

FL515 Project Review and Selection Process for FY2021 CoC Competition

This document outlines the review and selection process for local applications for the consolidated application for the FY2021 CoC Program Competition. As the Collaborative Applicant for The Northwest Florida Continuum of Care (NWFL CoC – FL515), Doorways of NWFL implements a community process that is coordinated, inclusive, and outcome-oriented for the solicitation, objective review, ranking, and selection of project applications. Renewal projects are also reviewed for performance and compliance with 24 CFR 578.

Active members of the CoC are eligible to submit project proposals for the FY2021 HUD CoC NOFO through the Collaborative Applicant (Doorways of NWFL). The CoC's Review and Ranking Committee will prioritize eligible proposals for inclusion in the CoC's consolidated application. The HMIS Renewal is automatically ranked as number one on the Priority Listing by the Review and Ranking Committee for inclusion in order to meet HUD HMIS requirements. The deadline for submission of proposals is **3:00pm on October 15, 2021**.

The Review and Ranking Committee will score submitted proposals according to objective criteria provided as part of the application process and will rank proposals in order according to scores. The committee will then consider overall HUD and CoC priorities and strategy to determine a final list of projects to be submitted to HUD, and the amounts of funding to be requested for each project. Those submitting proposals will be notified in writing no later than **October 18, 2021** of whether or not they will be included in the application to HUD and the amount to be allocated for each project. Local competition results will also be posted to Doorways of NWFL's website, doorwaysnwfl.org, on that date.

In order to be considered for review and ranking, all proposals must meet the following threshold requirements (applications not meeting one or more of the following will not be scored).

All applicants must:

- Submit proposals by the deadline stated above;
- Provide a valid DUNS number;
- Not have outstanding or delinquent federal debt;
- Be an eligible applicant as defined in the McKinney-Vento Act, 24 CFR 578.15, 24 CFR 5.100, and include nonprofit organizations, states, local governments, instrumentalities of state and local governments, Indian Tribes and TDHE (as defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 – 25 U.S.C. 4103), and public housing agencies;
- Include all required attachments;
- Be an active member of the CoC;
- Meet all statutory and regulatory requirements of subtitle C of Title IV of the McKinney-Vento Homeless Assistance Act and the CoC Program Rule found in 24 CFR part 578.
- The proposal must include the following documents:
 - Signed authorization to apply for CoC funding on cover letter
 - Most recent audit report or 990
 - IRS 501(c)(3) designation letter
 - Current board roster
 - Match letter
 - The following agency policies: Code of Conduct and Conflict of Interest; Drug-Free Workplace; Affirmatively Furthering Fair Housing; Reasonable Accommodation and Accessibility for Persons with Disabilities; Nondiscrimination and Equal Employment; and Confidentiality.

All complete, timely, and eligible applications will be scored by the CoC Review and Ranking Committee, using the attached scoring rubrics. Please use the appropriate scoring tool as they vary depending on project type. The scoring rubric evaluates past performance (of renewal applicants) and promotes best practices and practices that will improve our local homeless system performance and align with HUD's Homeless Policy Priorities.

These include:

- Ending homelessness for all persons;
- Use a Housing First approach;
- Reducing unsheltered homelessness;
- Improving system performance;
- Partnering with Housing, Health, and Service Agencies;
- Addressing Racial Equity; and
- Including people with lived experience in the local planning processes.

Applicants not selected for inclusion in the consolidated application may appeal the decision following the appeal process outlined in the Review and Ranking Policies and Procedures.

Critical Dates:

- **09/15/2021** - Public Posting of Request for Proposals
- **09/21/2021** - Workshop
- **10/18/2021** - Written notification and posting of review and ranking results
- **10/18/2021** - Appeal window opens
- **10/20/2021** - Responses due for any request of clarification/correction/additional information of application
- **10/29/2021** – Appeal window closes
- **11/09/2021** - Final consolidated application posted to website (doorwaysnwfl.org)
- **11/10/2021** – CoC vote on final consolidated application
- **11/10/2021** – Submission to HUD
- **11/16/2021** – Final deadline for HUD submission

Please see attached scoring tools for projects eligible for FY2021:

Scoring for Domestic Violence (DV) Projects for FY2021 CoC Program Competition

Scoring for New Projects for FY2021 CoC Program Competition

Scoring for Renewal Projects for FY2021 CoC Program Competition (Please note that this scoring tool is specific to HMIS, as it is the only project eligible for renewal for the FY2021 CoC Program Competition)

Attachment:

Appeals Policy

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The following tool is specific to projects that only serve survivors of domestic violence, dating violence, sexual assault, and stalking.

