



FL 508 CoC - Keys to Home HUD NOFO Ranking and Selection Process

Continuum of Care (CoC) Intent

The CoC Leadership Council for Keys to Home (FL-508 COC) has been duly elected by the membership. The Council is tasked with establishing priority and ranking criteria for all CoC applications, new and renewal, based on HUD's priorities noted in the NOFO. While the Department of Housing and Urban Development's (HUD's) priority is permanent supportive housing (PSH) for chronic homelessness, the Council has determined that rapid-re-housing programs (RRH) for families and children and unaccompanied youth are also a priority for the state, and all applications received for PSH and RRH projects will receive a higher priority.

Eligibility

All projects must meet the following criteria to be ranked by the Project Ranking Committee in the CoC Competition,

1. Meet all HUD eligibility criteria, as outlined in the current year CoC Program NOFO, the CoC Program Interim HEARTH Regulations, and other official documents published by HUD.
2. Meet Keys to Home Funding Participation Requirements, as established by the CoC.
3. Program(s) must address one of the priorities established by the CoC.
4. Submit an LOI by the posted deadline.
5. Submit completed renewal or new application(s) and any additional required documents to United Way of North Central Florida (UWNCFL), the Collaborative Applicant for FL-508 CoC, Keys to Home by the posted deadline.

Renewal applications that were not listed on the HUD-approved Grant Inventory Worksheet (GIW) and were submitted after the deadline for adding an application to the GIW, will not be eligible for inclusion in that year's CoC Competition and will be notified by UWNCFL through written documentation.

Monitoring Performance of Recipients – The Lead Agency monitors the performance of funding recipients against HUD-established performance goals and project effectiveness, and reviews each recipient's projects to ensure they are meeting the parameters of HUD's funding requirements. The Lead Agency also reviews Annual Performance Reports (APRs),



specific data elements and metrics to ensure individuals and families are being served to the greatest extent possible. In addition, all CoC programs will prioritize sustainable permanent supportive housing for the clients they are serving. For funding under the 2023 NOFO, and going forward, the CoC will also be incorporating the following into the performance monitoring: 1) Annual on-site reviews, 2) Receipt of quarterly reports which require CoC grantees to run quarterly APRs to ensure compliance and data quality, 3) monthly participation in the Coordinated Entry System (not applicable to DV shelters), 4) participation in HMIS or for DV shelters, another similar and appropriate data tracking system, 5) submission of a monthly eLOCCs proof of draw from HUD and 6) a review of HMIS data and PIT count data.

The Lead Agency also conducts on-site visits annually to evaluate project(s) progress by reviewing files and, in some instances, interviewing clients being served. Any underperforming projects will receive a written notice from the Lead Agency which may or may not include corrective actions.

Exclusion or Removal from Project Ranking List and Reallocation - Projects will be excluded or removed from the project ranking list in the event that HUD and Lead Agency monitoring finds that a project has been out of compliance with the regulations and has made no progress on any corrective actions as required by HUD and/or the Lead Agency. Consequently, these projects will not be submitted for renewal funding in the CoC Competition. The funds from this project will then be reallocated to a new project.

Priority and Ranking of Applicants

All complete, timely, and eligible applications will be scored by the Rank & Review Committee using a scoring system (Attachment B) informed by local and HUD priorities. These scores determine each project's rank in the CoC's application to HUD, and rank will be the primary determinant of placement into Tier 1 (which is anticipated to be fully funded by HUD) and Tier 2 (which will only be funded if the CoC's score is high enough and if there are sufficient resources). Measurements used for the scoring system are: 1) Local Thresholds, 2) Local Priorities 3) HUD priorities, 4) Program Experience, 5) Program Outcomes, and 6) Equity. Scores may also be used to reject applications or to reduce budgets for low-scoring projects. Before new applications are included in the combined CoC application, the Rank & Review Committee will determine there is no duplication of



services and ensure its confidence that creation of the new program will be most effective in addressing the needs of the homeless in North Central Florida.

The scoring system evaluates past performance (of renewal/reallocation applicants) and promotes best practices that will improve our local response to homelessness and align our strategies with national policies and best practices.

Keys to Home Priorities- (Highest to lowest ranking)

1. Chronically homeless
 - We have seen an increase in the number of chronically homeless persons who are actively homeless.

2. Continue to Address Unsheltered Homelessness
 - The 2023 PIT count showed an increase in unsheltered homeless (up to 698 in 2023 from 587 in 2022) and the percentage of individuals identified with physical, mental and/or substance abuse disorders rose to 68.5% compared with 40% the prior year. Unsheltered homelessness contributes to increased vulnerability and exacerbates pre-existing disabilities, further complicating the process of stabilization.

