



TAMPA HILLSBOROUGH HOMELESS INITIATIVE

**Tampa Hillsborough Homeless Initiative (THHI)
Continuum of Care Lead Agency
2024 Universal Request For Proposals (RFP)
FY 2024 and FY25 HUD Continuum of Care Program Competition – Addendum #1**

**Tampa/Hillsborough County CoC's New/Renewal Application Process
Release Date:: Tuesday, August 27, 2024**

TA Workshop:

**HUD-CoC Program Project Applicants (new and renewal) will be held via TEAMS
Strongly Recommended – FRIDAY, AUGUST 30, 2024 at 1:00 p.m.**

[Join the meeting now](#)

Meeting ID: 296 672 405 57

Passcode: ivjPok

**New and Renewal Project Application Submission to CoC Deadline:
3:00 PM, Friday, September 27, 2024**

**Complete CoC Consolidated Application Submission Due to HUD –
Submitted by THHI:
8:00 PM, Wednesday, October 30, 2024**

**Tampa Hillsborough Homeless Initiative
601 East Kennedy, 24th Floor
Tampa, Florida 33602
www.THHi.org**



**Tampa Hillsborough Homeless Initiative (THHI)
Continuum of Care Lead Agency
2024 Request For Proposals (RFP)
FY 2024 and FY 2025 HUD Continuum of Care Program Competition – Addendum #1**

Tampa/Hillsborough County CoC's New/Renewal Application Process
Release Date: Tuesday, August 27, 2024

As indicated in the original THHI 2024 RFP Document (April 5, 2024), additional information, timeline and processes would be provided specific to the FY 2024 and FY 2025 HUD-CoC Program Competition once the NOFO was released by HUD. HUD published, on July 31, 2024, the **Notice of Funding Opportunity for the FY 2024 and FY 2025 Continuum of Care Competition and the Renewal or Replacement of Youth Homeless Demonstration Program grants**, authorizing homeless services organizations to apply for more than \$3.5 billion in competitive funding to provide supportive services and housing programs for people experiencing homelessness. This 2-year CoC Program NOFO is authorized by the Consolidated Appropriations Act, 2024 and establishes application submission deadlines for each fiscal year.

The Consolidated Appropriations Act, 2024 authorizes HUD to issue a single 2-year NOFO for fiscal years 2024 and 2025.

The application and selection process for the FY 2024 funds awarded through this NOFO (the FY 2024 CoC Program and YHDP funds) will proceed much like it has in prior-year competitions. However, CoCs are only required to submit one CoC application that will be applicable to the FY 2024 and FY 2025 funds. HUD reserves the right to award available FY 2025 funds (the FY 2025 CoC program and YHDP funds) based on this NOFO competition. Projects that are awarded FY 2024 funds may be eligible for award of FY 2025 funds using their FY 2024 application submission and are not required to apply for renewal for FY 2025 funds.

CoC and YHDP renewal projects expiring in CY 2025 (January 1, 2025, and ending December 31, 2025) are eligible to be renewed with FY 2024 CoC and YHDP funds. Projects that will be eligible for renewal with FY 2025 CoC Program and YHDP funds must have an expiration date in CY 2026 (January 1, 2026, and ending December 31, 2026). Should there not be sufficient appropriated amounts to fully fund all FY 2025 renewal grants, grant amounts may be reduced proportionately. If new competitive funding becomes available for FY 2025, this NOFO may be amended and the FY 2024 - 2025 CoC Application and score may be used for the FY 2025 application selection process. Applications for FY 2025 eligible CoC and/or YHDP renewal projects and new projects created through CoC and/or DV reallocation or YHDP replacement, must be submitted in e-snaps by the application submission deadline for FY 2025 CoC and YHDP funds on August 29, 2025. HUD also reserves the right to modify this NOFO or issue a

supplemental FY 2025 CoC and YHDP NOFO if necessary (e.g., to accommodate a new CoC or YHDP priority or new funding source).

All HUD documents related to the FY 2024 and FY 2025 HUD-CoC Program Competition can be accessed on HUD's FY 2024 and FY 2025 Continuum of Care (CoC) Program Competition: Funding Availability webpage at:

https://www.hud.gov/program_offices/comm_planning/coc/competition

Key Changes in the FY 2024 and FY 2025 Continuum of Care Competition and the Renewal or Replacement of Youth Homeless Demonstration Program grants NOFO include (not exclusive list – see NOFO):

- Tier 1 is set at 90 percent of the CoC's Annual Renewal Demand
- 2-Year NOFO
- Cost of Living Adjustments for Conditionally Selected Grants - The Consolidated Appropriations Act, 2024 authorizes HUD to make reasonable cost of living adjustments to renewal amounts to help afford increasing cost of operations due to inflation. See section V.D of the NOFO. This will be done on HUD's end after the application process, you will not need to calculate this adjustment
- CoC renewal project applications may include non-significant changes including shifting up to 10 percent of funds from one approved eligible activity to another.

This addendum is not intended to cover all items specified in HUD's NOFO, but rather to establish the Tampa/Hillsborough County Continuum of Care's local process based on HUD's NOFO requirements. Therefore, project applicants – both those that are direct grantees and those that are sub-recipients to THHI, MUST read the NOFO to fully understand all elements of the overall Application process, as well as those specific to project applications.

Links to detailed instruction can be found here:

Renewal Projects: <https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY-2024-CoC-RENEWAL-Application-Detailed-Instructions.pdf>

New Projects: <https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY-2024-CoC-NEW-Application-Detailed-Instructions-7-31-2024.pdf>

HUD requires Collaborative Applicants to rank all new reallocation, CoC Bonus, DV Bonus, and CoC renewals, in two tiers:

Tier 1: Tier 1 is equal to 90 percent of the CoC's Annual Renewal Demand (ARD)

Tier 2: Tier 2 is the difference between Tier 1 and the maximum amount of renewal, reallocation, and CoC Bonus funds that a CoC can apply for but does not include YHDP renewal or YHDP replacement projects, CoC planning projects, and if applicable, UFA Costs projects or projects selected with DV Bonus funds.

Estimated funding available for the Tampa/Hillsborough County Continuum of Care in HUD’s FY 2024 and FY 2025 CoC Program Competition is as follows:

Estimated Annual Renewal Demand (ARD)	\$8,930,872
Estimated CoC Bonus Project Funding Amount	\$1,519,887
Estimated DV Bonus Project Funding Amount	\$1,899,859
Estimated Planning Project Amount	\$633,286
<i>Estimated Total Available for the Tampa/Hillsborough County CoC in HUD’s FY 2024 and FY 2025 CoC Program Competition</i>	<i>\$12,983,904</i>

PPRN as published by HUD for FL-501 is - \$12,665,729

Total Tier 1 = 90% of ARD	\$8,037,785
Total Tier 2 = 10% of ARD and CoC Bonus Amount (not including DV or planning)	\$2,412,974

<i>Estimated Tier 1 + Tier 2 Total</i>	<i>\$10,450,759</i>
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(Note: While the amount of DV Bonus funding available is not included in HUD’s Tier amounts, the project(s) are still expected to be ranked and can fall into either Tier 1 or 2. Please refer to the NOFO for additional information.)

