REQUEST FOR PROPOSALS (RFP) FOR

FY 2022 TXBOSCOC SUPPLEMENTAL RURAL & UNSHELTERED NOTICE OF FUNDING OPPORTUNITY

ISSUE DATE:
Friday August 26, 2022
5:00:00 PM CST

PROPOSALS DUE:
SUBMIT VIA "APPLY" Application Software
Sunday, September 11, 2022
11:59:59 PM CST

All requests for clarification or support should be directed to:
RFP POINT OF CONTACT
Jim Ward, Director of Planning
txboscoc@thn.org
(512) 861-2165

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Version History

Version	Date Posted	Changelog
Version 1	8/26/2022	Initial posting

Appendices

The Appendices listed below are for reference. Standalone versions of the Appendices are available for download on the THN website. Applicants should consult this RFP before beginning work on the proposal. Application materials can be downloaded from the THN website as a single zipped file at https://www.thn.org/texas-balance-state-continuum-care/continuum-care-program/#comp-app-materials

Appendix A: Supplemental NOFO Application Components
Appendix B: CoC Plan to Address Unsheltered Homelessness and Severe Service Needs
Appendix C: Rural Set-aside Assessment Criteria
Appendix D: Unsheltered Set-aside Assessment Criteria
Appendix E: 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.

On June 20, 2022 HUD released the Supplemental Notice of Funding Opportunity to Address Rural and Unsheltered Homelessness (Supplemental NOFO). The Supplemental NOFO has two objectives, provide funding to address unsheltered homelessness, and funding to address rural homelessness in locations specified by HUD. There is an unprecedented amount of funding available as part of the Supplemental NOFO. In the TX BoS CoC, over three years, HUD *may* make up to $50,166,739 available to address unsheltered homelessness through what is known as the "Unsheltered Set-aside", and up to $17,384,921 to address rural homelessness through a "Rural Set-aside". Annualized, that equates to approximately $16,722,246 for the Unsheltered Set-aside, and approximately $5,794,973 for Rural Set-aside. Applicants 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 as part of a Consolidated Application. The Competitive Application Process is one part of the CoC's Application to HUD for the Supplemental NOFO, and an individual project's likelihood of accessing funds is largely dependent on the performance of the CoC as a whole.

This FY2022 Supplemental Application Process has changed significantly from the CoC Program Applications in years prior. This solicitation and competitive application process will evaluate applications on the extent to which the applicant has performed, demonstrated administrative capacity, and the potential to meet local needs as well as the Project's alignment with the CoC Plan to Address Unsheltered Homelessness and Severe Service Needs (CoC Plan). Applicants must demonstrate that the proposed activities align, and that the project will contribute positively to the overarching goals of reducing unsheltered homelessness and targeting those with severe service needs. This funding is intended to serve different functions depending on the geographic area of the applicant, and there are different eligible activities possible with Rural funding, compared to Unsheltered. Accordingly, we have structured this process so that there are distinct applications for both the Rural Set-Aside, and Unsheltered Set-aside, with different evaluative criteria for each. Applicants must pay close attention to the application materials, and the content of this RFP to ensure that they understand the similarities and nuances of each opportunity. Most critically, applicants to the Rural Set-aside must understand the geographic areas this funding is

[eligible to be administered in](), and the allowable activities permitted. While unsheltered applicants must demonstrate how the proposed activities contribute to a reduction in unsheltered homelessness, all applicants are expected to demonstrate how the project aligns with the CoC Plan.

The CoC Plan is the start of the Texas Balance of State Continuum of Care's (TX BoS CoC's) dedicated efforts to reduce the number of people experiencing unsheltered homelessness or with histories of unsheltered homelessness or people who have severe service needs. The array of answers to the CoC Plan development survey questions and the broad geographic participation point to the uniqueness of each community in the CoC and also to the complexity of addressing homelessness both within a community and across the 215-county TX BoS CoC. The CoC Plan is intended to be structured enough to provide consistency and a minimum standard of shelter, housing, and services across the CoC, yet flexible enough to allow local areas to tailor interventions that will meet their specific needs. The goal of the plan is to provide a framework for the CoC to implement strategies to reduce unsheltered homelessness and to target resources to people with severe service needs. It is intended to be a framework for Applicants to develop a project that meets local needs as they are identified. Applicants are encouraged and incentivized to identify local accountability partners to assist in the design, implementation and evaluation of these projects. Creating community buy-in and a sense of investment in the project is a centerpiece of the plan, as are a variety of other factors clearly articulated in the Plan Priorities. Please be sure to read the CoC Plan, and incorporate it into your project Application. Successful applicants will clearly articulate how the project aligns with the CoC Plan, and how the priorities are implemented at the project level.

The CoC Program is complex, and CoC's are given very little time to complete this process, so this Application Process will be administered in a very short amount of time. There is flexibility built into the timeline to give the CoC the ability to evaluate and score proposals. We believe the competitive process 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.

Multiple factors will influence an application's overall score and chances of funding, including the applicants' administrative and financial capacity to carry out the proposed activities, the applicants' contribution to system performance, whether the project incorporates a Housing First model, the relative strength of the CoC's Consolidated Application, and other specific conditions of the Supplemental NOFO, such as meaningful engagement of Persons With Lived Experience (PWLE). It would be impractical for the CoC to rewash information communicated to the public via the Supplemental NOFO, or the entirety of the CoC Plan, so while this RFP intends to give a full scope of the application process, it is incumbent that the Applicant review and understand what they are applying for as well as the context of the 2022 Supplemental Application Cycle and the TX BoS CoC Plan.

A. DEFINITIONS

See Section III.A & Section III.C of the FY2022 Supplemental NOFO for applicable definitions as well as the Competition Frequently Asked Questions (FAQ) for responses to common questions. Please note that the FAQ is a tabbed document and the Supplemental NOFO has its own tab. This document is updated on an as-needed basis.

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

Below are considerations for all applicants:

i. Throughout 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 TX BoS CoC is using Apply, Grant Application Software to solicit completed Applications through this Opportunity

iii. Applicants are permitted one (1) New Project Application between any of the funding opportunities available through the Texas Balance of State CoC. That is, one new application under the Unsheltered Set-aside, or the Rural Set-aside, or the DV Bonus, but only one. For this purpose, an expansion grant application using CoC Bonus Funds is not considered a New Project. Any Application to the Supplemental RFP is considered a New Project. It is simply not feasible for a project to bring more than one new project online in a funding cycle.

