

## HUD CoC Committee – Meeting #6

6/16/20– 2:00 – 4:00 pm

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**All HUD CoC Committee Meetings are public. Homeless and Formerly Homeless Alameda County residents are encouraged to attend. Public Comment will be taken at the beginning of each meeting and is limited to 2 minutes per person.**

### Goals for The Meeting

- Public Comment, if any
- Approval of past Meeting Minutes (Meeting #5 – 5.19.20)
- Review and approve support in HUD NOFA on counting homeless youth0
- Review and approval of HIC

#	Item	Purpose	Time
1.	Welcome and Introductions – Doug Biggs, HUD CoC Committee Chair	<ul style="list-style-type: none"><li>• Welcome and introductions and roll call</li></ul>	2:00 – 2:05 pm
2.	Public Comment	<ul style="list-style-type: none"><li>• Public addresses HUD CoC Committee</li></ul>	2:05 – 2:10 pm
3.	Approval of Meeting Minutes - <b><u>ACTION ITEM</u></b>	<ul style="list-style-type: none"><li>• Review and approve past minutes-<ul style="list-style-type: none"><li>○ Meeting #5 – 5.19.20</li><li>○ <u>VOTE</u></li></ul></li></ul>	2:10 – 2:15 pm

4.	Vacancy Seat – Doug Biggs <b><u>DISCUSSION</u></b>	<ul style="list-style-type: none"> <li>• Welcome Ja’Nai as the new Directors of CoC Strategies!</li> <li>• Who should fill Ja’Nai’s vacant position?</li> </ul>	2:15 – 2:25 pm
5.	HUD CoC Retreat- Doug Biggs <b><u>UPDATE</u></b>	<ul style="list-style-type: none"> <li>• Doug provides update on status of CoC Retreat</li> </ul>	2:25-2:30pm
6.	Estimating the prevalence and probability of homeless youth NOFA - Jessie Shimmin <b><u>ACTION ITEM</u></b>	<ul style="list-style-type: none"> <li>• There is a request to see if CoC is interested in supporting a Cal Professor’s interest in turning in the HUD NOFA on counting homeless youth.</li> <li>• <u>VOTE</u></li> </ul>	2:30-2:40pm
7.	Review and approve HIC – HMIS TEAM <b><u>ACTION ITEM</u></b>	<ul style="list-style-type: none"> <li>• HIC Presentation</li> <li>• Vote to approve HIC before submitted to HUD -<u>VOTE</u></li> </ul>	2:40 – 3:15pm
8.	HMIS Privacy and Security Policy - Jessie Shimmin <b><u>UPDATE</u></b>	<ul style="list-style-type: none"> <li>• Jessie provides update on the HMIS Privacy and Security Policy</li> </ul>	3:15-3:25pm
9.	NOFA Consultant Status - Jessie Shimmin <b><u>DISCUSSION</u></b>	<ul style="list-style-type: none"> <li>• Jessie provides draft of RFP for NOFA consultant and ask committee for comments</li> </ul>	3:25pm-3:35pm

10.	PIT Count Contract- Jessie Shimmin <b><u>UPDATE</u></b>	<ul style="list-style-type: none"><li>• Jessie provides update on the PIT Count contracting</li></ul>	3:35-3:45pm
11.	Announcements and Next Meeting/Agenda	<ul style="list-style-type: none"><li>• Announcements<ul style="list-style-type: none"><li>○ CoC Specialist</li></ul></li></ul>	3:45-4:00pm

**HUD CoC Committee – Meeting #5**

5/19/20– 2:00 – 4:30 pm

Topic: HUD CoC Committee Meeting  
Time: May 19, 2020 02:00 PM Pacific Time (US and Canada)  
Every month on the Third Tue,

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Goals for The Meeting

- Public Comment, if any
- Approval of past Meeting Minutes (Meeting #4 – 4.21.20)
- Review and approval of recommendation of SCC for designation of Management Entity

#	Item	Purpose	Time
1	Welcome and Introductions – Doug Biggs, HUD CoC Committee Chair	<ul style="list-style-type: none"> <li>• Welcome and introductions and roll call</li> </ul>	2:00 – 2:05 pm <ul style="list-style-type: none"> <li>• HUD Committee Attendance: Doug Biggs, Andrew Wicker, Paulette Franklin, Riley Wilkerson, Ja’Nai Aubry, C’Mone Falls</li> <li>• Staff: Jessie Shimmin, Alexis Lozano, Julie Leadbetter, Dorcas</li> <li>• HMIS team: Patrick Crosby, Andy Doug</li> </ul>
2	Public Comment	<ul style="list-style-type: none"> <li>• Public addresses HUD CoC Committee</li> </ul>	2:05 – 2:10 pm <ul style="list-style-type: none"> <li>• No public comment</li> </ul>

3	Approval of Meeting Minutes - <b><u>ACTION ITEM</u></b>	<ul style="list-style-type: none"> <li>• Review and approve past minutes- <ul style="list-style-type: none"> <li>○ Meeting #4 – 4.21.20</li> <li>○ <u>VOTE</u></li> </ul> </li> </ul>	2:10 – 2:15 pm <ul style="list-style-type: none"> <li>• Item 4 <ul style="list-style-type: none"> <li>○ Kerry Abbott’s next to HHAP fund is spelled wrong.</li> </ul> </li> <li>• Paulette made motion to approve minutes with edits. Ja’Nai seconded.</li> <li>• Abstentions: 0</li> <li>• In favor: all</li> <li>• Opposed: 0</li> <li>• Discussion: <ul style="list-style-type: none"> <li>○ Data points for the hotels should be in line for CES</li> <li>○ Up to this point, everything should be in HMIS except for some that came from DV providers from Home Stretch referrals</li> <li>○ There’s effort by NAEH to be looking at COVID-19 and racial equity</li> </ul> </li> </ul>
4	Staff Report – Jessie, EOH Team <b><u>UPDATE</u></b>	<ul style="list-style-type: none"> <li>• Update on NOFA</li> <li>• Update on EOH staffing and consulting</li> </ul>	2:15 – 2:30 pm <ul style="list-style-type: none"> <li>• HUD consistently saying they know that local competition is going to be taxing and people should continue to work on COVID-19 response.</li> <li>• NAEH trying to suspend it but HUD must legislatively hold it.</li> <li>• Expecting a less labor-intensive process.</li> <li>• EveryOne Home is preparing for the competition. We are interviewing for a Director of CoC Strategies and CoC Specialist. <ul style="list-style-type: none"> <li>○ A very large group of people applied</li> <li>○ EOH has been having preliminary interviews</li> <li>○ Hoping to wrap up in the next week and get people to move to onboarding stage</li> </ul> </li> <li>• EOH is also working on putting out an RFI for a consultant to help with the NOFA process. <ul style="list-style-type: none"> <li>○ Know that 3-4 consultants that would be interested</li> <li>○ Jessie is working with Jane on the consultant</li> </ul> </li> </ul>
5	HIC HMIS team <b><u>DISCUSSION</u></b>	<ul style="list-style-type: none"> <li>• HIC update</li> </ul>	<ul style="list-style-type: none"> <li>• HIC is in the final stages with the exception from Covenant House and a few from EOCP.</li> <li>• Get HIC finalized by June 15<sup>th</sup>, pretty close to being final.</li> </ul>

		<p style="text-align: center; opacity: 0.3; font-size: 48px; transform: rotate(-30deg);">DRAFT</p>	<ul style="list-style-type: none"> <li>• There are a few agencies that have not responded to Andy like Salvation Army. In contact with Lara Tannenbaum about it. She has sent emails from her staff and still has not gotten a response.</li> <li>• HUD did extend the deadline to end of June. The plan is to continue working on it and bring it back to HUD CoC Committee for final approval in June.</li> <li>• How has our shelter beds capacity change? Want to see what the general trend is <ul style="list-style-type: none"> <li>○ Only seeing the numbers now and haven't gone over data from 2019 but can most of the main data have already been inputted in HDX and can get a good idea of comparison</li> <li>○ Can extract the data and should be able to see the trends</li> </ul> </li> <li>• Is any of the COVID-19 data getting entered? <ul style="list-style-type: none"> <li>○ Probably not going to cover the time period. It is all based on one night but it will cover community cabins</li> <li>○ City of Oakland wanted community cabins to be counted as emergency listing</li> <li>○ Feel like it should be another category in terms of these kind of temporary things or navigation center</li> <li>○ COVID-19 will not be part of HIC next year, intentionally setup as not part of CoC because it's not dedicated to homeless people</li> <li>○ For Safer Ground locations, requirement is that you are literally homeless but for the Comfort models, you don't have to be literally homeless</li> <li>○ They might provide clearer information for next year's HIC</li> </ul> </li> </ul>
	<p>Management Entity Approval EOH Staff <b><u>ACTION ITEM</u></b></p>	<ul style="list-style-type: none"> <li>• Review and approve recommendation of SCC for designation of Management Entity - <u>VOTE</u></li> </ul>	<p>3:00-3:30 pm</p> <ul style="list-style-type: none"> <li>• HUD CoC asked SCC to put together an RFI. HUD CoC released it and HCSA was the only response. SCC created subcommittee to look at the response.</li> <li>• Last Wednesday, SCC took recommendations of the subcommittee to begin the process of developing a MOU between HCSA and HUD</li> </ul>