SCORING FOR DV PROJECTS FOR FY2021 CoC PROGRAM COMPETITION		
<p>PROGRAM DESIGN 30 points <i>Source: Project Application</i> Must serve all areas of the CoC; rapid rehousing projects must be scattered-site and utilize a Housing First approach</p>	<p>Does the project align with CoC needs relating to survivors of domestic violence, dating violence, sexual assault, and stalking and improve system-wide performance? (up to 10 points – 5 points objective criteria for population served and 5 points system performance criteria)</p>	<p>Project describes <u>specific</u> strategies to reduce the number of survivors experiencing homelessness, to reduce length of time survivors experience homelessness, to increase successful permanent housing placement or retention, to reduce recidivism rates. If strategies for these 4 outcomes are specified and accurate – 10 points</p>
		<p>If project describes partial strategies but meets community needs – 5 points</p>
		<p>If project does not meet community needs and does not describe ways to improve system-wide performance – 0 points</p>
	<p>Project description includes safety planning, trauma-informed care, and client-centered service delivery to address the unique needs for housing and services of survivors. (10 points)</p>	<p>Project details how it will use trauma-informed, victim-centered practices that maximize client choice while maintaining safety and confidentiality. Proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply and meets the needs of the participants.</p>
	<p>Rapid permanent housing placement utilizing Housing First (5 points)</p>	<p>Project describes Housing First program model that is low-barrier with rapid placement in PH utilizing a comparable database in conjunction with the CoC’s coordinated entry system (CES).</p>
<p>Ensuring families are not separated (5 points)</p>	<p>Project design demonstrates that it does not deny admission to or separate family members entering shelter or housing, including serving all family members together and in accordance with each family member’s self-reported gender – 5 points</p>	
<p>AGENCY EXPERIENCE AND HISTORY OF PARTICIPATION 30 points</p>	<p>Agency Experience (up to 10 points)</p>	<p>5 or more years serving population or performing proposed activities – 10 points</p>

<p><i>Source: Application, CoC Meeting Minutes and activities</i></p>		3 or more years serving population or performing proposed activities – 3 points
	Experience with federal funds (5 points)	Prior use of federal funds to operate 1 or more programs that demonstrated timely use of funds, ability to account for funds in compliance with applicable reporting and recordkeeping requirements, met all program requirements – 5 points
	Agency is an active member of CoC, participates in coordinated entry, participates in planning activities (up to 7 points)	If all 3 items are met – 7 points If 2 items are met 4 – points If 1 item is met – 2 points
	Organization and Management Structure (8 points)	Description demonstrates strong internal coordination and management structure – 8 points
<p>FINANCIAL 20 points <i>Source: Budget, leverage letters</i></p>	Budget submission (up to 10 points)	Budget is complete, accurate, and specific, complies with eligible costs and CoC Program Interim Rule, and demonstrates cost effectiveness – 10 points
		Budget is complete, accurate, specific, but not cost effective – 5 points
		Budget does not align with project – 0 points
	Match letter for 25% of funding request (5 points)	Match letter included for eligible activities and for required 25% - 5 points No match letter – 0 points
	Leverage letters (5 points)	Leverage letters demonstrating ability to maximize resources. Letters from property owners and service providers outlining the partnership and relationship related to project – one point for each letter up to 5 points. *Letters from property owners or landlords preferred, but any community relationship is acceptable.
<p>PROGRAM AND DATA MANAGEMENT 20 points <i>Source: application, agency policies and procedures</i></p>	Comparable Database (5 points)	Demonstrate that agency has in place, or is working with HMIS Lead to operate a comparable database to collect required data elements for reporting de-identified information to the CoC (5 points)