iv. Through scoring, the CoC is prioritizing applicants that can leverage housing or healthcare resources (See "Leveraging Housing and Healthcare Resources" on that page) as a component of the project application. Done correctly this type of partnership can benefit the Applicant, and should absolutely benefit the participants of the proposed Project. For more information about this scoring metric please see the relevant Appendix for the Rural or Unsheltered Set-Aside funds (Appendix C or D)

v. A tremendous amount of Technical Assistance material is available at the Supplemental NOFO resource page at HUD Exchange and different but equally valuable information is available on hud.gov

vi. There are separate Application "paths" for the Unsheltered and Rural Set-Asides with different questions and assessment criteria for each in Apply, the TX BoS CoC Grant Application Software. Applicants will respond to different assessment criteria dependent on whether they are proposing Permanent Supportive Housing, Rapid Re-Housing, Joint Component Transitional Housing & Rapid Re-Housing or Supportive Services Only. In total there are 8 unique Application paths, and it is the responsibility of the Applicant to ensure that they complete the correct application materials.

vii. By September 11, 2022 Applicants must submit in Apply the Application components identified in Section V.B.1, depending on their funding request and application specifics. This will allow the CoC

time to score Project Applications in order to meet the local competition deadline requirements in the NOFO

viii. Applicants may request additional time for certain non-scored application components such as the e-snaps Project Application, and the Certification of Consistency with the Project Application, but those items must be submitted no later than October 4, 2022 at 11:59:59 PM. Applicants must follow the instructions in Appendix A and Section II.E of this RFP to utilize this flexibility.

ix. All Applicants may request technical assistance with their e-snaps Project Application and are encouraged to do so. If an applicant requests assistance with a task or has a question that is already addressed in written HUD materials, CA Staff may refer applicants back to the written materials already available rather than provide individualized technical assistance.

x. CA Staff cannot offer Applicant support regarding project design or other aspects of the Application process that may afford the Applicant a competitive advantage over another. When the CA receives such questions, we *may* answer project design or other questions and provide such support as a response in a Frequently Asked Question.

xi. All Application materials are available for download as a single "zipped" application package on thn.org. The entire contents of the Application itself are hosted in Apply and generated by the applicant. Where a document is required as an upload, Appendix A will clearly state as such along with the deadline for that task and any relevant information CA staff deem appropriate to promote successful completion of the Application, such as file naming conventions, important notes, or reference materials.

xii. Applicants may 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 October 17, 2022.

xiii. Set-aside Projects will be ranked separately from one another. There will be a Rural Set-aside Priority Listing and Unsheltered Set-aside Priority Listing. Please note: This could change as HUD has not released the Priority Listing Detailed Instructions, and this process is based on language in the NOFO. If HUD requires that the Priority Listings be combined, the CoC will revise this RFP and clarify in the appropriate section.

xiv. Applicants may be asked to modify budgets, up or down, depending on the circumstance and the needs of the CoC as a whole. For example, if there are more applicants than funding, and the lowest scoring application will not be funded at 100% of the original request, CA staff may contact that applicant to reduce the budget if the project would remain feasible at the reduced amount. Similarly, if there are not enough applicants for either Set-aside, CA staff may contact all applicants to that Set-aside and ask them to increase their requested budget by some percentage. Budget increases and decreases are voluntary. CA staff will explain the rationale and the potential effects of action or inaction. The decision lies with the Applicant.

xv. There are several limitations in place for all project types regardless of funding under the Rural or Unsheltered Set-Asides. Applicant eligibility criteria are listed below in Section I.D and IV.E.(a) and application requirements are listed in the Scope of Work Section II of this RFP

xvi. The Matching Requirements at 24 CFR 578.73 apply to all project applications under the Supplemental NOFO. Applicants must submit a reasonable assurance that they understand and will be able to meet

the matching requirement.

D. **ELIGIBLE PROJECT APPLICANTS**
In order to apply for Supplemental NOFO funding, Applicants must:

i. Submit the required materials as described in Section V.B.1 and Appendix A via the Texas Balance of State Grant Management Software "Apply" in response to this RFP **between August, 26 2022 at 5:00:00 PM CST and September 11, 2022 at 11:59:59 PM CST**. For more details on the contents of the Full Application, please see Section V.B.1 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) An Unsheltered Set-aside Project may only serve counties within the Texas Balance of State Continuum of Care.

    e) A Rural Set-aside Project may only serve specific counties within the TX BoS CoC, listed here

    f) The Applicant must have no outstanding delinquent federal debts listed at sam.gov.

    g) Applicants must have a financial management system that meets Federal standards as described at 2 CFR 200.302 and demonstrate a sufficient Internal Control 2 CFR 200.303 environment through Narrative Response and document upload in Apply.

    h) The Applicant must complete the Certification Regarding Lobbying and Disclosure of Lobbying Activities (SF-LLL) in e-snaps.

    i) 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 Applicant Profile upload. Applicant Profiles submitted for review without this information will be considered to be incomplete and the application will not be reviewed. It is the responsibility of the Applicant to navigate the written support materials for the e-snaps Applicant Profile and determine if a Code of Conduct is needed.

    j) Applicants must have the support of the Local Homeless Coalition (LHC) (or other community stakeholders if no LHC) as demonstrated through uploaded letters of support

    k) A project must achieve at least 60 total percent score to be eligible for inclusion in the Priority Listing. If no Project total percent score is at least 60 then the highest scoring Application from each of the Bonus funding applicant pools will be selected for inclusion in the Priority Listing

    l) Applications must align with the CoC Plan priorities listed in Section II.D of this RFP

    m) Meet the additional entity eligibility requirements listed in Section IV.E.(a) of this RFP as well as the Application requirements in Section II of the RFP

II. **PROJECT SCOPE OF WORK**
The CA is seeking proposals from agencies seeking to:

A. **ADDRESS UNSHELTERED HOMELESSNESS WITH HOUSING AND SERVICES**

HUD has made available approximately $50,166,739 (over a three-year period) for new projects using Unsheltered Set-aside CoC Program Funding. This is equal to approximately $16,722,246 annually, for three years.

These funds can be used for housing primarily through Tenant Based Rental Assistance and Supportive Services for people experiencing literal homelessness under Category 1 or 4 of HUD's Homeless Definition. Please note that Rental Assistance requests, and Leasing requests must be based on FMR for the area served

There are three categories of Projects that focus on Housing. Those are;

i. Permanent Supportive Housing (PSH): A non-time-limited intervention that targets those experiencing Chronic Homelessness, by HUD's definition. These projects provide rental assistance to eligible households in a setting of their choosing and must be paired with holistic case management offered by the Recipient. Applicants may request reasonable and necessary ancillary supportive Services costs at an appropriate amount. These Projects must incorporate a Housing First model, and target those persons or households experiencing unsheltered homelessness, or meet a documented need in the community- those with "severe service needs"
   a. Eligible costs are Rental Assistance, Supportive Services, HMIS and Admin

ii. Rapid Re-Housing (RRH): Provides Rental Assistance for up to 24 months to households that meet HUD homeless eligibility criteria, paired with holistic case management offered by the Recipient, with a focus on increasing income and maintaining stable housing without assistance at the end of the period of assistance. Recipients of Rapid Re-Housing funds in the Texas Balance of State must implement a "Progressive Engagement" approach.
   a. Eligible costs are Rental Assistance, Supportive Services, HMIS and Admin

iii. Joint Transitional Housing and Rapid Re-Housing (TH/RRH): These projects combine the concepts of Transitional Housing, and Rapid-Rehousing into a single project that provides up to 24 months of total assistance, while centering client choice in the housing that is offered. These projects must also be paired with holistic case management that is offered by the Recipient that focuses on housing stability and income growth. The Recipient must be able to offer both components (TH or RRH) to a participant at any time the household chooses to access it. Applicants must further demonstrate that there will be twice the Rapid Re-Housing available compared to the Transitional Housing at any point in time. Both components must be utilized. Applicants that are awarded will be scored on the success of both components regardless of the rates of utilization. The intent of this project is to move people experiencing homelessness into Permanent Housing as quickly as possible. Transitional Housing is not considered Permanent Housing. Therefore, the Applicant should view the TH component of this Project as a support to, and not a replacement for, Rapid Re-Housing.

