



REQUEST FOR PROPOSALS (RFP) FOR

**FY2023 Texas Balance of State Continuum of Care (CoC) Program Funding Competition**

Funding Opportunity Number: FR-6700-N-25

Assistance Listing Number (formerly CFDA Number): 14.267

ISSUE DATE:

Monday, July 31, 2023

9:00:00 AM CST

PROPOSALS DUE:

Sunday August 20, 2023

11:59:59 PM CST

SUBMIT VIA "APPLY" Application Software

RFP POINT OF CONTACT:

Jim Ward, Director of Planning

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

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Version History

Version	Date Posted	Changelog
Version 1	7/31/2023	Initial posting
Version 2	7/31/2023	Fixed hyperlinks p.16
Version 3	8/15/2023	<p>Appendix C</p> <ul style="list-style-type: none"> <li>• Renewal TH/RRH (All) Scorecard point criteria (Column C) corrected to match total points available (Column F)</li> <li>• Renewal DV-PSH Scorecard measure 3.1 reference point (Column H) corrected to reflect APR instead of SPM Report</li> </ul>
Version 4	8/17/2023	Added requirement to Section 1D, all <u>new</u> SSO-CE projects must commit to serve the entire geography of the CoC

## **Appendices**

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

### **Appendix A: FY2023 Renewal Applicant Listing**

### **Appendix B: Application Components**

- B.1 Renewal Project Application
- B.2 Expansion Project Application
- B.3 CoC Bonus- New Project
- B.4 DV Bonus- New Project

### **Appendix C: Application Score Cards**

- C.1 Renewal Project Score Cards (All)
- C.2 Expansion Project Score Cards (All)
- C.3.a. CoC Bonus (Rapid Re-Housing)
- C.3.b. CoC Bonus (Permanent Supportive Housing)
- C.3.c. CoC Bonus (Transitional Housing & Rapid Re-Housing (Joint Component))
- C.3.d. CoC Bonus Supportive Services Only-Coordinated Entry
- C.4.a. Domestic Violence Bonus (Rapid Re-Housing)
- C.4.b. Domestic Violence Bonus (Transitional Housing & Rapid Re-Housing (Joint Component))

### **Appendix D: 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 Collaborative 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 Collaborative Application package.

The FY2023 CoC Annual Process has changed significantly from years prior. This year, all applications are solicited through a single request from the CoC. That is, New Projects, and Renewal Projects. The CoC Program is complex, and the CA has made attempts to simplify the process, Applicants are highly encouraged to read this document in its entirety. Although the processes are intended to be more inclusive, there are still required deadlines that the CA cannot overlook. Please pay close attention to the deadlines in this RFP and seek clarification if you are confused or think you may not understand what is being asked. This is an evolution of an existing process, and requests that may seem similar to a prior year may be slightly different, thus requiring the Applicant to revisit and revise past responses.

This funding is not guaranteed year-to-year. Multiple factors influence an application's overall score and chances of funding, including the applicant's administrative and financial capacity, alignment with CoC Priorities, HMIS data, the applicant's contribution to system performance, the relative strength of the CoC's Collaborative Application, whether the project incorporates a Housing First model, the extent to which the applicant leverages additional housing and healthcare resources and other specific conditions of the Notice of Funding Opportunity (NOFO).

Applicants are strongly encouraged to read this document including the appendices, [the Notice of Funding Opportunity](#), and ALL *relevant* [HUD collateral materials](#) including the detailed

instructions for the project type submitted for consideration under this solicitation.

**A. DEFINITIONS**

See Section I.B of the [FY2023 Notice of Funding Opportunity](#) for applicable definitions, the [Code of Federal Regulations at 24 CFR 578](#) and [2 CFR 200](#), as well as the TX BoS CoC [Competition Frequently Asked Questions \(FAQ\)](#) for responses to common questions.

**B. POINT OF CONTACT**

THN has designated a Lead Staff person who is responsible for this Solicitation:

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

**C. CHANGES TO THE PROCESS THIS YEAR**

In response to extraordinary conditions outside the control of the CoC in 2023, and in an effort to streamline the Local Application Process for Project Applicants the CA has made the following significant changes to the process:

- i. In the structure of this RFP; references to THN, CoC Lead Agency, and Collaborative Applicant have been replaced with CA when referring to actions or activities carried out by THN on behalf of the Texas Balance of State Continuum of Care
- ii. The Continuum of Care is soliciting applications for all Projects through this RFP. Renewal Projects are those that are listed on the Grant Inventory Worksheet, Appendix A with a “Y” in Column L.
- iii. Although there is a single solicitation (this RFP), there are multiple application paths for an Applicant to select from in the grant application portal. It is the sole responsibility of the Applicant to select and complete the correct application materials. No consideration will be given if an Applicant mistakenly completes the incorrect application or submits non-responsive documentation
- iv. The Intent to Apply stage of the Application has been replaced with an application stage titled “Threshold Verification”
- v. The step of the process known as “Threshold Review” now occurs during the Full Application Stage, meaning that there is a manual review of all applications during the application submission window. Applicants should plan for this and allow sufficient time for the review of application materials required by CA staff. This manual review process can take 24-72 hours depending on the level of complexity of the applicant and the proposed activities
- vi. Scoring of renewal project applications has always been based on the extent to which applicants are able to demonstrate a positive contribution to System Performance Measures. **This year,**

**renewal project application scoring is based entirely on HMIS or Comparable Database data and applicant self-report.** The use of data exclusively, without narrative response removes the need for 3<sup>rd</sup> party review by the Independent Review Team. Instead, applicants will be notified of their scores and given the opportunity to appeal the score on any metric before a final reconciled score is used in the ranking of project applicants

- vii. Scoring of Renewal Projects will occur while the Application is technically still open, although all scored materials will be submitted no later than August 28, 2023. Applicants may still be working on other non-scored components of the Application. It is important for Applicants to check the timelines in this RFP and observe all deadlines, even for non-scored application components.
- viii. All new project applications, except for Expansion Applications, will be scored by the Independent Review Team
- ix. Due to the timeline mandated by HUD, applicants may find the need for an extension to certain, non-scored application components. Some exception may be allowed. See Appendix B for the relevant application type to learn more about exception availability, and the procedure to request an extension. Under no circumstances will CA staff offer any applicant an extension to any scored component of any application. It is the sole responsibility of the applicant to request an extension. Please be sure to observe any and all extension requirements to ensure an extension request can be granted. Extension requests that do not follow the request format will be ignored.
- x. In general, Applicant and Project eligibility is detailed in this RFP and project-level requirements, specific information about the requested components of the application will be communicated through the appendices.

