

# NOTICE OF FUNDING OPPORTUNITY (NOFO) INFORMATION GUIDANCE



## U.S. Department of Housing and Urban Development 2024 CONTINUUM OF CARE (COC) BUILDS LOCAL PROJECT APPLICATION **Subject to Change Based on Any New Provisions HUD Releases**

Release Date: September 23, 2024  
Deadline Date: **October 22, 2024 12:00 PM (Noon) EST**

### **AMENDMENT 1 Change in Date of Training for Project Application Reviewers**

Palm Beach County (PBC) Board of County Commissioners (BCC)  
Community Services Department (CSD)  
810 Datura Street  
West Palm Beach, FL 33401  
(561) 355-4543

# TABLE OF CONTENTS

<b>SECTION I: GENERAL INFORMATION</b>	<b>4</b>
INTRODUCTION	4
BACKGROUND	4
ELIGIBILITY	5
MATCH	6
USE REQUIREMENT	6
<b>SECTION II: PROJECT APPLICATION</b>	<b>7</b>
PROJECT APPLICATION DEVELOPMENT	7
PROJECT APPLICATION SUBMISSION	7
PUBLISH/RELEASE DATE	8
DEADLINE DATES	8
TECHNICAL ASSISTANCE	8
EXPERIENCING UNFORESEEN TECHNICAL ISSUES	9
ANTICIPATED SCHEDULE OF EVENTS	11
CONE OF SILENCE	11
<b>SECTION III: SCOPE OF SERVICES</b>	<b>11</b>
CONTACTS	12
SCOPE OF SERVICES	12
TERMS AND CONDITIONS	13
<b>SECTION IV: WHERE TO FIND PROJECT DOCUMENTS YOU NEED</b>	<b>15</b>
<b>SECTION V: CONTENTS OF PROPOSALS AND INSTRUCTIONS</b>	<b>17</b>
PROGRAM APPLICATION	17
<i>APPLICATION ACCESS PROCESS STEP 1 - 2024 COC BUILDS – WEBAUTHOR – SAMIS APPLICATION</i>	18
<i>APPLICATION PROCESS STEP 2 – 2024 COC BUILDS APPLICATION QUESTIONS</i>	19
<i>HUD BUILDS NOFO SCORED QUESTIONS</i>	20
<i>HUD NOFO PROGRAM SPECIFIC REQUIREMENTS</i>	21
<i>PROPOSED HOUSEHOLDS/UNITS/BEDS</i>	21
<i>COC PROJECT REQUIRED DOCUMENTS</i>	21
<b>SECTION VI: 2024 CoC BUILDS LOCAL PROJECTS REVIEW PROCESS</b>	<b>23</b>
<b>SECTION VII: APPEAL PROCESS</b>	<b>24</b>
<b>SECTION VIII: COC DEFINITIONS AND CONCEPTS</b>	<b>25</b>
<b>EXHIBIT 1: PACKAGE CHECKLIST/COVER SHEET AND INSTRUCTIONS CERTIFICATION)</b>	<b>31</b>

**EXHIBIT 2: PBC HOMELESS AND HOUSING ALLIANCE COC GRANTEE CERTIFICATION ..... 33**  
**EXHIBIT 3 MATCH DOCUMENTATION FORM ..... 34**  
**EXHIBIT 4: ACKNOWLEDGMENT FORM..... 35**  
**ATTACHMENT 1: THRESHOLD CRITERIA..... 36**  
**ATTACHMENT 2: CoC INFORMATION ..... 37**  
**ATTACHMENT 3: APPEAL NOTICE FORM..... 39**

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**IN ACCORDANCE WITH THE PROVISIONS OF ADA, THIS GUIDANCE AND DOCUMENTS LISTED CAN BE REQUESTED IN AN ALTERNATE FORMAT. AUXILIARY AIDS OR SERVICES WILL BE PROVIDED UPON REQUEST WITH AT LEAST THREE (3) DAYS NOTICE. PLEASE CONTACT THE COC (COC) PROGRAM AT 561-355-4543 or [CSD-BUILDS-NOFO@PBC.GOV](mailto:CSD-BUILDS-NOFO@PBC.GOV)**

## SECTION I: GENERAL INFORMATION

### **INTRODUCTION**

On July 22, 2024, the US Department of Housing and Urban Development (HUD) announced the availability of funding to target efforts within CoC geographic areas to address and reduce homelessness by adding new units of Permanent Supportive Housing (PSH) through new construction, acquisition, or rehabilitation through one-time awards under the CoC Builds Program [https://www.hud.gov/program\\_offices/comm\\_planning/coc/cocbuilds](https://www.hud.gov/program_offices/comm_planning/coc/cocbuilds). This is a nationwide, competitive process. **Applications must be submitted by the Continuum of Care (CoC). Each CoC may submit only one application. The Homeless and Housing Alliance (HHA) is the CoC for Palm Beach County.**

The Palm Beach County Board of County Commissioners (BCC) Community Services Department (CSD), Division of Human Services and Community Action (HSCA) is the COLLABORATIVE APPLICANT for the HHA and hereinafter is referred to as the “HSCA” or “COLLABORATIVE APPLICANT”. The HSCA invites Project Applications from qualified entities, hereinafter referred to as “PROJECT APPLICANTS”, to submit applications for funding under this announcement.

### **BACKGROUND**

The CoC (CoC) Program (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states and local governments to quickly rehouse homeless individuals, families and persons fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking, and youth, while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness.

The HUD BUILDS Program NOFO targets efforts within CoC geographic areas to address and reduce the number of persons experiencing homelessness by adding new units of Permanent Supportive Housing (PSH) through construction, acquisition or rehabilitation. HUD is encouraging applicants to leverage funds provided for construction, acquisition, or rehabilitation of new PSH units with other funding sources to maximize the amount of housing that can be directed to meeting the needs of individuals and families experiencing homelessness. PSH is a program which provides permanent housing in which supportive services are provided to assist individuals with a disability and families where at least one member has a disability, and who are experiencing homelessness to live independently.

Eligible applicants include non-profit organizations, state, county, city or township governments, special district governments, Native American tribal governments, public housing authorities, and Native American tribal organizations.

The CoC Program is authorized by Part C of title IV of the McKinney-Vento Homeless Assistance Act, (42 U.S.C. 11381–11389) (The Act), and the CoC Program rule found in 24 CFR Part 578 (the Rule).

FL-605-PBC’s CoC, locally known as the Homeless & Housing Alliance (HHA), released this NOFO (NOFO) on September 23, 2024 in response to the HUD CoC BUILDS NOFO. **The terms CoC and HHA are used interchangeably throughout this NOFO.**

**NOTE: The HUD CoC BUILDS NOFO may be updated throughout the application period with new provisions HUD may release and in subsequent HUD clarifications and updates. PROJECT APPLICANTS will be expected to address these new provisions and applications will be rated accordingly.**

The HUD NOFO requires that the application for funding must be submitted by the COLLABORATIVE APPLICANT for the CoC and that the CoC can only select one application to submit. As the COLLABORATIVE APPLICANT for the HHA, HSCA will manage the application process by issuing the NOFO, coordinating the selection of the application to be submitted and submitting the Application to HUD.

There are two components to the HUD CoC Project Application: the PROJECT APPLICATIONS, which will be submitted by Local PROJECT APPLICANTS; and the selected PROJECT APPLICATION, which will be submitted to HUD by the COLLABORATIVE APPLICANT (HSCA). Projects are first submitted to the COLLABORATIVE APPLICANT. If more than one application is received, each project will be scored by a Non-Conflict Grant (NCG) Review Committee, and then the chosen application will be submitted to HUD following the HHA’s approval of the application. If HUD awards funding to the PROJECT APPLICANT, HUD will contract directly with the PROJECT APPLICANT. The COLLABORATIVE APPLICANT will administer the local selection process and submit the application to HUD, but neither the BCC nor the HSCA will make the final determination regarding whether the proposal will be funded.

The MAXIMUM AWARD AVAILABLE TO PBC IS \$7,500,000 under the HUD CoC BUILDS Application.

## **ELIGIBILITY**

Qualified entities submitting project applications for HUD CoC BUILDS competition must meet all statutory and regulatory requirements of The Act and 24 CFR Part 578, unless a waiver to a provision in 24 CFR Part 578 is approved by the HHA and HUD. PROJECT APPLICANTS can obtain a copy of The Act and 24 CFR Part 578 on the HUD Exchange website.

Eligible applicants include nonprofit organizations, states, local governments, or instrumentalities of state and local governments, Indian Tribes and Tribally Designated Housing Entities, and public housing agencies. For-profit entities **are not eligible** to apply for grants or to be subrecipients of grant funds. All subrecipients must also meet the eligibility standards as described below.

NON PROFIT PROJECT APPLICANTS must:

- Hold current and valid 501(c)(3) status as determined by the Internal Revenue Service.
- Have a Universal Identifier and meet System of Award Management (SAM.gov) requirements
- Be chartered or registered with the Florida Department of State, have been incorporated for at least one agency fiscal year, and have provided services for at least six (6) months.