a. Eligible costs are Leasing, Rental Assistance, Supportive Services, HMIS and Admin

And a fourth category of Project known as;

iv. [Supportive Services Only - Street Outreach](#) (SSO-SO): Street outreach offers supportive services necessary to reach (identify) unsheltered homeless individuals and families to connect them with emergency shelter, housing, or critical services and provide urgent non-facility-based care to those who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. Standalone Supportive Services are not allowed under this project type. Please note: there is a distinction between an SSO and a Housing Project. For more guidance about this distinction and the implications of incorrectly assuming that a project is one or the other [please see this HUD decision tool](#) and reach out to txboscoc@thn.org if you are planning to apply for an SSO project so that we may best assist you in completing the correct application. There are numerous [technical assistance materials available to assist you in developing these types of](#) projects

a. Eligible costs are Supportive Services, HMIS and Admin

Participants in all of the projects referenced above must

a. [Meet the criteria of paragraph (1)](#) of the definition of homeless at 578.3, except that persons coming from transitional housing must have originally come from places not meant for human habitation, emergency shelters, safe havens, or institutions where they resided for 90 days or less and originally came from places not meant for human habitation, safe havens, or emergency shelters; or

b. Meet the criteria of paragraph (4) of the definition of homeless at 578.3

Additionally, all project applications must meet the criteria below

a. Applicants must **demonstrate through narrative responses in Apply that the proposed activities are eligible**. Applicants must clearly articulate the structure of the proposed housing and the services that will be offered. Any financial request from HUD must be justified in narrative form with the activities that they will seek reimbursement for. Applicants that propose to seek reimbursement from HUD for activities that clearly conflict with the CoC Program Interim rule, the NOFO, or this RFP will be declined and not reviewed. The eligible activities allowed under the CoC Program are clearly defined at [24 CFR 578 Subpart D](#). This stipulation extends to the statutory restriction on the use of funds in a single project found at [24 CFR 578.87](#). The CoC Program requires a strict interpretation of the implementing regulation, and it is the responsibility of the Applicant to seek guidance if there is a question about the allowability of a proposed activity or cost.

b. Align with items 1-14 of the Texas Balance of State CoC Plan to Address Unsheltered Homelessness and Severe Service needs, as applicable. See Section II.D for more information.

c. Submit a project application to the CA with a total HUD request that is not less than $200,000 and not more than $2,000,000 on an annual basis

d. Submit a project application with a maximum HMIS budget line of 3% of the total request, or $15,000- whichever is less

e. Submit a project application that demonstrates that Supportive Services that are reasonable and

necessary will be offered, but those Supportive Services costs will not be in excess of 50% of the total Rental Assistance committed to the project (including HUD request and leveraged housing assistance).Case Management must be at least 90% of a total Supportive Services request. An example: An Applicant requests $200,000 in Rental Assistance to make 20 units of Rapid Rehousing available year-round. That applicant may request up to $100,000 in Supportive Services. Of that $100,000 request, $90,000 must be used for Case Management, and the remaining $10,000 could be used for other Supportive Service needs that are reasonable and necessary for the participant to obtain and maintain housing.   SSO Projects are not subject to this restriction, but the Supportive Service request should center on the primary goal of connecting participants to temporary and permanent housing solutions, 90% of the Supportive Service costs must be Case Management activities

A note about Capital Costs and the Unsheltered Set-aside (New Construction, Acquisition, or Rehabilitation). HUD will not accept, review or award project applications for capital costs using Unsheltered Set-aside funds. The CoC is not soliciting these types of applications under this Unsheltered Set-aside solicitation, and will reject applications that incorporate any of those activities into the HUD request. Applicants **can** leverage these costs for the benefit of project participants but do so outside the scope of the contracted project activities and should be aware of the myriad restrictions and requirements for these types of activities, that have implications for funding requested from HUD.

B. FUND NEW HOUSING AND SERVICE PROJECTS IN RURAL AREAS
   HUD has made available approximately $17,384,921 (over a three-year period) for new projects using Unsheltered Set-aside CoC Program Funding. This is equal to approximately $5,794,973 annually, for three years.

   These funds can be used for housing through Tenant Based Rental Assistance and Supportive Services for people experiencing literal homelessness under Category 1 or 4 of HUD's Homeless Definition. Please note that Rental Assistance requests, and Leasing requests must be based on FMR for the area served

   There are three categories of Projects that focus on housing. Those are;
   i. Permanent Supportive Housing (PSH): A non-time limited intervention that targets those experiencing Chronic Homelessness, by HUD's definition. These projects provide rental assistance to eligible households in a setting of their choosing and must be paired with holistic case management offered by the Recipient. Applicants may request reasonable and necessary ancillary supportive Services costs at an appropriate amount.   These Projects must incorporate a Housing First model, and target those persons or households experiencing unsheltered homelessness, or meet a documented need in the community- those with "severe service needs"
       a. Eligible costs are Rental Assistance, Supportive Services, HMIS and Admin
           OR

New Construction **or** Acquisition, **or** Rehabilitation, Supportive Services, HMIS and Admin

b. This project type may also request Capital Costs- that is New Construction, Acquisition or Rehabilitation to create new PSH units. This is the only allowable use for Capital Costs. Applicants are prohibited from using any type of operating subsidies (including Rental Assistance) in units created with Capital Costs, and may only request Supportive Services, HMIS and Admin in addition to the Capital Costs. Projects must operate as PSH for a 3-year period of use that follows the date that the units being built are put into service or first occupied and comply with a use term that follows. Use terms are specified by the NOFO or contract with HUD, and are agreements where the project must continue to operate as PSH after the HUD award is exhausted or funds will be returned to the federal government. There are myriad requirements for an applicant to satisfy before HUD will award a contract with Capital Costs. These applicants are highly encouraged to seek support before submitting an application that contains these types of costs by reaching out to txboscoc@thn.org as soon as possible. At minimum, applicants must satisfy the following in addition to the applicant level and project level requirements in the NOFO and in this RFP

   i. Acquisition requests must be for turn-key single-family homes, or multi-family properties with a reasonable per-unit cost for the market. No land acquisition is permitted.

   ii. Demonstrate to the CoC's satisfaction that the Applicant has a plan for and intends to comply with Section 3 requirements, 24 CFR 75

   iii. Applicants must seek a letter of support from the CoC by emailing txboscoc@thn.org Attn: Daisy Lopez, c/o TX BoS CoC Executive Committee. Applicants must supply or satisfy;

      1. The full scope of the proposed project is eligible for CoC Program funding, including the eligibility of proposed participants in the project and that the Applicant is aware of the requirements placed on these types of funds, and how the applicant is planning to satisfy them. Specific requirements must be named in the request, such as additional requirements for New Construction. The requirements are woven throughout the NOFO and the HUDexchange and are the applicants responsibility to acknowledge and address as applicable.