Please note, any request for Funding in the Texas Balance of State must align with the Texas Balance of State CoC Funding priorities; *how* an applicant demonstrates alignment will be communicated through the appendices.

#### **D. ELIGIBILITY REQUIREMENTS**

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

1. Project Applicants must satisfy all terms in the [NOFO Section III.C.5.b](#), III.C.5.c, III.C.5.d
2. Satisfy HUD's [Entity Eligibility Requirements](#)
3. Submit the Full Application in response to this RFP **between Monday July, 31 2023 at 9:00:00 AM and Sunday August 20, 2023 at 11:59:59 PM CST**. For more details on the contents of the Full Application Contents, please see Section IV and Appendix B of this RFP
4. Applicants must meet additional entity threshold requirements below
  - i) Applicants may submit one (1) **new** project application in addition to any eligible renewal project application(s) in response to this RFP
  - ii) Applicants and proposed sub-recipients must agree to the expectations outlined in the [FY23 CoC Expectations Form](#), if awarded

- iii) Applicants and proposed sub-recipients must be nonprofit organizations, states or local governments, or instrumentalities of state and local governments, including Public Housing Authorities
  - iv) Applicants and proposed sub-recipients must have an active System for Award Management (SAM) Registration
  - v) Applicants and proposed sub-recipients must have an active Unique Entity Identification Number (UEIN). [UEIN replaced the DUNS number earlier this year](#)
  - vi) The Applicant must have no outstanding delinquent federal debts listed at sam.gov
  - vii) Applicants must have a financial management system that meets Federal standards as described at 2 CFR 200.302
  - viii) The Applicant must submit a completed Certification Regarding Lobbying and Disclosure of Lobbying Activities (SF-LLL)
  - ix) The Applicant must comply with Mandatory Disclosure requirements & disclose to the CoC any matter that would trigger mandatory disclosure requirements, through this application
  - x) The Applicant must submit 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 or listing at [hud.gov](#). Note that HUD updates this listing quarterly. Applicants that do not appear in this list and do not submit a code of conduct by the application deadline, will not be reviewed, scored or ranked
  - xi) A Renewal Project Applicant must appear in the table of Appendix A of this RFP with a "Y" shown in column L
  - xii) Applicants must propose eligible activities. Submissions that reflect a gross misunderstanding of the purpose of the CoC Program or the allowable uses of CoC Program funds will not be scored or ranked
  - xiii) New Project Applicants must not have open monitoring findings with HUD. There is no distinction between monitoring findings. Any open monitoring finding at the time of submission will result in an automatic disqualification from CoC Bonus or DV Bonus Funding consideration
  - xiv) Applicants to the DV Bonus category of funding must be a Victim Service Provider as defined by HUD at 24 CFR 578.3. That is a private non-profit, whose primary mission must be to serve Survivors of domestic violence, dating violence, sexual assault or stalking. Such Providers may also serve persons fleeing human trafficking, but may not exclusively target people fleeing or attempting to flee human trafficking. Similarly, DV Bonus Applicants must be currently participating in a comparable database recognized by HUD as such, at the time of application submission.
4. New Project Applications must adhere to the following requirements, in addition to any other requirement in this RFP or the CoC Program NOFO.
- i) [The proposed Project may only serve counties](#) within the Texas Balance of State Continuum of Care

- ii) The CoC will not accept applications that contain requests for any of the following activities regardless of the language used to request
  - (1) Construction
  - (2) Acquisition
  - (3) Re-habilitation
  - (4) Stand-alone Transitional Housing
  - (5) Any funding request or project design, or combination thereof that conflicts with [24 CFR 578.87](#)

For reference, eligible Budget Line Items are;

  - (1) Rental Assistance OR Leasing
  - (2) Supportive Services
  - (3) HMIS
  - (4) Admin
- ii) The total request for a project must be equal to or greater than \$200,000 but less than \$750,000 excluding the matching requirements
- iii) All New Project Applications, and associated activities must align with the [CoC's funding priorities](#)
- iv) The maximum request for HMIS must be no more than 3% of the total of all other budget line requests from HUD, and cannot exceed \$15,000 per application, whichever is less.
- v) Successful New Project Applications will leverage housing or healthcare resources. More information can be found in Section II.D and Appendix B of this RFP
- vi) A New Project total budget request may not be more than 50% of the most recently approved (by the Board, Membership, Voters, etc) Agency operating budget
- vii) Housing Stability Case management is a required activity for all project applications, Therefore, all housing projects must request Supportive Services as a Budget Line Item in the Application
- viii) No more than 2:1 ratio of supportive services to housing budget is permitted. Example if Rental Assistance Budget is \$100,000, the maximum Supportive Service Budget Line may be \$200,000.
- ix) All Supportive Services must be reasonable, and necessary to assist participants to obtain, and maintain housing
- x) Applicants must supply, to the CoC's satisfaction, evidence that the Applicant will satisfy the matching requirements of the CoC Program at [24 CFR 578.73](#)
- xi) New or Expansion Supportive Services Only- Coordinated Entry must comply with all requirements in [Notice CPD 17-01](#)

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

The CA is seeking proposals from agencies wishing to fund housing and service projects targeted to people experiencing homelessness as defined in the FY2023 CoC Program NOFO. Successful applicants will:



**A. RENEW CURRENTLY FUNDED PROJECTS**

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 2023 estimated ARD is \$13,444,459. To be eligible for renewal funding through the FY2023 competition, the project being renewed must be listed on the final Grant Inventory Worksheet maintained by HUD and expire in CY2023 (December 31, 2023).

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

Projects that were conditionally awarded in a prior competition are subject to the terms and conditions placed on the individual award offer, as well as statutory requirements in the NOFO governing the subject award. All projects must comply with the terms of their conditional award and timeliness standards set by HUD in the Code of Federal Regulations, the Notice of Funding Opportunity, subsequent HUD Notices, and this Request for Proposals.

Renewal Project applications must remain materially similar to prior awards, with limited exceptions for increases to fair market rents by HUD. Changes to a Renewal Projects terms such as a change in a subpopulation, addition or removal of Budget Line Items, or a reduction in the number of units assisted are considered "significant changes" and are not allowed using this process. Renewal Project Applicants proposing to alter the content or scope of a renewal project application should contact [txboscoc@thn.org](mailto:txboscoc@thn.org) for guidance before making such changes.