All numbers above will be/are as published by HUD in their “FY 2024 CoC Program Competition Estimated ARD Report” (<https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY-2024-CoC-Estimated-ARD-Report.pdf>) which “provides the Preliminary Pro Rata Need (PPRN), Estimated ARD, Tier 1, CoC Bonus, Domestic Violence (DV) Bonus, and CoC Planning amounts for each CoC listed.

CRITICAL DATES AND DEADLINES

Timeline and Critical Dates	Day	Date	Time
HUD Released the FY 2024 and FY 2025 CoC Program Competition NOFO	Wednesday	7/31/2024	N/A
HUD FY 2024 and FY 2025 CoC Program Competition Webinar	Tuesday	8/13/2024	3:30 PM
THHI releases the Tampa/Hillsborough County CoC 2024 Universal RFP Addendum for the FY 2024 and FY2025 CoC Program Competition	Tuesday	8/27/2024	N/A
TA Workshop (via TEAMS) for all CoC project Applicants (renewal and new projects) Attendance is Strongly Encouraged	Friday	8/30/2024	1:00 PM
Labor Day Holiday	Monday	9/2/2024	N/A

THHI Completes all e-snaps set up for access to project applications for projects for which THHI is the grantee for project subrecipients to be able to access their project's application	Tuesday	9/3/2024	3:00 PM
Deadline for all Project Applications (renewal and new) to be submitted to the CoC (no later than 30 days before the application deadline)	Friday	9/27/2024	3:00 PM
THHI will release all applications in esnaps for additional review and editing	Monday	9/30/2024	5:00 PM
CoC Ranking and Review Committee Completes Renewal Project Application Scoring (Virtual)	Friday	10/4/2024	10:00 AM
CoC Consumer Advisory Committee Completes Renewal Project Application Scoring of Lived experience (Virtual)	Friday	10/4/2024	10:00 AM
THHI Application Review Board Completes CoC Priority Listing based on Application Scoring (Virtual)	Tuesday	10/8/2024	1:00 PM
CoC Project Priority Listing Presented to THHI Board of Directors (Virtual)	Thursday	10/10/2024	4:00 PM
CoC Notification to Project Applicants - Written Notification to All Project Applicants whether their project application(s) will be accepted and ranked, rejected, or reduced on the CoC Priority (no later than 15 days before the application deadline)	Monday	10/14/2024	5:00 PM
Final Project Application submitted in esnaps (TENATIVE DATE)	Friday	10/25/2024	3:00 PM

Post Complete Application to THHI Website (at least 2 days prior to submission)	Monday	10/28/2024	8:00 PM
HUD FY 2024 CoC NOFO Submission Deadline	Wednesday	10/30/2024	8:00 PM

TECHNICAL ASSISTANCE

The following technical assistance is available to assist in completing/submitting New and Renewal Project application for the FY 2024 and FY 2025 HUD-CoC Program Competition:

- 1) TA Workshop for all HUD-CoC Program Project Applicants (new and renewal)** will be held via TEAMS on **Friday, August 30, 2024 at 1:00 PM**. Attendance is **STRONGLY** encouraged.

Meeting ID: 296 672 405 57
Passcode: ivjPok

2) THHI Staff Liaison

All CoC-Renewal Applicants will have a THHI Staff Liaison assigned to them (see attached Staff Liaison List document) that will be able to assist in answering questions related to the renewal application submission and who will provide a review of your project’s application (after project scoring). Please note that during the process, the questions that your liaison are able to answer might be limited before project scoring.

All-CoC-Renewal Applicants will be required to add their THHI Staff Liaison as a registrant in the e-snaps system, at least during the CoC Program Competition period, to make the project application review process more efficient by cutting down on wait time between communications.

3) HUD FY 2024 and FY 2025 NOFO Resources

The HUD FY 2024 and FY 2025 Continuum of Care (CoC) Program Competition: Funding Availability webpage includes the following NOFO resources:

- FY 2024 and FF 2025 CoC Program NOFO
- CoC Program Collaborative Applicant Registration Notice
- CoC Program Unified Funding Agency (UFA) Registration Notice
- CoC Program High Performing Community (HPC) Registration Notice
- FY 2024 Continuums of Care Names and Numbers
- FY 2024 Geographic Codes
- FY 2024 Geo Codes and Preliminary Pro Rata Need Amounts
- FY 2024 CoC Program Competition Estimated ARD Report

All documents listed above are available on HUD’s *e-snaps*: CoC Program Applications and Grants Management System - FY 2024 and FY 2025 Continuum of Care (CoC) Program Competition: Funding Availability page which can be found at <https://www.hudexchange.info/programs/e-snaps/>

New and Renewal Project Applicants should read the FY 2024 and FY 2025 CoC Program Competition NOFO in its entirety to gain a comprehensive understanding of all requirements and components. It is also necessary to read the CoC Program Interim Rule to ensure compliance with CoC Program requirements.

The overall CoC score, which is a primary factor in both HUD’s process of scoring Tier 2 and new CoC Bonus and DV Bonus projects, is based on a complex scoring formula. How the overall CoC Application score is determined is detailed in HUD’s NOFO.

4) HUD FY 2024 and FY 2025 e-snaps Specific Resources for the CoC Program Competition

The electronic grants management system used by HUD’s Office of Special Needs Assistance Programs (SNAPS) is known as *e-snaps*. HUD has posted the following guides related to completing the CoC Submission Requirements using e-snaps.

- Updating CoC and Project Applicant Information - Resources for updating Applicant Profiles, intended for organizations with funding, those that intend to apply for funding, and Collaborative Applicants.
- Registering the Continuum of Care (only for the CoC) - Resources for CoC Registration and CoC Review, specifically for the Collaborative Applicant.
- Submitting the CoC Consolidated Application - Resources for Collaborative Applicants to assist with the CoC Consolidated Application, which consists of the CoC Application and the CoC Priority Listing.
- Submitting Applications for Project Funding - Resources for project applicant organizations who intend to apply for project funding, including renewals, new projects, CoC Planning funds, and UFA funds.
- How To: Technical Guides - Resources for all *e-snaps* users to assist with *e-snaps* technical functions.
- Special Topics: Resources for specific application topics.