- Create a Vendor Registration Account OR activate an existing Vendor Registration Account through PBC Purchasing Department's Vendor Self Service (VSS) system, which can be accessed at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. If PROJECT APPLICANTS intend to use subrecipients, PROJECT APPLICANTS must also ensure that all subrecipients are registered as agencies in VSS.
- Demonstrate accountability through the submission of acceptable financial audits performed by an independent auditor.

PSH funded under this proposal must serve only participants who:

- Meet the criteria of paragraph (1) of the definition of homelessness at 24 CFR 578.3 or
- Meet the criteria of paragraph (2) of the definition of homelessness at 24 CFR 578.3 or
- Meet the criteria of paragraph (4) of the definition of homeless at 24 CFR 578.3. **AND**
- Are individuals or families experiencing homelessness where at least one member of the household has a disability.

For the purposes of this NOFO, individuals and families with disabilities are defined as those who have documented physical, mental, developmental or behavioral disabilities regardless of the type of disability.

PROJECT APPLICANTS can apply for funding for the following types of projects: new construction (defined at 24 CFR 578.47), rehabilitation (defined at 24 CFR 578.45) or acquisition (defined at 24 CFR 578.43). PROJECT APPLICANTS must specify the type of project chosen. All projects must create new units of PSH and must be consistent with *Leading the Way Home: PBC's Plan to End the Cycle of Homelessness*, which can be found at: <http://thehomelessplan.org/ourgoals/endhomelessness.htm>

#### **ELIGIBLE COSTS**

- Acquisition (24 CFR 578.43)
- Rehabilitation (24 CFR 578.45)
- New Construction (24 CFR 578.47)
- Project-Based Rental Assistance (24 CFR 578.51(e))
- Supportive Services (24 CFR 578.53)
- Operating Costs (24 CFR 578.55)
- Project Administrative Costs (24 CFR 578.59)
- The majority of the funding request must be for capital costs
- No more than 20% of the total funds requested can include other eligible CoC Program budget line items
- No more than 10% of the total funds requested can include administrative costs

#### **MATCH**

25% match of cash or in-kind match is required

#### **USE REQUIREMENT**

There is a 15 year use requirement (See CFR 578.81 (a))

## SECTION II: PROJECT APPLICATION

### **COC BUILDS PROJECT APPLICATION DEVELOPMENT**

The COLLABORATIVE APPLICANT is accepting one-time PROJECT APPLICATIONS for CoC BUILDS Projects. PROJECT APPLICANTS will submit completed PROJECT APPLICATIONS to the COLLABORATIVE APPLICANT. If more than one application is received, they will each be scored by a Non-Conflict Grant (NCG) Review Committee, and subsequently presented to the HHA for approval. The Scoring Criteria utilized by the NCG Review Committee to select the application to be submitted to HUD will be those outlined in the HUD NOFO Section V.A.

### **THE HUD NOFO, AVAILABLE AT**

**[https://www.hud.gov/program\\_offices/comm\\_planning/coc/cocbuilds](https://www.hud.gov/program_offices/comm_planning/coc/cocbuilds) IS THE**

**DOCUMENT TO BE USED TO DEVELOP THE PROJECT APPLICATION.** Please note the following:

- The responses required for the application are outlined in the HUD NOFO Section V. A. Review Criteria.
- Each response has a specific number of pages allowed
- Responses must be typed in Times New Roman, 12 pitch font, 8 ½ X 11 page size, with a one inch margin on all sides.
- The Rating Factor should be used as the heading for each response.
- There are also four Equity narratives required for this application, three of which are required but not scored by HUD. Please see Section III F of the HUD NOFO
- The total number of pages (excluding the budget) cannot exceed 25 pages
- Some federally required forms may only be submitted through grants.gov at the time of application submission to HUD. These forms will be required to be completed by the successful PROJECT APPLICANT prior to the time of submission by the COLLABORATIVE APPLICANT and do not have to be submitted in your response to this NOFO. These forms are those listed in Section IV B 1 of the HUD NOFO.
- [https://www.hud.gov/program\\_offices/comm\\_planning/coc/cocbuilds](https://www.hud.gov/program_offices/comm_planning/coc/cocbuilds) has FAQs which may be very helpful in developing the PROJECT APPLICATION
- There is transcript and slides of a CoC BUILDS webinar on the same site which may also be very helpful

Once you have written your responses, you will upload them in the PBC CSD NOFO website, Web Author (SAMIS) located at <https://pbcc.samis.io/go/nofo/> See PROJECT APPLICATION SUBMISSION.

### **PROJECT APPLICATION SUBMISSION**

The CoC Program Competition PROJECT APPLICATION process is a five (5) -step process.

**Step 1: Using the HUD NOFO** available at [https://www.hud.gov/program\\_offices/comm\\_planning/coc/cocbuilds](https://www.hud.gov/program_offices/comm_planning/coc/cocbuilds) the PROJECT APPLICANT develops the PROJECT APPLICATION.

**Step 2:** CoC BUILDS PROJECT APPLICANTS upload their PROJECT APPLICATIONS into the PBC CSD

NOFO website, Web Author (SAMIS) located at <https://pbcc.samis.io/go/nofo/> The project application must be submitted through SAMIS by the PROJECT APPLICATION deadline, **which is October 22, 2024 at 12:00 p.m. Noon, EST.**

**Step 3:** PROJECT APPLICANTS will print the PROJECT APPLICATION to PDF and submit the entire PROJECT APPLICATION package, including all required attachments and match documentation, by email to the COLLABORATIVE APPLICANT at [CSD-BUILDS-NOFO@PBC.GOV](mailto:CSD-BUILDS-NOFO@PBC.GOV) by the project application deadline date, **which is October 22, 2024, at 12:00 p.m. Noon, EST.**

- To access the NOFO Invitation Code, applicants must review the SAMIS Access Guide
- Late applications will not be accepted.
- Incomplete applications cannot be cured by the NCG Review Committee. If an application is incomplete, the application will be scored accordingly

**Step 4:** If more than one PROJECT APPLICATION is received, each PROJECT APPLICATION will be rated by the NCG Review Committee and their recommendation for the application to be submitted to HUD will be presented to the HHA Governance Board for approval.

**Step 5:** The COLLABORATIVE APPLICANT will enter the PROJECT APPLICATION into grants.gov for submission to HUD.

All applicants will be notified whether their application has been chosen for submission to HUD.

The CoC BUILDS Project Application Timeline is in [SECTION II, ANTICIPATED SCHEDULE OF EVENTS](#) of this NOFO.

## **PUBLISH/RELEASE DATE**

**Monday, September 23, 2024.**

## **DEADLINE DATES**

PROJECT APPLICANTS must upload their completed application responses to and submit their local application packages on the CSD NOFO submission website located at <https://pbcc.samis.io/go/nofo/> and email a completed application package to HSCA at [CSD-BUILDS-NOFO@PBC.GOV](mailto:CSD-BUILDS-NOFO@PBC.GOV) (completing **Steps 1, 2 and 3** above) by **12:00 pm (Noon) EST, Tuesday, October 22, 2024.**

## **TECHNICAL ASSISTANCE**

HSCA will hold a Technical Assistance Workshop for the CoC BUILDS NOFO Project Competition for PROJECT APPLICANTS from **1:00 pm to 3:00 pm EST on Thursday, September 26, 2024 at 810 Datura Street, West Palm Beach Florida 33401 in the Basement Conference Room.**

Anyone interested in additional information may contact HSCA at 810 Datura Street, West Palm Beach, FL 33401 or by email at [CSD-BUILDS@PBC.GOV](mailto:CSD-BUILDS@PBC.GOV)

Also, those wishing to make public comments may contact HSCA by sending your comments via traditional mail to at 810 Datura Street, West Palm Beach, FL 33401, or email at [CSD-BUILDS-NOFO@PBC.GOV](mailto:CSD-BUILDS-NOFO@PBC.GOV)





Public participation is solicited without regard to race, color, religion, sex, disability, familial status, age, national origin, sexual orientation or gender identity or expression.

In accordance with the Americans with Disabilities Act (“ADA”), persons with disabilities requiring accommodations to participate in this public meeting may contact [CSD-BUILD-NOFO@PBC.GOV](mailto:CSD-BUILD-NOFO@PBC.GOV) no later than three (3) business days prior to such meeting.

Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services for a meeting (free of charge), please call **561-355-4543**, or email [CSD-BUILDS-NOFO@PBC.GOV](mailto:CSD-BUILDS-NOFO@PBC.GOV), at least five business days in advance. Hearing impaired individuals may also telephone the Florida Relay System at #711 to assist with a telephone call.

To maintain a fair, impartial and competitive process, additional requests for assistance must be made in writing and emailed to [CSD-BUILDS-NOFO@PBC.GOV](mailto:CSD-BUILDS-NOFO@PBC.GOV)

All questions and answers regarding the application process will be made available for the public to review on the HHA website at <https://discover.pbcgov.org/communityservices/humanservices/Pages/CoC-Grant-Apps.aspx>.