			<p>CoC which would designate HCSA as a management entity and outline expectations. MOU should be aligned to EOH governance charter.</p> <ul style="list-style-type: none"> <li>• The other piece is to authorized Katharine Gale to develop this MOU and we do have time with Katharine to work with HCSA and CoC to get a good MOU drafted between two parties. We are working closely with HCSA to co-fund her to do the CE design work.</li> <li>• The HUD CoC Chair, SCC Chair, and EOH executive director will be in actual negotiations for the MOU.</li> <li>• The general spirit of the subcommittee was collaborative. Everyone expected HCSA to step into this role. This was a formal announcement to understand what resources they are going to bring and what their approach might be.</li> <li>• Subcommittee did a good job of outlining questions and responses for Katharine and CoC committee to use to make the MOU.</li> <li>• HCSA is a good agency and is in a position that is ready to take this role.</li> <li>• Motion is to approve staff recommendation to develop a MOU and to have HUD CoC Chair, SCC Chair, and EOH executive director negotiate it.</li> <li>• Andrew made motion and C’Mone seconded.</li> <li>• Abstentions: 0</li> <li>• In favor: all</li> <li>• Opposed: 0</li> </ul>
7	<p>System Modeling – Jessie Shimmin, EOH Staff <b><u>DISCUSSION</u></b></p>	<ul style="list-style-type: none"> <li>• The most recent presentation on System Modeling with Racial Equity Impact is included in the packet.</li> </ul>	<p>3:30-4:00pm</p> <ul style="list-style-type: none"> <li>• Jessie gives presentation on System Modeling.</li> <li>• Discussion <ul style="list-style-type: none"> <li>○ Significant investment – by who? County, state, public?</li> <li>○ Reallocating existing investment?</li> <li>○ What we really need are investments on these kinds of things but some of this is going to take significant advocacy.</li> </ul> </li> </ul>

DRAFT

- How are we going to reallocate the existing investment in a way that will allow to prioritize homeless people in a different way?
- It is not going to be solve by taking subsidies away and put it in another program, has to be significant increase in funding.
- Look at the pathways out of homelessness chart – tool CoC Committee will be using as we set priorities for CoC funding
- Safe to say that the current allocation is going where it needs and fits in with the model.
- Worth checking the right box to make sure we are put it in the right places.
- This add strength to calling other people to make sure their funding going right into the right box.
- We don't want to take money away from programs (like the housing choice vouchers) and create more programs.
- Do you also say this is how much federal, state, local funding we need? Outside of federal funds, state and local are not interested in long term subsidies, that's why they default to short term.
- Good opportunity for the CoC with the Housing Authority to work together to prioritize that its homeless people who get into these slots.
- It is going to take a lot of different actors working together to align funding to make this happen.
- At the beginning, equity was not a part of the scope, we've moved so far on that. Even if we don't get everything we need this time around, we've moved the conversation so far down the road.
- It is laid out really good. It's all about equity and how we should address that and this allows us to change the frame and the terms of the conversations.
- Hopefully the price tag slide that the elected will see on Friday will help them see what places need to be filled for the system to function.



			<ul style="list-style-type: none"> <li>○ Not seeing how we address getting people off the streets from moving unsheltered to sheltered category.</li> <li>○ Our system doesn't align with some of the ways the system works.</li> <li>○ On the crisis response side, it doesn't show how much outreach is needed to move people off the streets.</li> <li>○ The committee agreed to not include outreach, 211, etc. But they are worth including somehow because we have to have street outreach to move people to housing.</li> <li>○ Frame this solution addresses less than half of the population? Half of them have to stay on the street until they get RRH, etc. But they all get placed.</li> <li>○ Those first two years, it will be this creaky difficult system. As different pieces of the system perform better, the length of time decreases.</li> <li>○ What we are looking at here is adult only model. There is a slight difference on family side.</li> </ul>
8	Announcements and Next Meeting/Agenda	<ul style="list-style-type: none"> <li>• Announcements</li> </ul>	4:00-4:10pm

The HUD Continuum of Care Committee will delegate a number of these responsibilities to Committees and Workgroups as specified in Section IV.D.

The HUD Continuum of Care Committee will seek and utilize input from the CoC membership to:

1. Develop and recommend annual updates to the Governance Charter when needed.
2. Generate ideas and provide strategic input for the implementation of an annual work plan.
3. Conduct an annual gaps analysis
4. Set annual Strategic Direction to the NOFA Committee for funding projects with Continuum of Care funds.

## **B. HUD Continuum of Care Committee Membership**

This Committee meets the definition of the Board required to be established per the Interim Rule at [§578.5\(b\)](#); and must follow conflict of interest requirements outlined in the Interim Rule at [§578.95\(b\)](#). This Committee could have crossover with the Leadership Board in terms of agencies represented but may include different levels of participation from organizational staff. It is staffed by EveryOne Home and supported by the Collaborative Applicant and HMIS Lead staff as needed.

The membership of the HUD CoC Committee and its sub-committees is intended to represent the geographic, programmatic, and racial diversity of the continuum. Getting the HUD CoC Committee and committees' membership to more closely reflect the racial make-up of those experiencing homelessness is a priority for recruitment and filling vacancies.

The HUD CoC Committee will have nine (9) members including six (6) appointed/recruited positions and three (3) elected by the CoC membership.

- The Leadership Board will seat the six members who are not elected by the CoC membership. Interested parties will be invited to submit a written statement indicating their interest in being considered for the Committee; this shall be considered by the Nominating Committee first, then approved by the Leadership Board.
- The CoC membership will seat the three remaining positions on the Committee pursuant to the written policy noted in Section II.F.
- Once the nine-member committee is established, the Committee will designate three of its members to serve on the Leadership Board for a term of 1 year.

The 9 seats will represent the following entities:

1. Two representatives from Alameda County Departments
2. Two representatives from Cities.

3. Two representatives from homeless assistance providers.
4. Two persons with lived experience.
5. One at-large representative.

[A current roster of the HUD CoC Committee can be found here.](#)

### **C. HUD CoC Committee Terms**

Terms shall be for three (3) years. There are no term limits and terms are staggered. Members of the committee shall be selected annually by the Leadership Board per the recommendation of the nominating committee.

### **D. Subcommittees to the HUD CoC Committee**

Sub-committees and workgroups will be established as needed. Membership and selection process will be determined at the time a workgroup is established. Committee quorums will be established as follows unless otherwise specified in committee’s charter: decisions will be passed by the majority present at a meeting when the membership is open otherwise vote carries at 50% + 1 at meetings with appointed memberships.

#### **1. The NOFA Committee**

*Roles and Responsibilities:* Conducts the annual HUD Competition local rating and ranking process for projects seeking Continuum of Care funds. Integrates funding priorities and strategic direction from the HUD CoC. Makes final recommendations for the Priority List of Projects Rating and Ranking list included in the consolidated application submitted to HUD. Members must sign a Conflict of Interest Agreement and cannot be employed by or related to someone who is employed by a non-profit or government department who is a recipient of CoC or Emergency Solutions Grants (ESG) funds in Alameda County.

*Membership:* Members are selected through an application process and approved by the HUD CoC Committee. HUD CoC Committee will recruit broadly from, but not limited to, the following stakeholder groups: persons with lived experience of homelessness; operators of CoC programs and/or those familiar with CoC programs (including different project types); persons with grant management and funding experience; persons with backgrounds in data analysis, strategic planning and process improvement; persons with knowledge of health care access and services; persons working with homeless sub-populations; persons that worked with Commissions; and persons that have participated on other government funding committees/panels. [A current roster of the NOFA Committee can be found here.](#)



**U.S. Department of Housing and Urban Development**

Policy Development and Research

Estimating the Prevalence and Probability of Homeless Youth

FR-6400-N-59

07/01/2020

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**Program Office:**

Policy Development and Research

**Funding Opportunity Title:**

Estimating the Prevalence and Probability of Homeless Youth

**Funding Opportunity Number:**

FR-6400-N-59

**Primary CFDA Number:**

14.536

**Due Date for Applications:**

07/01/2020

**Overview**

The U.S. Department of Housing and Urban Development (HUD) issues this Notice of Funding Availability (NOFA) to invite applications from eligible applicants for the program and purpose described within this NOFA. Prospective applicants should carefully read all instructions in all sections to avoid sending an incomplete or ineligible application. HUD funding is highly competitive. Failure to respond accurately to any submission requirement could result in an incomplete or noncompetitive proposal.

During the selection process HUD is prohibited from disclosing 1) information regarding any applicant's relative standing, 2) the amount of assistance requested by an applicant, and 3) any information contained in the application. Prior to the application deadline, HUD may not disclose the identity of any applicant or the number of applicants that have applied for assistance.

For Further Information Regarding this NOFA: Please direct questions regarding the specific requirements of this Notice of Funding Availability (NOFA) to the office contact identified in Section VII.

**OMB Approval Number(s):**

2528-0299

**I. FUNDING OPPORTUNITY DESCRIPTION.****A. Program Description.****1. Purpose**

**Project: Methods for Estimating the Prevalence and Probability of Homeless Youth**– HUD may award one or up to five cooperative agreements, with the total of all awards not to exceed \$2,000,000. The award floor is \$400,000.

