



**FL-508 CoC - Keys to Home**  
**HUD NOFO Project Selection and Ranking Process FY2024**  
**TaskForce Fore Ending Homelessness - Collaborative Applicant**

The US Department of Housing and Urban Development (HUD) released the FY 2024-2025 HUD CoC Notice of Funding Opportunity (NOFO) Program Competition on July 31, 2024. (See [HUD NOFO](#).)

TaskForce Fore Ending Homelessness, operating as Keys to Home, is the Collaborative Applicant responsible for completing and submitting the annual CoC Program application on behalf of the Continuum of Care FL-508. CoC FL-508 includes the City of Gainesville, Alachua County, Bradford County, Levy County, Gilchrist County, and Putnam County.

Keys to Home is seeking project applications to be considered for CoC funding made available to the FL-508 Continuum of Care in the FY2024 competition. All eligible entities are invited to submit project proposals, including entities that have not previously received HUD CoC funding.

Although the HUD NOFO is for FY 2024 and FY 2025, the application and selection process for the FY 2024 funds available through this NOFO will proceed much like it has in prior year competitions and annual contracting with HUD will take place as in previous years. However, the CoC is required to submit only one CoC application applicable to the FY 2024 and FY 2025 funds.

**Eligible Applicants**

Eligible project applicants for the HUD CoC Program Competition include nonprofit organizations, states, local governments, instrumentalities of state and local governments, public housing authorities, and tribes. For additional details, refer to the FY 2024-2025 HUD CoC Program [NOFO](#).

**Eligible Project Types and Additional Criteria**

New and renewals project types include the following: Permanent Support Housing (PSH), Rapid Rehousing (PSH), Joint Transitional Housing and Rapid Rehousing (TH-RRH), Homeless Management Information Systems (HMIS), Supportive Services Only for Coordinated Entry (SSO-CE), and CoC Planning. Keys to Home is the only entity eligible to apply for HMIS, SSO-CE, and CoC Planning projects. It should be noted that certain activities cannot be funded with HUD CoC funding; these include, but are not limited to: street



outreach, emergency shelter, standalone transitional housing, homelessness prevention, and projects serving households that do not meet HUD’s definition of homelessness. Projects proposing ineligible activities or serving ineligible populations will not be considered by the CoC’s Rank and Review Committee.

The maximum amount available for any renewal project is the amount posted on the Grant Inventory Worksheet. Any additional funding related to those projects must be requested through a new expansion grant project.

New projects to serve only households fleeing or attempting to flee domestic violence, stalking, trafficking, and/or dating violence may apply for funding under the DV Bonus. Other new projects may be funded out of the CoC Bonus and any funding reallocated from renewal projects.

All projects must meet the following criteria to be ranked by the Keys to Home Rank and Review Committee in the CoC Competition:

1. Meet all HUD eligibility criteria, as outlined in the current year CoC Program NOFO, 24 CFR 578.15, the CoC Program Interim HEARTH Regulations, and other official documents published by HUD. (See [CoC Program](#) and [CoC Competition](#).)
2. Meet CoC policy requirements and standards 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 and attend a mandatory proposal meeting.
5. Submit completed renewal and/or new application(s), and all additional required documents, by the posted deadline.

Please continue to check the Funding Opportunities page on the Keys to Home website for updates regarding this funding opportunity.

[Funding Opportunities - Keys to Home](#)

Direct Link: [www.keystohome.org/funding-opportunities/2024-hud-nofo](http://www.keystohome.org/funding-opportunities/2024-hud-nofo)

### **Funding Available to FL-508**

HUD has published the following funding amounts for the CoC.

- Estimated Annual Renewal Demand: \$958,787
- CoC Bonus Project amount: \$249,698
- DV Bonus Project amount: \$312,123
- Planning Project amount: \$104,041
- Anticipated Tier I amount: \$862,908



Note: See the [HUD NOFO](#) for definitions of these funding designations. Explanations of tiers can be found in the HUD CoC NOFO in Section I.B.3.h.

## HUD Regulations and Resources

Important information regarding program components, expansion projects, consolidating grants, transition grants, CoC bonus projects, and DV bonus projects, including threshold requirements, are found in the FY 2024 HUD CoC NOFO. All new and renewal project applicants should review the FY 2024 HUD CoC NOFO to ensure that requirements and expectations are understood and met. Project applicants must also understand fully the definitions, requirements, and expectations set forth in the CoC Program Rule in 24 CFR 578. Below are HUD resources that will be helpful.

- [HUD FY 2024 NOFO](#)
- [HUD Continuum of Care Overview Page](#) (including guidance)
- [HUD Continuum of Care Program Competition Page](#)
- [24 CFR 578](#) (the federal regulations governing the CoC program)
- [Introduction to E-Snaps](#)
- [E-Snaps](#)

## Application Submission Requirements

All project applications must be submitted in e-snaps by the deadline in the timeline. Project applicants needing assistance with e-snaps should review the instructions in the links provided above. If additional technical assistance is required, contact Keys to Home at least one week prior to the submission deadline.