As established in 24 CFR 578.7(a), the Continuum of Care must develop and operate a homeless management information system (HMIS) and establish and operate a coordinated entry system. Both are projects for which funding is allowable under the Continuum of Care Notice of Funding Opportunity (NOFO) and for which funds may be reallocated. Funds, at the renewal level set on the HUD approved Grant Inventory Worksheet, shall be ranked at the top of Tier One, to fund each of these required functions, so long as they meet required performance levels.

All other project applications will be ranked according to the priorities listed above. Should additional funds become available through the reallocation process, both HMIS and SSO for Coordinated Entry may compete for the reallocated funds to provide additional funding for these functions.

Bonus projects must be allowable under the NOFO and will follow the same priorities listed above.



Tier 1 Fund Maximization

To ensure maximum utilization of available funding in Tier 1, FL 508 COC will implement the following:

1. If a project's budget exceeds what is remaining in Tier 1 funds, the project will have the opportunity to reduce its budget to what remains in Tier 1 and be placed into Tier 1, thus maximizing the Tier 1 funds. (The project will not be able to split part into Tier 1 and one part into Tier 2).
2. If the project decides it does not want to reduce its budget to stay within Tier 1, it will be placed into Tier 2 at its full budget amount. This project will then be "jumped" by the next-highest ranking project(s) that will fit into Tier 1. These projects(s) will also be given the opportunity to reduce their budgets if needed in order to maximize Tier 1 funds.

Once the Review and Ranking Committee completes the scoring and ranking, they may consider the CoC's priorities, whether the initial scoring is likely to result in any critical service gaps, strategies related to Tier cutoffs and HUD's selection process, and make adjustments to budgets to produce the final ranking of projects to be included in the CoC application. All decisions made regarding ranking and possible reduction of project funding will be recorded and made public with the published rankings.

Project selections, rankings and tier allocations will be provided by written notice and published on KeysToHome.org no later than 5 p.m. Eastern Standard Time on September 12, 2023.

In case of a tie, the application that requests a higher percentage of supportive services funds will be ranked lower.

Ranking Appeals Process

Project applicants having concerns regarding how their application was scored and reviewed may file a written appeal to the Keys to Home CoC Leadership Council following the Appeal of Ranking Decision Policy. The Lead Agency will not consider appeals pertaining to specific project rankings or funding decisions.



Project applicants may also appeal to HUD if the applicant believes it was denied the opportunity to participate in the local CoC planning process in a reasonable manner. Additional details on the HUD appeal process can be found in the HUD NOFO.

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Application Scoring Sheet 2023 HUD NOFO - CoC New and Renewal Project Proposals

Organization Name: _____

Project Name: _____

Date: _____ Applicant Name: _____

FINANCIAL INFORMATION	
CoC Funding Requested	\$
Match Funds	\$
Total Project Cost	\$

LOCAL THRESHOLDS		
<i>A TOTAL OF 10 POINTS CAN BE AWARDED</i>	Points Awarded	Max Value
Does applicant actively participate in or agree to participate in HMIS or comparable database for DV?	1	1
Does the project follow a "Housing First" approach?	1	1
Does applicant use or agree to use a standardized assessment tool (VI-SPDAT) to prioritize clients?	1	1
Does the project meet one of the CoC priorities?	1	1
Does the applicant agree to make and accept referrals through Coordinated Entry via HMIS?	1	1
Did the applicant include documentation of required match and leverage?	1	1
Is the applicant an active CoC participant?	1	1
If utilizing HMIS or comparable database, is data quality at or above 85%?	1	1
Did applicant participate in the Point In Time survey either through volunteer or donation?	1	1
Is the Project financially feasible?	1	1
Total Points Awarded		10



LOCAL PRIORITIES		
<i>A TOTAL OF 10 POINTS CAN BE AWARDED</i>	Points Awarded	Max Value
Does the project identify and work to reduce chronic homelessness		5
Does the project work to reduce unsheltered homelessness		5
Total Points Awarded		10

HUD PRIORITIES		
<i>A TOTAL OF 15 POINTS CAN BE AWARDED</i>	Points Awarded	Max Value
Ending homelessness for all persons		1
Use a housing first approach		1
Reducing unsheltered homelessness		1
Improving system performance		1
Partnering with housing, health, and service agencies		5
Racial equity		5
Improving assistance to LGBTQ+ Individuals		5
Persons with lived experience		1
Total Points Awarded		20

PROGRAM EXPERIENCE		
<i>A TOTAL OF 30 POINTS CAN BE AWARDED</i>	Points Awarded	Max Value
Applicant describes previous experience of working with proposed population, services to be provided and number of persons to be served in the application.		10
Applicant describes the implementation and use of "housing first" approach via 1) Eligibility Criteria 2) Process for accepting new clients 3) process and criteria for exiting clients.		10
Applicant describes experience undertaking and managing similar projects for people experiencing/at risk of homelessness and has sufficient management resources available to successfully implement a compliant program.		10
Total Points Awarded		30