**Research Objectives**

The objective of this research is to meet the requirements for youth research activities authorized under Section 345 of the Runaway and Homeless Youth Act, which calls for “using the best quantitative and qualitative social science research methods available to produce estimates of the incidence and prevalence of runaway and homeless individuals who are not less than 13 years of age but are less than 26 years of age; and ... that includes with such estimate an assessment of

the characteristics of such individuals.” In 2019, HUD published the Voices of Youth Count (VoYC) Study (<https://www.huduser.gov/portal/publications/Voices-of-Youth-Report.html>) that met the basic requirements of the Act. Using a broad definition of youth homelessness, the VoYC Study offered a nationally representative estimate of homeless youth using Gallup phone-based household surveys, as well as point-in-time estimates of homeless youth based on street and shelter counts. Patterns and subpopulations of homeless youth were identified using qualitative in-depth interviews. **To date, however, methods for estimating and predicting the number of homeless youth by linking administrative data from multiple sources have not been fully developed.**

Section 345 of the Runaway and Homeless Youth Act provides for “such *other information* as the Secretary determines, in consultation with States, units of local government, and national nongovernmental organizations concerned with homelessness, may be useful.” **HUD therefore seeks proposals for *other information* and methods that supplement the findings from the VoYC Study.** Such additional information that can be used to produce estimates of the incidence and prevalence of homeless youth may include **the integration of administrative data from local, state, and federal institutions that engage at-risk or homeless youth**, such as child welfare agencies, juvenile justice and correctional systems, schools, and hospitals (see list of potential data sets below).

This work may build upon existing data linkage efforts for counting homeless youth, such as the U.S. Department of Health and Human Services’ (HHS) Youth at Risk of Homelessness (YARH) planning efforts that collected and integrated local data sources on at-risk homeless youth in 18 communities (<https://www.acf.hhs.gov/opre/resource/analysis-of-data-on-youth-with-child-welfare-involvement-at-risk-of-homelessness>).

Examples of *potential* administrative data sources for counting homeless youth are provided in the table below. Applicants are *not* limited to these data sources.

Child Welfare	Housing & Homelessness	Other Sources
<ul style="list-style-type: none"> <li>• Adoption and Foster Care Analysis and Reporting System (AFCARS)</li> <li>• National Child Abuse and Neglect Data System (NCANDS)</li> <li>• National Incidence Study of Child Abuse and Neglect (NIS)</li> <li>• National Survey of Child and Adolescent Well-being (NSCAW)</li> </ul>	<ul style="list-style-type: none"> <li>• American Housing Survey (AHS)</li> <li>• Public and Indian Housing Information Center (PIC) Data</li> <li>• Homeless Management Information System (HMIS)</li> <li>• Annual Point in Time (PIT) Counts or Dedicated Youth Counts</li> <li>• Runaway and Homeless Youth Management Information System (RHYMIS)</li> </ul>	<ul style="list-style-type: none"> <li>• Compendium of National Juvenile Justice Datasets</li> <li>• Education for Homeless Children and Youth (EHCY) Program Data</li> <li>• Secondary Education Enrollment Data</li> <li>• The National Vital Statistics System (Birth Certificates)</li> <li>• Public Assistance Data (ie: TANF, SNAP, etc)</li> </ul>



		<ul style="list-style-type: none"> <li>• Hospital Discharge Data</li> </ul>
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Additionally, HUD seeks proposals that demonstrate how methods for estimating and predicting homeless youth can be replicated over time in multiple geographies and how they could be used to aid communities in assessing their local needs. This may include an implementation guide for communities that provides practical instructions, best practices, and recommendations for operationalizing their methods for appropriate geographies.

### Research Questions

Applicants should propose research projects that attempt to address one or more of the following research questions. We expect the most competitive proposals will cover multiple research objectives.

- Based on an exhaustive review with administrative data sources, what methods are recommended to count homeless youth? What are the advantages and disadvantages of this approach compared to counting and surveying efforts researchers have previously attempted?
- Using administrative data, what is the incidence of homeless youth (the applicant may wish to tackle this question for any size geography—e.g., city, town, county, state, nation, etc.)? What characteristics and histories of youth are most likely to produce homelessness?
- What opportunities exist for inventive linkages among administrative data sources to better understand the characteristics of homeless youth? What novel information can be linked with administrative data to provide a better understanding of the pathways into homelessness for youth? How would this data allow for better predictions or estimates of the incidence of homeless youth? Are there methods that could be used to produce generalizable estimates?
- How could administrative data be used to help providers prioritize and differentiate needs among subpopulations of homeless youth and design appropriate interventions?

- Can a methodology be developed to predict youth homelessness to inform a community's planning and program needs? Can administrative data linkages serve other important purposes in reducing and preventing youth homelessness?
- What are the geographies at which the best estimates of homeless youth can be produced (state, Continuum of Care (CoC), county, town, or other locality or governmental division)? What data are available at those levels that prove useful for estimation and prediction? What are the costs and challenges for obtaining and analyzing these data, and how can these challenges be resolved?
- How could administrative data sources be used to supplement existing counting and surveying activities that communities already conduct?
- Is there potential for replicating your methodology for estimating homeless youth nationally and across multiple jurisdictions? What are the obstacles or requirements for such replication?
- What would each method of estimation cost and how often and at what geography or type of jurisdiction could estimates be updated?

### **Eligible Activities**

In support of the project objectives listed above you may be asked to undertake a variety of research and analysis activities, from articulating research questions to conducting the research itself, and culminating it into research findings and producing informational tools and resources that improve practice and policies. We consider the activities listed below to be essential in creating and completing the project in a manner that achieves its objectives. However, this list is not intended to be comprehensive.

a. *Research design and work plan development.* Developing a research design and work plan that will effectively respond to the research goals identified in this NOFA. The development of these materials will be done in close consultation with the HUD Government Technical Representative (GTR), Government Technical Monitor (GTM), and/or other staff and experts as the HUD GTR directs. This activity includes:

- Honing research questions and explaining their significance
- Conducting a literature review
- Consulting outside experts and stakeholders
- Developing a research design, which should include research questions, hypotheses, data sources, data collection methods, data collection instruments, and analysis methods
- Formulating a data collection plan, including if appropriate, sampling plans, surveys and pre-testing of Survey instruments and interview guides if applicable, detailed data system

design and testing, and matching of administrative data across datasets held by different agencies, as applicable.

- Identifying existing local, state and national data that would contribute to producing estimates, and evaluating strengths, weaknesses and availability of data.
- Developing and enacting data use agreements and discussing with which entities they will likely be used. The researcher must plan for developing and executing data use agreements with all relevant data sources.
- Developing a work plan, which should include staffing assignments, task budgets, and a timeline of key activities
- Completing OMB Paperwork Reduction Act, Privacy Impact Assessment, and System of Record Notification documentation, as applicable.
- Obtaining Institutional Review Board approval as needed to ensure human subjects research protections in accordance with federal requirements (see <http://www.hhs.gov/ohrp/humansubjects/commonrule>)

b. *Data Collection.* This work will predominately use existing data (e.g., see table with potential administrative data sources above). This project could also include data collection using qualitative and/or quantitative methods that may be in-person, by mail, by phone, or via the internet if appropriate. The researcher must plan for developing and executing data use agreements with all relevant data sources.

c. *Data Matching and Analysis.* Merging, tabulating, analyzing, modeling, validating and presenting data from surveys and existing administrative data sources, including third-party sources, to answer the research questions. Such analysis may include qualitative data analysis and synthesis, descriptive statistics, data visualization as appropriate to present the data.

d. *Communication.* Synthesize and communicate findings through briefings, presentations, written reports, and the production of guidance and informational tools. These are to be designed to effectively communicate findings to non-research audiences specializing in direct-service, policy, and budgeting at the Federal, State, or local level.

e. *Other Eligible Activities:* Other activities could include developing short papers or policy briefs on specific findings of the research that could guide decision-makers at the State and local level, or a tool-kit that would help communities replicate the counting methods used for this study.

## **Deliverables**

At a minimum, we expect the award recipient to produce the following deliverables. The GTR and/or other HUD staff as assigned by the GTR will work closely with the awardee on defining these deliverables. HUD expects to have an opportunity to review and comment to ensure that they meet the project objectives.

a. *Management and Work Plan:* The Management and Work Plan will outline the overall strategy for completing the research within the budget and timeframe allotted. It will describe

activities to be undertaken, assign staff and level of effort, and provide a schedule of key tasks. A draft Management and Work Plan must be submitted with the application. After award, HUD will provide feedback to the awardee, and a final Management and Work Plan must be submitted to HUD within two weeks of the receipt of HUD comments.

b. *Research Design*: The Research Design will provide a detailed plan for technical aspects of the research, including research questions, hypotheses, data sources, data collection methods, data collection instruments, and analysis methods. The Research Design must demonstrate how the proposed methodology, including the data collection and analysis strategy, will address the research questions and hypotheses proposed. A draft Research Design must be submitted with the application. After award, HUD will provide feedback to you, and a final Research Design must be submitted to HUD within four weeks of the receipt of HUD comments.

c. *Monthly Progress Reports*: Monthly Progress Reports will document activities completed in the most recent reporting period, planned activities for the upcoming reporting period, and budget expenditures by line item (including hours worked for specific staff).

d. *Best Practices Guidance/Toolkit*: This guidance will describe best practices that can be deployed to communities for overcoming common challenges associated with implementing data use and sharing agreements. Such guidance will discuss specific data sources as well as types of data or activities communities should undertake to collect so as to further the ability to produce estimates of the numbers, characteristics, and circumstances of youth homelessness. In consultation with the GTR, this deliverable may be optional depending on the amount of funding awarded and if sufficient funds are available.

e. *Final report*: Applicants will be required to submit a final report which summarizes the entire work, achievements, and findings conducted under the award. This report will address the specific outcomes described in the applicant's proposal, the cooperative agreement award, achievement of project goals and metrics, and the management plan. The report format and style requirements are provided at <https://www.huduser.gov/portal/About/style-guide-for-reports.pdf>.