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

**B. CREATE NEW PROJECTS**

In essence, there are two ways for an Applicant to create a new project in the local application process. These processes are described below and in additional detail in the NOFO itself. Applicants are encouraged to consult the NOFO before beginning a new project application.

a. CoC Bonus Funding

Annually, HUD releases the amounts available to a COC for the creation of new Projects. This is done via an "[Estimated Annual Renewal Demand Report](#)". In FY2023 HUD has made available \$3,828,623 for new projects using CoC Bonus funding. This is by no means a guarantee of funding. Actual funding amounts will be determined by the strength of the collective CoC Application relative to all CoC's in the United States, how many projects the Balance of State CoC puts forward relative to other CoCs, and the individual project scoring in the local application process, and in HUD's Quality Review and evaluation. A New Project Application can be either an expansion to an

existing project or a new set of activities that work together to promote housing stability for a group of eligible participants.

#### Expansion Applications

All Expansion Project applications must expand a project eligible for renewal in FY2023. For more information please see the information in Section II.A of this RFP or consult Appendix A for a complete list of projects eligible for expansion. Expansion applications submitted for projects that are ineligible for renewal will not be reviewed, scored or ranked. Additionally, eligible applicants must have closed at least one (1) Annual Performance Report, for either the FY2020 or FY2021 grant cycle. Projects that were not scored in the FY2022 Renewal Application process are ineligible for expansion. Note that projects originally awarded under the DV Bonus are eligible for expansion, provided the applicant meets all other threshold requirements and may expand with either CoC Bonus or DV Bonus funding. CA Staff and the CoC Board will determine which funding an Applicant is more competitive for and will work with the applicant to complete the appropriate screens in e-snaps

CoC Bonus funds can be used to expand eligible Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), or Joint Transitional Housing & Rapid Rehousing (TH/RRH) projects. Expansion project application must offer some new activity. That is, the expansion project application must offer new housing, some new eligible supportive service that was previously not offered, or some combination of housing and services. An enrichment of existing housing or services is not eligible for expansion. Please further note that expansions of TH/RRH project must create, or maintain a 2:1 ratio of Rapid Re-Housing to Transitional Housing.

Applications for expansion will be evaluated on a variety of factors, but primarily on the performance of the renewal project and the Applicants ability to leverage Housing or Healthcare resources.

#### New Project Applications

CoC Bonus funds can be used to create new housing and service projects designed to move people experiencing literal or chronic homelessness into Permanent Housing as quickly as possible.

These projects must align with one of three eligible housing interventions, (1) Permanent Supportive Housing (PSH), (2) Rapid Re-Housing (RRH), or (3) Joint Transitional Housing & Rapid Re-Housing (TH/RRH). Within these three interventions, an applicant can request a variety of activities, but it is important to note that you cannot mix interventions within the same project application. In addition to housing supports to re-house people experiencing homelessness, the applicant can, and should, request a variety of supportive services as they are listed at 24 CFR

578.53e(1-17). For the purpose of brevity of this document, those services along with the eligible activities within PSH, 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. All funds requested and their correlating expenditures must align with CoC Program regulations at 24 CFR 578 and United States Generally Accepted Accounting Principles (GAAP).

Please note that new TH/RRH Project Applications must observe a 2:1 ratio of Rapid Re-Housing to Transitional Housing and the Applicant must be able to provide both components at any time during a participants' enrollment.

In addition to the housing projects described above, the CoC is also seeking applicants to administer a new Supportive Services Only – Coordinated Entry (SSO-CE) project. Applicants must demonstrate a solid understanding of the CE system in the Balance of State, and *commit to serving the entire geography of the Texas Balance of State*. All applications of this type must comply with [Notice CPD 17-01](#). Eligible Activities are Supportive Services (Limited by the NOFO), HMIS, and Admin.

Applicants are limited to single-year grant terms. To learn more about eligible uses of CoC Program Funds [please visit the HUD Exchange Virtual Binders](#), where HUD details eligible activities and eligible costs. Please note that HUD or the CoC may limit the types of funding available in a given competition year. To learn more please see Section 1.D of this RFP

b. Domestic Violence Bonus Funding (DV Bonus)

While HUD has not made the amounts available for the DV Bonus, HUD has made available the formula to calculate a CoC's DV Bonus Maximum. CA Staff believe there is \$5,000,000 to fund new housing and service projects (or expansions of eligible renewal projects) for the exclusive benefit of Survivors of domestic violence. This funding can be used for 2 (two) interventions: RRH **or** TH/RRH.

Within these interventions, an applicant can request a variety of activities, but it is important to note that you cannot mix interventions within the same project application. In addition to housing supports to re-house people experiencing homelessness, the applicant can, and should, request a variety of supportive services as they are listed at 24 CFR 578.53e(1-17). For the purpose 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. All funds requested and their correlating expenditures must align with CoC Program regulations at 24 CFR 578 and United States Generally Accepted Accounting Principles (GAAP).

Applicants are limited to single-year grant terms. To learn more about eligible uses of CoC Program Funds please visit the HUD Exchange Virtual Binders, where HUD details eligible activities and eligible costs. Please note that HUD or the CoC may limit the types of funding available in a given competition year. To learn more please see Section 1.D of this RFP.

Please note that new TH/RRH Project Applications must observe a 2:1 ratio of Rapid Re-Housing to Transitional Housing and the Applicant must be able to provide both components at any time during a participants' enrollment.

### C. **RECIPIENTS & SUBRECIPIENTS**

In general, Applicants to the CoC Program are permitted to sub-award CoC Program funding if awarded, with some important caveats. (1) the Subrecipient must be an eligible entity, and pass all threshold verification. The subrecipient must be identified at the time of the initial application, and sufficient information necessary to determine their eligibility must be disclosed in both, Apply and E-snaps. Applicants are not relieved of their obligation to the Federal Government in such a situation. Pass-through entities (Applicants making sub-awards) are subject to additional requirements at 2 CFR 200.331, 200.332 and 200.233. [Please be aware of the distinction between a subrecipient and subcontractor, as there are different implications for the Recipient or pass-through entity.](#) For-profit entities are not eligible for sub-award, with no exception.

### D. **LEVERAGING HOUSING OR HEALTHCARE**

A priority for HUD and the Texas Balance of State Continuum of Care is that Applicants will leverage partnerships for Housing or Healthcare assistance as a part of the project application to the greatest extent possible.