	Performance Measures (up to 5 points)	Performance measures consistent with population to be served and CoC System Performance Measures. If established provider, must attach de-identified aggregate performance measure outcomes from comparable database. (5 points)
	Data Sharing (up to 5 points)	Describes use of comparable database to share aggregate, de-identified data with the CoC, including process to obtain participants' informed consent to be included in this database. (5 points)
	Complete and compliant policies and procedures (up to 5 points)	Full points where all required policies and procedures (including but not limited to comparable database, data program management, and data sharing) and comply with HUD data security standards and requirements. (5 points)
_____/100 TOTAL		
Program Design Score	_____/30	<p>Total percentage of application based on objective criteria: 42%</p> <p>Total percentage of application based on system performance criteria: 20%</p>
Agency Experience and History of Participation Score	_____/30	
Financial Score	_____/20	
Program and Data Management	_____/20	
<p><u>Hardest to serve populations and performance:</u> The CoC will consider the specific severity of needs and vulnerabilities when selecting projects that provide housing and services to the hardest to serve populations. Although serving these populations may result in lower performance levels, these projects may be the ones most needed and/or the only one of its kind in our CoC's geographic area. Vulnerabilities may include but are not limited to the following: history of victimization/abuse, domestic violence, sexual assault, childhood abuse; criminal histories; chronic homelessness; low or no income; current or past substance abuse.</p> <p>This section is for the Review and Ranking Committee to list any special considerations in project applications serving a special homeless population/subpopulation.</p>		

SCORING FOR NEW PROJECTS FOR FY2021 CoC PROGRAM COMPETITION

<p>PROGRAM DESIGN 30 points <i>Source: Project Application</i> Must serve all areas of the CoC; rapid rehousing projects must be scattered-site and utilize a Housing First approach</p>	<p>Does the project align with CoC needs and improve system-wide performance? (up to 10 points)</p>	<p>Project describes specific strategies to reduce the number of persons experiencing homelessness, to reduce length of time persons experience homelessness, to increase successful permanent housing placement or retention, to reduce recidivism rates. If strategies for these 4 outcomes are specified and accurate – 10 points</p>
		<p>If project describes partial strategies but meets community needs – 5 points</p>
		<p>If project does not meet community needs and does not describe ways to improve system-wide performance – 0 points</p>
	<p>Project description includes client-centered service delivery to address the unique needs of individuals and households. (10 points)</p>	<p>Project details how it will maximize client choice without requiring participation in services. Proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply and meets the needs of the participants.</p>
	<p>Rapid permanent housing placement utilizing Housing First (5 points)</p>	<p>Project describes Housing First program model that is low-barrier, prioritizes the most vulnerable, has rapid placement in PH, and utilizes the CoC’s coordinated entry system (CES).</p>
<p>Ensuring families are not separated (5 points)</p>	<p>Project design demonstrates that it does not deny admission to or separate family members entering shelter or housing, including serving all family members together and in accordance with each family member’s self-reported gender – 5 points</p>	
<p>AGENCY EXPERIENCE AND HISTORY OF PARTICIPATION 30 points <i>Source: Application, CoC Meeting Minutes and activities</i></p>	<p>Agency Experience (up to 10 points)</p>	<p>5 or more years serving population or performing proposed activities – 10 points</p>
		<p>3 or more years serving population or performing proposed activities – 3 points</p>
	<p>Experience with federal funds (5 points)</p>	<p>Prior use of federal funds to operate 1 or more programs that demonstrated timely use of funds, ability to account for funds in</p>

		compliance with applicable reporting and recordkeeping requirements, met all program requirements – 5 points
	Agency is an active member of CoC, participates in coordinated entry and HMIS, and participates in planning activities; Agency must provide description of participation activities in each. (up to 7 points)	If all 3 items are met – 7 points If 2 items are met 4 – points If 1 item is met – 2 points
	Organization and Management Structure (8 points)	Description demonstrates strong internal coordination and management structure – 8 points
FINANCIAL 20 points <i>Source: Budget, leverage letters</i>	Budget submission (up to 10 points)	Budget is complete, accurate, and specific, complies with eligible costs and CoC Program Interim Rule, and demonstrates cost effectiveness – 10 points
		Budget is complete, accurate, specific, but not cost effective – 5 points
		Budget does not align with project – 0 points
	Match letter for 25% of funding request (5 points)	Match letter included for eligible activities and for required 25% - 5 points No match letter – 0 points
	Leverage letters (5 points)	Leverage letters demonstrating ability to maximize resources. Letters from property owners and service providers outlining the partnership and relationship related to project – one point for each letter up to 5 points.
PROGRAM AND DATA MANAGEMENT 20 points <i>Source: application, agency policies and procedures</i>	HMIS (5 points)	Agency provides data on existing HMIS programs with 80% or higher completion and accuracy rate (5 points)
	Performance Measures (up to 5 points)	Performance measures consistent with population to be served and CoC System Performance Measures attached. (5 points)
	Schedule and Management Plan (up to 5 points)	Full points where there is a plan for strong management and timely and rapid start up (no later than 7/1/2022)
	Complete and compliant policies and procedures (up to 5 points)	Full points where all required policies and procedures attached (5 points)
_____ /100 TOTAL		