Project applicants should consult the “Submitting Applications for Project Funding” resource page for more detailed resources for completing Project Applications, which can be found at:

<https://www.hudexchange.info/programs/e-snaps/>

5) CoC Program Resources (Overall Regulations, trainings and Resources)

HUD has information and resource material available via their Continuum of Care Program webpage on the HUD Exchange that includes operation regulations, trainings and resources related to 24 CFR part 578 (CoC Program Regulations), including:

- [CoC Program Eligibility Requirements](#) - including eligible program types and costs;
- [CoC Program Laws, Regulations and Notices](#) - Including McKinney-Vento and CoC regulations;
- Other [CoC training materials](#); and
- [CoC FAQs](#)

These resources can be found at <https://www.hudexchange.info/programs/coc/> and all project applicants **are strongly encouraged** to review these informational and resource materials.

HUD's HOMELESS POLICY AND PROGRAM PRIORITIES (from pages 6 - 10 of the NOFO)

HUD's Strategic Plan sets the direction and focus of our programs and staff to create strong, sustainable, inclusive communities and quality, affordable homes for all. This NOFO supports [HUD's Strategic Plan for Fiscal Years \(FY\) 2022-2026](#) to accomplish HUD's mission and vision. Each of the five goals in the [Strategic Plan](#) includes what HUD hopes to accomplish, the strategies to accomplish those objectives, and the indicators of success.

HUD will pursue two overarching priorities focused on increasing equity and improving customer experience across all HUD programs. Five strategic goals and several objectives undergird the Plan; however, the following goals are applicable to this NOFO:

Applicable Goals and Objectives from HUD's Strategic Plan (see NOFO for full description)

Strategic Goal 1: Support Underserved Communities

- 1A: Advance Housing Justice
- 1B: Reduce Homelessness
- 1C: Invest in the Success of Communities

Strategic Goal 2: Ensure Access to and Increase the Production of Affordable Housing

- 2A: Increase the Supply of Housing
- 2B: Improve Rental Assistance

Strategic Goal 3: Promote Homeownership

- 3A: Advance Sustainable Homeownership
- 3A – Major Initiative: Expand Homeownership Opportunities
- 3B: Create a More Accessible and Inclusive Housing Finance System

Strategic Goal 4: Advance Sustainable Communities

- 4A: Guide Investment in Climate Resilience
- 4B: Strengthen Environmental Justice
- 4C: Integrate Health and Housing

You are expected to align your application to the applicable strategic goals and objectives below. Use the information in this section to describe in your application the specific goals, objectives, and measures that your project is expected to help accomplish. If your project is selected for funding, you are also expected to establish a plan to track progress related to those goals, objectives, and measures. HUD will monitor compliance with the goals, objectives, and measures in your project.

HUD Homeless Policy Priorities

This section provides additional context regarding the selection criteria found in section V.B. of this NOFO and is included here to help applicants better understand how the selection criteria support the goal of ending homelessness:

- (1) Ending homelessness for all persons.
- (2) Use a Housing First approach.
- (3) Reducing Unsheltered Homelessness.
- (4) Improving System Performance.
- (5) Partnering with Housing, Health, and Service Agencies.
- (6) Racial Equity.
- (7) Improving Assistance to LGBTQ+ Individuals.
- (8) Persons with Lived Experience/Expertise.

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- (9) Building an Effective Workforce.
- (10) Increasing Affordable Housing Supply.

TAMPA/HILLSBOROUGH COUNTY CoC’s PRIORITIES

As the Collaborative Applicant and CoC Lead Agency for the Tampa/Hillsborough County CoC, THHI is committed to making homelessness rare, brief and non-recurring. This requires THHI to continually assess the community’s needs, available resources, and balance competing priorities of the overall system to strategically align resources to the priorities and needs.

The CoC has enthusiastically adopted a series of evidence-based practices collectively known as Housing First. Business, government, healthcare, human services, and philanthropic leaders have coalesced around making homelessness rare, brief and non-recurring in Hillsborough County. To truly address homelessness, the community must simultaneously address the top causes of homelessness:

- lack of affordable housing
- poverty
- mental illness
- unemployment
- low wages
- substance abuse

The 560 In 560 plan, now 560 and Beyond addresses the issue of unsheltered homelessness and some of the top causes leading to homelessness. 560 and Beyond continues to assemble an array of resources that can rapidly house individuals and families from emergency shelters and move them towards self-sufficiency with minimal assistance. This process will simultaneously make emergency shelter and permanent housing available for those sleeping on the streets or places not meant for human habitation and that require more intensive assistance prior to becoming self-sufficient. The CoC will continue to strengthen its partnerships and programs with key players and develop new partnerships and programs with 560 and Beyond to achieve the common goal of making homelessness rare, brief, and non-recurring. The following initiatives and events remain as priorities to help achieve the goal:

- | | |
|--|----------------------------------|
| 1. Hillsborough County Expungement Clinics | 6. Speed Leasing |
| 2. Second Chance Job Fair | 7. Operation: REVEILLE |
| 3. C.A.S.H. Program | 8. Housing is Healthcare |
| 4. Hot Spot Mobile Outreach | 9. Shared Housing |
| 5. Rapid Exit from Shelters | 10. The B.E.A.C.H. House Project |

The order of priorities established by the CoC is as follows:

1. Critical Systems (HMIS, Coordinated Entry)
2. Permanent Supportive Housing
3. Rapid Re-housing
4. Emergency Shelter (Community Housing Solutions Center/Bridge Housing concepts)
5. Street Outreach
6. CE - Dedicated Access
7. Homelessness Prevention (targeted)

To accomplish this, THHI must identify and select projects, based on a project’s:

- impact on improving system performance and performance measurements,

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- performance data of existing projects, project type, cost-effectiveness, past monitoring/audits, and
- the community's needs and vulnerabilities

Recognizing HUD's obvious emphasis on **Survivors of Domestic Violence (DV)**, THHI will also take into account the level in which a project considers the needs and vulnerabilities of those who've survived domestic violence, sexual assault, criminal histories, and chronic homelessness and how they are prioritized for housing and services.

REALLOCATION

As stated in THHI's 2024 Universal RFP, the FY 2024 and FY 2025 CoC Program Reallocation Policy is:

Reallocation of HUD CoC funding provides CoC's with the opportunity to 1) reallocate excess funding and 2) to move funding from low performing projects to new projects with the intent that the new project(s) will be higher performing. Reallocation can be done either through voluntary reallocation or through forced reallocation based on a CoC's published reallocation process for low-performing projects. HUD examines and considers a CoC's ratio of reallocation when scoring a CoC's Application, as it demonstrates to HUD that CoC's are consistently evaluating the effectiveness of the funding awarded to a CoC's projects and working to ensure that all HUD CoC-funded projects are being used to effectively end homelessness.