Based on feedback in the Participative Planning portion of the CoC Plan to Address Unsheltered Homelessness in the fall of 2022, the CA is further incentivizing relationships between Applicants and a Housing or Healthcare partner.

The CA has incentivized these partnerships through scoring. To earn points for leveraging housing or healthcare, the Applicant will need to submit a written commitment from their partner. In the case of housing, eligible partners for this purpose are Public Housing Authorities (PHA), Community Housing Development Organization (CHDO), or Community Development Corporation (CDC). Healthcare partners may be Local Mental/Behavioral Health Authorities (LMHA/LBHA), Healthcare/Hospital Districts, Public Health Departments, Federally Qualified Healthcare Centers (FQHC), or Healthcare for the Homeless (HCH) Recipients. Applicants that cannot demonstrate this leverage are not excluded from applying.

This means that the competitive 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 written commitment must,

- Be in place by September 6, 2023
- Identify the source and description of the benefit,
- Identify the Project by name
- Identify the dates the benefit will be available
- Quantify the benefit in terms of units added or dollars. Calculate the estimated dollar value of the commitment
- Explicitly state that these resources will be available to participants in the Project

While these commitments can be conditional on CoC Program funding, the commitment may not be some other public benefit, such as benefit navigation, or a benefit they 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. Partnerships with Public Housing Authorities.

For example, mainstream or other Special Purpose Vouchers (including Stability Vouchers) made available to the Applicant by the Public Housing Authority, for a period of one year, 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.

### Healthcare

- i. Partnerships with Local Mental Health Authorities.

The Local Mental Health Authority (LMHA) has committed to offering enhanced Community-based Mental Health services to participants in this project and will assist with healthcare via a mobile clinic at project sites one day a week, using Community-Based Mental Health workers. The LMHA is committed on an ongoing basis, 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.

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 application's 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 relative to the size of the CoC Program funding request.

The scoring criteria for this requirement is communicated in Appendix C.

#### E. APPLY APPLICATION SOFTWARE

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

For questions related to your Apply Account such as password or user name issues, please contact Apply directly. THN **cannot** reset your password or retrieve your username. **Additionally, Applicants are highly encouraged to add [noreply@mail.smapply.net](mailto:noreply@mail.smapply.net) to their list of approved emails.** The CA 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, meaning that there will be a number of deadlines for Applicants to manage. That is outside the control of the CA. HUD imposed deadlines require that certain activities occur at specific times. The timeline below represents an attempt to 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 listed are Central Standard Time unless otherwise noted. Every effort will be made to adhere to these timelines. Due to the nature of these processes, a delay in one stage does not necessarily correlate to a corresponding delay in subsequent stages. Applicants should ensure that they add [donotreply@mail.smapply.net](mailto:donotreply@mail.smapply.net) to their list of safe email addresses to ensure that there is no missed communication from the CoC. Applicants may also receive

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

**A. SCHEDULE OF EVENTS**

1	Issuance of RFP	7/31/2023 9:00:00 AM
2	Threshold Verification Stage Opens in Apply	7/31/2023 9:00:00 AM
3	Full Application Stages Open in Apply	8/1/2023 12:00:00 PM
4	CA Completes Threshold Review During Application Period	8/14/2023 11:59:59 PM
5	Full Application Stages Close in Apply. Applications Due	8/20/2023 11:59:59 PM
6	CA Completes the Completeness and Quality Review in Apply	8/24/2023 11:59:59 PM
7	Independent Review Team Begin New Project Reviews	8/25/2023 12:00:00 AM
8	Independent Review Team Returns Applications to CA	9/3/2023 11:59:59 PM
9	Renewal Project Application Scores Are Available	9/5/2023 11:59:59 PM
10	Deadline for Applicants to submit written commitments of Housing and Healthcare Leverage	9/6/2023 11:59:59 PM
11	Applicants Review Scoring	9/7/2023 11:59:59 AM
12	<b>The CA Reconciles Application Scoring</b>	<b>9/7/2023 11:59:59 PM</b>
13	The CA Completes Ranking Scenarios for Board Review and Approval	9/10/2023 11:59:59 AM
14	The TX BoS CoC Board selects a Ranking Scenario to become the Priority Listing	9/13/2023 10:00:00 AM
15	Applicants Notified Whether an Application Will Be Submitted with the 2023 Collaborative Application	9/13/2023 4:59:59 PM
16	Applicant Deadline for Grievances	9/14/2023 4:59:59 PM
17	Non-Scored Application Component Extension Deadline	9/15/2023 11:59:59 PM

18	Board Makes Written Response to Grievances	9/18/2023 4:59:59 PM
19	Minor Correction Deadline	9/20/2023 11:59:59 AM
20	The TX BoS CoC Board Approves the FY2023 Collaborative Application	9/23/2023 11:59:59 AM
21	FY2023 Collaborative Application posted on THN's Website & Notice Sent Via the BoS News Listserv	9/23/2023 12:59:59 PM
22	The CA Submits Collaborative Application	9/25/2023 1:00:00 PM
23	Collaborative Applications Due to HUD (National Deadline)	9/28/2023 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. Prior to issuance, this document is reviewed and approved by the TX BoS CoC Board. This document and the Appendices represent the entirety of the solicitation. Any question related to the content or process of this RFP or any part thereof should be directed to the contact person in Section I.B of this RFP. No CA staff person can guarantee funding through this process. Applicants are encouraged to seek clarity in writing. Verbal communication is non-binding, and further, in the event of a conflict between the CA and the HUD NOFO, the Code of Federal Regulations, or local HUD Field Office, HUD will prevail.

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

The Application opens on Monday July 31, 2023 at 9:00:00 AM. There are four possible applications for Applicants to select from. The Application Portal for each is linked below,

- [FY2023 Renewal Project Application](#)
- [FY2023 Expansion Project Application](#)
- [FY2023 CoC Bonus Project Application](#)
- [FY2023 DV Bonus Project Application](#)

Within each application, there are two stages for Applicants to complete in order to submit their application. They are, the Threshold Verification Stage and the Full Application Stage. Please note that the full name of the Full Application Stage is dependent on funding source and Project Type. The Applicant must complete the stages in order of their listing on the timeline in Section III.A of this RFP. The components of the Applications can be found in Appendix B of this RFP. The Threshold Verification Stage will open on Monday July 31, 2023 at 9:00 AM, will remain open for the duration of the Application period,



and will close at 11:59:59 PM Sunday, August 20, 2023. Applicants will receive an automated system message when the Threshold Verification stage is submitted. Following the Threshold Verification stage submission CA Staff will perform a Threshold Review of the applicant's responses, and either, return the threshold verification for edits or move the applicant to the Full Application Stage. This review can take approximately 24 to 72 hours depending on when the applicant submits. Applicants should plan accordingly. Following Threshold Review, Applicants will move forward to the Full Application Stage. This Stage opens at 12:00:00 PM on Tuesday, August 1, 2023 and will remain open until 11:59:59 PM on Sunday, August 20<sup>th</sup>, 2023

Applicants must consult materials published on the HUD Exchange, including the relevant Renewal or New Project Detailed Instructions for the e-snaps application to successfully complete an application to the CoC. 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](#).

a) Threshold Verification: Closes Sunday, August 20, 2023, at 11:59:59 PM

This step of the Application Process verifies basic eligibility about the Applicant, the Project and provides limited information about both the Project Applicant and the Project itself. There are no uploads required for this stage of the Application. Applicants must complete this step first, before gaining access to the remainder of the Full Application.