Program Design Score	_____/30	<p style="color: red;">Total percentage of application based on objective criteria: 37%</p> <p style="color: blue;">Total percentage of application based on system performance criteria: 30%</p>
Agency Experience and History of Participation Score	_____/30	
Financial Score	_____/20	
Program and Data Management	_____/20	

Hardest to serve populations and performance: The CoC will consider the specific severity of needs and vulnerabilities when selecting projects that provide housing and services to the hardest to serve populations. Although serving these populations may result in lower performance levels, these projects may be the ones most needed and/or the only one of its kind in our CoC's geographic area. Vulnerabilities may include but are not limited to the following: history of victimization/abuse, domestic violence, sexual assault, childhood abuse; criminal histories; chronic homelessness; low or no income; current or past substance abuse.

This section is for the Review and Ranking Committee to list any special considerations in project applications serving a special homeless population/subpopulation.

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SCORING FOR RENEWAL PROJECTS FOR FY2021 CoC PROGRAM COMPETITION - HMIS

<p>PROGRAM DESIGN 25 points <i>Source: Project Application, HMIS data, submitted policies, program monitoring</i></p>	<p>Project Description (up to 10 points)</p>	<p>A detailed description of the scope of the project including community needs, design and implementation of the HMIS system, anticipated project outcome(s), coordination with other organizations, and how the CoC Program funding will be used is provided – 10 points</p>
	<p>Participation (5 points)</p>	<p>Project enters data for all required federal and state programs and includes participation with faith-based entities - 5 points</p>
	<p>System Performance (10 points)</p>	<p>Project description outlines strategies to enhance and improve system performance and has a data quality management/improvement plan – 10 points</p>
<p>PERFORMANCE 30 points <i>Source: HMIS, APR (SAGE)</i></p>	<p>Past performance in managing funds (10 points)</p>	<p>The ability to account for funds in compliance with applicable reporting and recordkeeping requirements, timely use of funds received from HUD, draw down rates (occurring at least quarterly), receipt and expenditure of promised matching funds – 10 points</p>
	<p>Reporting/Program Management (10 points)</p>	<p>Timely submission of reports (including but not limited to APR, System Performance Measures, LSA, CAPERs/ESG), met performance targets as established in the grant agreement (10 points)</p>
	<p>Organization and Management Structure (10 points)</p>	<p>Demonstrates strong organizational capacity, including strong internal coordination, staffing structures, and capabilities – 10 points</p>
<p>FINANCIAL 20 points <i>Source: Budget, APR, eLOCCS, monitoring and audit reports as applicable, match letters</i></p>	<p>Budget submission (up to 5 points)</p>	<p>Budget is complete, accurate, and specific, complies with eligible costs and CoC Program Interim Rule, demonstrates cost effectiveness, has schedule for drawdowns to occur at least quarterly (monthly is encouraged) – 5 points</p>
		<p>No budget submitted or budget is incomplete, not cost effective, no schedule for drawdowns – 0 points</p>
	<p>Match (5 points)</p>	<p>Match letter included for eligible activities and for required 25% - 5 points No match letter – 0 points</p>

		Drawdowns occurring consistently and at least quarterly – 5 points
	Drawdown rates (up to 5 points)	Drawdowns occurring inconsistently and intervals exceeding 3 months between draws – 0 points
	Accounting (5 points)	Displays history of adequate financial accounting practices – 5 points
PROGRAM AND DATA MANAGEMENT 25 points <i>Source: application, agency policies and procedures</i>	HMIS Capacity (10 points)	HMIS is currently programmed to collect all HUD UDE's as set forth in the 2020 data standards, produces all HUD and federal partner required reports, provides unduplicated count of all persons receiving services in CoC (10 points)
	HMIS Security (5 points)	HMIS meets all requirements for HUD and federal partner security standards
	HMIS Staffing (5 points)	Has adequate staffing to ensure all required trainings, security standards, and other HUD and federal partner requirements are being met.
	Complete and compliant policies and procedures (up to 5 points)	Full points where all required policies and procedures (including but not limited to comparable database, data program management, and data sharing) and comply with HUD data security standards and requirements. (5 points)
_____/100 TOTAL		
Program Design Score	_____/25	Total percentage of application based on objective criteria: 35% Total percentage of application based on system performance criteria: 20%
Performance	_____/30	
Financial Score	_____/20	
Program and Data Management	_____/25	