For the FY 2024 HUD CoC Cycle, the CoC will focus on voluntary reallocation, with an option for the CoC to utilize mandatory reallocation, based on the factors described below:

- **Excess Funding Awards** – HUD CoC funded projects, including those where the agency is a direct HUD recipient and/or a THHI Sub-recipient, should review their current renewal amount compared to their actual expenses over the past 2 funded years. If a project has not expended all funding awarded, that agency should consider the actual amount needed to fulfill their grant outcomes, including serving the same number of clients/households as well as units to determine what, if any amount, can be reallocated to a new CoC project.
- **Low Performing Projects** – CoC Projects that have consecutively been in Tier 2 based on ranking and scoring of their projects should consider voluntarily reallocating their funding in the FY 2024 funding competition. The funding decisions for projects always fall to HUD, based on the criteria they established in the NOFO and are always at risk of a decision by HUD to not renew. While HUD has not indicated they will consider a project's previous application project ranking when making their Tier 2 funding decisions, it is also not outside the realm of possibility for HUD to do so as they continue to focus their funding decisions on high-performing projects.

A mandatory reallocation decision may also be made by the Ranking and Review Committee based on a CoC Renewal Project Score during the FY2024 Renewal Project Scoring and Ranking process. If a project is chosen for mandatory reallocation, the agency will be notified prior to the issuance of the Notice of Inclusion and Exclusion. The Notice of Inclusion and Exclusions will then reflect the reallocation.

Reallocated funding will be utilized for New Projects as allowable under HUD's FY 2024 NOFA, with any new project to be selected from new project proposals received as part of this RFP. An agency that

voluntarily chooses to provide funding for reallocation may submit a new project proposal that will be considered for the reallocated funding but is not guaranteed to be selected.

Additional information about HUD CoC Program eligible activities and expenses, can be found on the HUD Exchange - <https://www.hudexchange.info/coc/coc-program-law-regulations-and-notices>, including the Continuum of Care (CoC) Program Interim Rule - <https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule>

REALLOCATED FUNDING DETERMINATION

The 2024 Universal RFP required ALL CoC renewal projects to submit a Letter of Intent to Renew to THHI by 4:00 P.M. on Friday, May 3, 2024, to include the amount of renewal funding they wanted to renew. THHI received the required Letter of Intent to Renew from all projects.

All eligible CoC renewal projects indicated their intent to renew all eligible funding amounts. Therefore, no funding is available through reallocation.

ELIGIBLE PROJECTS for the Tampa/Hillsborough County CoC – NEW and RENEWAL

New Projects:

The FY 2024 and FY 2025 NOFO allows for CoCs to apply for new funding and/or projects through reallocation, CoC Bonus and Domestic Violence (DV) Bonus. Additionally, HUD’s NOFO allows for new projects to be completely new projects, or an expansion of a project currently funded through the CoC Program or expansion of a project not currently receiving CoC Program Funds. New projects can include an expansion of an existing CoC or non-CoC Program funded project.

New Projects Created Through Reallocation or CoC Bonus. New project applications may be created through the reallocation process or as CoC bonus projects:

- (a) PH-PSH projects.
- (b) PH-RRH projects.
- (c) Joint TH/PH-RRH component projects.
- (d) Dedicated HMIS project for the costs at 24 CFR 578.37(a)(4) that may only be carried out by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant and is listed on the HMIS Lead form in the CoC Applicant Profile in *e-snaps*. Additionally, if the CoC has organizations within its geographic area that are victim service providers, the HMIS Lead, or subrecipient, may request HMIS funds for a comparable database. Victim service providers may also request HMIS funds in their project application budgets to enter data into a comparable database.
- (e) SSO CE project to develop or operate a centralized or coordinated assessment system.

New Projects for DV Bonus. New projects that want to be considered for the DV Bonus, may be:

- (a) PH-RRH projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless (24 CFR 578.3);
- (b) Joint TH/PH-RRH component projects defined in section I.B.2.b.(18) of this NOFO dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking who are defined as homeless (24 CFR 578.3); or
- (c) SSO-CE project to implement policies, procedures, and practices that equip the CoC’s
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coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.

For new projects created through DV Bonus, HUD must determine the CoC has demonstrated that projects are evaluated and ranked based on the degree to which they improve the CoC's system performance.

Tampa/Hillsborough County CoC Eligible New Project Selection Process

THHI's 2024 Universal RFP is the primary solicitation process for determining eligible projects for HUD's CoC Program Competition. As part of the annual Universal RFP process, THHI requests and solicits project proposals for which:

- 1) Funding has already been secured by THHI to be awarded.
- 2) Funding is anticipated to be secured by THHI, including the CoC Program funds anticipated to be available for new and renewal projects through HUD's NOFO process.
- 3) Future funding availability is unknown to THHI; however, the project(s) must meet a gap to improve the overall system performance of the CoC. These proposals are referred to as pipeline projects.

The annual Universal RFP process is utilized to increase system coordination and effectiveness to strategically align community resources on an annual basis.

All proposals submitted during the Universal RFP process are scored and selected according to the written Universal RFP process. Based on this process, projects are selected for conditional award by THHI's Board of Directors. From the conditional awards, some projects are selected to be awarded funding that is already available. Other projects (or components) for which funding is not available become pipeline projects to be considered when and if other appropriate and applicable funding becomes available. For example: a proposed project may include the components of street outreach, emergency shelter and rapid rehousing. However, funding may only be available for the rapid rehousing component, and they may be awarded funding for only the rapid rehousing component.

When a funding source or opportunity becomes available for a new project for which THHI did not receive a proposal for during the most recent Universal RFP cycle, a project will be selected based on a project's:

- impact on improving system performance and performance measurements of the CoC,
- performance data of existing projects, project type, cost effectiveness, past monitoring/audits, and
- the community needs and vulnerabilities

Utilizing the process and philosophy stated above, THHI has identified and previously conditionally selected the following organizations to submit new project applications to apply for the available CoC Bonus and DV Bonus funding in our CoC's FY 2024 and FY 2025 Continuum of Care Program Competition application:

CoC Bonus Projects - New	Estimated Application Amount
Tampa Hillsborough Homeless Initiative – St. Vincent dePaul Cares – PH – PSH	\$810,000
Tampa Hillsborough Homeless Initiative – Coordinated Entry Expansion	\$500,000
Tampa Hillsborough Homeless Initiative – HMIS Expansion	\$209,887
	\$1,519,887
DV Bonus Project - New	
Tampa Hillsborough Homeless Initiative - The Spring of Tampa Bay – PH – Rapid Rehousing - Expansion	\$1,899,859

All new projects will be submitted with THHI as the grantee and the submitting agency as the sub-recipient. The sub-recipient will be responsible for ensuring 100 percent of the required match for the project’s full grant award is met. The allowable admin funding will be split 50/50 between THHI and the sub-recipient agency.