## **2. Changes from Previous NOFA.**

**This is a new NOFA.**

### **3. Definitions.**

#### a. Standard Definitions

**Affirmatively Furthering Fair Housing (AFFH)**. The obligation to affirmatively further the purposes and policies of the Fair Housing Act.

**Assistance Listings (formerly CFDA)** is a directory of the various Federal listings, projects, services and activities offering financial and non-financial assistance and benefits to the American public. An Assistance Listing (CFDA) Number is the unique number assigned to each program, project, service or activity listed in the Catalog of Federal Domestic Assistance (CFDA).

**Authorized Organization Representative (AOR)** is the person authorized to submit applications on behalf of the organization via Grants.gov. The AOR is authorized by the E-Biz point of contact in the System for Award Management. The AOR is listed in item 21 on the SF-

424.

**Award**, as used in this NOFA means a federal grant OR cooperative agreement as specified in Section II.E (Type of Funding Instrument).

**Consolidated Plan** is a document developed by states and local jurisdictions. This plan is completed by engaging in a participatory process to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions with funding from formula grant programs. (See 24 CFR part 91 for more information about the Consolidated Plan and related Action Plan).

**Contract** means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this NOFA does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward (See 2 CFR 200.22.)

**Contractor** means an entity receiving a contract.

**Deficiency** is information missing or omitted within a submitted application. Examples of deficiencies include missing documents, information on a form, or some other type of unsatisfied information requirement (e.g., an unsigned form, unchecked box.). Depending on specific criteria, deficiencies may be either curable or non-curable.

- Curable Deficiency – Applicants may correct a curable deficiency with timely action.

To be curable the deficiency must:

- Not be a threshold requirement, except for documentation of applicant eligibility;
- not influence how an applicant is ranked or scored versus other applicants; and
- be remedied within the time frame specified in the notice of deficiency.
- Non-Curable Deficiency – An applicant cannot correct a non-curable deficiency after the submission deadline.

*Non-curable deficiencies* are deficiencies that, if corrected, would change an applicant's score or rank versus other applicants. Non-curable deficiencies may result in an application being marked ineligible, or otherwise adversely affect an application's score and final determination.

**DUNS Number** is the nine-digit identification number assigned to a business or organization by Dun & Bradstreet and provides a means of identifying business entities on a location-specific basis. Requests for a DUNS number can be made by visiting the Online DUNS Request Portal.

**Eligibility requirements** are mandatory requirements for an application to be eligible for funding.

**Grants.gov** is the website serving as the Federal government's central portal for searching and applying for federal financial assistance throughout the Federal government. Registration on Grants.gov is required for submission of applications to prospective agencies unless otherwise specified in this NOFA.

**Non-Federal Entity** is a state, local government, Indian tribe, institution of higher education (IHE), or non-profit organization carrying out a Federal award as a recipient or sub recipient. If eligible applicants under the NOFA include for profit entities, this definition of non-federal entity includes for profit entities.

**Point of Contact (POC)** is the person who may be contacted with questions about the application submitted by the AOR. The POC is listed in item 8F on the SF-424.

**Recipient** means a non-Federal entity receiving an award directly from HUD to carry out an activity under a HUD program.

**Subaward** means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the recipient. It does not include payments to a contractor or payments to an individual beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. The legal agreement must contain the subrecipient's assurance of compliance with program requirements, including but not limited to nondiscrimination and equal opportunity requirements.

**Subrecipient** is a non-Federal entity receiving a subaward from a pass-through entity to carry out part of a HUD program; but does not include an individual beneficiary of such program. A subrecipient may also receive other Federal awards directly from a Federal awarding agency (including HUD).

**System for Award Management (SAM)**, is a U.S. Government system that consolidated the capabilities of Central Contractor Registry (CCR), Excluded Parties List System (EPLS) and the Online Representations and Certifications Application (ORCA). Registration with SAM is required for submission of applications via Grants.gov. You can access the website at <https://www.sam.gov/SAM/>. There is no cost to use SAM.

**Threshold Requirements** are an eligibility requirement that must be met for an application to be reviewed. Threshold requirements are not curable, except for documentation of applicant eligibility and are listed in Section III.D Threshold Eligibility Requirements. Similarly, there are eligibility requirements under Section III.E, Statutory and Regulatory Requirements Affecting Eligibility.

**Unique Entity Identifier** is a number used to identify a specific commercial, nonprofit, or government entity. SAM states that currently Dun & Bradstreet (D&B) is the designated entity to establish and maintain the DUNS Number as the unique entity identifier required for registration in SAM and further used throughout federal procurement, financial assistance, and financial management systems. Beginning December 2020, the DUNS number will no longer be the official identifier for entities doing business with the government.

#### **4. Program Definitions**

##### **B. Authority.**

Funding for this program is provided by the Consolidated Appropriations Act, 2019 (Public Law 116-6, approved February 15, 2019). This program is authorized under sections 501 and 502 of

the Housing and Urban Development Act of 1970 (12 U.S.C. §§ 1701z-1 and 1701z-2.

## **II. Award Information.**

### **A. Available Funds**

Funding of approximately **\$ 2,000,000** is available through this NOFA. Additional funds may become available for award under this NOFA, because of HUD's efforts to recapture funds, use carryover funds, or because of the availability of additional appropriated funds. Use of these funds is subject to statutory constraints. All awards are subject to the funding restrictions contained in this NOFA.

### **B. Number of Awards.**

HUD expects to make approximately 5 awards from the funds available under this NOFA.

### **C. Minimum/Maximum Award Information**

Estimated Total Funding:

\$ 2,000,000

Minimum Award Amount:

\$ 400,000

Per Project Period

Maximum Award Amount:

\$ 2,000,000

Per Project Period

### **D. Period of Performance**

Estimated Project Start Date:

09/01/2020

Estimated Project End Date:

09/01/2023

Length of Project Periods:

36-month project period with three 12-month budget periods

Length of Periods Explanation of Other:

### **E. Type of Funding Instrument.**

Funding Instrument Type:

CA (Cooperative Agreement)

### **F. Supplementation.**

For this NOFA, sub-section "F. Supplementation" is Not Applicable

## **III. Eligibility Information.**

## **A. Eligible Applicants.**

State governments  
County governments  
City or township governments  
Special district governments  
Independent school districts  
Public and State controlled institutions of higher education  
Native American tribal governments (Federally recognized)  
Public housing authorities/Indian housing authorities  
Native American tribal organizations (other than Federally recognized tribal governments)  
Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education  
Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education  
Private institutions of higher education  
For profit organizations other than small businesses  
Small businesses

## **Information on Eligible Applicants**

## **B. Ineligible Applicants.**

Individuals and foreign entities are not eligible applicants.

## **C. Cost Sharing or Matching.**

This Program does not require cost sharing or matching.

## **D. Threshold Eligibility Requirements.**

Applicants who fail to meet any of the following threshold eligibility requirements will be deemed ineligible. Applications from ineligible applicants will not be evaluated.

**1. Outstanding civil rights matters** must be resolved to HUD's satisfaction prior to grant award, provided that all applicable legal processes have been satisfied.

**2. Timely Submission of Applications.** Applications submitted after the deadline stated within this NOFA that do not meet the requirements of the grace period policy will be marked late. Late applications are ineligible and will not be considered for funding. See Section IV. D. Application Submission Dates and Times.

a. Applicants having any of the charges, cause determinations, lawsuits, or letters of findings referenced in subparagraphs (1) – (5) that have not been resolved to HUD's satisfaction before or on the application deadline date are ineligible for funding. Such matters include:

- (1) Charges from HUD concerning a systemic violation of the Fair Housing Act or receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of a substantially equivalent state or local fair housing law proscribing discrimination because of race, color, religion, sex, national origin, disability or familial status;
- (2) Status as a defendant in a Fair Housing Act lawsuit filed by the Department of Justice alleging a pattern or practice of discrimination or denial of rights to a group of persons raising an issue of general public importance under 42 U.S.C. 3614(a);
- (3) Status as a defendant in any other lawsuit filed or joined by the Department of Justice, or in which the Department of Justice has intervened, or filed an amicus brief or statement of interest, alleging a pattern or practice or systemic violation of Title VI of the Civil 21 of



45 Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, the Americans with Disabilities Act or a claim under the False Claims Act related to fair housing, non-discrimination, or civil rights generally including an alleged failure to affirmatively further fair housing; (4) Receipt of a letter of findings identifying systemic non-compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974; or the Americans with Disabilities Act; or (5) Receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of provisions of a state or local law prohibiting discrimination in housing based on sexual orientation, gender identity, or lawful source of income.

b. HUD will determine if actions to resolve the charge, cause determination, lawsuit, or letter of findings taken before the application deadline date will resolve the matter. Examples of actions that may be sufficient to resolve the matter include, but are not limited to:

- Current compliance with a voluntary compliance agreement signed by all the parties;
- Current compliance with a HUD-approved conciliation agreement signed by all the parties;
- Current compliance with a conciliation agreement signed by all the parties and approved by the state governmental or local administrative agency with jurisdiction over the matter;
- Current compliance with a consent order or consent decree;
- Current compliance with a final judicial ruling or administrative ruling or decision; or
- Dismissal of charges.

#### **E. Statutory and Regulatory Requirements Affecting Eligibility.**

##### **Eligibility Requirements for Applicants of HUD's Grants Programs**

The following requirements affect applicant eligibility. Detailed information on each requirement is posted on [HUD's Funding Opportunities Page](#).