      2. The date that the proposed units will be online or first occupied and the period of use proposed, and the management plan of the proposed property

      3. Any additional questions about Applicant responses to the Project Application, Applicant's written or verbal communication to the CoC, or publicly available information about the Applicant, the proposed project site, partners or potential partners, or questions about the financial feasibility of the proposed project.

ii. Rapid Re-Housing (RRH): Provides Rental Assistance for up to 24 months to households that meet HUD homeless eligibility criteria, paired with holistic case management offered by the Recipient, with a focus on increasing income and returning to stable housing without assistance at the end of the period of assistance. Recipients of Rapid Re-Housing funds in the Texas Balance of State must implement a "Progressive Engagement" approach
   a. Eligible costs are Rental Assistance, Supportive Services, HMIS and Admin

iii. Joint Transitional Housing and Rapid Re-Housing (TH/RRH): These projects combine the concepts of Transitional Housing, and Rapid-Rehousing into a single project that provides up to 24 months of total assistance, while centering client choice in the housing that is offered. These projects must also be paired with holistic case management that is offered by the Recipient that focuses on housing stability and income growth. The Recipient must be able to offer both components (TH or RRH) to a participant at any time the household chooses to access it. Applicants must further demonstrate that there will be twice the Rapid Re-Housing available compared to the Transitional Housing at any point in time. Both components must be utilized. Applicants that are awarded will be scored on the success of both components regardless of the rates of utilization. The intent of this project is to move people experiencing homelessness into Permanent Housing as quickly as possible. Transitional Housing is not considered Permanent Housing. Therefore, the Applicant should view the TH component of this Project as a support to, and not a replacement for, Rapid Re-Housing.
   a. Eligible costs are Leasing, Rental Assistance, Supportive Services, HMIS and Admin

   And a fourth category of Project known as;

iv. Supportive Services Only -Street Outreach (SSO-SO): Street outreach offers supportive services necessary to reach (identify) unsheltered homeless individuals and families to connect them with emergency shelter, housing, or critical services and provide urgent non-facility-based care to those who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. Standalone Supportive Services are not allowed under this project type. Please note: that there is a distinction between an SSO and a Housing Project. For more guidance about this distinction and the implications of incorrectly assuming that a project is one or the other please see this HUD decision tool and reach out to txboscoc@thn.org if you are planning to apply for an SSO project so that we may best assist you in completing the correct application. There are numerous technical assistance materials available to assist you in developing these types of projects
   a. Eligible costs are Supportive Services, HMIS and Admin

Participants in all of the projects referenced above must
   a. Meet the criteria of paragraph (1) of the definition of homeless at 578.3, except that persons coming from transitional housing must have originally come from places not meant for human habitation, emergency shelters, safe havens, or institutions where they resided for 90 days or less and originally came from places not meant for human habitation, safe havens, or emergency shelters; or
   b. Meet the criteria of paragraph (4) of the definition of homeless at 578.3

Additionally, all project applications must meet the criteria below

a. Applicants must **demonstrate through narrative responses in Apply that the proposed activities are eligible**. Applicants must clearly articulate the structure of the proposed housing and the services that will be offered. Any financial request from HUD must be justified in narrative form with the activities that they will seek reimbursement for. Applicants that propose to seek reimbursement from HUD for activities that clearly conflict with the CoC Program Interim rule, the NOFO, or this RFP will be declined and not reviewed. The eligible activities allowed under the CoC Program are clearly defined at 24 CFR 578 Subpart D. This stipulation extends to the statutory restriction on the use of funds in a single project found at 24 CFR 578.87. The CoC Program requires a strict interpretation of the implementing regulation, and it is the responsibility of the Applicant to seek guidance if there is a question about the allowability of a proposed activity or cost.

b. Align with items 1-14 of the Texas Balance of State CoC Plan to Address Unsheltered Homelessness and Severe Service needs, as applicable. See Section II.D for more information

c. Submit a project application to the CA with a total HUD request that is not less than $200,000 and not more than $1,000,000 on an annual basis

d. Submit a project application with a maximum HMIS budget line of 3% of the total request, or $15,000- whichever is less

e. Submit a project application that demonstrates that Supportive Services that are reasonable and necessary will be offered, but those Supportive Services costs will not be in excess of 50% of the total Rental Assistance committed to the project (including HUD request and leveraged housing assistance)., or where there are Capital Costs, the total cost for that activity. Case Management must be at least 90% of a total Supportive Services request. An example: An Applicant requests $200,000 in Rental Assistance to make 20 units of Rapid Re-Housing available year-round. That applicant may request up to $100,000 in Supportive Services. Of that $100,000 request, $90,000 must be used for Case Management, and the remaining $10,000 could be used for other Supportive Service needs that are reasonable and necessary for the participant to obtain and maintain housing. SSO Projects are not subject to this restriction, but the Supportive Service request should center on the primary goal of connecting participants to temporary and permanent housing solutions, 90% of the Supportive Service costs must be Case Management activities

Additional Eligible Activities allowed under the NOFO are exempted from item e in the above section. These activities are subject to allowability and applicability in the NOFO and the following TX BoS CoC restrictions;

i. Rent or Utility Arrears: 20% of the Supportive Services Budget line (Activities at 24 CFR 578.53(e)1-17)

ii. Short-Term Emergency Lodging: 20% of the Supportive Services Budget line (Activities at 24 CFR 578.53(e)1-17). These funds **cannot** be used to create permanent shelter beds, or permanently increase shelter capacity.

iii. Repairs to Make Housing Habitable: $10,000 per structure, may not exceed 40% of the total

Rental Assistance requested from HUD

iv. Capacity Building: 20% of the total HUD Budget, must be used in part to carry out activities in the plan. 50% of the total capacity building budget must be used for this purpose.

v. Emergency Food and Clothing Assistance: $200 per participant, and no more than $20,000.

vi. Federal Inventory Program Costs: necessary and reasonable costs are allowed when part of a larger strategy to increase access to housing or services

vii. All of the costs must be tied to the Project and necessary to promote housing access or housing stability