This application stage will open and remain open through the close of the Full Application: Questions, Disclosures, and Uploads close Sunday, August 20, 2023, at 11:59:59 PM. Please note that submission of the Threshold Verification is only the initial step in the Application process. Submission of this stage does not constitute a completed application. Applicants that do not complete the next stage in the section below will not be reviewed.

b) Full Application: Closes Sunday, August 20, 2023, at 11:59:59 PM

There are two major components of the Full Application Stage, "Apply" and "e-snaps". For more information on Apply, see Section II.C of this RFP. For a link to the relevant Apply Application portal, please see Section IV.B

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

This stage is where the bulk of the CoC's data collection occurs, and is broken into several tasks that can

be completed in any order. Please consult the Appendices for additional details for a particular application path

The deadline for applicants to complete these tasks and submit this Stage of the Application is Sunday, August 20, 2023 at 11:59:59 PM. Applicants that do not complete this step will become ineligible for consideration and will not be reviewed, scored or ranked, and will not be included in the Priority Listing of projects recommended to HUD for funding.

c) Non-scored Application Component Extension Deadline: Friday, September 15, 2023 at 11:59:59 PM

This is an optional non-scored application stage. Applicants that request an extension to a non-scored Application component in the full application stage *must satisfy all application deficiencies by this stage deadline*. Applications that are not complete as of Saturday September 16, 2023 at 12:00:00 AM will be removed from the CoC's Priority Listing. This requirement applies to both the Certification of Consistency, and e-snaps Project Applications.

Please note that Applicants must request an extension to an eligible application component. Extensions are not automatically granted, and an application received with non-responsive documentation or documents that otherwise do not follow Application submission requirements will be removed from consideration and will not be reviewed, scored, or ranked and will not be included in the CoC's Collaborative Application.

Requesting an extension

This annual competition is unlike prior application cycles. Applicants can request additional time to complete some parts 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)

Please note that no extensions will be granted for e-snaps Applicant Profile uploads

Applicants must start these tasks as soon as possible. Extension requests must be submitted in Apply before the Application deadline. Applicants that request extension must demonstrate that there has been sufficient progress made by the application deadline. Applicants must submit the following, on Agency letterhead, in the place of the required upload by the application deadline.

e-snaps Project Application extension requests must contain

- The name of the Project Application in e-snaps
- The reason the extension request is needed
- A self-imposed deadline that is before Friday September 8, 2023 at 11:59:59 PM
- An acknowledgment that the Application will not be included in the final submission without all required materials
- Executive Director or their equivalent's signature on the document certifying the above information
- Additionally, applicants must utilize the e-snaps export functionality and upload the partially completed application to Apply

The Apply Upload must reflect the following,

- e-snaps export will be combined with the letter into a single document.
- The e-snaps application must correlate to the project intervention in Apply. That is RRH, PSH, TH/RRH
- Parts 1, 2, 3,6, of the e-snaps application must have activity within 24hrs of the application deadline
- Part 3 or Part 6 must be complete
- The e-snaps upload must include the entirety of the e-snaps application, not just the completed sections.

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 Friday, September 8, 2023, at 11:59:59 PM
- An acknowledgment that the Application will not be included in the final submission without the Certification of Consistency and an acknowledgement of the Appeal process contained in the HUD NOFO
- Additionally, applicants must upload a copy of the original written request made to the PJ before August 4, 2023 along with any subsequent communication with the PJ to Apply.

The Apply Upload must address the following,

- Whether the PJ explicitly refused to sign the Certification
- If there is an event, such as a City Council Meeting, where the certification will be considered
- If there are any other mitigating circumstances other than a late request that should be considered.

Please email extension questions to [txboscoc@thn.org](mailto:txboscoc@thn.org). Do not however, email extension requests to the

CA. Extension requests must be made using the process described above.

Applications that fail to meet the extension request deadline or fail to satisfy the criteria for extension will be removed from consideration.

**C. CERTIFICATION OF CONSISTENCY WITH THE CONSOLIDATED PLAN**

All applications must include a HUD-required Certification of Consistency with the Consolidated Plan (Certification). This Certification is completed by a 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) Certification from a PJ in the proposed coverage area. All applicants must submit a completed, signed Certification through the appropriate screen in Apply for the proposed Project. Certifications must be dated between May 1, 2023 and August 20, 2023.

Applicants that plan to request an extension to supply a Certification because the PJ has indicated for whatever reason that they will not sign the certificate, must submit their intent to appeal, using the extension request format in the section above.

**Due to the variation in customary business procedure at the PJs throughout the State, Applicants are encouraged to prioritize this request early in the application process.** HUD will not grant application submission extensions 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 Applicant’s initial request was made to the PJ within two weeks (10 business days) of the Sunday August 20, 2023 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 Tuesday September 19, at 11:59:59 PM. Applicants that fail to secure a Certification before the close of the application period may appeal HUDs resulting disqualification, instructions are in Section VII.E of the NOFO.

**D. MATCH DOCUMENTATION**

In general, all recipients or subrecipient must match all grant funds, except for leasing funds, with no less than 25% of cash or in-kind contributions from other sources. Cash or In-kind match must be used for the costs of activities that are eligible under subpart D of 24 CFR 578. This matching requirement is on a per-grant basis.

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

- Identify the match as Cash or In-kind
- Identify the source of the Matching Funds
- If cash, a detailed description of the activities that the match will support
- If in-kind, a detailed description of the goods or services that will be used as match
- A citation from the CoC Program Interim Rule Subpart D (578.37-578.63) that correlates to the eligible matching activity or activities
- Explicitly state that the match will be available for the entire FY2023 Grant term
- Is signed by the Agency's Chief Financial Officer, or their equivalent.