**PROJECT APPLICANTS should also check the HUD website**

[https://www.hud.gov/program\\_offices/comm\\_planning/coc/cocbuilds](https://www.hud.gov/program_offices/comm_planning/coc/cocbuilds) for additional guidance that may be issued by HUD.

The COLLABORATIVE APPLICANT will refrain from private communication with applicants regarding this NOFO, other than via email as noted above, during the proposal preparation and evaluation Cone of Silence period.

The deadline to submit CoC BUILDS PROJECT application questions by email to the COLLABORATIVE APPLICANT is **12:00 pm (noon) EST, Friday, October 18, 2024**, which is two (2) business days before the project application submission deadline.

**Local PROJECT APPLICATION Information Guidance is available at the following locations:**

- <https://discover.pbcgov.org/communityservices/humanservices/Pages/CoC-Grant-Apps.aspx>
- <http://discover.pbcgov.org/BusinessOpportunities/Pages/default.aspx>

**HUD Information Guidance is found at**

[https://www.hud.gov/program\\_offices/comm\\_planning/coc/cocbuilds](https://www.hud.gov/program_offices/comm_planning/coc/cocbuilds)

Paper copies of this NOFO are available upon request.

The CoC Program Competition NOFO Information Guidance is for reference purposes only since the proposal must be submitted through the CSD NOFO submission website (SAMIS).

## **EXPERIENCING UNFORESEEN TECHNICAL ISSUES**

PROJECT APPLICANTS experiencing unforeseen technical issues beyond their control with the CSD application submission site that prevents it from submitting its application by the deadline, must contact the HSCA by email at [CSD-BUILDS-NOFO@PBC.GOV](mailto:CSD-BUILDS-NOFO@PBC.GOV) to report the technical issue, no later than **Monday, October 21, 2024 by 12:00 p.m. EST**, to request approval to submit their application(s) after the deadline. Failure to submit an email containing the required information by this deadline will result in automatic denial of a request to submit a late application.

PROJECT APPLICANTS' timely email must describe the technical difficulties the applicant encountered and must include a timeline of the applicant's submission efforts.

**Note:** HSCA does not automatically approve requests to submit a late application even in the event of technical difficulties. After HSCA reviews the applicant's request, and verifies the reported technical issues, HSCA will inform the applicant whether the request to submit a late application has been approved or denied. If HSCA determines that the late application submission was due to the applicant's failure to follow all required procedures, HSCA will deny the applicant's request to submit its application. The following conditions generally are insufficient to justify late submissions:

- Failure to follow each instruction in the NOFO.
- Failure to complete all required questions within the application.
- Technical issues with the applicant's computer or information technology environment, such as issues with firewalls or browser incompatibility.

**ANTICIPATED SCHEDULE OF EVENTS**

**COC BUILDS COMPETITION LOCAL PROJECT APPLICATION TIMELINE**

<b>DATE</b>	<b>ITEM</b>	<b>RESPONSIBLE</b>
September 23, 2024	CoC BUILDS Project Competition Local Projects Application NOFO Release Date NOFO Publicly Posted – Meeting HUD Requirement for 30-Day Posting	PBC HSCA
September 26, 2024	Technical Assistance (TA) Workshop for CoC BUILDS Competition Applicants	PBC HSCA Project Applicants
October 18, 2024	Deadline for Project Applicants to Submit Questions	PBC HSCA Project Applicants
October 21, 2024	Technical Assistance (TA) Workshop for CoC BUILDS Project NCG Review Committee	PBC HSCA / NCG Review Committee
<b>OCTOBER 22, 2024, 12 P.M. NOON</b>	<b>Due Date for CoC BUILDS Local Project Applications to be Submitted in the PBC Web Author (SAMIS) and Email Copy to HSCA</b>  <b>DEADLINE DATE</b>	<b>CoC BUILDS Project Applicants</b>
October 24, 2024	Consistency with Consolidated Plan distributed	PBC HSCA
November 4, 2024	NCG Review Committee Scoring Meeting (if multiple applications are received) Applications are Publicly Reviewed & Applicant is Chosen	NCG Review Committee PBC HSCA
November 7, 2024	Deadline for CoC BUILDS Project Applicants to Submit Appeal of Selection Process	CoC BUILDS Project Applicants
November 8, 2024	HHA Governance Board Approves NCG Review Committee Recommendation	HHA Governance Board PBC HSCA
November 12, 2024	Results of HHA Approval Process Posted on Website for Public Comments	PBC HSCA
November 12, 2024	PBC HSCA notifies all PROJECT APPLICANTS of whether their project application has been chosen for submission	PBC HSCA
November 21, 2024	Deadline for CoC BUILDS Application Package Submittal to HUD	PBC HSCA

## **CONE OF SILENCE**

**This NOFO includes a Cone of Silence.** The Cone of Silence will apply from the date the NOFO is due to HSCA, **October 22, 2024** until the applications are submitted to the County for approval.

PROJECT APPLICANTS are advised that the "Palm Beach County Lobbyist Registration Ordinance" (Ordinance) is in effect, a copy of which can be accessed at:

[http://discover.pbcgov.org/legislativeaffairs/Pages/Lobbying\\_Regulations.aspx](http://discover.pbcgov.org/legislativeaffairs/Pages/Lobbying_Regulations.aspx).

PROJECT APPLICANTS shall read and familiarize themselves with all of the provisions of the Ordinance. Still, the provisions relating to the Cone of Silence are summarized here for convenience.

**"Cone of Silence" refers to a prohibition on any non-written communication regarding this NOFO between any PROJECT APPLICANT or designated representative and any County Commissioner or Commissioner's staff, any member of a local governing body or the member's staff, a mayor or chief executive officer that is not a member of a local governing body or the mayor or chief executive officer's staff, or any employee authorized to act on behalf of the Commission or local governing body to award a contract.**

PROJECT APPLICANTS' representatives shall include but not be limited to PROJECT APPLICANTS' employees, partners, officers, directors, consultants, lobbyists, or any actual or potential subrecipients or consultants of the PROJECT APPLICANTS'.

The Cone of Silence is in effect as of the submittal deadline of **October 22, 2024**. The provisions of this Ordinance shall not apply to oral communications at any public proceeding, public comment before NCG Review Committee, and contract negotiations during any public meeting. The Cone of Silence shall terminate when a PROJECT APPLICANT is submitted to HUD.

## **SECTION III: SCOPE OF SERVICES**

### **SCOPE OF SERVICES**

The Scope of Services is found in the HUD CoC BUILDS NOFO at [https://www.hud.gov/program\\_offices/comm\\_planning/coc/cocbuilds](https://www.hud.gov/program_offices/comm_planning/coc/cocbuilds)

PROJECT APPLICANTS shall review and comply with the 2024 CoC BUILDS NOFO. In addition, PROJECT APPLICANTS projects shall align with PBC's homeless plan, *Leading the Way Home: PBC's Plan to End the Cycle of Homelessness*.

### **CONTACTS**

This NOFO is issued for the BCC and the CoC for Palm Beach County (PBC), which is the Homeless and Housing Alliance, by the HSCA, PBC'S COLLABORATIVE APPLICANT. The contact information for all CoC Program Competition inquiries by email is [CSD-BUILD-NOFO@PBC.GOV](mailto:CSD-BUILD-NOFO@PBC.GOV) and by phone is 561-355-4543. **PROJECT APPLICANTS may also submit inquiries to HUD at CoCBuilds@HUD.gov**

## **TERMS & CONDITIONS**



Project Term: As determined by HUD  
Project Start Date: Upon HUD Award  
Project End Date: As determined by HUD

## Terms and Conditions

1. **Proposal Guarantee:**  
PROJECT APPLICANTS guarantee their commitment, compliance and adherence to all requirements of the HUD NOFO [https://www.hud.gov/program\\_offices/comm\\_planning/coc/cocbuilds](https://www.hud.gov/program_offices/comm_planning/coc/cocbuilds) by submission of their proposal.
2. **Late Proposals, Late Modified Proposals:**  
BUILD PROJECT APPLICANTS shall save any unfinished proposals and continue to modify them until the final submissions. Once submitted, the proposals are final, and any modifications to proposals submitted after the deadline are late and shall not be considered.
3. **Costs Incurred by Proposers:**  
All expenses incurred with the preparation and submission of proposals to the County, or any work performed in connection therewith, shall be borne by PROJECT APPLICANTS. No payment will be made for proposals received or for any other effort required of or made by PROJECT APPLICANTS, prior to commencement of work as defined by a contract approved by HUD.
4. **Public Record Disclosure:**  
PROJECT APPLICANTS are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection in compliance with the Florida Public Records Act.
5. **PBC Office of the Inspector General Audit Requirements:**  
PBC has established the Office of the Inspector General in PBC Code 2-421 through 2-440, as may be amended, which is authorized and empowered to review past, present, and proposed County contracts, transactions, accounts, and records. The Inspector General has the power to subpoena witnesses, administer oaths, and require the production of records, and audit, investigate, monitor, and inspect the activities of the winning Proposer's agency, officers, agents, employees, and lobbyists to ensure compliance with contract requirements and detect corruption and fraud. Failure to cooperate with the Inspector General or to interfere in or impede any investigation shall be in violation of PBC Code 2-421 through 2-440, and punished pursuant to section 125.69, Florida Statutes, in the same manner as a second-degree misdemeanor.
6. **Non-Discrimination:**  
The County is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2017-1770, as amended, PROJECT APPLICANTS warrant and represent that throughout the term of the Project, including any renewals thereof, if applicable, all of its employees are treated equally during employment without regard to race, color, religion, sex, disability, familial status, age, national origin, sexual orientation, or gender identity or expression. Failure to meet this requirement shall

be reported as a finding to HUD and may result in the project not being recommended for future funding.