***The e-snaps project applications must include uploads of the attachments required by the CoC, as follows. See Appendices A, B, and C for the required formats for these documents.***

- A. Housing First Questionnaire
- B. Project Performance, Severity of Needs, and CoC Priorities Summary
- C. Racial Equity Narrative and Project Administration Questionnaire

In addition, new project applications for RRH, PSH, or TH-RRH will receive scored points for uploading an attachment document a healthcare or housing commitment that meets the requirements summarized in Appendix D. This element is encouraged and scored, but not required.



Project applications for HMIS, CE, and Planning funding are not required to submit Attachments because those projects do not directly serve households experiencing homelessness.

### **Renewal Project Funding Reallocation**

Projects will be excluded or removed from the project ranking list if HUD and Collaborative Applicant 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 Collaborative Applicant. Consequently, these projects will not be submitted for renewal funding in the CoC Competition and the funds from this project will then be reallocated to one or more new project(s).

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 TaskForce Fore Ending Homelessness through written documentation.

The Rank and Review Committee may determine that some or all the renewal funding should be reallocated from a renewal project due to poor performance, low scoring in the competition, or grant compliance issues.

HUD has established two restrictions on reallocation. First, funds cannot be reallocated from a project that is renewing for the first time. Second, if funds are reallocated from a project that was initially funded with DV Bonus monies, the reallocated funding must be provided to a new project designed to serve DV households.

### **Scoring and Ranking of Projects**

All complete, timely, and eligible applications will be scored by the Rank and Review Committee using the scoring tools published on the Keys to Home website. These scoring tools are informed by local and HUD priorities. Project scores help determine each project's rank in the CoC's application to HUD. Generally, projects will be ranked according to score. However, the Rank and Review Committee has the authority to rank projects differently if there is a special need for a particular type of project in the CoC and to address the CoC's priorities.



Once the Rank and Review 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 adjust 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 documented and made public with the published rankings. In a tie, the application that requests a higher percentage of supportive services funds will be ranked lower.

Projects ranked in Tier 1 are not guaranteed HUD funding but it is anticipated that they will be funded by HUD. Funding for Tier 2 projects depends on numerous factors, including the CoC's score relative to other CoCs nationally, the quality of the project, whether the project is a Housing First project, and whether sufficient resources are available.

### **Keys to Home Priorities (in priority order)**

Project applications will be ranked according to their scores and the priorities listed below.

1. Renewals of Homeless Management Information System (HMIS) and Coordinated Entry (CE) funding. HUD requires (see 24 CFR 578.7(a)) that the Continuum of Care operate a homeless management information system (HMIS) and establish and operate a coordinated entry system, which may be funded through CoC NOFO funding. Renewals of HMIS and CE shall be ranked at the top of Tier One, so long as they meet required performance levels.
2. Reduce chronic homelessness. We have seen an increase in the number of people who meet HUD's definition of chronic homelessness (e.g., long-term homelessness and disabled).
3. Address Unsheltered Homelessness. The 2024 PIT count identified 444 unsheltered individuals, with 61% experiencing physical, mental, and/or substance use disorders. 45% of unsheltered individuals were identified as Chronically Homeless. Unsheltered homelessness significantly increases vulnerability and exacerbates existing disabilities, complicating efforts towards stabilization.

### **Appeals Process**

Project applicants may file a written appeal based on: (1) the project was rejected in error, or (2) the project application was scored incorrectly. Appeals for any other reason, such as project ranking or funding recommendation, will not be considered, in the absence of a



claim of error in scoring or rejection. In considering appeals, no documentation or information will be considered other than the application materials submitted with the original project application.

Appeals must be (1) in writing and directed to the Keys to Home CoC Leadership Council by emailing [info@keystohome.org](mailto:info@keystohome.org), (2) received by the deadline in the timeline, and (3) include the reason for the appeal as either scoring error or rejection in error.

### **Monitoring Performance of Recipients**

The Collaborative Applicant 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 Collaborative Applicant also reviews Annual Performance Reports (APRs), specific data elements and metrics to ensure individuals and families are being served to the greatest extent possible. The Collaborative Applicant 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 Collaborative Applicant which may or may not include corrective actions.

For funding under the 2024 NOFO, and going forward, the CoC will incorporate the following into 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) full participation in the Coordinated Entry System (not applicable to DV providers), 4) participation in HMIS or, for DV providers, a HUD-comparable database compliant with HMIS data standards, 5) submission of monthly eLOCCs proof of draw from HUD, and 6) a review of HMIS data and PIT count data along with any additional funding participant policy requirements.