CA Staff will review, and must approve all match documentation prior to inclusion of a project application in the CoC's Priority Listing.

Insufficient match is one of the most common monitoring findings when HUD monitors CoC Program Recipients. Additionally, HUD will not authorize the release of federal funds until the Department is satisfied that a conditionally awarded applicant will be able to satisfy the matching requirements. Therefore, it is critically important that Applicants thoroughly understand the matching requirements of the CoC Program.

Below are common examples of **ineligible** match (non-exhaustive)

- Furniture, including beds, dressers, Kitchen utensils and common area seating
- Clothing
- Cleaning supplies
- Other CoC Program Funds
- Cash that is used for activities that are not eligible should they be requested from HUD
- Funds from any source where that source has limited their use for this purpose
- An otherwise eligible cost that is provided to persons who are not participants in the project, e.g. before enrollment or after they have exited.

Examples of **eligible** match (non-exhaustive)

- Food (Groceries or prepared food items, no paper or household items)
- Rental Assistance (paid with other sources, must comply with CoC Requirements)
- Security Deposits
- Unreimbursed admin costs that exceed the allowed admin budget line item
- The value of free or reduced supportive services such as counseling, mental health or medical care, mediation etc. The match is the difference between the negotiated rate and the market for that service in your community

Match must be supported by sufficient documentation to correlate that expenditure or service to an active participant in the CoC Program, and evidence that the cost is eligible as match. This includes but is

not limited to receipts, Accounting Ledger Entries, Acknowledgement of receipt by the participant, and/or sign in/out sheets. Third-party in-kind match must be supported by a Memorandum of Understanding between the Recipient and the Third-party before HUD will execute a contract with the Recipient.

#### E. APPLICATION REVIEW PROCESSES

All applications will go through two (2) standard review processes. Those review processes are explained below. The majority of the reviews center entity eligibility and consistency across materials as well as the e-snaps application that will be submitted to HUD as part of the Collaborative Application. Application errors discovered after ranking may result in a determination of ineligibility, and a renewal project being removed from the Priority Listing. Please see the information below, and be diligent about following the relevant detailed instructions supplied by HUD.

##### a) Threshold Eligibility Review

This review occurs in Stages. At the submission of the first stage of the application, “Threshold Verification” CA staff review each application to verify the following

- i. Applicants must be nonprofit organizations, states or local governments, or instrumentalities of state and local governments, including Public Housing Authorities
- ii. Applicants must have an active SAM Registration
- iii. Applicants must have an active Unique Entity Identification (UEI) Number
- iv. The Applicant must have no outstanding delinquent federal debts
- v. That the proposed Project will only serve counties within the Texas Balance of State Continuum of Care
- vi. That the Applicant intends to comply with the requirements throughout this document
- vii. That the proposed activities are eligible, and the details supplied reflect a sufficient understanding of the CoC Program

Applicants that do not meet the above criteria will be notified both in Apply and notified in writing via automated message from [norepy@mail.smapply.net](mailto:norepy@mail.smapply.net) that the proposed applicant or project is ineligible along with the reason for the decision. Applicants may resubmit the application if it is believed that information was submitted in error, or CA staff incorrectly determined that a project is ineligible for consideration. All Applications are due by the Full Application deadline of August 20, 2023 @ 11:59:59 PM.

Applicants may submit multiple Applications if necessary to satisfy the threshold review process, but only one (1) application will be considered. In the event that an applicant submits multiple applications, the application with the latest eligible time stamp of submission will be considered.

##### b) Completeness and Project Quality Review

Upon submission of the Full Application, CA Staff will review the application for completeness and

consistency throughout,

- i. The e-snaps 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 e-snaps 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
- iii. Any extensions requested are in the proper format and comply with the requirements for the extension requested. See the appendices for more information
- iv. That the Applicant satisfies the terms in Section I.D of this RFP

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 Independent Review Team to score the application.

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

The second part of this combined review process focuses on the e-snaps project application upload, including 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. Renewal applicants that submit e-snaps applications "without changes" are assumed to have met the quality review thresholds and Staff will perform an abbreviated Review of the application sections marked as changed in the e-snaps summary. Sections of the e-snaps application with 2023 submission dates on the Submission Summary screen will be thoroughly reviewed.

If staff identify deficiencies in the Project Application or the supporting documents uploaded to Apply during the Quality Review, the Application will be amended back to the Applicant both in Apply, and in e-snaps (if required). Staff will notify both the Authorized Representative and the Person to Contact Regarding the Application in writing to resubmit the Application for consideration. Applicants will have 72 hours to correct the identified deficiencies. **The last day for Quality Review corrections to be submitted to the CA is Friday, September 15 2023, at 11:59:59 PM.**

#### F. INDEPENDENT REVIEW TEAM

The Independent Review Team (IRT) is a group of TX BoS CoC Stakeholders assembled for the sole purpose of reviewing the FY2023 CoC Program New Project Applications submitted for review in the Balance of State

CoC. This review will take place from August 25, 2023 to September 3, 2023. 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. APPLICANTS REVIEW SCORING**

Consistent with Section VI.A & Appendix C of this solicitation, CA staff will run HMIS reports and score Renewal projects that pass the Project Completeness and Quality Review stage of the Evaluation process. New Project Applications are scored by the Independent Review Team based on responses in Apply. These scores will be available to Applicants on or before Wednesday September 6, 2023. Applicants are strongly encouraged to check their application by Friday September 7, 2023 at 11:59:59 AM to accept or challenge individual metrics on the scorecard. Applicants that do not respond to this step in Apply, will be moved on to the next step of the review process once the deadline for the stage has passed. For more information about the scoring process and how applicants can prepare for scoring, please see Section VI.A of this RFP.