C. LEVERAGING HOUSING AND HEALTHCARE

A priority for HUD and the Texas Balance of State Continuum of Care is that Applicants to the funds available in the Supplemental NOFO leverage Housing or Healthcare assistance as a part of the project application. Therefore, all Applicants must leverage housing or healthcare benefits. This means that the Applicant will secure through firm written commitment an additional housing or healthcare benefit, for the exclusive benefit of the project participants. In order to secure points for these activities, the formal written commitment must,

- Be in place by September 11, 2022
- Identify the source and description of the benefit,
- Identify the dates the benefit will be available
- Calculate the estimated dollar value of the commitment

The commitment may not be some other public benefit such as benefit navigation or a benefit that would confer to the participant as any other member of the public. Some (non-exhaustive) examples of benefits that would count as leveraged housing or healthcare are given below. Please note that these examples are only intended to clarify the intent of the requirement, and would not sufficiently document these activities for purposes of the application. Similarly, there is an important distinction between "match" as described in Section IV.D and "leverage" described in this section. Not all leveraged resources will count towards the matching requirements. It is the Applicant's responsibility to understand both.

Housing

i. Mainstream or other Special Purpose Vouchers (including Stability Vouchers) made available to the Applicant by the Public Housing Authority, for a period of three years to house persons experiencing homelessness, while the Applicant uses CoC Program Supportive Services to support housing stability. The value being the per-unit rental costs absorbed by the PHA on an annual basis as an aggregated total

ii. A written commitment from a private landlord to set-aside a certain number of units for the project at a reduced rate for a period of three years, the value being the difference between the market rate and what the landlord is proposing as the reduced cost

iii. A written commitment from a local affordable housing developer to develop PSH or RRH eligible units and set-aside a certain number of units for the project, for a period of 3 years, the value being the cost of construction, acquisition or development of the previously inaccessible units

<u>Healthcare</u>
i. The Local Mental Health Authority (LMHA) has committed to offering enhanced Community-based Mental Health services to participants in this project and assist with healthcare via a mobile clinic at project sites one day a week, using Community-Based Mental Health workers. The LMHA is committed for a three-year period, evaluating the relationship annually. The value of the proposed healthcare services is calculated by the per-unit costs of the services multiplied by the number of participants that are projected to utilize the services

ii. A local treatment center is willing to offer scholarships for participants in the project to participate in inpatient Substance Abuse Treatment and an Intensive Outpatient Program (IOP) for community-based Substance Abuse Treatment, over a three-year period, to be evaluated annually. The value of the proposed services is calculated at X number of inpatient bed days at the full daily rate and X number of outpatient sessions calculated at the full market rate.

iii. A local Licensed Clinical Social Worker, volunteers for the Organization, and is agreeing to make therapy sessions available to the project on a request-and-respond basis for an indeterminate amount of time, but has committed to a full year of those services. The value of those services is calculated at the rate for similar services in the local market multiplied by the number of sessions projected on an annual basis.

These agreements should be formal. THN will make template Memorandums of Understanding available on the competition homepage that Applicants can use to document the relationships that they are developing. The scoring criteria for this requirement is communicated in Appendix C and Appendix D

In order for an applicant to receive points for this requirement, the Reviewers must be able to identify

1. The Source and specific type of commitment (The specific housing or healthcare resource being leveraged)
2. The dates that the resources will be available
3. The value that the applicant has calculated and what percentage of the total budget that value represents. This value is calculated as (Total value of leveraged resource/Total HUD request) x100=Percent commitment. More points are available for larger commitments.

Based on feedback in the Participative Planning portion of the CoC Plan to Address Unsheltered Homelessness, the CoC is further incentivizing relationships between Applicants and a Public Housing Authority (PHA) and Applicants and a Local Mental Health Authority (LMHA).

D. <u>ALIGNMENT WITH THE COC PLAN</u>
All Applications must be consistent with the TX BoS CoC Plan to Address Unsheltered Homelessness and Severe Service Needs (CoC Plan). Applicants that have not read, or do not understand the CoC Plan are not likely to score well. Applicants will communicate their alignment with the CoC Plan in the Project Application in narrative and multiple-choice style questions. The CoC Plan priorities are clearly communicated in the CoC Plan, but are also available as Appendix B. The Priorities are listed below, with emphasis on applicability. References to "all" are intended to mean, literally all applicants to both Rural or Unsheltered Set-aside. Where an "all" refers to a specific set-aside that priority explicitly states so.

1. **All** Applicants must describe a community-wide commitment to the project. Applicants will be asked to identify partners in the development of the application and in the administration, oversight, and evaluation of the project. These partners should include stakeholder groups such as the Local Homeless Coalition (LHC), the Coordinated Entry Planning Entity, persons with lived experience of homelessness (PWLE), governmental agencies, and other cross-sector partners. As part of a commitment to reducing unsheltered homelessness, partners must not participate in activities that criminalize homelessness.
All Applicants must upload a letter of support from the LHC containing the explicit support for the Application. If there is not an LHC in the proposed geography, or if a Conflict of Interest exists that prohibits the LHC from offering support, the Applicant may upload letters of support from community partners. Letters of Support must explicitly endorse the Project, and the Agency's capacity to carry out the activities in the Application.
2. **All** Applicants for **Rural Set-Aside** funds must request the maximum 20% allowed by HUD as part of the project for capacity-building activities. Also, if awarded funds, grantees must use 50% or more of those capacity-building funds to implement the CoC Plan at the project level.
3. **All** Applicants must leverage additional housing resources or healthcare resources in the operation of the project.
4. **All** Applicants whose projects are funded under this NOFO must have a landlord recruitment/engagement strategy (This includes SSO projects).
5. **All** Applicants for Projects with a housing component must employ staff whose primary function is to assist individuals with their SSI/SSDI applications through the SSI/SSDI Outreach Assessment and Referral (SOAR) process.
6. **All** Applicants must clearly describe how their project will implement Housing First principles and practices. Applicants must further describe the eligibility requirements for the project and how the project will contribute to a reduction in unsheltered homelessness amongst those with severe service needs.
7. **Housing Projects**– PSH, or RRH or TH/RRH that request project-level Street Outreach as a Supportive Service must connect participants to immediate access to low-barrier shelter or housing.
8. **Street Outreach** projects funded through Supportive Services Only (SSO) must serve the community. This is demonstrated through a letter of support from the Local Homeless Coalition (LHC).
9. **Street Outreach** projects funded through this initiative must identify, engage, and serve people who are unsheltered and people with severe service needs, and resolve their current housing crisis for both the short term and the long term
10. **Street Outreach** should be strategic, culturally appropriate, coordinated, and predictable, and it should prioritize identification of the most vulnerable people. It should also strive to immediately resolve their housing crisis as part of a larger, community-wide housing strategy, with access to housing resources.
11. **Street Outreach** projects funded under the **Rural Set-Aside** must ensure that emergency lodging is truly short-term emergency lodging and not a substitute for permanent housing.
12. **All** Applicants must target people who are unsheltered, or with histories of unsheltered homelessness, and people with severe service needs
13. **All** applicants must clearly describe how persons with lived experience of homelessness (PWLE) meaningfully contributed to the project design and development of the project and how PWLE will participate in the implementation of projects funded under this Supplemental NOFO.
14. **All** Applicants must describe how the project will identify and serve "underserved" communities, or those communities that have not previously been served by the homeless system at the same rate that they experience homelessness in the community. Applicants will be scored on their methods for using

[Culturally and Linguistically Appropriate Services (CLAS)](#) standards when identifying people experiencing homelessness. Also, applicants will be expected to follow CLAS standards in their projects funded under the Supplemental NOFO.