## TIMELINE

<p>Letter of Intent (LOI) deadline.</p> <p>LOI's should be emailed to <a href="mailto:info@keystohome.org">info@keystohome.org</a></p> <p>*The CoC Leadership Council Voted and Approved an LOI Due Date Extension through Sep 5, 2024.</p>	<p>August 26, 2024, 5PM EST</p>
<p>Mandatory proposal meeting.</p> <p>A link to the TEAMS will be provided. Email <a href="mailto:info@keystohome.org">info@keystohome.org</a> to reserve a spot.</p>	<p>August 30, 2024, 11:00-12:00 PM or 3:00-4:00 PM</p>
<p>Project applications (New &amp; Renewal) are due in <a href="#">e-snaps</a>.</p> <p>If you are not familiar with e-snaps, please review instructions <a href="#">here</a>.</p>	<p>September 23, 2024, 5PM EST</p>
<p>Rank and Review Committee determines project acceptance/rejection, funding recommendations, scoring, and ranking.</p>	<p>October 2, 2024</p>
<p>All project applicants are notified via email of project acceptance/rejection, reduction/reallocation, scoring, and ranking.</p>	<p>October 2, 2024</p>
<p>Project applicant appeal deadline.</p> <p>Appeals must be emailed to <a href="mailto:info@keystohome.org">info@keystohome.org</a>.</p>	<p>October 9, 2024, 5PM EST</p>
<p>The final results of the local competition are posted on the CoC website, <a href="http://keystohome.org/">keystohome.org/</a>.</p>	<p>October 14, 2024</p>
<p>Consolidated Application is posted on CoC website, <a href="http://keystohome.org/">keystohome.org/</a>.</p>	<p>October 25, 2024</p>
<p>Consolidated Application is submitted to HUD by the Collaborative Applicant.</p>	<p>Prior to October 30, 2024 at 8:00PM EST</p>



## **APPENDIX A**

### **Housing First Questionnaire**

Please answer the following questions related to the project's eligibility criteria and project rules.

1. Will the project require a background screening prior to project entry (aside from sex offender/predator check if the project is facility-based)?  
Yes  No
  
2. Will the project prohibit persons with certain criminal convictions (e.g., violent felonies, arson) from entering your project (excluding registered sex offender/predator, if the project is facility-based)?  
Yes  No
  
3. Will the project require drug or alcohol testing prior to entry?  
Yes  No
  
4. Will the project require participants to be clean and sober prior to project entry and/or during project stay?  
Yes  No
  
5. Will the project require alcohol/drug tests on participants for any reason?  
Yes  No
  
6. Will a positive alcohol/drug test result in termination from the project and/or require participant to participate in substance abuse treatment and/or detox to resume project services?  
Yes  No
  
7. Will the project require participants to have a mental health evaluation prior to project entry?  
Yes  No
  
8. Will the project require project participants who demonstrate mental health symptoms to participate in mental health services and/or medication compliance (excluding those who present a danger to self or others) as a condition of services?  
Yes  No
  
9. Will the project require participants to have income at the time of project entry?  
Yes  No





10. Will the project require participants to obtain an income as a condition of remaining in the project?  
Yes  No
  
11. Will the project require participants to participate in supportive services (such as vocational training, employment preparation, budgeting or life skills classes; not including required case management meetings) as a condition of continued services?  
Yes  No
  
12. Will the project require participants to be “progressing” in their goals to remain in the project?  
Yes  No
  
13. Will the project require participants to sign a services plan agreement to receive your services? (Please note a service plan is not the same as a housing plan.)  
Yes  No
  
14. Will project participants have to do “chores” as a part of project stay and/or will project participants who do work around the facility receive special treatment or are rewarded with special benefits (applicable for facility- based transitional housing and permanent housing)?  
Yes  No or N/A
  
15. Will the project include curfews and/or required ‘lights out’ time for all participants (applicable for facility based transitional housing and permanent housing)?  
Yes  No or N/A
  
16. Will the project exclude or refuse project entry based on race, color, religion, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression?  
Yes  No
  
17. Will the project include any requirements, outside of those typically found in a lease agreement or in “community-living” conduct rules? Examples of acceptable ‘community- living’ rules include agreement to be non-violent, agreement to no weapons on site, agreement to no alcohol/drug consumption on site.  
Yes  No
  
18. Will a project participant be required to leave the project and/or will agency refuse service if project participant is disrespectful to a staff member or other project participant, including making verbal threats, acting belligerently, or “having an attitude?”  
Yes  No



- 19. Will project participants have to travel to the agency’s office(s) to receive the majority of their services, including case management?  
Yes  No
  
- 20. Will the project exclude any dependent children in the household, based on age and/or gender, from remaining with the household at the project (applicable for facility-based permanent housing for households with children)?  
Yes  No or N/A
  