**H. APPLICATION COMPONENTS AND CHECKLIST**

Renewal Project Applications must contain:

No.	Component	Format
<b>Threshold Verification</b>		
1	Entity Eligibility Verification	Apply
<b>Full Application: Part 1 due August 20, 2023 @11:59:59 PM</b>		
2	Renewal Project Questions	Apply
3	Monitoring History Report	Apply
4	e-snaps Applicant Profile	Submitted in e-snaps and Submission exported to Apply
5	Letters of Support	Apply Document Upload
6	Match Documentation	Apply Document Upload
<b>Full Application: Part 2 due August 20, 2023 @11:59:59 PM</b>		
1	e-snaps Project Application, with all required attachments	Submitted in e-snaps and Submission exported to Apply
2	Certification of Consistency with the Consolidated Plan (HUD-2991)	Apply Document Upload

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



Expansion Project Applications must contain:

No.	Component	Format
<b>Threshold Verification</b>		
1	Applicant Questions and Project Details	Apply
<b>Full Application: Part 1 due August 20, 2023 @11:59:59 PM</b>		
2	Additional Project Questions	Apply
3	Monitoring History Report	Apply
4	e-snaps Applicant Profile	Submitted in e-snaps and Submission exported to Apply
5	Letters of Support	Apply Document Upload
6	Match Documentation	Apply Document Upload
<b>Full Application: Part 2 due August 20, 2023 @11:59:59 PM</b>		
1	e-snaps Project Application, with all required attachments	Submitted in e-snaps and Submission exported to Apply
2	Certification of Consistency with the Consolidated Plan (HUD-2991)	Apply Document Upload
3	Written Commitments- Leveraged Housing or Healthcare	Apply Document Upload

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

CoC Bonus & DV Bonus Applications must contain:

No.	Component	Format
<b>Threshold Verification</b>		
1	Entity Eligibility	Apply
2	Charity Verification	Apply
3	Agency Details	Apply
4	Project Details	Apply
<b>Full Application: ALL COMPONENTS</b>		
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 e-snaps Applicant Profile e-snaps Project Application HUD-2991 Certification of Consistency	Submitted in e-snaps and Submission exported to Apply

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

#### H. **FREQUENTLY ASKED QUESTIONS**

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

#### I. **SUBMISSION OF PROJECT APPLICATIONS**

All applicants must submit the relevant Full Application materials in Apply by Sunday August 20, 2023 at 11:59:59 PM. **The CA will not accept late or incomplete submissions.** Applicants are encouraged to screenshot the submission message in Apply as a receipt of submission. Applicants will also receive an automated message from Apply, indicating that the Full Application has been submitted, with instructions to screenshot or print screen for Agency records. For more details regarding the content of the Apply Full Application, please see Appendix B. Applicants should also review Section IV of this RFP for a summary of the application components.

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

#### J. **CONFLICT OF INTEREST: APPLICANT CONDUCT**

Applicants and Recipients of CoC Program Funding (Organizations), or CoC Board Members, Independent Review Team Members or any other Covered Person as defined at 24 CFR 578.95(d)(1) are subject to Federal Conflict of Interest requirements at 24CFR 578.95. This requirement includes development and approval of the solicitation, scoring metrics, evaluation of project applications or any other action that may be perceived as a conflict of interest. If it is determined that a Covered Person has a conflict of interest and acted in a manner that calls their capacity for ethical decision-making into question during the application process, CA staff may remove that person, their application, evaluations, or otherwise seek to remediate the Conflict.

Further, Applicants to CoC Program Funding, must have an Organizational Code of Conduct on file with HUD at the time of application, or attach an acceptable Code of Conduct to the Organization’s Applicant Profile in e-snaps. Applications received without a Code of Conduct, or a Code of Conduct that is grossly inadequate will not pass the Quality Review.

Applicants as represented by the authorized representative, that obscure information about their Organization with the intent to conceal potentially negative information about the performance of, or capacity of the Applicant or any of the Staff or Board of the Organization, either through omission or

dishonesty will be disqualified from consideration.

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

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

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

Eligible Entities may submit one (1) New project application. Expansion Applications are considered New Projects and are subject to all of the new project requirements those that are listed in this RFP. Renewal Projects, as identified in Appendix A Column L with a “Y” – must submit a *separate* Renewal Project Application for each project that they intend to renew.

### **B. APPLICATION FORMAT**

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

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

### **C. APPLICATION REQUIREMENTS**

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

## **VI. EVALUATION**

### **A. SCORING**

Scoring is the primary method of evaluation for all CoC Program Applications in the TX BoS CoC. Projects are scored using the relevant Application Score Cards (Appendix C) for the project type. However, not all

renewal projects are scored. Those renewal projects with less than 12 months of data, are “held harmless” as provided for in the [TX BoS CoC Ranking Policy](#). Similarly, projects that are the only project of the type that are eligible for scoring, are exempted from the scoring process and are also “held harmless”. These projects will be included in the FY2023 CoC Program Priority Listing in the FY2022 ranked order as submitted in the [FY2022 TX BoS CoC Priority Listing](#). Projects held harmless are indicated by a “Y” on Column M of Appendix A.

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

The objective, performance-based scoring metrics projects the CoC uses to review Project Applications may include:

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

## 17. Reaching Underserved Communities

### Renewal Project Scoring

For the Specific scoring metrics used in the FY2023 scoring process for a particular project type, please see Appendix C. Please note that Renewal Projects are scored by intervention type, therefore there are six Renewal Project score cards PSH, PSH-DV, RRH, RRH-DV, Joint TH/RRH and DV-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. Renewal Project Applications are scored differently on the same metric for this reason. CA staff will complete the Renewal Project Score Cards in Excel. Blank versions of Renewal Project Score Cards are made available with the release of this RFP and can be found at the competition homepage of the CA website. Renewal Project Applicants are strongly encouraged to download and run a scorecard for their own project.

Renewal Projects will be evaluated on a rolling 12-month basis. For the FY2023 TX BoS CoC Local Application Process, the period considered for review is July 1, 2022 – June 30, 2023, although some cost effectiveness evaluations are based on the most recently submitted APR recorded in the APR repository SAGEhmis.info. CA Staff will begin the process of completing the Local Application Process Renewal Scorecards on Monday August 7, 2023. Agencies listed on Appendix A that use a comparable database will be contacted by CA staff to supply a zipped Excel format APR export for the above-referenced date range. Applicants should ensure that HMIS data accurately reflects their project, that there are no issues with data quality, that there is no missing data, and that annual or exit assessments have been completed to receive the highest score possible.

### New Project Scoring

For specific evaluation criteria for all types of new projects, please see Appendix C for the relevant Application type. The CoC evaluates a variety of objective criteria as listed above, including performance-based scoring metrics when scoring Project Applications to determine the extent to which each proposed project addresses the CoC's and HUD's policy priorities. The TX BoS CoC also evaluates multiple metrics that contribute to the TX BoS CoC System Performance Measures.