- Outstanding Delinquent Federal Debts
- Debarments and/or Suspensions
- Pre-selection Review of Performance
- Sufficiency of Financial Management System
- False Statements
- Mandatory Disclosure Requirement
- Prohibition Against Lobbying Activities
- Equal Participation of Faith-Based Organizations in HUD Programs and Activities

#### **F. Program-Specific Requirements Affecting Eligibility.**

Not Applicable.

#### **G. Criteria for Beneficiaries.**

None.

## **IV. Application and Submission Information.**

### **A. Obtaining an Application Package.**

#### **Instructions for Applicants.**

You must download both the Application Instructions and the Application Package from Grants.gov. You must verify that the CFDA Number and CFDA Description on the first page of the Application Package, and the Funding Opportunity Title and the Funding Opportunity Number match the Program and NOFA to which you are applying.

The Application Package contains the portable document forms (PDFs) available on Grants.gov, such as the SF-424 Family. The Instruction Download contains official copies of the NOFA and forms necessary for a complete application. The Instruction Download may include Microsoft Word, Microsoft Excel and additional documents.

An applicant demonstrating good cause may request a waiver from the requirement for electronic submission. For example, a lack of available Internet access in the geographic area in which your business offices are located. Lack of SAM registration or valid DUNS is not good cause. If you cannot submit your application electronically, you must ask in writing for a waiver of the electronic grant submission requirements. HUD will not grant a waiver if HUD does not receive your written request at least 15 days before the application deadline and if you do not demonstrate good cause. An email request for a waiver received by HUD 15 days before the application is due will also be considered. If HUD waives the requirement, HUD must receive your paper application before the deadline of this NOFA. To request a waiver you must contact:

Name:

Ophelia Wilson

Email:

Ophelia.Wilson@hud.gov

HUD Organization:

PD&R

Street:

451 7th Street S.W.

City:

Washington

State:

DC DISTRICT OF COLUMBIA

Zip:

20410

Phone: 202-402-4390

### **B. Content and Form of Application Submission.**

You must verify that boxes 11, 12, and 13 on the SF-424 match the NOFA for which you are applying. If they do not match, you have downloaded the wrong Application Instruction and Application Package.

Submission of an application that is otherwise sufficient, under the wrong CFDA and Funding Opportunity Number is a curable deficiency.

**1. Content.**

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
Application for Federal Assistance (SF424)	Submission is required for all applicants by the application due date.	
Disclosure of Lobbying Activities (SFLLL), if applicable	HUD will provide instructions to grantees on how the form is to be submitted.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
HUD Applicant Recipient Disclosure Report (HUD) 2880 Applicant/Recipient Disclosure/Update Report	HUD will provide instructions to grantees on how the form is to be submitted.	HUD instructions to grantees are provided by webcast, To view the webcast, click here.

Additionally, your complete application must include the following narratives and non-form attachments.

**2. Format and Form.**

Narratives and other attachments to your application must follow the following format guidelines.

- a. Narrative addressing rating factors should not exceed 25 pages. The narrative page limits do not include required forms, assurances and certifications, the appendix of participating firms and

contractors, the appendix of resumes, the appendix of reference letters, the budget narrative, the abstract, and the one-page summary. The narrative must be formatted to fit an 8 1/2 by 11-inch page, double-spaced (information requirements), with one-inch margins, using standard Times New Roman 12-point font. Resumes are subject to a separate 20-page limit as follows:

1. the application shall include resumes for no more than 5 key personnel; and
2. no individual resume shall exceed 4 pages. Submitting pages in excess of page limits will not disqualify an applicant; however, HUD will not consider the information on any excess pages. This exclusion may result in a lower score.

b. One-Page Application Summary needs to include:

1. A brief description of the proposed research and/or evaluation project; and
2. Provide funding request in whole dollar amount. The amount requested should be based on the scope of the project, personnel costs, other direct costs, as well as administrative costs, etc.

### **C. System for Award Management (SAM) and Dun and Bradstreet Universal Numbering System (DUNS) Number.**

#### **1. SAM Registration Requirement.**

Applicants must be registered with <https://www.sam.gov/SAM> before submitting their application. In addition, Applicants must maintain an active SAM registration with current information while they have an active Federal award or an application or plan under consideration by HUD.

#### **2. DUNS Number Requirement.**

Applicants must provide a valid DUNS number, registered and active at <https://www.sam.gov/SAM>, in the application. DUNS numbers may be obtained for free from Dun & Bradstreet.

#### **3. Requirement to Register with Grants.gov.**

Anyone planning to submit applications on behalf of an organization must register at [grants.gov](https://www.grants.gov) and be approved by the EBiz POC in SAM to submit applications for the organization. Registration for SAM and [grants.gov](https://www.grants.gov) is a multi-step process and can take four (4) weeks or longer to complete if data issues arise. Applicants without a valid registration cannot apply through [grants.gov](https://www.grants.gov). Complete registration instructions and guidance are provided on [grants.gov](https://www.grants.gov).

### **D. Application Submission Dates and Times.**

#### **Application Due Date Explanation**

The application deadline is 11:59:59 pm Eastern Standard time on

07/01/2020

Applications must be received no later than the deadline.

Submit your application to [Grants.gov](https://www.grants.gov) unless a waiver has been issued allowing you to submit your application in paper form. Instructions for submitting your paper application will be contained in the waiver of electronic submission.

"Received by [Grants.gov](https://www.grants.gov)" means the applicant received a confirmation of receipt and an

application tracking number from Grants.gov. Grants.gov then assigns an application tracking number and date-and timestamps each application upon successful receipt by the Grants.gov system. A submission attempt not resulting in confirmation of receipt and an application tracking number is not considered received by Grants.gov.

Applications received by Grants.gov must be validated by Grants.gov to be received by HUD.

"Validated by Grants.gov" means the application has been accepted and was not rejected with errors. You can track the status of your application by logging into Grants.gov, selecting "Applicants" from the top navigation, and selecting "Track my application" from the dropdown list. If the application status is "rejected with errors," you must correct the error(s) and resubmit the application before the 24-hour grace period ends. Applications in "rejected with errors" status after the 24-hour grace period expires will not be received by HUD. Visit Grants.gov for a complete description of processing steps after applying.

HUD strongly recommends applications be submitted at least **48 hours before the deadline** and during regular business hours to allow enough time to correct errors or overcome other problems.

You can verify the contents of your submitted application to confirm Grants.gov received everything you intended to submit. To verify the contents of your submitted application:

- Log in to Grants.gov.
- Click the Check Application Status link, which appears under the Grant Applications heading in the Applicant Center page. This will take you to the Check Application Status page.
- Enter search criteria and a date range to narrow your search results.
- Click the Search button. To review your search results in Microsoft Excel, click the Export Data button.
- Review the Status column, to view more detailed submission information, click the Details link in the Actions column.
- To download the submitted application, click the Download link in the Actions column.

Please make note of the Grants.gov tracking number as it will be needed by the Grants.gov Help Desk if you seek their assistance.

HUD may extend the application deadline for any program if Grants.gov is offline or not available to applicants for at least 24 hours immediately prior to the deadline date, or the system is down for 24 hours or longer and impacts the ability of applicants to cure a submission deficiency within the grace period.

HUD may also extend the application deadline upon request if there is a presidentially declared disaster in the applicant's area.

If these events occur, HUD will post a notice on its website establishing the new, extended deadline for the affected applicants. HUD will also include the fact of the extension in the program's Notice of Funding Awards required to be published in the Federal Register.

In determining whether to grant a request for an extension based on a presidentially-declared disaster, HUD will consider the totality of the circumstances including the date of an applicant's extension request (how closely it followed the basis for the extension), whether other applicants in the geographic area are similarly affected by the disaster, and how quickly power or services are restored to enable the applicant to submit its application.

**PLEASE NOTE:** Busy servers, slow processing, large file sizes, improper registration or password issues are not valid circumstances to extend the deadline dates or the grace period.

### **1. Amending or Resubmitting an Application.**

Before the submission deadline, you may amend a validated application through Grants.gov by resubmitting a revised application containing the new or changed material. The resubmitted application must be received and validated by Grants.gov by the applicable deadline.

If HUD receives an original and a revised application for a single proposal, HUD will evaluate only the last submission received by Grants.gov before the deadline.

### **2. Grace Period for Grants.gov Submissions.**

If your application is received by Grants.gov before the deadline, but is rejected with errors, you have a grace period of 24 hours after the application deadline to submit a corrected, received, and validated application through Grants.gov. The date and time stamp on the

Grants.gov system determines the application receipt time. Any application submitted during the grace period not received and validated by Grants.gov will not be considered for funding. There is no grace period for paper applications.

### **3. Late Applications.**

An application received after the NOFA deadline date that does not meet the Grace Period requirements will be marked late and will not be received by HUD for funding consideration. Improper or expired registration and password issues are not causes that allow HUD to accept applications after the deadline.

### **4. Corrections to Deficient Applications.**

HUD will not consider information from applicants after the application deadline. Before the deadline, HUD may contact the applicant to clarify information submitted.

HUD will uniformly notify applicants of each curable deficiency. A curable deficiency is an error or oversight that, if corrected, would not alter, in a positive or negative fashion, the review and rating of the application. See curable deficiency in the definitions section (Section I.A.3.). Examples of curable (correctable) deficiencies include inconsistencies in the funding request and failure to submit required certifications. These examples are non-exhaustive.