E. **APPLICATION REQUIREMENTS**

Applicants must submit a complete application by the application deadline in Section III.A of this RFP. Applicants must also take care to note requirements in the Scope of Work Section II.A and II.B of this RFP. This is a complex funding competition. A thorough understanding of the requirements is needed to successfully complete the process. THN strives to create a collaborative environment however, and Applicants are encouraged to reach out to txboscoc@thn.org as often as necessary to develop a working understanding of the process and HUD's requirements. Applicants are requested to submit complete application materials by September 11, however, the CoC will grant extensions to certain requirements which are further clarified in Section IV.B of this RFP.

There are certain application requirements that the CA cannot modify. Applicants **must submit**, and the CoC must accept, all outstanding application materials no later than 11:59:59 **AM** Tuesday, October 4, 2022. The CoC will not accept insufficient or incomplete materials. Applicants with outstanding application materials on this date will be removed from consideration. For the CoC to extend this flexibility, the Applicant must demonstrate sufficient process towards completion, outlined later in this document.

F. **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 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 Supplemental 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	8/26/2022 4:59:59 PM
2	Intent to Apply Opens in Apply	8/26/2022 4:59:59 PM
3	**Full Application Opens in Apply**	8/27/2022 4:59:59 PM
4	Supplemental NOFO Q&A webinar (linked)	8/29/2022 11:30:00 AM
5	Office Hours (Open Q&A) (linked)	**09/02/2022 9:00 -1:00 PM**
6	Office Hours (Open Q&A) (linked)	**09/09/2022 9:00 -1:00 PM**
7	**Full Application Due in Apply**	**9/11/2022 11:59:59 PM**
8	**CA Assesses Applicants for Threshold Eligibility**	**9/13/2022 11:59:59 PM**
9	Applications sent to Independent Review Team (IRT)	9/15/2022 11:59:59 PM
10	Office Hours (Open Q&A) (linked)	**09/16/2022 9:00 -1:00 PM**
11	Office Hours (Open Q&A) (linked)	**09/23/2022 9:00 -1:00 PM**
12	**Applications returned from IRT**	9/25/2022 11:59:59 PM
13	**The CA Reconciles IRT Application Scoring**	**9/26/2022 11:59:59 AM**
14	**Non-Scored Application Components Due in Apply**	10/3/2022

		11:59:59 AM
15	CA Completes Ranking Scenarios for Board Review and Approval	10/03/2022 **11:59:59 AM**
16	Quality Review Complete: Incomplete Applications Removed from Scenarios	**10/04/2022 11:59:59 AM**
17	The TX BoS CoC Board Votes on a Ranking Scenario to become the Priority Listing	10/04/2022 2:00:00 PM
18	Applicants Notified whether an Application will be included in the Priority Listing	10/04/2022 4:59:59 PM
19	Board Makes Written Response to Grievances	10/12/2022 4:59:59 PM
20	Last day for Minor Corrections	10/17/2022 11:59:59 AM
21	The TX BoS CoC Board Approves the FY2022 Consolidated Application	10/18/2022 11:59:59 AM
22	FY2022 Consolidated Application posted on THN's Website & Notice Sent Via the BoS News Listserv	10/18/2022 11:59:59 AM
23	CA Submits Consolidated Application	10/20/2022 1:00:00 PM
24	Consolidated Applications Due to HUD	10/20/2022 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 CoC's Request for Proposals and the HUD NOFO, the NOFO will prevail

B. THE APPLICATION

The Rural and Unsheltered Set-asides have unique Applicant forms. It is critical that the Applicant access the correct forms. Apply should automatically route the Applicant to the correct forms provided that the Applicant correctly identified the Rural Application, or the Unsheltered Application in Apply. Please note that these are listed as distinct funding opportunities in Apply. Within each application, the Applicant must identify the Component Type, PSH, RRH, TH/RRH or SSO. If the Applicant incorrectly identifies either the

<u>Set-aside, or the Component type, the only recourse is to abandon the application created in error, and start over.</u>

The Applicant must complete the steps in order of their listing on the timeline in Section III.A of this RFP. For both opportunities, the Intent to Apply is a required step of the application process. Applicants can access the Intent to Apply at any point during the Application window until September 11, 2022 at 11:59:59 PM. Given the amount of work required, an Applicant's chances of successfully completing the application process decreases as the application deadline approaches, however, staff will make every effort to support Applicants in the application process. Applicants will complete the Intent to Apply, then CA staff will review the submission to ensure that the Applicant Entity, and preliminary details about the project "appear to be" eligible. Following this initial determination, applicants will receive an email from Apply, and move on to complete the remainder of the application materials detailed in Section IV.B.a below. The assessment of Applicant eligibility is ongoing, and if at any point in the application process CA staff determines that a proposed applicant is ineligible for any reason, the primary authorized representative will be contacted and notified of the concern. If necessary, CA staff will lock the application of an entity or an activity determined to be ineligible during the Application period.

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. The Full Application will close to all submissions on Sunday September 11, 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.F 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** <u>Applicant Profile</u> and <u>e-snaps Project Application</u> to Apply. <u>HUD</u> 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 <u>Project Application Detailed Instructions</u> 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 and will almost certainly result in numerous revisions, or a determination of ineligibility. Applicants can access the Detailed Instructions and other materials at the <u>HUD website.</u> Applicants that submit e-snaps project applications that deviate significantly from the Apply Application may be rejected following review, and if included in the priority listing, removed from that listing.

The Supplemental NOFO is unlike prior application cycles. Applicants can request 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.

The only application components that Applicants can request an extension for are;

- The e-snaps Project Application
- The Certification of Consistency with the Consolidated Plan (HUD-2991)

Applicants must start these tasks as soon as possible. Applicants that request extension must demonstrate that there has been some progress made by the application deadline. Applicants must submit the following, on Agency letterhead

e-snaps project application extension requests must contain;

- The name of the Project Application in e-snaps
- The reason for the extension request and whether the application has been started in the system
- A self-imposed deadline that is before October 3, 2022
- An acknowledgement that the Application will not be included in the final submission without all required materials
- Additionally, applicants must upload the partially completed application to Apply that reflects activity the day of the submission deadline

Certification of Consistency extension requests must contain;

- The name of the Project Application in e-snaps
- The reason for the extension request and the date of the original written request
- A self-imposed deadline that is before October 3, 2022
- An acknowledgement that the Application will not be included in the final submission without all required materials
- Additionally, applicants must upload a copy of the original written request made before September 4th, 2022 to Apply.