- 21. Will the project prohibit any member(s) of a household (as defined by the household), based on age, gender, biological relationship, sexual orientation, and/or marital status, from residing together?  
Yes  No
  
- 22. Will the project exclude any family composition type: single dad, single mom, same gender couples, opposite-gender couples, multi-generational, and non-romantic groups who present for services as a family?  
Yes  No
  
- 23. Will the project require project participants to be “placed” in accordance with their sex assigned at birth and/or “perceived” gender; and/or require participant to “prove” their gender identity prior to receiving services?  
Yes  No
  
- 24. Will the project exclude participants who do not have a form of identification?  
Yes  No

**TOTAL NUMBER OF “NO” RESPONSES:** \_\_\_\_\_



**APPENDIX B**  
**Project Performance, Severity of Needs, and CoC Priorities Summary**

**Part I. Project Performance**

*Instructions:*

*For a renewal project, report this data using the project's APR for the period 7/1/2023-6/30/24.*

*For a new project, provide expected project outcomes.*

1. % of adult stayers who gained or increased total income from entry to latest status (APR 19a1 Row 5 or equivalent measure from HMIS-comparable database for DV providers)	
2. % of leavers exiting to positive housing destinations (APR 23c or equivalent measure from HMIS-comparable database for DV providers)	
3. What is the median length of stay for adult stayers (APR 22b or equivalent measure from HMIS-comparable database for DV providers)	

**Part III. Severity of Needs and CoC Priorities**

*Instructions:*

*For a renewal project, use HMIS data (or, for DV providers, a comparable database) to provide the following information about participant characteristics.*

*For a new project, provide expected participant characteristics.*

1. What percentage of current program participants have at least one disabling condition of any type?	
2. What percentage of current program participants had an initial VI-SPDAT assessment score of over 9?	
3. What percentage of current program participants have a behavioral health issue (substance use disorder and/or mental health issue)?	
4. What percentage of current program participants met the definition of chronic homelessness at entry?	
5. What percentage of current program participants are survivors of domestic violence or trafficking?	
6. What percentage of current program participants were unsheltered at entry?	



**APPENDIX C**

**Racial Equity Narrative and Project Administration Questionnaire**

**Part I. Racial Equity and Lived Experience (limit each response to 1,000 characters)**

1. Explain how your organization/project has tried to (or, for new projects, will) identify any barriers to participation in the project faced by persons of different races and ethnicities.
  
2. Describe what steps your organization/project has taken, or will take, to eliminate the identified barriers.
  
3. Describe the steps your organization has taken (or, for new projects, will take) to ensure staff members have been trained in racial equity concepts and implementation.
  
4. Describe how your organization involves persons with lived experience in designing, implementing, and/or evaluating the project (or, for new projects, similar programs).

**Part II. Project Administration**

*For a renewal project, provide actual data.*

*For a new project, provide expectations based on experience with other grants.*

1. What percentage of project funding was drawn down in the last 12 months?	
2. Did the project draw down funding at least quarterly?	
3. What percentage of program participants were referred by Coordinated Entry? (If a DV project, respond N/A)	
4. What percentage of program participants are in HMIS or, if a DV project, a comparable database?	
5. Was the project monitored by HUD in the last 24 months? (If so, attach monitoring report and associated documents.)	



## **APPENDIX D – Only for NEW Housing Projects Healthcare and/or Housing Commitment Letters**

Note: These guidelines apply to NEW projects that are RRH or PSH. They can also be used for TH-RRH but only if the project applicant shows a clear link between the resources and the participants in the RRH (not TH) part of the TH-RRH project.

### **Health Care Commitment Guidelines**

New projects must demonstrate through a written commitment from a health care organization that:

- (i) in the case of a substance use disorder treatment or recovery provider, it will provide access to treatment or recovery services for all program participants who qualify and choose those services; **or**
- (ii) in the case of other health care providers, the value of assistance being provided is at least an amount that is equivalent to 25% of the funding being requested for the project, which will be covered by the healthcare organization.

The project applicant must provide a letter of commitment or formal written agreement that includes:

- value of the commitment, **and**
- specific dates the healthcare resources will be provided.

In-kind resources must be valued at the local rates consistent with the amount paid for services not supported by grant funds.

### **Housing Commitment Guidelines**

New PSH or RRH projects will receive full points by demonstrating that they will utilize housing subsidies or subsidized housing units **not funded through the CoC or ESG programs**. The project applicant must demonstrate that these housing units will:

- (i) in the case of a PSH project, provide at least 25% of the units included in the project; **or**
- (ii) in the case of a RRH project, serve at least 25% of the program participants anticipated to be served by the project.

The project applicant must attach letters of commitment, contracts, or other formal written documents that demonstrate the number of subsidies or units being provided to support the project.