When HUD identifies a curable deficiency, HUD will notify the authorized representative by email. This email is the official notification of a curable deficiency. Each applicant must provide accurate email addresses for receipt of these notifications and must monitor their email accounts to determine whether a deficiency notification has been received. The applicant must carefully review the request to cure a deficiency and must provide the response in accordance with the

instructions contained in the deficiency notification.

Applicants must email corrections of curable deficiencies to [applicationsupport@hud.gov](mailto:applicationsupport@hud.gov) within the time limits specified in the notification. The time allowed to correct deficiencies will be no less than 48 hours and no more than 14 calendar days from the date of the email notification. The start of the cure period will be the date stamp on the email sent from HUD. If the deficiency cure deadline date falls on a Saturday, Sunday, Federal holiday, or on a day when HUD's Headquarters are closed, then the applicant's correction must be received on the next business day HUD Headquarters offices in Washington, DC are open.

The subject line of the email sent to [applicationsupport@hud.gov](mailto:applicationsupport@hud.gov) must state: Technical Cure and include the Grants.gov application tracking number or the GrantSolutions application number (e.g., Subject: Technical Cure - GRANT123456 or Technical Cure - XXXXXXXXXXXXX). If this information is not included, HUD cannot match the response with the application under review and the application may be rejected due to the deficiency.

Corrections to a paper application must be sent in accordance with and to the address indicated in the notification of deficiency. HUD will treat a paper application submitted in accordance with a waiver of electronic application containing the wrong DUNS number as having a curable deficiency. Failure to correct the deficiency and meet the requirement to have a DUNS number and active registration in SAM will render the application ineligible for funding.

**5. Authoritative Versions of HUD NOFAs.** The version of these NOFAs as posted on Grants.gov are the official documents HUD uses to solicit applications.

**6. Exemptions.** Parties that believe the requirements of the NOFA would impose a substantial burden on the exercise of their religion should seek an exemption under the Religious Freedom Restoration Act (RFRA).

#### **E. Intergovernmental Review.**

This program is not subject to Executive Order 12372, Intergovernmental Review of Federal Programs.

#### **F. Funding Restrictions.**

An organization may not conduct research or an evaluation of itself. HUD will determine whether the salary rates are reasonable, or customary for the skill set provided and that the tasks to be conducted are in accordance with federal legal requirements.

#### **Indirect Cost Rate.**

Normal indirect cost rules under 2 CFR part 200, subpart E apply. If you intend to charge indirect costs to your award, your application must clearly state the rate and distribution base you intend to use. If you have a Federally negotiated indirect cost rate, your application must also include a letter or other documentation from the cognizant agency showing the approved rate. Successful applicants whose rate changes after the application deadline must submit new rate and documentation.

Applicants other than state, county and local governments. If you have a Federally negotiated indirect cost rate, your application must clearly state the approved rate and distribution base and must include a letter or other documentation from the cognizant agency showing the approved

rate. If you have never received a negotiated indirect cost rate and elect to use the de minimis rate, your application must clearly state you intend to use the de minimis rate of 10% of Modified Total Direct Costs (MTDC). As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. Once elected, the de minimis rate must be applied consistently for all Federal awards until you choose to negotiate for a rate, which you may apply to do at any time. Documentation of the decision to use the de minimis rate must be retained on file for audit. State, county and local governments. If your department or agency unit has a Federally negotiated indirect cost rate, your application must include that rate, the applicable distribution base, and a letter or other documentation from the cognizant agency showing the negotiated rate. If your department or agency unit receives more than \$35 million in direct federal funding per year, you may not claim indirect costs until you receive a negotiated rate from your cognizant agency for indirect costs as provided in Appendix VII to 2 CFR Part 200.

If your department or agency unit receives no more than \$35 million in direct federal funding per year and your department or agency unit has developed and maintains an indirect cost rate proposal and supporting documentation for audit in accordance with 2 CFR Part 200, Appendix VII, you may use the rate and distribution base specified in that indirect cost rate proposal. Alternatively, if your department or agency unit receives no more than \$35 million in direct Federal funding per year and has never received a negotiated indirect cost rate, you may elect to use the de minimis rate of 10% of MTDC. As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. Once elected, the de minimis rate must be applied consistently for all Federal awards until you choose to negotiate for a rate, which you may apply to do at any time. Documentation of the decision to use the de minimis rate must be retained on file for audit.

## **G. Other Submission Requirements.**

### **1. Application, Assurances and Certifications.**

Standard Form 424 (SF-424) Application for Federal Assistance Programs is the government-wide form required to apply for Application for Federal Assistance Programs, discretionary Federal grants and other forms of financial assistance programs. Applicants for this Federal assistance program must submit all required forms in the SF-424 Family of forms, including SF-424B (Assurances of Non construction Programs) or SF424D (Assurances for Construction Programs). Applications receiving funds for both non construction programs and construction programs must submit both the SF-424B and SF-424D.

By signing the forms in the SF-424 either through electronic submission or in paper copy submission (for those granted a waiver), the applicant and the signing authorized representative affirm that they have reviewed the certifications and assurances associated with the application for federal assistance and (1) are aware the submission of the SF424 is an assertion that the relevant certifications and assurances are established and (2) acknowledge that the truthfulness of the certifications and assurances are material representations upon which HUD will rely when making an award to the applicant. If it is later determined the signing authorized representative to the application made a false certification or assurance, caused the submission of a false certification or assurance, or did not have the authority to make a legally binding commitment for the applicant, the applicant and the individual who signed the application may be subject to administrative, civil, or criminal action. Additionally, HUD may terminate the award to the



applicant organization or pursue other available remedies. Each applicant is responsible for including the correct certifications and assurances with its application submission, including those applicable to all applicants, those applicable only to federally recognized Indian tribes, and those applicable to applicants other than federally recognized Indian tribes. All program specific certifications and assurances are included in the program Instructions Download on Grants.gov.

**Assurances.** By submitting your application, you provide assurances that, if selected to receive an award, you will comply with U.S. statutory and public policy requirements, including, but not limited to civil rights requirements.

## **2. Lead Based Paint Requirements.**

Not Applicable

## **V. Application Review Information.**

### **A. Review Criteria.**

#### **1. Rating Factors.**

The maximum number of points that can be awarded to any application is 102. The minimum score for an application to be considered for funding is 75 with individual minimum scores of 5 points required for Factor 1, 25 points required for Factor 2, and 45 points for Factor 3. Applicants will be selected based on highest score.

#### **Rating Factor 1: Need for the Research**

**Maximum Points: 10**

Minimum points needed for funding consideration is 5 out of 10 possible maximum points for this rating factor.

You must explain how the proposed research would address the objectives and goals described in this NOFA, and you will be assessed based on the extent to which the project would generate new evidence about the prevalence of homeless youth or other information that States, units of local government, and national nongovernmental organizations concerned with youth homelessness may find useful. Letters of support from states, units of local government, and national or other organizations concerned with youth homelessness will assist HUD in determining the need for the proposed research, *especially if the letter of support comes from an entity that demonstrates a willingness and ability to share data with the research team to support the project.*

#### **Rating Factor 2: Organizational Capacity and Experience and Key Personnel**

**Maximum Points: 35**

Minimum points needed for funding consideration is 25 of 35 possible maximum points for this rating factor.

##### **(1) Recent Experience and Performance (Maximum 20 points)**

We will evaluate your organization's past performance based on your descriptions of other recent (within the past 5 years) research or data projects that were fully completed and demonstrate your organization's ability to conduct the applicable functions. At a minimum, these projects must be comparable in size, scope, and complexity to the proposed work.

For each recent project, applicants should provide:

- (a) A statement of the objective of the project;
- (b) A description of the research/evaluation or data analysis tasks performed that would be relevant for your proposed project;
- (c) Demonstrated experience with successfully entering into data use agreements with States and local government for the purposes of administrative data linking;
- (d) List of research questions the project sought to answer and the answers the project provided (or, if the project is still underway, how the research questions are being answered);
- (e) A synopsis of how the work was conducted by the applicant, including the number of hours involved, data collected, methods of collection, and response rate, if applicable, and the total cost of the engagement;
- (f) The names and contact information for the organizations and roles of up to 5 key personnel who worked on the project and who are proposed for this project;
- (g) A list of written products.

Note: Past performance will be verified with third-party references, including GTRs/COTRS, GTMs and contract officers.

## (2) Key Personnel (Maximum 15 points).

For the purposes of responding to this sub-factor, ‘key personnel’ is defined as the applicant’s in-house staff, subcontractors and/or consultants for whom a contract or agreement already exists, and who are expected to actually be tasked with developing and conducting the work. To be competitive, you must demonstrate the ability to assemble a skilled research and development team to undertake project tasks. Applicants should include in their proposed research and development team people with expertise in performing the tasks required by the management and research plan.

Provide a list of key team members (up to 5) and their roles in the management and/or implementation of this project; and for each member describe their:

- (a) Demonstrated experience to carry out their identified role in this project.
- (b) Proficiency in clearly and concisely communicating findings for a broad audience.
- (c) Subject matter expertise for the proposed research project.
- (d) Experience working with and analyzing datasets including HUD administrative data for research;
- (e) Experience linking and matching of administrative data;
- (f) Expertise with industry leading data management software; and
- (g) Demonstrated expertise in devising useful performance metrics and index construction for government agencies

**Rating Factor 3: Soundness of Approach**

**Maximum Points: 50**

Minimum points needed for consideration is 45 of 50 possible points for this Rating Factor.

(1) Management Work Plan (Maximum 20 points).