Renewal Projects:

THHI’s 2024 Universal RFP process also included the opportunity for current CoC Program funded projects, both those that are direct HUD grantees and those that are THHI’s CoC Program Funded sub-recipients, to indicate their intention to renew by submitting a Letter of Intent to Renew. All projects currently receiving CoC Program Funds did submit a Letter of Intent to Renew during the process.

Based on the above, the CoC Renewal Projects listed below are eligible to submit applications for the Tampa/Hillsborough County CoC Scoring and Ranking Process for inclusion in the Tampa/Hillsborough County CoC’s FY 2024 and FY 2025 Consolidated CoC Application.

FY2024 HUD CoC Program – Renewal Projects				
Agency	Sub-Recipient <i>(if applicable)</i>	Project Name	Project Type	Amount of Renewal Funding (Based on FY23 Awards)
Agency for Community Treatment Services	n/a	Hillsborough County Permanent Housing Program	PSH-Project Based	\$173,700
Agency for Community Treatment Services	n/a	Hillsborough H.E.A.R.T Project	PSH - Leasing	\$2,464,918

Catholic Charities Diocese of St. Petersburg, Inc.	n/a	Pathways Rapid Rehousing Program	RRH	\$1,436,565
Housing Authority of the City of Tampa	n/a	TRA Collaborative	PSH – Rental Assistance	\$517,536
Housing Authority of the City of Tampa	n/a	TRA Collaborative 2004	PSH – Rental Assistance	\$251,705
Tampa Hillsborough Homeless Initiative, Inc.	Agency for Community Treatment Services	More H.E.A.R.T.	PSH – Leasing	\$548,788
Tampa Hillsborough Homeless Initiative, Inc.	Catholic Charities Diocese of St. Petersburg, Inc.	Hillsborough Pathways for Youth	RRH	\$466,344
Tampa Hillsborough Homeless Initiative, Inc.	Dawning Family Services	A Path for Families	RRH	\$479,206
Tampa Hillsborough Homeless Initiative, Inc.	The Spring of Tampa Bay	The Spring of Tampa Bay - Rapid Rehousing	RRH	\$545,190
Tampa Hillsborough Homeless Initiative, Inc.	Gracepoint Wellness	HOME3-PHAME	PSH – Rental Assistance	\$1,729,917
Tampa Hillsborough Homeless Initiative, Inc.	n/a	Coordinated Entry	SSO - CE	\$78,160
Tampa Hillsborough Homeless Initiative, Inc.	n/a	UNITY Information Network	HMIS	\$238,843
				\$8,930,872

PH – Permanent Housing; PSH – Permanent Supportive Housing; RRH – Rapid Rehousing; SSO – Supportive Services Only; CE- Coordinated Entry; HMIS – Homeless Management Information System

Consolidation Projects – No Renewal Projects are seeking consolidation under this NOFO.

ELIGIBLE PROJECT APPLICANTS

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All project applicants, including sub recipients, must ensure their agency meets applicant and program eligibility and threshold requirements as described in HUD’s NOFO, Section V.

ELIGIBLE COSTS

All projects must adhere to the eligible costs established under the CoC Interim Rule (24 CFR 578.37 through 578.63) to identify the costs eligible for funding. Projects requesting funding for ineligible costs or to serve an ineligible population based on project type will be rejected by HUD.

INDIRECT COSTS

Normal indirect cost rules under 2 CFR part 200 apply. Project applicants that intend to charge indirect costs to the award must clearly state in the project application(s) the rate and distribution base the recipient intends to use, and if applicable, the rate and distribution base to be used by any sub-recipient(s). THHI’s approved indirect rate (effective October 1, 2024) is 15% of direct cost. New projects that intend to utilize the indirect rate will want to ensure this is included in the project budget. For further information please see: <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/indirect-costs/>.

MATCH

All eligible funding costs except leasing must be matched with *no less than 25 percent cash and/or in-kind resources* as described in 24 CFR 578.73. Leasing projects must be matched at 25 percent of the amount of funding minus leasing costs. The CoC Interim Rule clarifies that the match must be provided for the entire grant amount funded, inclusive of administration costs. Applicants must demonstrate how they will meet this match requirement as part of the Project Application.

HUD strongly encourages project applicants to review the FAQs posted at www.hudexchange.info/coc/faqs by searching for the keyword “match.”

******IMPORTANT******

Per HUD’s Application instructions, if your project application includes third-party *in-kind* match commitment on the “Sources of Match” screen (in e-snaps) you have a separate “7A Attachments” screen that should be used to attach the required Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) between your organization and the organization providing the in-kind match. Documentation is required prior to issuance of the grant agreement if your renewal project is selected for conditional award.

The following match information will be required to be entered into the project application.

- Type of Commitment: Required. Select Cash or In-kind (non-cash) to indicate the type of contribution that describes this match commitment. If applications include third-party In-Kind match, project applicants should attach MOU(s) documentation that confirms the in-kind match commitment.
- Type of source: Required. Select “Private” or “Government” to indicate the source of the contribution. Funds from HUD-VASH (VA Supportive Housing program) and other federal programs are eligible sources of match so long as they do not prohibit their funds to be used as match for another federal program and are considered Government sources.

- Name the Source of the Commitment: Required. Enter the name of the organization providing the contribution. Be specific and include the office or grant program as applicable.
- Date of written commitment: Required. Enter the date of the written contribution.
- Value of written commitment: Required. Enter the total dollar value of the contribution

The match information entered in e-snaps should be based on the current commitments at the time of project application, covering the requested grant operating period (i.e., grant term), and **NOT based on projections**. HUD expects the amount(s) listed on this screen to be accurate, with a commitment letter(s) in place that includes at least the same amount(s) as those listed in this screen.

THHI will obtain the in-kind match commitment letters for all HUD-CoC funded PSH renewal projects from Hillsborough County Health Care Services for Hillsborough County Health Care Plan match. This match documentation will not be available until mid-October, and prior to the final application submissions.

Note that any attachment to a project application that requires a dated signature, (e.g. in kind match commitment letter) must have been signed between May1, 2024 and October 30 2024, per the FY 2024 and FY 2025 HUD CoC Program Competition NOFO.

CONSOLIDATED PLAN CERTIFICATION

THHI will obtain the HUD-2991 for all projects from both Hillsborough County and the City of Tampa to be included in the Consolidated Application.

INSTRUCTIONS AND REQUIREMENTS FOR PROJECT APPLICATION SUBMISSIONS

All new and renewal project applications will be completed directly in e-snaps by the agency that will be operating the project.

For projects that THHI is the grantee, THHI will complete the initial project applicant and applications steps necessary to access the full e-snaps applicable project application. THHI will complete this set-up process by 5:00 PM on Tuesday, September 2, 2024.