As a condition of the Project funding, PROJECT APPLICANTS represent and warrant that it will comply with the County's Commercial Nondiscrimination Policy as described in Resolution R2017-1770, as amended. As part of such compliance, PROJECT APPLICANTS shall not discriminate on the basis of race, color, religion, sex, disability, familial status, age, national origin, genetic information, sexual orientation, or gender identity or expression in the solicitation, selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall PROJECT APPLICANTS retaliate against any person for reporting instances of such discrimination. PROJECT APPLICANTS shall provide equal opportunity for subcontractors, vendors, and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the County's relevant marketplace in Palm Beach County. PROJECT APPLICANTS understand and agree that a material violation of this clause shall be reported as a finding to HUD and may result in the project not being recommended for future funding or other sanctions. This clause is not enforceable by or for the benefit of and creates no obligation to any third party. PROJECT APPLICANTS shall include this language in their subcontracts.

7. Homeless and Housing Alliance (HHA):

PROJECT APPLICANTS that are awarded funding are required to participate in Coordinated Entry in collaboration with the HHA and become members in good standing of the HHA by submitting an application, attending meetings, attending an orientation, and being approved by the HHA. Any agency receiving HUD CoC Program funding is required to adhere to the Standards of Care for their component, as adopted by the HHA.

To qualify as a member in good standing, organizations must meet the HHA attendance requirements – sixty percent (60%) attendance at the general HHA meetings and seventy percent (70%) attendance at Pillar or workgroup meetings, in addition to other HHA requirements, as defined in the HHA Governance Charter, which can be found at [www.hhapbc.org](http://www.hhapbc.org).

8. Client Management Information System (CMIS):

All agencies awarded HUD CoC Program Competition funds must participate in the CMIS. All clients served with HUD CoC BUILDS Program Competition funds must be entered into CMIS. Funding requires that all clients served be entered and exited in CMIS during the applicable program year. Agencies must execute the required Partner and User Agreements with Palm Beach County and must participate in the data sharing of CMIS on an ongoing basis throughout the term of their contract in order to maintain eligibility for funding and future funding recommendations. Provisions are in place within CMIS to protect client confidentiality, yet still report statistical data. Domestic Violence Agencies are exempt from this requirement and will be required to enter into CSD's Web Author Services and Activities Management Information System (SAMIS).

9. Participate in Annual Point in Time (PIT) Count:

The PIT Count is an annual count of those experiencing homelessness in PBC on the streets and in shelters. The PIT Count is a community-wide undertaking that requires a large amount of volunteers and coordination to accomplish the goal of accurately counting all sheltered and unsheltered homeless in PBC. HUD CoC Program Competition recipients are required to assign staff volunteers in outreach teams or fixed locations to help complete surveys with homeless individuals.

10. Participate in Annual Housing Inventory Chart (HIC):



The Homeless Inventory Chart (HIC) is a required report by HUD that counts every bed available (Permanent Supportive Housing, Hotel/Motel, Emergency Shelter, Transitional Housing and Safe Haven) in the CoC. It is completed by the HSCA with input from every agency in the CoC. Reporting for the HIC will be required of all HUD CoC Program Competition agencies.

11. Compliance with Violence Against Women Act (VAWA) Rule:

VAWA provides various protections to victims of domestic violence, dating violence, sexual assault, and stalking under HUD programs. HUD CoC Program Competition recipients must comply with the VAWA rule. For general guidance on implementation of VAWA 2022, please also see "[The Violence Against Women Act Reauthorization Act of 2022: Overview of Applicability to HUD Programs](#)," a notice HUD published in the Federal Register on January 4, 2023.

12. Match Requirements:

All PROJECT APPLICANTS must provide matching funds in an amount that, at minimum, equals twenty-five percent (25%) of the funds requested. Documentation must be provided demonstrating match funds on a dollar-for-dollar basis. The source of matching funds must be identified with your budget documentation. Detailed information regarding the requirements for matching HUD CoC funds is described in the Continuum of Care Program Interim Rule, Section 24 CFR § 578.73, which can be found at: <https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/>

13. Unified Grant Guidance:

Successful applicants receiving HUD CoC Program Competition funding shall be required to comply with 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, located at: [https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

Additional terms and conditions may be included in the PROJECT APPLICANT'S contract(s) with the HUD and in the HHA's Governance Charter, which is located at [www.hhapbc.org](http://www.hhapbc.org), and CoC Grantee Certification (see [EXHIBIT 2](#)).

## SECTION IV: WHERE TO FIND PROJECT DOCUMENTS YOU NEED

Timeline: Please refer to the [SECTION II: PROPOSAL SUBMISSION, ANTICIPATED SCHEDULE OF EVENTS](#) for deadline dates.

PROJECT APPLICANTS documents and support information can be found as follows:

**1. Local Project Application NOFO Guidance Document**

- Visit HHA website:  
<https://discover.pbcgov.org/communityservices/humanservices/Pages/CoC-Grant-Apps.aspx>

**2. Visit PBC Purchasing Department's Vendor Self Service (VSS) system:**

- <http://discover.pbcgov.org/BusinessOpportunities/Pages/default.aspx>  
<https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>.

**3. Visit CSD NOFO Application Submission Website:**



<https://pbcc.samis.io/go/nofo/>

**4. Budget Worksheets and Instructions**

[HUD Form 424-CBW: Grant Application Detailed Budget Worksheet - HUD Exchange](#)

**5. HUD CoC BUILDS NOFO**

[https://www.hud.gov/program\\_offices/comm\\_planning/coc/cocbuilds](https://www.hud.gov/program_offices/comm_planning/coc/cocbuilds)

**6. Most recent audited financial statement**

- Agencies' finance office

**7. Match Forms**

- [EXHIBIT 3](#) of this NOFO

**8. 24 C.F.R. Part 578 CoC Program**

- Visit this or other sources online:  
<https://www.law.cornell.edu/cfr/text/24/part-578>

**9. 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards**

- Visit this or other sources online:  
[https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

**10. SunBiz.org Florida Department of State, Division of Corporations**

- Visit this online:  
<http://search.sunbiz.org/inquiry/corporationsearch/byname>

**11. PBC HHA**

- Visit this online:  
<https://discover.pbcgov.org/communityservices/humanservices/Pages/HHA.aspx>

**12. Leading the Way Home: PBC's Plan to End the Cycle of Homelessness**

- Visit The Leading The Way Home website:  
<http://thehomelessplan.org/ourgoals/endhomelessness.htm>



## SECTION V: CONTENTS OF PROPOSALS AND INSTRUCTIONS

### **PROGRAM APPLICATION**

Except where noted, all agencies applying for CoC BUILDS Local NOFO shall complete and submit all items listed in [Exhibit 1](#).

The deadline for application package submission is **Tuesday, October 22, 2024 by 12:00 pm (Noon) EST**.

Application Package shall be submitted on the PBC CSD (CSD) NOFO Application Submission Website:

<https://pbcc.samis.io/go/nofo/>

If multiple applications are received, the scoring meeting, during which the NCG Review Committee will publicly review and score the applications, and choose an application to be submitted to HUD is scheduled to take place **on Monday, November 4, 2024 from 9 am to 4 pm** at 810 Datura Street West Palm Beach, FL 33401 Basement Conference Room. <https://discover.pbcgov.org/communityservices/humanservices/Pages/CoC-Grant-Apps.aspx>

Members of the public who plan to attend the meeting in person are asked to please notify: HSCA as soon as possible by email at [CSD-BUILDS-NOFO@PBC.GOV](mailto:CSD-BUILDS-NOFO@PBC.GOV) or by phone at 561-355-4543.

Anyone interested in additional information may contact HSCA by mail at 810 Datura Street, West Palm Beach, FL 33401, by email at [CSD-BUILDS-NOFO@PBC.GOV](mailto:CSD-BUILDS-NOFO@PBC.GOV) or by phone at 561-355-4543.