Applicants must produce a management work plan for the project that is reasonable to undertake the work. The narrative should present a clear, practical, and forward-looking plan to deliver products. As such the narrative should include a staffing chart showing the allocation of resources for this project by presenting total person hours for each of the key personnel for each month by project task. The proposed work plan must clearly explain how the applicant will manage these activities, including the anticipated approach to:

- (a) Managing communication with PDR staff including providing quarterly status reports that include progress, accomplishments, and budget tracking;
- (b) Establishing a timeline for the completion of the research effort;
- (c) Ensuring overall project quality control and identifying points in the schedule where a quality control lapse is most likely to occur, and the impact on deliverables to HUD;
- (d) Resolving issues or overcoming obstacles that may affect progress, including how to address challenges related to accessing and linking administrative data;
- (f) Identifying, and assigning appropriately skilled staff, allocating total person hours for the key personnel for each work task for each month of the proposed time period to conduct the work;
- (g) Identifying costs related to data sets to be used for the research;
- (h) Setting start dates, completion dates, and other major milestones for each task and sub-task. Where there are interdependencies among the tasks, the work plan shall indicate how each task will provide the necessary input to the other tasks.

(2) Research Design (Maximum 30 points).

The proposed research design will be rated on technical quality, clarity, creativity, thoroughness, specificity, and feasibility. The applicant is expected to include a preliminary research design that specifically addresses this project. The research design will be evaluated based on the following:

- (a) The description of the proposed research, including the project description, key research questions and identification of clear, testable hypotheses;
- (b) The adequacy and feasibility of the plan to undertake the analysis;
- (c) The statistical soundness of the procedures proposed for analyzing the data.
- (d) A description of survey data or administrative data that would be used;
- (e) A description of how data would be made available and results would be displayed.
- (f) The proposed approach for merging supplemental data with HUD administrative data.
- (g) The identification of potential challenges in carrying out the research and appropriate and creative solutions.

**Rating Factor 4: Performance Evaluation**

**Maximum Points: 5**

The applicant must describe the general methods and measures it will use to regularly monitor the effectiveness of its work. HUD has identified the broad control measures of what constitutes high quality research. The applicant must present a clear plan for regularly monitoring the effectiveness of its work on the following measures:

- (1) Quality of the data collection;
- (2) Quality of its data analysis;
- (3) Quality of its written products;
- (4) Quality of the proposed database structure; and
- (5) Timeliness of performance and effectiveness of cost control measures.

## **2. Other Factors.**

### **Preference Points.**

HUD encourages activities in support of the Secretary's FY20 Initiatives. HUD may award up to two (2) points for any of the 3 preferences (OZ, PZ or HBCU).

### **Opportunity Zones.**

This program does not offer Opportunity Zone preference points.

#### **HBCU.**

An applicant partnering with a Historically Black College or University (HBCU) will receive up to two (2) Preference Points when the application includes a Letter of Commitment certifying that an HBCU Partnership is in place and signed by an authorizing official of the HBCU and documentation of the college or university's status as an HBCU. [Click here to view the list of accredited HBCU's](#)

An applicant designated by the U.S. Department of Education as Historically Black College or University (HBCU) will receive up to two (2) preference points when the application includes documentation of the applicant's status as an HBCU.

### **Promise Zones**

This program does not offer Promise Zone preference points.

## **B. Review and Selection Process.**

### **1. Past Performance**

In evaluating applications for funding, HUD will consider an applicant's past performance in managing funds. Items HUD will consider include, but are not limited to:

The ability to account for funds in compliance with applicable reporting and recordkeeping requirements;

Timely use of funds received from HUD;

Timely submission and quality of reports submitted to HUD;

Meeting program requirements;

Meeting performance targets as established in the grant agreement;

The applicant's organizational capacity, including staffing structures and capabilities;

Timely completion of activities and receipt and expenditure of promised matching or leveraged funds;

The number of persons served or targeted for assistance;

HUD may reduce scores as specified under V. A. Review Criteria. Whenever possible, HUD will obtain past performance information. If this review results in an adverse finding related to integrity or performance, HUD reserves the right to take any of the remedies provided in Section III. E Statutory and Regulatory Requirements Affecting Eligibility, "Pre-selection Review of Performance" document link above.

### **2. Assessing Applicant Risk.**

In evaluating risks posed by applicants, HUD may use a risk-based approach and may consider any items such as the following:

- Financial stability;
- Quality of management systems and ability to meet the management standards prescribed in this part;
- History of performance. The applicant's record in managing Federal awards, if it is a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
- Reports and findings from audits performed under Subpart F—Audit Requirements of this part or the reports and findings of any other available audits; and
- The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

## **VI. Award Administration Information.**

### **A. Award Notices.**

Following the evaluation process, HUD will notify successful applicants of their selection for funding. HUD will also notify other applicants, whose applications were received by the deadline, but have not been chosen for award. Notifications will be sent by email to the person listed as the AOR in item 21 of the SF424.

**Negotiation.** After HUD has made selections, HUD will negotiate specific terms of the funding agreement and budget with selected applicants. If HUD and a selected applicant do not successfully conclude negotiations in a timely manner, or a selected applicant fails to provide requested information, an award will not be made to that applicant. In this case, HUD may select another eligible applicant. HUD may impose special conditions on an award as provided under 2 CFR 200.207:

- Based on HUD's review of the applicant's risk under 2 CFR 200.205;
- When the applicant or recipient has a history of failure to comply with the general or specific terms and conditions of a Federal award;
- When the applicant or recipient fails to meet expected performance goals contained in a Federal award; or
- When the applicant or recipient is not otherwise responsible.

**Adjustments to Funding.** To ensure the fair distribution of funds and enable the purposes or requirements of a specific program to be met, HUD reserves the right to fund less than the amount requested in an application.

a. HUD will fund no portion of an application that:

- (1) Is not eligible for funding under applicable statutory or regulatory requirements;
- (2) Does not meet the requirements of this notice; or
- (3) Duplicates other funded programs or activities from prior year awards or other selected applicants.

b. If funds are available after funding the highest-ranking application, HUD may fund all or part of another eligible fundable application. If an applicant turns down an award offer, or if HUD and an applicant do not successfully complete grant negotiations, HUD may make an offer of funding to another eligible application.

- c. If funds remain after all selections have been made, remaining funds may be made available within the current FY for other competitions within the program area, or be held for future competitions, or be used as otherwise provided by authorizing statute or appropriation.
- d. If, after announcement of awards made under the current NOFA, additional funds become available either through the current appropriations, a supplemental appropriation, other appropriations or recapture of funds, HUD may use the additional funds to provide additional funding to an applicant awarded less than the requested amount of funds to make the full award, and/or to fund additional applicants that were eligible to receive an award but for which there were no funds available.

**Funding Errors.** If HUD commits an error that when corrected would cause selection of an applicant during the funding round of a Program NOFA, HUD may select that applicant for funding, subject to the availability of funds.

## **B. Administrative, National and Department Policy Requirements for HUD recipients**

For this NOFA, the following [Administrative, National and Department Policy Requirements and Terms for HUD Financial Assistance Awards](#) apply. (Please select the linked text to read the detailed description of each applicable requirement).

### 1. Compliance with Non-discrimination and Related Requirements.

Unless otherwise specified, these non-discrimination and equal opportunity authorities and other requirements apply to all NOFAs. Please read the following requirements carefully as the requirements are different among HUD's programs.

- Compliance with Fair Housing and Civil Rights Laws, Which Encompass the Fair Housing Act and Related Authorities (cf. 24 CFR 5.105(a)).

- Affirmatively Furthering Fair Housing.

- Economic Opportunities for Low-and Very Low-income Persons (Section 3).

- Improving Access to Services for Persons with Limited English Proficiency (LEP).

- Accessible Technology.

### 2. Equal Access Requirements.

### 3. Ensuring the Participation of Small Disadvantaged Business, and Women-Owned Business.

### 4. Equal Participation of Faith-Based Organizations in HUD Programs and Activities.

### 5. Uniform Relocation Act – Real Property Acquisition and Relocation Requirements.

### 6. Participation in HUD-Sponsored Program Evaluation.

### 7. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

### 8. Drug-Free Workplace.

### 9. Safeguarding Resident/Client Files.

### 10. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L.109-282) (Transparency Act), as amended.

### 11. Eminent Domain.

### 12. Accessibility for Persons with Disabilities.

### 13. Violence Against Women Act.

### 14. Conducting Business in Accordance with Ethical Standards/Code of Conduct.

### 15. Environmental Requirements.

Activities funded under this NOFA are exempt or categorically excluded under 24 CFR 50.19 (b)(1), (3), and (9) and 24 CFR 58.34(a)(1), (3), and (9) from the requirements of the National

Environmental Policy Act of 1969 (42 U.S.C. § 4321) and are not subject to environmental review under the related environmental laws and authorities at 24 CFR 50.4.

### **C. Reporting.**

HUD requires recipients to submit performance and financial reports under OMB guidance and program instructions.

**1. Recipient Integrity and Performance Matters.** Applicants should be aware that if the total Federal share of your Federal award includes more than \$ 500,000 over the period of performance, you may be subject to post award reporting requirements reflected in Appendix XII to Part 200-Award Term and Condition for Recipient Integrity and Performance Matters.

**2. Race, Ethnicity and Other Data Reporting.** HUD requires recipients that provide HUD-funded program benefits to individuals or families to report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of HUD programs in order to carry out the Department's responsibilities under the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, and Section 562 of the Housing and Community Development Act of 1987.