While all scoring materials are attached to this document as Appendix C. A summary of the scored components for all application types is below. Please note that the applicant responses to the System Performance section of the Application will be incorporated into performance expectations of the Organization, and may be used in future interim evaluations, such as Quarterly Performance Score Cards, and CoC funding competitions to assess progress and effectiveness of the project, if awarded.

New this year, first time applicants, or those not currently administering CoC program funds are also eligible for bonus points. [Applicants that complete the Litmos course "HUD Grant Writing Workshop"](#)

[prior to the submission deadline will receive 5 bonus points](#). However, no applicant can receive more than the points listed in the Project Scoring Summary section below for any project.

Project Scoring Summary

In general applications follow similar format depending on their type, Renewal and Expansions, follow a similar format, and CoC Bonus and DV Bonus follow a similar format. Please note however, it is imperative that the applicant select the correct application path in Apply. For example, a Victim Service Provider that intends to create a new project that will serve exclusively survivors should complete the DV Bonus Application. Completing the CoC Bonus or any other application type will result in an undesirable outcome. Note: The same applies for all application type.

Renewal Projects

<b>Renewals</b>						
	RRH	PSH	TH/RRH	DV - RRH	DV - PSH	DV - TH/RRH
HMIS subtotal	80	76	152	68	64	128
Competition subtotal	72	72	139	72	72	139
<b>TOTAL POINTS</b>	<b>152</b>	<b>148</b>	<b>291</b>	<b>140</b>	<b>136</b>	<b>267</b>

New Projects

<b>CoC Bonus</b>				
	PSH	RRH	TH/RRH	SSO-CE
Agency Capacity	52	52	52	32
Financial Management	29	29	29	29
Community Alignment	68	68	68	24
SPMS	90	90	90	78
General App	51	55	61	84
Monitoring History report	45	45	45	45
<b>TOTAL POINTS</b>	<b>335</b>	<b>339</b>	<b>345</b>	<b>292</b>
<b>70% Threshold</b>	<b>235</b>	<b>238</b>	<b>242</b>	<b>205</b>

<b>DV Bonus</b>		
	RRH	TH/RRH
Agency Capacity	78	78

Financial Management	29	29
Community Alignment	68	68
SPMS	90	90
General App	55	61
Monitoring History report	45	45
<b>TOTAL POINTS</b>	<b>365</b>	<b>371</b>
<b>70% Threshold</b>	<b>256</b>	<b>260</b>

#### Expansion Projects

<b>Expansions</b>						
	RRH	PSH	TH/RRH	DV - RRH	DV - PSH	DV - TH/RRH
HMIS subtotal	58	54	126	46	42	84
Competition subtotal	64	64	128	64	64	128
<b>TOTAL POINTS</b>	<b>122</b>	<b>118</b>	<b>254</b>	<b>110</b>	<b>106</b>	<b>212</b>
<b>70% Threshold</b>	<b>86</b>	<b>83</b>	<b>178</b>	<b>77</b>	<b>75</b>	<b>149</b>

#### Scoring Threshold

New Project Applicants must score at minimum 70% of the total points available for that project type to be eligible for inclusion in the CoC's Priority Listing.

Renewal Projects that score less than 70% of the highest scoring project of that type are subject to the Conditional Inclusion Policy and may be subject to reallocation in a subsequent competition.

#### **RANKING**

Following the IRT completion, CA Staff rank projects using the [TX BoS CoC Ranking Policy](#) and present the proposed ranking scenarios to the CoC Board. When the CoC Board votes to accept a ranking scenario, the CA staff will promptly notify Applicants of the results and whether a specific project will be submitted with the 2023 Collaborative Application. It is anticipated that all Renewal Projects will be submitted as part of the Collaborative Application, provided that the project meets eligibility requirements and application deadlines.

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

#### **GRIEVANCES**

Project Applicants must adhere to the Grievance Policy below.

Grievances must be written on Applicant's letterhead or by using the attached form in Appendix D, addressed to the TX BoS CoC Board, and received by the CA at [txboscoc@thn.org](mailto:txboscoc@thn.org) no later than 24 hours after the notification that indicates that the application will not be included in the CoC's Priority Listing (which is estimated to be Wednesday, September 13 2023 at 4:59:59 PM). See Appendix D Grievance Policy for more information about the FY2023 CoC Program Grievance Process.

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

Grievances should reference a specific policy or section of this RFP that was violated, and a proposed remedy. In order to appeal based on policy application, the policy must be expressly referenced in this RFP or Competition Policy. 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 Monday, September 18, 2023 at 11:59:59 AM. 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 deemed ineligible for expired or no SAM Registration as of August 20, 2021
2. Scoring concerns due to missing data or data quality issues
3. Emotional appeals not based in error or incorrect application of this RFP or Policy.

#### **D. MINOR CORRECTIONS OR ADDITIONAL INFORMATION**

Applicants with projects selected for inclusion in the TX BoS CoC's Priority Listing may be solicited for minor corrections or additional information about the project after applicants are notified whether an application will be submitted with the 2023 Collaborative 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 Tuesday September 20, 2023 @11:59:59 AM.



## VII. AWARD

HUD will select and notify applicants of the overall outcome of the FY2023 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 [FY23 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. Project Applicants that are conditionally awarded as a result of this competitive process must have an executed contract before September 30, 2025. Awarded funds that are not obligated by HUD by this statutory deadline will be recaptured by the Treasury of the United States. To learn more about the post-award process and what to expect, [please refer to the CoC Program Recipient’s Post-Award User guide, available here](#). Given the potentially lengthy nature of the post-award process, applicants that are selected for inclusion in Tier 2 of the CoC’s priority listing are encouraged to “Act as-if” and begin preparing for award upon conclusion of the TX BoS CoC Local Application Process. CA Staff are available to assist with this process if requested.

Preparing for a Federal Award will be different for each conditionally awarded applicant, due to the variation between applicants, and proposed activities. In general you must comply, to HUDs satisfaction, with all terms, issues and conditions placed on the award, which could include but is not limited to;

- Producing Financial and programmatic Policies and Procedures that comply with all relevant sections of the Code of Federal Regulations, Including 2 CFR 578 and 2 CFR 200.
- Updating the Organizational Code of Conduct
- Evidencing sufficient sources of Match
  - Producing an executed Memorandum of Understanding in the case of 3<sup>rd</sup> party in-kind
- Clarifying eligibility of proposed target populations
- Clarifying service delivery structure
- Correcting Unit/Bed Configuration Discrepancies
- Removing ineligible costs from the Project Budget
- Any other condition that HUD deems necessary and appropriate to assess capacity to administer the award

## VIII. APPENDICES