Also, those wishing to make public comments may contact HSCA by sending your comments via traditional mail to HSCA at 810 Datura Street, West Palm Beach, FL 33401, or email at [CSD-BUILDS-NOFO@PBC.GOV](mailto:CSD-BUILDS-NOFO@PBC.GOV).

Public participation is solicited without regard to race, color, religion, sex, disability, familial status, age, national origin, sexual orientation, or gender identity or expression.

In accordance with the Americans with Disabilities Act ("ADA"), persons with disabilities requiring accommodations to participate in this public meeting can contact [CSD-BUILDS-NOFO@PBC.GOV](mailto:CSD-BUILDS-NOFO@PBC.GOV) no later than three (3) business days prior to such meeting and specify the accommodations that are needed.

Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services for a meeting (free of charge), please call 561-355-4543 or email [CSD-BUILDS-NOFO@PBC.GOV](mailto:CSD-BUILDS-NOFO@PBC.GOV) at least five business days in advance. Hearing impaired individuals may also utilize the telephone the Florida Relay System at #711 to reach the telephone number.

#### **Fatal Flaw**

If an agency fails to submit the application by **October 22, 2024 at 12:00 p.m. Noon, EST**, the project will not be scored or considered for submission to HUD. There will be **NO** exceptions made.

**Project Scoring:** Projects will be scored based on the application submitted in SAMIS. PROJECT APPLICATIONS will be scored using the Application Review Criteria in the HUD CoC BUILDS NOFO Section V. A. See section V. A in the HUD NOFO at [https://www.hud.gov/program\\_offices/comm\\_planning/coc/cocbuilds](https://www.hud.gov/program_offices/comm_planning/coc/cocbuilds)



**NOTE: Unified Grant Guidance**

CoC Program Competition Grant Recipients will be required to comply with 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

*APPLICATION ACCESS PROCESS STEP 1 - 2024 COC BUILDS-NOFO – WEBAUTHOR – SAMIS APPLICATION*

Enter the link <https://pbcc.samis.io/go/nofo> to access the NOFO proposal page. Note that there may be other applications on the page so be sure to select the correct application: COC BUILDS NOFO.

Logging In or Creating a New Account

- **If you have previously submitted an application through SAMIS, you will login using the email and password you created to log in under Existing User.**
- **If you have NOT previously submitted an application through SAMIS you will type your first name, last name and email under New User to begin the process of creating an account.** By creating an account you will be able to return to an application you have started and apply for future grants using the account you have created.

You will receive an email with the subject line: SAMIS: PBCC: Account Activation.

This email will contain your password to sign into SAMIS to complete the application.

You will be asked to accept the terms of the NOFO. Click on “I Agree.”

You will next be asked to reset your password

Completing the NOFO Application

Click on the *CoC BUILDS Local Project Application*. Check the NOFO/RFP to make sure you are in the correct application.

Enter the NOFO Invitation Code **(refer to the SAMIS ACCESS Guide)**.

Along the right side of the Application you will see a Sections box. This will indicate the status of your application by indicating with a green check **✓** when you have completed a section. A red **X** means that the section is not completed.

Throughout the Application an asterisk **\*** next to an item indicates that field is required.

**A SAMIS Access Guide** at <https://discover.pbcgov.org/communityservices/humanservices/Pages/CoC-Grant-Apps.aspx> will walk you step by step through this process.

APPLICATION PROCESS STEP 2 - 2024 COC BUILDS APPLICATION QUESTIONS

Please note that the proposal will need to be entered into SAMIS. Paper copies of proposals will not be accepted. The following is meant for reference while completing the SAMIS application.

**PROPOSAL**

**Federal ID:**

**Unique Agency Identifier:**

**Agency Name**

**Doing Business as (DBA)**

Please indicate name(s) by which agency is known or does business.

**Address**

**City**

**State**

**Zip Code**

**Additional Editors**

**Project Name**

**Type of Project (i.e. Acquisition, Rehabilitation, New Build Construction):**

**Proposed Start and End Dates:**

**GENERAL CONTACT INFORMATION**

**CEO/Executive Director Name and Title**

**CEO/Executive Director Email**

**CEO/Executive Director Telephone Number**

**Agency Contract Person Name and Title**

**Agency Contract Person Telephone Number**

**Agency Contract Person Email**

**Total Funding Amount Requested**

Please enter total funding amount across all service categories that you are requesting.

**Total People Expected to Serve**

Please enter total number of unduplicated people expected to be served with the funding requested.

**Identify Any Subcontractors**

- Organization's Name, Address, Telephone Number, Federal ID#
- Amount of Award to be sub-contracted
- Services to be provided by Subcontractor

## **CoC BUILDS PROJECT APPLICATION**

### **1. 2024 BUILDS Project Application Checklist**

Download the REQUIRED **Project Application Checklist/Coversheet Template**. See **EXHIBIT 1**. Please upload once you have completed and signed this form. Please upload your document using the following format: **.doc OR .docx OR .pdf**. Please name your document using the following naming convention: **(Agency Name or Initials)CoCChecklist\_2024**

### **2. Project Type Selection**

Select the project type:

- Acquisition
- New Construction
- Rehabilitation

### **3. Other Funding Categories**

Does the Project Application request funding in these additional funding categories:

- Project Based Rental Assistance
- Supportive Services
- Operating Costs
- Project Administrative Costs

### **4. CoC Grantee Certification**

Download the REQUIRED **CoC Grantee Certification Form**. See **EXHIBIT 2**.

## **HUD BUILDS NOFO SCORED QUESTIONS**

Responses to the following must be uploaded under the correct heading of the SAMIS application. Responses must be to be typed in Times New Roman, 12 pitch font, 8 ½ X 11 page size, with a one inch margin on all sides. These are merely the headings. THE ENTIRE INFORMATION REQUIRED FOR EACH RESPONSE IS CONTAINED IN SECTION V. A. OF THE HUD NOFO.

- a. **Development, Experience and Leveraging** (Maximum 5 pages)
- b. **Managing Homeless Projects** (Maximum 4 pages)
- c. **Implementation Schedule** (Maximum 2 pages)
- d. **Property Maintenance** (Maximum 2 pages)
- e. **Unmet Housing Need** (Maximum 1 page)
- f. **Management of Rental Housing** (Maximum 2 pages)
- g. **Coordinated Entry** (Maximum 2 pages)

- h. **Coordination with Housing Providers, Healthcare Organizations and Social Service Providers** (Maximum 2 pages)
- i. **Experience Promoting Racial Equity** (Maximum 4 pages)
- j. **Community Integration for Persons with Disabilities** (Maximum 2 pages)
- k. **Section 3 Requirement** (Maximum 1 page)

**HUD BUILDS NOFO PROGRAM SPECIFIC REQUIREMENTS (Unscored Equity Responses)**

Responses to the following must be uploaded under the correct heading of the SAMIS application. Responses must be typed in Times New Roman, 12 pitch font, 8 ½ X 11 page size, with a one inch margin on all sides. These are merely the headings. **See Section III F of the HUD NOFO for details of response required.**

**Advancing Racial Equity** (Maximum 2 pages)

**Affirmative Marketing and Outreach** (Maximum 2 pages)

**Affirmatively Furthering Fair Housing** (Maximum 2 pages)

**PROPOSED HOUSEHOLDS/UNITS/BEDS**

Proposed Number of Households (Families/Single Individuals) to be housed (Unduplicated):

Total Units Proposed:

Total Beds Proposed:

**COC PROJECT REQUIRED DOCUMENTS**

**1. COC BUILDS Project Application Checklist**

Download the REQUIRED **COC BUILDS Application Package Checklist/Coversheet** template. See [EXHIBIT 1](#). Please upload once you have completed and signed this form.

Please upload your document using the following format: **.doc OR .docx OR .pdf**

Please name your document using the following naming convention: **(Agency Name or Initials) CoC BUILDS Checklist\_2024**

**2. CoC Grantee Certification**

Download the REQUIRED **CoC Grantee Certification Form**. Please upload once you have completed and signed this form. See [EXHIBIT 2](#).

- All applicants must certify that they will meet the PBC Division of Human Services (HSCA) and Homeless and Housing Alliance (HHA) expectations for grant reporting, program standards, performance, collaboration, community engagement, transparency, and grant monitoring.

Please upload your document in one of the following formats: **.pdf, .doc OR .docx**  
Please name your document as such: **(Agency Name or Initials )CoC BUILDS GrantCert\_2024**

### 3. Agency Match Amount

Based on the Funding Amount Request, indicate the Amount of Match Funding that will be provided:

### 4. Agency Match Amount Documentation

Download the **CoC Match Documentation Form** Template on the Agency’s Letterhead. Please upload with support documents once you have completed the form. See [EXHIBIT 3](#).

- A 25% cash or in-kind match is required for all funds requested. Match is required for all projects. Matching agency must complete the **CoC Match Documentation Form** on their letterhead. Below outlines the details that must be included in the letter documenting the match. Match may be cash or in-kind goods or property. Please note on the form the amount of any match that will be in the form of housing costs. The form must be completed entirely, including signatures, to be accepted.