PROGRAM OUTCOMES		
<i>A TOTAL OF 40 POINTS CAN BE AWARDED</i>	Points Awarded	Max Value
SPM 1 - Length of Stay – For Renewal: Does the project have a history of moving participants into permanent housing quickly? For New: Does the project describe a method for moving participants into housing quickly?		10
SPM 2 - Returns to Homelessness - For Renewal: Does the project have a history of participants remaining in permanent housing quickly? For New: Does the project describe a method for participants remaining in permanent housing?		10
SPM 4 - Increased Income - For Renewal: Does the project have a history of participants increasing earned and non-earned income? For New: Does the project describe a method for participants to increase earned and non-earned income?		10
SPM 7 - Successful Exits to Permanent Housing - For Renewal: Does the project have a history of exiting participants to Permanent Housing? For New: Does the project describe a method for exiting participants to Permanent Housing?		10
Total Points Awarded		40

EQUITY		
<i>A TOTAL OF 15 POINTS CAN BE AWARDED</i>	Points Awarded	Max Value
Project has under-represented individuals (BIPOC, LGBTQ+, etc) in managerial and leadership positions.		3
Project’s organizational board of directors includes representation from more than one person with lived experience (per 24 CFR 578.75(g)).		3
Project has interactive process for receiving and incorporating feedback from persons with lived experience or a plan to create one.		3
Applicant advances racial equity and racial disparities in homelessness within organization by assessing racial disparities in the provision or outcome of homeless assistance and taken the necessary steps to address such disparities.		3
Project has reviewed internal policies and procedures with an equity lens and has a plan for developing and implementing equitable policies that do not impose undue barriers that exacerbate disparities and outcomes.		3
Total Points Awarded		15

TOTAL APPLICATION POINTS: ____/125

LEAD AGENCY REQUIREMENTS			
Scoring Factor	Description	Points Available	Points Awarded
Is the applicant an active CoC participant?	<i>Lead Agency staff will provide attendance record for General Membership and Committee meetings.</i>	Yes = 5 No = 0	
Does applicant actively participate in or agree to participate in HMIS or comparable database for DV?	<i>Applicant shall provide APR report exported from HMIS (or comparable database) Calendar Year 2021.</i>	Yes = 5 No = 0	
If utilizing HMIS or comparable database, is data quality at or above 80%?	<i>Lead Agency will provide Data Quality Report Card for CoC—funded all agency projects.</i>	95% = 10 90% = 7 85% = 5 80% = 3 Below 80% = 0	
Has the applicant received a finding from CoC or HUD monitoring in the past 3 years?		No Finding = 5 Finding = 0	
Did the applicant include documentation of required match and leverage?	<i>Applicant's Match letter should clearly state the required 100% cash or in-kind match for each grant application.</i>	Yes = 5 No = 0	
Does the applicant have a history of reallocating funding over the past 3 years?	<i>Lead Agency Staff will provide reallocations (if any) for FY20-23 funded agencies.</i>	No = 5 Yes = 0	
Does the applicant have adequate cash flow to support the Cost Reimbursement process?	<i>Applicant's financial records show adequate cash flow and cash on hand to continue operations during reimbursement period .</i>	Yes = 5 No = 0	
Is the project financially feasible?	<i>Applicant's Budget Summary should provide clear and detailed information presenting a feasible project</i>	Yes = 5 No = 0	
Has the applicant provided timely and accurate monthly invoices?	<i>Lead Agency Staff will provide evidence of invoicing</i>	Yes = 5 No = 0	
TOTAL POINTS AWARDED			

TOTAL APPLICATION POINTS: ____/50



Timeline

Letters of Intent (LOI's) are due. LOI's should be emailed to Amber Miller amiller@unitedwayncfl.org and Maddy Fleming.	September 8, 2023
Mandatory proposal meeting. A link to the zoom will be provided. Email m Fleming@unitedwayncfl.org to reserve a spot.	August 10, 2023 at 9:00 – 10:00 AM or August 10, 2023 at 3:00 – 4:00 PM
Project applications (New & Renewal) are due in e-snaps . If you are not familiar with e-snaps, please review instructions here .	August 28, 2023
Rank and Review will finalize scores.	September 8, 2023
All project applicants will be notified via email of project acceptance/rejection and ranking.	September 11, 2023
Project applicants appeals must be received by close of business.	September 12, 2023
The final ranking will be posted on our website, keystohome.org/ .	September 13, 2023
The final Consolidated Application will be posted on our website, keystohome.org/ .	September 26, 2023.