NEW PROJECTS – APPLICATION SUBMISSION REQUIREMENTS TO THE COLLABORATIVE APPLICANT FOR SCORING AND RANKING

For eligible new projects created through reallocation, CoC Bonus or DV Bonus, as identified and selected as previously stated in this addendum; and as stated in THHI’s 2024 Universal RFP, THHI will be the grantee for the HUD-CoC Program new project and the agency to operate the project shall be the sub-recipient.

The project’s sub-recipient is required to complete the new project application in e-snaps, in conjunction with THHI staff. THHI will complete all sections specific to THHI as the primary applicant. The selected sub-recipient will complete all project specific elements (narratives and budgets), as well as provide necessary documentation to demonstrate they meet HUD’s eligibility requirements, including but not limited to:

- Documentation of non-profit status
- All required HUD certifications and forms
- Documentation of match commitment for 25 percent of the requested grant amount

The project direct or sub-recipient applicant shall provide the New Application submission package items, listed below, to THHI via the established upload process, by **3:00 PM on Friday, September 17, 2024**. **Failure to submit the required items by the established deadline will result in exclusion from the application**

1. Complete and submit the applicable 2024 New Project application (CoC Bonus, DV Bonus) in e-snaps for the project.
2. After submission, the applicant shall export a PDF copy of the submitted application and include a hard copy of the application, along with all attachments as required by HUD, in the submission packet uploaded via the established upload process.

Documents in the submission packet should be using a paper size of 8.5" x 11". For any pages in landscape format, the orientation should be the top of the page on the secured side of the package.

RENEWAL PROJECTS –APPLICATION SUBMISSION REQUIREMENTS TO THE COLLABORATIVE APPLICANT FOR SCORING AND RANKING

All renewal projects must submit to THHI the documents listed in this section by the deadline indicated below to be included in the Scoring and Ranking process for the FY 2024 and FY 2025 HUD CoC Program Competition. Where THHI is the grantee, the project's sub-recipient is responsible for completing these submission items.

Renewal applications are to be completed in e-snaps for the Scoring and Ranking Process by the project grantee agency, unless THHI is the grantee. When THHI is the project's grantee, the responsibility of completing the renewal application process will fall to the sub-recipient agency.

The project direct or sub-recipient applicant shall provide the renewal application in e-snaps for the project. Provide a screen shot or PDF of only the submission summary, showing the renewal application was submitted in e-snaps by 3:00 PM, Friday, September 27, 2024. **You do NOT need to submit the full application submitted – only proof it was submitted to the CoC, via e-snaps, by the CoC submission deadline. Failure to submit the required items by the established deadline will result in a lower score as all items are related to a scoring element. No missing or corrected documents received after this date will be used for scoring and ranking.**

Note: Any renewal project that was not in operation for the full 12 months of the timeframe being scored (10/1/2022 – 9/30/2023) is only required to complete and submit items listed in #2 of this section.

1. Submit the following documents for the CoC Ranking and Review Committee to complete the project's Project Performance ScoreCard

Important Note: A Completed Project Performance Scorecard by the agency ***is not required this year*** – only the documents the Ranking and Review Committee needs to complete the Project Performance ScoreCard as listed below are required to be submitted for scoring:

- The HMIS Annual Performance Report (FY24) from printed from UNITY for Renewal Project with Report dates of **10/1/2022-9/30/2023**
- Housing First/Low Barrier Questionnaire – Completed and signed
- Inclusion of Persons with Lived Experience Narrative – not to exceed 2 pages (approximately 1000 words, single spaced) – Describe AND demonstrate how your organization incorporates the inclusion of input and experience of Persons with Lived Experience in your organizational structure, decision making, quality improvement efforts and program design, related to homeless services provided. Narrative should include information beyond “*our policy is.*” The specific activities (or similar) listed below, will be scored .
 - Representation on the organization’s Board of Director’s or other decision-making board
 - Client / Consumer Advisory Board
 - Emphasis on hiring Person with Lived Experience
 - Use of Peer Mentors that provide feedback
 - Satisfaction surveys / comment cards

NOTE: This Narrative will be scored by the Consumer Advisory Committee Members Only

- Agency Racial Equity Narrative – not to exceed 1 page (approximately 500 words, single spaced) Describe on how agency reviews and evaluates / will review and evaluate for racial equity and utilizes information to move project towards full racial equity.
- Improving Assistance to LGBTQ+ Individuals Narrative – not to exceed 1 page (approximately 500 words, single spaced) – Describe how your agency/project helps address the needs of LGBTQ+, transgender, gender non-conforming, and non-binary individuals and families including privacy, respect, safety, and access regardless of gender identity or sexual orientation in projects.
- A printout from the project’s eLOCCS account of the General, Budget and Vouchers tab for the most recently ended grant term. (See Instructions for Finding Project’s eLOCCS Information Guide).
- Copies of the match documentation submitted to HUD for your most recently ended grant term (*most recent APR completed and submitted and SAGE; grant that ended in 2023*)
- Lived Experience Assessment – Submitted via Google Forms that will be emailed to all renewal project agency contacts. Instructions to complete the Assessment are included in this document. Assessments submitted in the submission packet will not be able to be scored.
- Complete and submit the FY 2024 renewal application in e-snaps for the project. Provide a screen shot or PDF of only the submission summary, showing the renewal application was submitted in esnaps by **3:00 PM, Friday, September 27, 2024. You do NOT need to submit**

the full application submitted – only proof it was submitted to the CoC, via esnaps, by the CoC submission deadline.

All documentation listed above should be submitted in a single PDF file and submitted via the established upload process no later than 3:00 PM on Friday, September 27, 2024. Failure to submit the required documentation by the deadline may result in the project being placed in the lowest renewal spot.

The renewal application submission packet should be a single PDF file that contains all required information. Documents in the submission packet should be using a paper size of 8.5" x 11". For any pages in landscape format, the orientation should be the top of the page on the secured side of the package.

Failure to submit the required items by the established deadline will result in lower score as all items are related to a scoring element (renewals) and/or exclusion from the application (first time renewal/critical system). No missing or corrected documents received after this date will be used for scoring and ranking.

HUD'S PROJECT REVIEW AND SELECTION PROCESS

All applicants are expected to read the NOFO to understand how HUD will review and select projects.

HELPFUL TIPS TO KEEP IN MIND WHEN COMPLETING THE RENEWAL APPLICATION

Numbers entered must be consistent throughout the application (e.g. units, persons served, performance measures universe, HMIS and budgets)

Each project application must ensure that:

- a. Proposed participants will be eligible for the project component type;
- b. Proposed activities are eligible under the CoC Program interim rule;
- c. Project narrative is fully responsive to the question being asked and that it meets all of the criteria for that question included in the detailed instructions;
- d. Data provided in various parts of the project application are consistent; and
- e. All required attachments correspond to the attachments list in e-snaps, that they contain accurate and complete information, and that they contain a current date between May 1, 2024 and October 2024.