Please upload your document in one of the following formats: **.pdf, .doc OR .docx**  
Please name your document as such: **(Agency Name or Initials)CoC BUILDS Match\_2024**

### 5. Project Budget

Please complete SF 424CBW to provide the budget for the proposed project, including other funding sources and all project expenditures. Complete all applicable sections. Use Other Direct Costs section to identify the following costs if you are requesting them:

- Project Based Rental Assistance Cost – include the number and configuration of units (e.g. 2 1-bedroom units). The amount of rental assistance should be based on FY 2024 FMRs.
- Support Services
- Operating Costs
- Administrative Costs

Please upload your document using one of the following formats: **.pdf, .xls, OR .xlsx**  
Please name your document as such: **(Agency Name or Initials) CoC BUILDS ProjBudget 2024**

### 6. Total Agency Budget

Please provide the Total Agency Budget; a budget for the entire agency. The budget can be in any form, but it should include all agency funding sources as well as expenditures by program.

Please submit your document in one of the following formats: **.pdf, .xls OR .xlsx**  
Please name your document as such: **(Agency Name or Initials)CoCBUILDSTAB\_FY2024**

### 7. Financial Audit

Please provide a copy of your most recent Independent Financial Audit, including the management letter, if issued. If no management letter has been issued, include a note to document this.

Please upload your document in the following format: **.pdf**  
Please name your document as such: **(Agency Name or Initials)CoCBUILDSFinAudit**

**8. Unique Issues** (3000 characters maximum). Please explain any issue that may be unique to the items requested.

## SECTION VI: 2024 CoC BUILDS LOCAL PROJECTS REVIEW PROCESS

The role of the CoC in the HUD CoC BUILDS NOFO process is to submit the Project Application, and, if there are multiple PROJECT APPLICATIONS, to select the one that will be submitted to HUD. This section describes the process that will be used to choose the PROJECT APPLICATION that will be submitted if multiple eligible PROJECT APPLICATIONS are received in SAMIS by the deadline for submission which is **October 22, 2024 at 12:00 p.m. Noon, EST.**

While all decisions about PBC CoC BUILDS project review process are subject to review and approval by the HHA, PBC CSD values public input and community discussion around all aspects of the CoC. In the event of requirements or policy directives from HUD that necessitate changes to the scoring process, CSD HSCA will endeavor to update the community via its website as quickly as possible.

- CoC BUILDS PROJECT APPLICANTS will need to complete their application by the application deadline date in Web Author (SAMIS) through the CSD NOFO submission website, located at <https://pbcc.samis.io/go/nofo/>.
- Applications will be required to be entered no later than **October 22, 2024 at 12:00 p.m. Noon, EST**
- CoC Program Competition PROJECT APPLICANTS shall also submit PDF copies of their project application to HSCA, along with required local application materials and match documentation no later than the deadline of October 22, 2024 per application instructions.
- In the event that multiple eligible PROJECT APPLICATIONS are entered into SAMIS by the deadline date, these applications shall be reviewed by the NCG Review Committee for scoring and selection of the application to be submitted to HUD. Their recommendation will be submitted to HHA for approval.
- Late applications will not be accepted.
- Incomplete applications cannot be cured for the NCG Review Committee.
- Notification of the BUILDS PROJECT APPLICATION NOFO will be emailed to the HHA list serve, and posted on the CSD website.
- HHA will offer a Technical Assistance Meeting to PROJECT APPLICANTS.
- HSCA shall recruit NCG Review Committee members, prioritizing members who have served on the Committee in the past, or who have other relevant experience and are approved by the HHA Executive Committee. NCG Review Committee members shall sign “no conflict of interest” and confidentiality statements.
- HSCA shall review submitted project applications and determine whether projects meet threshold requirements.
- NCG Review Committee members shall be trained, as appropriate, and receive submitted applications. Committee members shall review, but not score, applications prior to Scoring Meeting.
- NCG Review Committee shall meet during the Scoring Meeting to review and discuss project applications and finalize individual project scores, utilizing the Review Criteria outline in the HUD NOFO Section V. A.
- Each application will be scored by each member of the NCG Review Committee. The average of the scores will determine the final score each applicant receives.

- HHA Governance Board shall meet to consider and approve the CoC PROJECT APPLICATION selected for submission to HUD.
- Applicants will be notified of whether or not their APPLICATION has been selected for submission to HUD.
- Appeals, if any, shall follow the Appeal Process outlined in Section VII of this NOFO.
- The chosen PROJECT APPLICATION shall be presented to the PBC BCC for final approval.
- The COLLABORATIVE ENTITY will submit the selected APPLICATION to HUD before the deadline date of November 21, 2024.

The process is welcoming to persons with disabilities, persons who have experienced homelessness, and persons with limited English proficiency. If you need any accommodations for the NCG Review Committee Meeting, please contact CSD by email at [CSD-BUILDS-NOFO@PBC.GOV](mailto:CSD-BUILDS-NOFO@PBC.GOV) or by phone at 561-355-4543.

## SECTION VII: APPEAL PROCESS

Appeals may be filed by an agency submitting a PROJECT APPLICATION in response to the HUD Local CoC BUILDS NOFO.

### Eligible Appeals

- Applicants may appeal deviations from the established PROCESS for reviewing and choosing ESG Program funding applications to be submitted to HUD.
- Agencies wishing to file appeals must request copies of their scoring sheets and relevant NCG Review Committee comments within one (1) business day of the NCG Review Committee meeting. An appeal must be submitted in writing on the HHA Local Project CoC BUILDS Appeal Notice Form (See [ATTACHMENT 3](#)) within three (3) business days of the NCG Review Committee meeting. Requests for scoring sheets and Appeal Notice Forms must be submitted to HSCA electronically to [CSD-BUILDS-NOFO@PBC.GOV](mailto:CSD-BUILDS-NOFO@PBC.GOV)
- Appeals must be submitted on the HHA Local Project CoC BUILDS Appeal Notice Form. See [ATTACHMENT 3](#). All appeals must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed. The decision of the HHA Appeals Committee is final.
- The HHA Appeals Committee consists of three (3) members of the HHA Governance Board, CSD Director, HSCA Director, and one non-voting representative from the NCG Review Committee. The voting members will not have participated in the original NCG Review Committee or have a conflict of interest with any agencies applying for CoC Program funding.
- The Appeal Notice Form must include a written statement specifying the grounds asserted for the appeal. The Appeal Notice Form must be signed by an individual authorized to represent the appealing applicant (i.e., Executive Director, CEO, CFO). It must include (highlight and/or cite) the specific sections of the application on which the appeal is based. The appealing applicant must specify facts and evidence sufficient for the HHA Appeal Committee to determine the validity of the appeal. That is, the notice of appeal must have attached the specific areas of the application being appealed and must also clearly explain why the information provided is adequate to gain additional points. The HHA Appeal Committee may notice issues that could and should have been raised in final submissions and may use their discretion in reviewing those and other factors during the Appeals Process.
- The HHA Appeals Committee will review and evaluate all notices of appeal and decide whether or not the appeal has any validity based on the appeal policy.
- The HHA Appeals Committee will read, review, and evaluate all valid appeals.



- HHA Appeals Committee deliberates and votes electronically. Votes and deliberation documentation are public records available upon a public records request.
- Appealing Applicants will receive, in writing, the decision of the HHA Appeals Committee within ten (10) business days of submission of the Appeal Notice Form.

## SECTION VIII: COC DEFINITIONS AND CONCEPTS

**Applicant** – an eligible entity that has submitted an application for funding under the CoC NOFO process.

**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.

**Authorized Organization Representative (AOR)** - 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.

**Beds Dedicated to Chronically Homeless Individuals and Families** – A permanent supportive housing bed that is dedicated specifically for use by chronically homeless individuals and families within a CoCs geographic area, as reported in the CoCs HIC and the 2021 permanent housing project applications. When a program participant exits the project, the bed must be filled by another chronically homeless participant unless there are no chronically homeless persons located within the CoCs geographic area. This concept only applies to permanent supportive housing projects.

**Centralized or Coordinated Assessment System** – A centralized or coordinated process designed to coordinate program participant intake assessment and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.

### **Chronically Homeless –**

- A “homeless individual with a disability,” as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11360(9)), who:
  - Lives in a place not meant for human habitation, a safe haven or in an emergency shelter; and
  - Has been homeless and living as described above continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described above. Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven or an emergency shelter immediately before entering the institutional care facility;
- An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria above before entering that facility; or
- A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria above, including a family whose composition has fluctuated while the head of household has been homeless.

**Client Management Information System (CMIS)** – The information system designated by the CoC to comply with the CMIS requirements prescribed by HUD.