### **3. Program-Specific Reporting Requirements**

**Progress Reports:** Progress Reports will document activities completed in the most recent reporting period, planned activities for the upcoming reporting period, and budget expenditures by line item (including hours worked for specific staff). Progress reports should be aligned with the submission of drawdown requests.

**Draft and Final Reports:** The Draft and Final Reports must summarize the work conducted over the course of the project, present the study objectives, data sources, analysis methods, and results. The Final Report is the key deliverable of the study, and must serve as a standalone document that meets the overall objective of this project. The Final Report should be edited and prepared for publication in accordance with HUD's Guidelines for Preparing a Report for Publication [https://www.huduser.gov/portal/About/GTR\\_Guide1.pdf](https://www.huduser.gov/portal/About/GTR_Guide1.pdf)

### **D. Debriefing.**

For a period of at least 120 days, beginning 30 days after the public announcement of awards under this NOFA, HUD will provide a debriefing related to their application to requesting applicants. A request for debriefing must be made in writing or by email by the authorized official whose signature appears on the SF-424 or by his or her successor in office and be submitted to the POC in Section VII Agency Contact(s), below. Information provided during a debriefing may include the final score the applicant received for each rating factor, final evaluator comments for each rating factor, and the final assessment indicating the basis upon which funding was approved or denied.

## VII. Agency Contact(s).

HUD staff will be available to provide clarification on the content of this NOFA.

Questions regarding specific program requirements for this NOFA should be directed to the POC listed below. Name:

Ophelia Wilson

Phone:

202-402-4390

Email:

Ophelia.Wilson@hud.gov

Persons with hearing or speech impairments may access this number via TTY by calling the toll-free Federal Relay Service at 800-877-8339. Please note that HUD staff cannot assist applicants in preparing their applications.

## VIII. Other Information.

### 1. National Environmental Policy Act.

This notice does not direct, provide for assistance or loan and mortgage insurance for, or otherwise govern or regulate, real property acquisition, disposition, leasing, rehabilitation, alteration, demolition, or new construction, or establish, revise or provide for standards for construction or construction materials, manufactured housing, or occupancy. Accordingly, under 24 CFR 50.19(c)(1), this notice is categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321, et seq.).

**2. Paperwork Reduction Act Statement.** The information collection requirements in this notice have been approved by OMB under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. Each NOFA will identify its applicable OMB control number unless its collection of information is excluded from these requirements under 5 CFR part 1320.

### 3. Web Resources.

- [Affirmatively Furthering Fair Housing](#)
- [Code of Conduct list](#)
- [CFDA](#)
- [Dun & Bradstreet](#)
- [Equal Participation of Faith-Based Organizations](#)
- [Federal Awardee Performance and Integrity Information System](#)
- [FFATA Subaward Reporting System](#)
- [Grants.gov](#)
- [HBCUs](#)
- [Healthy Homes Strategic Plan](#)
- [Healthy Housing Reference Manual](#)
- [HUD's Strategic Plan](#)
- [HUD Grants](#)
- [Limited English Proficiency](#)



- [NOFA Webcasts](#)
- [Opportunity Zone](#)
- [Procurement of Recovered Materials](#)
- [Promise Zones](#)
- [Section 3 Business Registry](#)
- [State Point of Contact List](#)
- [System for Award Management \(SAM\)](#)
- [Uniform Relocation Act – Real Property Acquisition and Relocation Requirements](#)
- [USA Spending](#)

## APPENDIX

## REQUEST FOR PROPOSALS (RFP)

### **Provide staffing and technical support to Alameda County's CoC NOFA local rating and ranking process and application for the FY 2021 HUD Continuum of Care Program Funding Competition**

#### **PROJECT DESCRIPTION**

EveryOne Home is a collective impact initiative founded in 2007 to facilitate the implementation of Alameda County, California's plan to end homelessness, known as the EveryOne Home Plan. Everyone Home, which serves as Alameda County's Continuum of Care Lead Agency is soliciting written proposals from qualified contractors for consultant services to assist in the 2021 local rating and ranking process for evaluation and selection of projects to be included in the package and in drafting the HUD Continuum of Care Program Funding Application. Due to COVID-19, the release of the NOFA is expected to be delayed and the application process may be streamlined and substantially different from prior years' processes. The work is to be completed by the HUD application deadline date and depending on this year's process as amended by HUD will consist of some or all of the following.

- I. **Support the Community Input, FAQ and Technical Support Process** prior to the release of the NOFA, by providing information about HUD regulations and directions to project applicants.
- II. **Review and refine policies**, including renewal project scoring, new project selection, reallocation and ranking.
- III. **Renewal and New Project planning**, including supporting EveryOne Home in reviewing the NOFA once it is released to develop a strategy for tiering projects in order to optimize funding, to analyze the bonus and to develop a strategy for pursuing it.
- IV. **Refine Renewal Project Scoring Criteria and Tool**, based on existing tool, prior year grantee performance and ranking and HUD guidelines.
- V. **Draft Local Application**, based on existing application and HUD guidelines.
- VI. **Along with EveryOne Home staff, present application process** at Bidders' Conference.
- VII. **Provide technical support to the rating and ranking process**, including analyzing prior year grantee performance, calculating funds available, calculating preliminary rating scores, generating preliminary tiered ranking, and calculating final renewal scoring.

- VIII. **Provide technical support to the new (bonus) project application process**, including reviewing and refining existing application and scoring tool and supporting selection process.
- IX. **Refine Appeal form for new and renewal projects**, based on existing form and assist EveryOne staff in reviewing appeals, if any.
- X. **Draft NOFA Application**, including attending and summarizing HUD's NOFA Webinar, completing CoC Priority Listing in e-snaps, reviewing priority rankings and budget amount, drafting narrative sections, charts, and data tables and all necessary attachments and finalizing the submission.

**Given the uncertainty of the 2021 HUD NOFA Continuum of Care Program Competition, the proposal should provide costs for each activity and an hourly rate should EveryOne Home elect to abbreviate the activity due to HUD's direction. Once HUD clarifies this year's NOFA process, the contracted Scope of Work will include only the necessary activities.**

**The content of proposal, and vendor selection process are summarized below. Proposals must be received no later than 5:00 pm on [DATE].** Responses can be submitted electronically or in hard copy. **Electronic submissions must have "FY 2021 HUD Continuum of Care Program Funding Competition" in the email subject line and be sent to [info@everyonehome.org](mailto:info@everyonehome.org).** Hard copies should have "FY 2021 HUD Continuum of Care Program Funding Competition" clearly marked on the outer most mailing envelope. Please submit via US Mail to:

EveryOne Home  
101 Callan Ave., Suite 230  
San Leandro, CA 94577

Proposals will not be accepted after the date and time above. Incomplete proposals and proposals that do not conform to the specified requirements will not be considered. EveryOne Home is not liable for any costs incurred in the preparation and submittal of proposals. EveryOne Home retains the right to award all or parts of this contract to several bidders, to not select any bidders, and/or to re-solicit proposals.

#### **SUBMISSION REQUIREMENTS**

All proposals shall include the following information, organized as separate sections of the proposal. The proposal should be concise.

1. Contractor Identification:

Provide the name of the firm, the firm's principal place of business, the name and telephone number of the contact person and company tax identification number. If a consultant team submits a proposal, identify the lead agency that will enter into the contract. Please provide a current resume for each member of the consultant team.

## 2. Client References:

Provide a minimum of 3 client references. References should include at least one multi-agency (government/non-profit) community planning process. Provide the designated person's name, title, organization, address, telephone number, and the project(s) that were completed under that client's direction.

## 3. Price Proposal:

The proposal shall include pricing for all services. Pricing shall be all inclusive unless indicated otherwise on a separate pricing sheet. It shall include hourly rates for all professional, technical and support personnel, and all other charges related to completion of the work, itemized by activity listed in the Scope of Services.

## 4. Contract Terminations:

If your organization has had a contract terminated in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the vendor's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the vendor, or (b) litigated and such litigation determined that the vendor was in default. Submit full details of the terms for default including the other party's name, address, and phone number. Present the vendor's position on the matter. EveryOne Home will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience.

If the firm has not experienced any such termination for default or early termination in the past five years, so indicate.

## 5. Narrative Responses

Provide narrative responses to the following questions. Responses may refer back to the provided resumes and should help the reviewers better understand what you/your team offer.

(a) Describe you/your team's expertise with:

- the HUD Continuum of Care Program, especially best practices in running the local rating and ranking process;

- running or supporting local competitive funding processes, especially for federal funds

(b) Outline a proposed timeline and schedule for activities for the completion of this consultation.

(c) Describe your availability and flexibility given the significant uncertainty related to this year's NOFA process and timeline and explain how you will work with EveryOne Home to clarify the scope of work and timeline of this contract once the parameters of the NOFA are known.

(d) Submit a portfolio that highlights you/your team's work.

### **SELECTION CRITERIA**

The following criteria will be considered, although not exclusively, in determining which firm is hired.

1. References (20%)
2. Costs (20%)
3. Narrative Responses (60%)

### **CONTRACT REQUIREMENTS**

EveryOne Home is a project of the Tides Center which serves as its fiscal sponsor. Therefore, the contract will be executed with the Tides Center, according to their requirements.

### **SCHEDULE (dates are subject to change)**

- Issue RFP to potential bidders: [DATE]
- Proposals due from potential bidders: [DATE]
- Complete Selection Process: [DATE]
- Sign and Process Contracts: [DATE]

For questions concerning the anticipated work, or scope of the project, please contact [NAME] at [email address].

We look forward to receiving and reviewing your proposal.

Sincerely,

[Signature]