THHI Staff Liaison's will focus their review of each renewal application on the above elements.

QUESTIONS FROM PROJECT APPLICANTS

Questions may be submitted to the appropriate THHI staff liaison up until the grant deadline and will be answered in the order received; however, applicants cannot depend on being able to get a question answered immediately and failure to get an answer to a question is not an acceptable reason for missing the grant deadline.

Questions related to the HMIS data and reports specific to the Renewal Project Performance ScoreCard should be directed to your THHI staff liaison as well. If necessary, your staff liaison will consult with our HMIS / UNTIY Staff. Please note that THHI staff cannot directly update or correct any data; or provide

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specific client record instructions for data corrections that would/could impact the data being used in the FY 2024 and FY 2025 HUD CoC Program Competition Renewal Project Performance Scoring.

NOTICE OF INCLUSION / EXCLUSION

THHI will formally notify all projects, in writing (via email) by **5:00 PM on Monday, October 14, 2024** of the project's inclusion in or exclusion from the FY 2024 CoC Consolidated Application.

CONSOLIDATED APPLICATION POSTING

THHI will post to the THHI website (www.THHI.org), the FY 2024 and FY 2025 HUD-CoC Consolidated Application to include the CoC Application, Project Priority Listings, and project applications (if required by HUD) on **Monday, October 28, 2024 by 8:00 PM.**

CONTINUUM OF CARE PROJECT SCORING AND RANKING

HUD requires and evaluates a CoC's ability to have a "coordinated, inclusive, and outcome-oriented community process for the solicitation, objective review, ranking, and selection of project applications, and a process by which renewal projects are reviewed for performance and compliance with 24 CFR part 578" (Section VII.B.2) and made publicly available as part of this CoC's NOFO Local Process instruction packet.

With this in mind, in considering the severity of needs and vulnerabilities of the community and the availability of resources, the Tampa/Hillsborough County Continuum of Care (CoC) considered projects for inclusion into the CoC's Consolidated Application based on organizations submittal of an Letter of Intent to Renew (Renewals), a new applicable project during the 2024 Universal RFP, having had an approved pipeline project from previous RFPs, and/or would have a significant impact on the overall development and improvement of the CoC's performance as a coordinated system.

Project Level Objective Scoring Criteria and Past Performance

Renewal Projects

Renewals will continue to be scored and ranked according to performance data, utilizing a standard year based on HUD's most recent System Performance Measurements data range, which for FY 2024 is **October 1, 2022 to September 30, 2023, and utilizing the CoC APR for most scoring elements.** This is to align project level data to its impact on System Performance Measurements.

The renewal scoring includes factors included on the Renewal Project Performance Scorecard and are related, but not limited, to:

- Length of Time Homeless (project entry to housing move in)
- Exits to Permanent Housing Destinations
- Increase in Earned and Total Income
- Residence Prior to Entry: Participants entering from the street, emergency shelter or safe haven
- Percent that Exit to another Homeless Situation
- Unit Utilization Rate
- HMIS Data Completeness
- Racial Equity
- Amount of awarded funds expended and timeliness of draw down

- Coordinated Entry Participation by grantee/sub-recipient of the project
- Timely Submission of APR via SAGE
- CoC Participation by grantee/sub-recipient of the project

The Renewal Project Performance ScoreCard is divided into eight (8) sections with a maximum number of points of 170.5, based on the following sections and maximum points per section as listed below:

Renewals		
A.	System-wide and Project Level Performance	Maximum Points = 80
B.	Coordinated Entry Participation	Maximum Points = 15
C.	Racial Equity, Inclusion of Persons with Lived Experience, and Improving Assistance to LGBTQ+ Individuals	Maximum Points = 19
D.	Project Populations	Maximum Points = 10
E.	Data Quality	Maximum Points = 12.5
F.	Overall Grant Management	Maximum Points = 14
G.	CoC Participation	Maximum Points = 4
H.	Inclusion of Persons with Lived Experience	Maximum Points = 9
Total Points Available		163.50

The detail of each scoring category can be found in the accompanying attachment – FY 2024 HUD CoC Competition – Renewal Project Performance Scorecard Instructions.

Project applicants, including direct grantees and sub-recipients of THHI, that do not submit the proper reports for scoring and/or utilize an incorrect date range for the reports, will receive a score of “0” for each outcome measurement that utilizes the data from the incorrectly submitted report.

Because the HMIS and Coordinated Entry renewal projects are critical to the overall functioning of the CoC, and currently there are no other renewal projects in either category, these projects will not be included in the scoring process.

New Projects – CoC Bonus and DV Bonus

New projects were selected for inclusion in the FY 2024 and FY 2025 HUD CoC Program Application through the CoC’s 2024 Universal RFP process, which was completed in June 2024. During this process, all new project proposals were reviewed and scored with a New Project Scoring Criteria that included proposed project level performance outcomes, including those listed below, and past performance of the same or similar projects. The FY 2024 Universal RFP specifically included a FY 2024 and FY 2025 HUD CoC Program Bonus and DV Bonus project(s) in the list of expected funding opportunity for which the proposals received would be considered for selection.

Our 2024 Universal RFP project proposal scoring criteria included:

- Proposed Exits to Permanent Housing Destinations
- Average Length of time from project enrollment to permanent housing placement
- Increase in Earned Income
- Increase in Total Income from Entry to Exit (or end of Grant Term)
- CoC Participation by grantee/sub-recipient of the project

While incorporating the System-wide Performance Measurements, the new project scoring criteria had a total of 99 points a project could receive for the following sections:

New Projects		
A.	System Wide and Project Level Performance	Maximum Points = 60
B	Organizational Capacity	Maximum Points = 11
C.	CoC Participation	Maximum Points = 4
D.	HMIS Participation	Maximum Points = 3
E.	Project Racial Equity, LGBTQ+ and Agency Diversity	Maximum Points = 12
F.	Inclusion of Persons with Lived Experience as scored by the CoC Consumer Advisory Committee	Maximum Points = 9
Total Points Available		99

Scoring consideration for Victim Service Providers

Recognizing the unique data collected by Victim Service Providers and the high need to ensure confidentiality for the safety of the households these agencies served, our CoC processes strive to ensure that Victim Service Providers are able to compete for funding opportunities on an equal footing with all other provider types.

Our Universal RFP process for all new projects were scored and selected through an application that required narratives and proposed project outcomes with no requirement of information that would contain personal identifiable information and maintain confidentiality of all clients served by any agency applying for funding.