**COLLABORATIVE APPLICANT** – The eligible entity that has been designated by the CoC to apply for a grant on behalf of the CoC. The COLLABORATIVE APPLICANT must be the "Applicant" for each community applying for participation in the competition. In cases where the CoC needed to change the COLLABORATIVE APPLICANT and that change was approved after this NOFO was published but before the deadline for submissions, that approved replacement COLLABORATIVE APPLICANT is the eligible applicant for this NOFO.

**Continuum of Care (CoC)** – The group organized to carry out the responsibilities required under 24 CFR Part 578 and that is composed of representatives of organizations, including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing providers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate. In Palm Beach County, the CoC is the Homeless and Housing Alliance (HHA).

**Contract** – 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.

**Coordinated Entry** – A process developed to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred, and connected to housing and assistance based on their strengths and needs.

**Deficiency** – Information missing or omitted within a submitted application. Deficiencies typically involve missing documents, information on a form, or some other type of unsatisfied information requirement (e.g., an unsigned form, unchecked box.).

**Eligible Applicant** – Nonprofit organizations, states, local governments, or instrumentalities of state and local governments, Indian Tribes and Tribally Designated Housing Entities, and public housing agencies.

**Equity** – See Racial Disparities.

**Fair Market Rate (FMR)** – The Fair Market Rents published in the Federal Register annually by HUD.

**Grants.gov** – The website serving as the Federal government’s central portal for searching and applying for federal financial assistance throughout the Federal government. Registration in Grants.gov is required for submission of applications to prospective agencies.

**Homeless** –

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - a. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport or camping ground;
  - b. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and

- hotels and motels paid for by charitable organizations or by federal, state or local government programs for low-income individuals); or
- c. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
2. An individual or family who will imminently lose their primary nighttime residence, provided that:
    - a. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
    - b. No subsequent residence has been identified; and
    - c. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
  3. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
    - a. Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. § 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. § 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. § 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. § 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11434a);
    - b. Have not had a lease, ownership interest or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
    - c. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
    - d. Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
  4. Any individual or family who:
    - a. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
    - b. Has no other residence; and
    - c. Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

**Homelessness and Human Trafficking** – HUD is clarifying that persons who are fleeing or attempting to flee human trafficking may qualify as homeless under paragraph (4) of the homeless definition at 24 CFR § 578.3; and, therefore, the individuals may be eligible for certain forms of homeless assistance under the CoC Program, subject to other restrictions that may apply. HUD considers human trafficking, including sex trafficking, to be “other dangerous or life-threatening conditions that relate to violence against the individual or family member” under paragraph (4) of the definition of homeless at 24 CFR § 578.3.

**Homeless Management Information System (HMIS)** – Also known as the Client Management Information System (CMIS). The information system designated by the CoC to comply with the HMIS requirements prescribed by HUD.

**Homeless Management Information Lead (HMIS Lead)** – The entity designated by the CoC in accordance with this part to operate the CoCs HMIS on its behalf. In Palm Beach County this is the HSCA.

**Housing First** – A model of assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). Transitional housing and supportive service only projects are considered to be using a Housing First model for the purposes of this NOFA if they operate with low-barriers, work to quickly move people into permanent housing, do not require participation in supportive services, and, for transitional housing projects, do not require any preconditions for moving into the transitional housing (e.g., sobriety or minimum income threshold).

**Housing Inventory Count (HIC)** – A complete listing of the CoCs HUD and non-HUD funded beds dedicated to homeless individuals and families in the CoCs geographic area.

**Joint TH and PH-RRH Component Project** – The Joint TH and PH-RRH component project combines two existing program components – transitional housing and permanent housing-rapid rehousing – in a single project to serve individuals and families experiencing homelessness.

**Non-Dedicated Permanent Supportive Housing Beds** – Permanent supportive housing beds within a CoCs geographic area that are not currently classified as dedicated for use by chronically homeless individuals and families or as DedicatedPLUS.

**NOFO (NOFO)** – An agency's formally issued announcement of the availability of federal or federal pass-through funding through one of its financial assistance programs. The announcement provides eligibility and evaluation criteria, funding preferences and priorities, the submission deadline and information on how to obtain application kits.

**Permanent Housing** – Community-based housing without a designated length of stay, and includes both permanent supportive housing and rapid rehousing. To be permanent housing, the program participant must be the tenant on a lease for a term of at least one year, which is renewable for terms that are a minimum of one month long, and is terminable only for cause.

**Permanent Supportive Housing (PSH)** - permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently.

**Personally Identifiable Information (PII)** – Information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. For more detail, refer to 2 CFR § 200.79.

**Point of Contact (POC)** – The person who may be contacted with questions about the application submitted by PROJECT APPLICANTS, [CSD-BUILD-NOFO@PBC.GOV](mailto:CSD-BUILD-NOFO@PBC.GOV).

**Private Nonprofit Organization** – An organization:

- That no part of the net earnings is inured to the benefit of any member, founder, contributor or individual;
- That has a voluntary board;
- Which has a functioning accounting system that is operated in accordance with generally accepted accounting principles (GAAP), or has designated a fiscal agent that will maintain a functioning accounting

- That practices nondiscrimination in the provision of assistance.

A private nonprofit organization does not include governmental organizations, such as public housing agencies.

**Program Participant** – An individual (including an unaccompanied youth) or family who is assisted with CoC program funds.

**Project** – A group of eligible activities, such as CMIS costs, identified as a project in an application to HUD for CoC funds and includes a structure (or structures) that is (are) acquired, rehabilitated, constructed or leased with assistance provided under this part or with respect to which HUD provides rental assistance or annual payments for operating costs or supportive services under this subtitle.

**PROJECT APPLICANT** – An eligible applicant, as defined in section 24 CFR § 578.3 of the CoC Program interim rule, and the 2024 HUD BUILDS NOFO that submits a PROJECT APPLICATION in response to the 2024 HUD BUILDS NOFO.

**Racial Disparities** – Research has found racial disparities in rates of homelessness. Specifically, blacks and Native American persons experience homelessness at disproportionately higher rates. Efforts to prevent and end homelessness should consider and address racial inequities to achieve positive outcomes for all persons experiencing homelessness (e.g., receiving necessary services and housing to exit homelessness). The CoC must address how the community is measuring and considering racial inequities and other disparities in the risks for, and experiences of homelessness in the community, consistent with fair housing and civil rights requirements.

**Rapid Rehousing** – A type of permanent housing meeting the requirements of 24 CFR § 578.37(a)(1)(ii).

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

**SAM System for Awards Management:** The Federal Repository into which an entity must provide information required for the conduct of business as a recipient of federal funds. Access the registration website at <https://www.sam.gov/SAM/>. There is no cost to use SAM.

**Seniors:** Persons 60 years of age or over.

**Solo Applicants** – Per the Act, "A solo applicant may submit an application to the Secretary for a grant under subsection (a) and be awarded such grant on the same basis as such grants are awarded to other applicants based on the criteria described in section 11386a of this title, but only if the Secretary determines that the solo applicant has attempted to participate in the CoC process but was not permitted to participate in a reasonable manner.

**Standard Form 424 (SF-424)** – The government-wide forms required to apply for Application for Federal Assistance Programs, required by 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. For an application under this notice to be complete, the applicant must sign and submit all required forms in the SF-424 Family.

**Subaward** – 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** – 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)** – Located at Sam.gov, the official website of the 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.gov is required for submission of applications via Grants.gov. There is no cost to use SAM.

**Transitional Housing** – Housing, where all program participants have signed a lease or occupancy agreement, the purpose of which is to facilitate the movement of homeless individuals and families into permanent housing within 24 months. The program participant must have a lease or occupancy agreement for a term of at least one month that ends in 24 months and cannot be extended.

**Threshold Requirement** – Threshold requirements are a type of eligibility requirement. Threshold requirements must be met for an application to be reviewed; are not curable, except for documentation of applicant eligibility.

**Trauma Informed Care (TIC) Model** – An approach that recognizes the widespread impact of trauma and understands potential paths for recovery, recognizes the signs and symptoms of trauma in clients, families, staff, and others involved with the system, responds by fully integrating knowledge about trauma into policies, procedures, and practices and seeks to actively resist re-traumatization. TIC models generally include a focus on the following: Safety; Trustworthiness and Transparency; Peer Support; Collaboration and Mutuality; Empowerment; Voice and Choice; and Cultural, Historical, and Gender Issues.