<u>Applicants must follow the instructions in Appendix A to utilize this flexibility.</u>

Applicants are strongly encouraged to take advantage of the technical assistance offered by CA Staff during the Application period. There are multiple opportunities to seek support with the required non-scored materials. CA staff will offer Application "Office Hours on Monday August 29, 2022 from 1-5:00:00 PM following the Supplemental NOFO Q&A Webinar and Fridays from 9:00 AM -1:00 PM during the month of September except for September 30, 2022. Appeals for additional time where it is apparent that no work has been completed, or that the applicant did not seek technical assistance will be rejected and the Application will not be reviewed.

The Full Application Stage of the Application Process is where Applicants will communicate the bulk of the application content. The Full Application encompasses the Information in Appendix A, as well as the information requested in Appendix C or Appendix D, dependent on the Funding request and Component.

This information is required For the IRT to score the Application in later stages of the process. There are several uploads required for this stage of the Full Application, all listed in Appendix A. All Applicants must complete this step. This application stage will open Saturday August 27, 2022 to the Applicants that have completed the first step of the Application process, and will remain open until Sunday September 11, 2022 at 11:59:59 PM.

C. <u>CERTIFICATION OF CONSISTENCY WITH THE CONSOLIDATED PLAN (HUD-2991)</u>

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 must give the PJ sufficient time to review, approve and certify the proposed activities. Applicants may not request an extension for this application component, appeal a PJ non-response or a PJ's refusal to certify if the initial **written** request was not made to the PJ by Sunday September 4, 2022 at 11:59:59 PM

Applicants that plan to request additional time, or 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. If the Applicant is planning to appeal a PJs refusal to supply the required certificate, the Applicant must describe how they will follow the steps to appeal the PJ's refusal to supply the form as instructed in [Section X.E. of the 2022 Supplemental CoC Program NOFO.](#) This upload must include 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.

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 Wednesday, October 4, 2022 at 11:59:59 AM

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.](mailto:txboscoc@thn.org)

D. <u>MATCH DOCUMENTATION</u>

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 will be asked to upload the

following as a file upload in Apply (this information is also communicated in Appendix A).

On Agency letterhead, Applicants must address 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 initial grant term (The initial grant term is the first year of operation in date form) Example: 10/01/2023-9/30/2024 or whatever dates you are proposing for the first year of operation.

E. APPLICATION REVIEW PROCESSES

All applications will go through three (3) standard review processes. Step one is an ongoing review process that lasts the entire duration of the application period, starting with the Intent to Apply section of the Application, where staff make an initial determination about eligibility and viability of the project before granting access to the remainder of the application materials. This review ends when the Applications are submitted to HUD. Staff will review materials at different stages of the application process either through a formal review described below, in response to requests for technical assistance, or as needed, and if issues that threaten the eligibility of the applicant or viability of the project are identified, CA staff will contact the Applicant to discuss. The remainder of the review processes are explained below. CA staff will have limited capacity for technical assistance during the review process outside the previously communicated Office Hours.

a) Completeness Review

Beginning on September 12th, CA staff will review each application that has been submitted. During this review process, CA Staff will perform a 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 Independent Review Team to score the application. The following criteria will be reviewed

i. Applicants must be nonprofit organizations, states or local governments, or instrumentalities of state and local governments, including Public Housing Authorities

ii. Applicants has an active SAM Registration

iii. Applicants has an active Unique Entity Identification (UEI) Number

iv. The Applicant has no outstanding delinquent federal debts

v. The proposed Project will serve eligible counties within the Texas Balance of State Continuum of Care

vi. The Applicant Profile is complete and matches the information given in Apply, where applicable

vii. The Applicant has included a Code of Conduct as an attachment to the Applicant Profile, where applicable. The Applicant's Code of Conduct must be on file with the Federal Government as demonstrated by listing on the HUD Exchange at the link above, or e-snaps upload. See Appendix A for more information

viii.   That the Applicant has satisfied the following;
   A. The Application appears to satisfy the criteria in Section I.C, Section II.E and the requirements of the Supplemental NOFO, including all budget requirements, and project set-up requirements, as applicable
   B. The Applicant attached a letter of support from the LHC or similar letters of support from partners
   C. The Application is complete, or that all components have been satisfactorily addressed.
   D. The Applicant has a satisfactory Accounting system and Internal Control environment compliant with 2 CFR 200, and possesses the capacity to administer a project of the size that is proposed
   E. The Applicant submitted a reasonable assurance that they will be able to meet the Matching requirement, and that staff agree that the proposed matching activities are eligible
   F. The Applicant uploaded a complete "submitted" Applicant Profile export from e-snaps

Applicants that do not meet the above criteria or reflect an intent to use HUD funds inappropriately(i.e. ineligible costs that are central to the project design) 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) PROJECT QUALITY REVIEW
Beginning September 12th, but following the Completeness Review, Applications are reviewed for Quality. This review occurs on a rolling basis, and as materials are submitted. If the Applicant requested additional time for the e-snaps project application portion of the application, this review will take place when those materials are submitted. The last day for Quality Review will be Tuesday, October 4, 2022 at 11:59:59 AM.

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 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 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 in the e-snaps application, that there is consistency throughout the Application, including between Apply and e-snaps, budgets have sufficient detail, and that the Applicant's responses address all parts of the question asked.

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 reconciled is Tuesday October 4,**

2022, at 11:59:59 PM.

F. <u>INDEPENDENT REVIEW</u>

The Independent Review Team (IRT) is a group of TX BoS CoC Stakeholders assembled for the sole purpose of reviewing the FY2022 CoC Program Supplemental Applications submitted for review in the Balance of State CoC. This review will take place from September 15 to September 25, 2022. IRT recruitment is focused on direct service staff, people with lived experience of homelessness, and people who live and/or work in the Balance of State CoC. IRT members sign a Conflict of Interest disclosure prior to review of any application materials and undergo training to successfully carry out this important role. Per the [Review and Scoring Policy](), each Project application is reviewed by two (2) IRT members, and their scores are averaged in order to create a final score.