Renewal CoC projects operated by a Victim Service Provider are scored using a CoC APR generated from their required HMIS comparable database as the CoC APR contains no indefinable client specific data. Currently Victim Service Providers are not able to be scored related to direct Coordinated Entry participation as the current CoC process excludes the victim service provider from directly completing the CoC’s HMIS based Coordinated Entry process and relies on partnerships with other agencies for connecting clients to the CoC’s Coordinated Entry processes. Therefore, the 15 points available for renewal projects directly related to coordinated entry participation would become points related to the degree the victim service provider improves the safety for the population they serve.

The victim service provider will provide a narrative with supporting aggregate data from their HMIS Comparable database that demonstrates the degree to which the victim service provider has improved the safety of the population they serve for the same time period as all other project performance measurements (10/1/2022-9/30/2023). The Scoring reviewers may award up to 15 points.

Conflict of Interest

A conscious effort is made to avoid conflict, or the perception thereof, when assigning applications for review. No member of the CoC Ranking and Review Committee shall score their own agency’s project applications, however they may score other project applications if no other conflict has been identified. All reviewers are asked to identify any conflict that may exist with any application they are assigned to review. THHI along with the members of the CoC Ranking and Review Committee understand and fully acknowledge that there is an inherent conflict of interest in having persons scoring other proposals that are competing for funding. However, we also understand and acknowledge that there is a need for scorers/reviewers to be highly knowledgeable about the overall CoC needs, best and next practices,

regulations, etc. to be able to fully understand if a project application is a good model/proposal that meets a community need. THHI staff conducts a review of all scoring/reviewer data to monitor for signs of a scorer/reviewer that may be scoring in a manner that directly influences the outcome of the final results.

Please see the Critical Dates section of this addendum for the date the Ranking and Review Committee will meet to complete the scoring process.

PROJECT SCORING, RANKING AND PLACEMENT ON THE PROJECT PRIORITY LISTING

HUD has continued to require CoC's to evaluate and rank project applications to demonstrate the CoC's priorities in their efforts to make homelessness rare, brief and non-recurring. This process will utilize a multi-step process that encompasses both scoring outcomes and identified community priorities.

Project Scoring

A project's Performance Score is the primary factor in determining placement in the project's Ranking on the FY 2024 and FY 2025 HUD CoC Program Competition Project Priority Listing and therefore the project's Tier placement.

- **New Projects** (CoC and DV Bonus) were scored / selected during the Universal RFP process from which they were selected to be included in the FY 2024 and FY 2025 HUD CoC Program Competition. New projects applicants are required to complete the application submission to the CoC process no later than **3:00 PM on Friday, September 27, 2024.**
- **Renewal** project applicants will submit, for each of their renewal projects, the listed documents needed by the Scorers to complete a Renewal Project Performance ScoreCard for their project(s); and complete the application requirements outlined in these instructions. All application items must be received by the deadline of no later than **3:00 PM on Friday, September 27, 2024.**
- **HMIS and Coordinated Entry** renewal projects are critical to the overall functioning of the CoC, and currently there are no other renewal projects in either category, these projects will not be included in the scoring process. These project applicants are required to complete the application submission to the CoC process **3:00 PM on Friday, September 27, 2024.**

Ranking and Project Priority Listing (Tier) Placement Process

All renewal project application documents will be used by the Ranking and Review Committee members to complete a Renewal Project Performance ScoreCard for each renewal project. Scoring will be completed by no less than 3 members of the CoC's Ranking and Review Committee members.

Following the completion of the Ranking and Review Scoring Review Process, THHI staff will present to the THHI Board Application Review Committee a recommended Priority Project Ranking that incorporates Performance Scorecard scores and in accordance with the Ranking and Tier Placement Process.

1. **Critical System Renewal Projects** - HMIS and Coordinated Entry - Recognizing that some CoC-funded projects are a basic requirement for overall CoC system processes and functioning, HMIS

and Coordinated Entry dedicated projects will be ranked on the Project Priority Listing as numbers 1 and 2 respectively.

2. **Renewals Not Operational During Scoring Period** - Renewal projects that were not operational during the timeframe being scored (10/1/2022 – 9/30/2023), and therefore could not be scored, will be the last fully funded projects in Tier 1.
3. **Project Renewals** - All other renewal Projects will be ranked first by project type with Permanent Supportive Housing (PSH) projects first and Rapid Rehousing (RRH) projects second; then by the project's Total ScoreCard score, in order of highest to lowest.

In the event of a same type project ScoreCard total tie, the scores for each of the ScoreCard Sections will be used, starting with Project Performance section. The project with the highest project performance section score will be ranked above the one with the lower performance score. This process will be used for each section, until one project is determined to have a higher score.

4. **New Projects** - New projects, including CoC and DV Bonus will be placed at the bottom of the ranking, with the DV Bonus project first followed by the CoC Bonus Project. This is decision is based on the process HUD uses that if the DV Bonus project is selected, HUD will pull the project from the tiers and all projects move up for consideration.

The THHI Board Application Review Committee will meet (virtually) on Tuesday, October 8, 2024 at 1:00 PM to review the scoring results and recommended ranking based on the above. They will utilize the approved ranking directive (listed above) and HUD's scoring criteria, priorities, guidelines, and regulations to develop a recommended Project Priority List for the Collaborative Application to ensure the application submitted for the Tampa/Hillsborough County CoC is as competitive as possible. The

THHI Review Board's Project Priority List recommendation will be presented to the THHI Board of Directors on Thursday, October 10, 2024 at 4:00 PM, during a special called Board meeting to be held virtually.

Note that the CoC Planning Project is not included in HUD's tier process.

ADDENDUM DOCUMENTS

The documents listed below are part of these instructions and can be access on THHI's website at <https://www.thhi.org/coc-competition>.

- FY 2024 HUD CoC Competition – Project Performance ScoreCard Scoring Criteria with Instructions to complete Lived Experience Assessment Instructions and Example
- FY 2024 HUD CoC Competition – THHI Staff Liaisons
- FY 2024 HUD CoC Competition – Project Application Checklist
- FY 2024 HUD CoC Competition - Housing First/Low Barrier Questionnaire
- FY 2024 HUD CoC Competition - Instructions for Finding Project's eLOCCS Information Guide
- FY 2024 HUD CoC Competition – “Referral Tracking Dashboard - FY24 NOFO” Custom Report – Example

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- FY 2024 HUD CoC Competition – CoC Participation – CoC Active Members, Monthly Attendance, Committee Attendance and Leadership role – to be posted by September 16, 2024

The following item(s) will be provided by THHI directly to the Ranking and Review Committee members:

- FY 2024 HUD CoC Competition – Lived Experience Assessment completed by each renewal agency