the completed excel tool, along with a PDF copy, to Apply. Applicants are encouraged to prioritize this step. The CA will review Self-Assessment scores and agree or revise an applicant’s self-assessment. Applicants will be notified of any revision to their self-assessment and given 24 hours to appeal a revision. Following the CA review of self-assessments and finalization of scoring on September 6, 2022, THN will contact applicants that meet the scoring criteria listed earlier in this RFP and begin the process of collecting the remaining required documents.

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
 - People experiencing 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 & Administrative capacity
8. HMIS data quality
9. Adherence to Housing First principles
10. Leveraging Housing or Healthcare Resources

For the specific scoring metrics used in the FY2022 BONUS scoring process, please see Appendix C for CoC Bonus Self-Assessment Tool and Appendix D for DV Bonus Self-Assessment Tool. Please note that CoC Bonus Projects are scored by intervention type, therefore there are five self-assessment tools for CoC Bonus Projects, 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 CoC Bonus Self-Assessment Tool is a single tab in an excel workbook labeled by intervention type except for the Joint TH/RRH project type which is two tabs. The assessment is based heavily on the performance of the renewal project proposed for expansion, and the extent to which the applicant will leverage Housing or Healthcare resources.

Prior to completing the CoC Bonus Self-Assessment Tool applicants must complete a Renewal Project Scorecard. Renewal Projects will be evaluated on a rolling 12-month basis. For the FY2022 TX BoS CoC

Local Application Process, the period 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. 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. Applicants that encounter issues running relevant reports in HMIS are encouraged to contact CA staff for assistance as soon as possible. [All tools referenced above are available as a single download as part of this application and are hosted on thn.org.](#)

The DV Bonus Self-Assessment Tool is an excel workbook that requires a variety of multiple choice/dropdown, text/ narrative responses along with the assessment criteria for each question. This Tool evaluates criteria such as Entity eligibility, Applicant experience and administrative capacity, as well as how the proposed activities align with HUD priorities, and potential contributions to overall system performance. Applicants should complete this document in excel, because there are validations in each cell that do not translate to PDF. Blank versions of all Tools are made available with the release of this RFP and can be found at the competition homepage of the CA website. CoC Bonus Applicants are required to download and run a scorecard for their own project.

CA staff will assess an Applicants' self assessment and agree or disagree and score that metric down. CA staff will not increase an applicants self-assessment through the reconciliation process for any metric or criteria. Questions about scoring can be directed to Hope Rodgers, CoC Performance Manager, at hope@thn.org.

B. RANKING

CA Staff will compile final self-assessment scores for both CoC and DV Bonus Application in the following order from highest to lowest (1) CoC Bonus, (2) DV Bonus. CA staff will present the ranking scenario to the CoC Board on September 15, 2022 at 2:00 PM. After 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. Some Applicants will have received prior notification that their applications were not selected for further review. Those applicants will be notified in writing that their application was not selected and an opportunity to debrief with CA staff will be offered at the time that determination is made.

If an application is removed from the Priority Listing after the CoC Board has approved it, the applicants below that project will move up one rank position in the listing. Applications will only be removed if the Applicant does not follow the deadline requirements in the RFP or the Applicant requests to be removed

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 F, addressed to the TX BoS CoC Board, and received by the CA at 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) or CA staff notified the Applicant that their application was not selected for further review. See Appendix F: 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 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 reasonable 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 applicant-level data quality issues in HMIS
3. Emotional appeals that do not address an 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 Thursday, September 22, 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](#) (PDF document). 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.

APPENDICES