G. <u>APPLICANTS REVIEW SCORING</u>

CoC Lead Agency Staff will share the results of the IRT evaluation with Project Applicants via Apply on Monday September 26, 2022. Project Applicants may request revisions to scores on questions that are objective and that the Project Applicant thinks received an incorrect score. For example, the reviewer did not score an applicant response to a question, reducing the average score for that question. THN staff will review the applicant response to IRT scoring and reconcile scores, where appropriate. THN staff will not consider any information that was not included in the applicant's original response to the question. Requests for reconsideration must be submitted to the CoC by Tuesday, September 27, 2022, at 11:59:59 PM CST. Applicants that do not respond to this step in Apply will move forward without changes using the average score generated by the IRT

V. <u>APPLICATION PREPARATION AND SUBMISSION</u>

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. <u>NUMBER OF RESPONSES</u>

Eligible Entities may submit one application as part of this process. That is, one (1) Unsheltered Set-aside Application **OR** one (1) Rural Set-aside Application if they are eligible to do so. Please remember, the CoC is hosting two (2) competitive Application Processes simultaneously, this Supplemental RFP, and the CoC Bonus RFP. Applicants are limited to one (1) New Project application between the two 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. To reiterate, 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. <u>APPLICATION FORMAT</u>

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 via e-snaps. 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.

1. 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.

   NOTE: Appendix A contains a detailed description of each of the items on the following page

The Application solicited for **Supplemental Rural Set-aside Project Applicants** must contain:

No.	Component	Format
Intent to Apply		
1	Entity Eligibility	Apply
2	Charity Verification	Apply
3	Agency Details	Apply
4	Project Details	Apply
Full Application: ALL		
1	Agency Capacity	Apply & Apply Document Upload
2	Financial Management and Administration	Apply & Apply Document Upload
3	Budget Table	Apply
4	Component Specific Questions	Apply & Apply Document Upload
5	Capital Costs	Apply
7	Monitoring History Report	PDF: Apply Upload (Optional)
8	Required File Uploads	PDF: Apply Upload

| | e-snaps Applicant Profile e-snaps Project Application HUD-2991 Certification of Consistency | |

The Application solicited for **Supplemental Unsheltered Set-aside Project Applicants** must contain:

No.	Component	Format
	Intent to Apply	
1	Entity Eligibility	Apply
2	Charity Verification	Apply
3	Agency Details	Apply
4	Project Details	Apply
	Full Application: ALL	
1	Agency Capacity	Apply & Apply Document Upload
2	Financial Management and Administration	Apply & Apply Document Upload
3	Budget Table	Apply
4	Component Specific Questions	Apply & Apply Document Upload
6	Monitoring History Report	PDF: Apply Upload (Optional)
7	Required File Uploads e-snaps Applicant Profile e-snaps Project Application HUD-2991 Certification of Consistency	PDF: Apply Upload

VI. EVALUATION

A. SCORING

Scoring is the primary method of evaluation for all CoC Program Applications in the TX BoS CoC. Project Applications are scored using Assessment criteria developed for that funding opportunity. The full scope of the Assessments are attached to this RFP as Appendix C and Appendix D and are available for download at thn.org. Note that Applicants should **not** upload those documents to Apply these documents are for the applicant's reference only. They are intended to communicate the CoC's assessment criteria and the relative weight only. An item with a point value in Appendix C or D will have a corresponding question or upload in the relevant section in Apply.

HUD requires the CoC to consider objective, performance-based scoring metrics when scoring Project Applications to determine the extent to which each Project addresses HUD's policy priorities, aligns with the CoC's Policy Priorities and contributes positively to the CoC's performance. The TX BoS CoC also evaluates multiple metrics that contribute to HUD's System Performance Measures.

The objective, performance-based scoring metrics the CoC uses to review Applications include (but are not limited to):

1. Agency Capacity and Experience
2. Fiscal management & Administrative capacity
3. Successful housing placement and retention
4. Income growth
5. Severity of needs and vulnerability of participants at project start
6. Returns to homelessness
7. Adherence to Housing First principles
8. Leveraging Housing or Healthcare Resources
9. Whether an Applicant will comply with or contribute positively to the CoC's Priorities as articulated in Appendix B

For the specific scoring metrics and criteria used in the FY2022 Supplemental scoring process, please see Appendix C for the Supplemental Rural Set-aside and Appendix D for the Supplemental Unsheltered Set-Aside. Please note that all Projects are scored by intervention type, therefore there are eight (8) possible total scores possible. They are listed on the next page

Rural Set-aside

Rural Set-Aside Application Components	PSH	RRH	Joint TH/RRH	SSO
Agency Capacity Questions	32	32	32	32
Financial Management & Administrative Capacity	9	9	9	9
Alignment with The CoC Plan	97	97	97	100
System Performance Measures	80	80	80	60
General Application Questions	47	55	61	27
Monitoring History Report	10	10	10	10
Capital Costs (PSH ONLY))	30			
Total	305	283	289	238

<u>Unsheltered Set-aside</u>

Unsheltered Set-Aside Application Components	PSH	RRH	Joint TH/RRH	SSO
Agency Capacity Questions	32	32	32	32
Financial Management & Administrative Capacity	9	9	9	9
Alignment with The CoC Plan	88	88	88	90
System Performance Measures	80	80	80	60
General Application Questions	47	55	61	27
Monitoring History Report	10	10	10	10
Total	266	274	280	228

It is important to note that there are different performance expectations for different housing interventions, and therefore different scoring on the above-indicated categories dependent on the type of intervention applied for. Final Project Scores will be calculated by (IRT Score 1+ IRT Score 2)/2=Total percent score. This total percent score will be used in the ranking of projects. Rural and Unsheltered projects will be ranked separately from one another. Rural projects will be on one listing with other Rural Projects, and Unsheltered Projects will be on another listing ranked with other Unsheltered Projects. Applicants total percent score must be at least 60% to be included in the ranking scenarios

B. <u>RANKING</u>

CA Staff will compile final scores for both Unsheltered Applications and Rural Application in the order of their Total Percent score. CA staff will present these ranking scenarios to the CoC Board on October 4, 2022 at 2:00 PM. After the CoC Board votes on the ranking scenario, it will become the CoC's Priority Listing for the Supplemental NOFO. 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 for inclusion in the Priority Listing and an opportunity to debrief with CA staff will be offered at the time that determination is made.

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 <u>highly</u> 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.

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 in writing.

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. See Appendix E: Grievance Policy for more information about the FY2022 CoC Program Supplemental RFP 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 Wednesday, October 12, 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 September 11, 2022
2. Scoring objections, where the scorer followed the guidance in Appendices C and D
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 Supplemental NOFO Priority Listings 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

     iii.   Additional requests for information to be included in the CoC Application

Regardless of the specifics of the minor corrections, number of corrections required, or information requested, all responses to these requests must be submitted to the CA no later than Monday October 17, 2022, at 11:59:59 AM for the project to be included in the Priority Listing.

VII. AWARD

HUD will select and notify the Public about the overall outcome of the FY2022 CoC Program Competition via a Notice of Conditional Awards. These announcements usually occur anywhere from January-March of the year following the competition. Once the Public has been notified by HUD that a 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 and begin the process of implementation identified in the CoC Plan.

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 the CoC's Priority Listing are encouraged to "act as-if" and begin preparing for award at the conclusion of the TX BoS CoC Local Application Process. CA Staff are available to assist with this process if requested.

APPENDICES