**Unique Entity Identifier (UEI)** Means the identifier assigned by SAM to uniquely identify business entities.

## EXHIBIT 1: COC BUILDS PROJECT APPLICATION CHECKLIST/COVER SHEET AND INSTRUCTIONS CERTIFICATION

Except where noted, all agencies applying for a HUD 2024 CoC BUILDS Project must complete and submit all items listed below **no later than 12:00 pm noon October 22, 2024**

Order	Item	Check
	Package Checklist/Cover Sheet and Instructions Certification signed and dated	<input type="checkbox"/>
	Copy of Application Package submitted through SAMIS <ul style="list-style-type: none"> <li>• Applicants must complete Application in SAMIS</li> <li>• Applicant must email a copy of the Application to <a href="mailto:CSD-BUILDS-NOFO@PBC.GOV">CSD-BUILDS-NOFO@PBC.GOV</a></li> </ul>	<input type="checkbox"/>
	CoC Grantee Certification signed and dated <ul style="list-style-type: none"> <li>• All applicants must certify that they will meet the PBC Division of Human Services (HSCA) and Homeless and Housing Alliance (HHA) expectations for grant reporting, program standards, performance, collaboration, community engagement, transparency, and grant monitoring.</li> </ul>	<input type="checkbox"/>
	Match Documentation Form <ul style="list-style-type: none"> <li>• A 25% cash or in-kind match is required for all budget components except leasing. Match is required for all projects. Matching agency must complete the CoC Match Documentation Form on their letterhead</li> </ul>	<input type="checkbox"/>
	Budget <ul style="list-style-type: none"> <li>• Completed Form SF424BW</li> </ul>	<input type="checkbox"/>
	Agency Budget <ul style="list-style-type: none"> <li>• Applicant must provide a budget for their entire agency.</li> </ul>	<input type="checkbox"/>
	Most Recent Independent Audited Financial Statement and Management Letter	<input type="checkbox"/>
	Documentation of Eligibility to Apply <ul style="list-style-type: none"> <li>• Documentation that the applicant meets one of the eligibility requirements to apply found at 24 CFR 578.15</li> </ul>	<input type="checkbox"/>
	Documentation of SAMS Registration	<input type="checkbox"/>
	Documentation of Unified Entity Identification Number (UEI)	<input type="checkbox"/>
	Acknowledgement Form	<input type="checkbox"/>

I have read, understand and agree to comply with the 2024 CoC BUILDS Local Project Application Instructions and Project Scoring Tool.

\_\_\_\_\_  
Authorized Agency Representative Name and Title

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Authorized Agency Representative Signature

\_\_\_\_\_  
Date



## EXHIBIT 2: PBC HOMELESS AND HOUSING ALLIANCE COC GRANTEE CERTIFICATION

Background: The PBC CoC, Homeless and Housing Alliance (HHA), along with the Division of Human Services (HSCA) who serves as the COLLABORATIVE APPLICANT is charged by US Department of Housing and Urban Development (HUD) to operate and administer CoC activities and to monitor recipients’ performance. To further CoC goals and to clarify expectations, HHA is describing recipient responsibilities in this document that shall be signed by an authorized representative of the grant recipient agency.

CoC grant recipients will have a grant agreement with HUD. The grant recipient is responsible for adhering to all requirements and obligations outlined by HUD. In the event that grant recipient responsibilities change, revisions will be made to this certification and will require a new signature.

Before applying for CoC BUILD funding, all project applicants must read the 2024 HUD CoC Project NOFO and the CoC Program Interim Rule 24 CFR Part 578. These two documents provide the requirements for applying for, implementing and administering the CoC Program.

Agency:	
Contact Person:	
Chosen HHA Committee(s):	

I have read and understand the expectations set forth in this certification.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## EXHIBIT 3: MATCH DOCUMENTATION FORM

[This must be on the letterhead of the entity providing the match resource.]

The chart below identifies information regarding the resource being provided by this agency.

Name of organization providing the resource	
Type of contribution and use*	
Value of the contribution**	
Name of project	
Specific grant contribution will support	
Fiscal year contribution will support	
Name of Project Recipient and/or Sub-recipient	
Date the contribution will be available	
Name of person authorized to commit these resources	
Title of person authorized to commit these resources.	
Signature of person authorized to commit these resources.	
Date (Must be dated between September 23, 2024 and October 22, 2024)	

\* E.g., cash, childcare, case management, health care, etc. If cash, also state allowable activities to be funded by match. State if match will be used for housing costs.

\*\* For in-kind, identify method used to determine the value of the donation.

## EXHIBIT 4: ACKNOWLEDGEMENT FORM

By signing and submitting this application I certify that:

- The information provided in this application and the information provided in all supporting documents and forms is true, accurate and complete
- I am authorized to submit this application on behalf of the Project Applicant
- I certify that the Project Applicant agency has not been debarred or suspended from applying for Federal Funding.

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Name of Authorized Official

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Title

---

Signature of Authorized Official

---

Date

## ATTACHMENT 1: THRESHOLD REQUIREMENTS

Item	Yes, No, N/A
<b>HUD Eligibility Requirements/NOFO Rules</b>	
<b>System for Award Management (SAM) Registration:</b> Applicant must have an active SAM registration with current information	
<b>UEI Number:</b> Applicant must have a valid UEI number in the application	
<b>Chartered with the State of Florida:</b> Applicant must be chartered with the State of Florida.	
<b>Outstanding delinquent federal debts:</b> Applicants must have no outstanding delinquent federal debts unless a negotiated repayment schedule is established and in not delinquent or arrangements satisfactory to HUD have been made.	
<b>Debarments and Suspensions:</b> Applicant must have no Debarments and/or Suspensions.	
<b>Accounting System:</b> Applicant must have a financial management system that meets with federal standards as described at 2 CFR § 200.302	
<b>False Statements:</b> A false statement in an application is grounds for denial	
<b>Mandatory Disclosure Requirement:</b> Applicant must disclose in writing to the OIG, HUD and the CoC credible evidence of a violation of criminal law regarding fraud, conflict of interest, bribery or gratuity potentially affecting a federal award within 10 days of knowledge of the occurrence as required by HUD's <a href="#">Eligibility Requirements for All Applicants of HUD's Grant Programs</a> .	
<b>Unresolved Civil Rights Matters:</b> Project applicants who have unresolved civil rights matters at the time of application deadline will be deemed ineligible, unless HUD determines that actions taken to resolve the matter are sufficient.	
<b>Eligible Project Applicants:</b> Applicants must document that they are eligible project applicants under the HUD 2024 CoC BUILDS NOFO Section III A	
<b>Certifications:</b> Applicants must submit all required certifications as specified in the NOFO.	
<b>CMIS Implementation:</b> Applicants that do not participate in CMIS are not eligible for funding, unless the project is a victim-service agency serving survivors of domestic abuse or a legal services agency, which has an acceptable comparable data system.	
<b>Timeliness Standard:</b> Applicant must demonstrate ability to meet all timeliness standards per 24 CFR § 578.85 including payment of subrecipients, and drawdowns, as applicable to their proposed project.	
<b>Population to be Served:</b> Population to be served must meet program eligibility requirements described in 24 CFR Part 578 and Section III. G. of the HUD 2024 CoC BUILDS NOFO	
<b>Jurisdictional Consolidated Plans(s):</b> All projects must be consistent with the relevant jurisdictional consolidated plan(s).	
<b>Match:</b> Applicant must document the ability to provide a minimum match of 25% of the grant amount for the project.	

## ATTACHMENT 2: CoC INFORMATION

### Committee Activities

- All grant recipients will participate in at least 60% of general HHA meetings and 70% of at least one of the HHA Subcommittee meetings in 12 months
- All grant recipients will participate in at least one pillar/subcommittee
- All grant recipients will participate in the local coordinated assessment process as approved by the CoC
- Grant recipients are expected to support 1 Committee(s) covered by grant activities as they achieve the following standards:
  - Meet minimum standards
    - HHA meetings & pillar/subcommittee meetings
    - Participate in coordinated entry
    - Participate in PIT/HIC
    - CMIS Entry
    - Follow Program Approved Standards (Coordinated Entry, ES, TH, PSH, RRH, Housing First, Housing Focused Case Management)

### CMIS Participation and Coverage

CoC grant recipients must collect the following information on the persons served and services provided during the grant period and enter this information into the PBC Client Management Information System (CMIS). Domestic violence service providers are prohibited from participation in CMIS but must demonstrate that they have a database comparable to a CMIS and can provide statistical information from that database upon request that does not compromise client privacy.

#### Universal Data Elements

Name  
Social Security Number  
Date of Birth  
Race  
Ethnicity  
Gender  
Veteran Status  
Disabling Condition  
Residence Prior to Project Entry  
Project Entry Date  
Project Exit Date  
Destination at Project Exit  
Personal ID  
Household ID  
Relationship to the Head of Household  
Client Location  
Length of Time on Street or in Emergency Shelter

#### Program-Specific Data Elements

Housing Status  
Income & Sources of Income  
Non-Cash Benefits  
Health Insurance  
Physical Disability  
Developmental Disability  
Chronic Health Condition  
HIV/AIDS  
Mental Health Problem  
Substance Abuse  
Domestic Violence  
Residential Move-In Date (Rapid Rehousing)  
Services Provided (Rapid Rehousing)  
Financial Assistance Provided (Rapid Rehousing)



### **Grant Performance & Reports**

- All grant recipients will receive approval from the CoC prior to requesting a grant extension or amendment from HUD.
- All grant recipients will copy HSCA on executed HUD grant agreements.
- All grant recipients will report grant spending to CoC staff annually by submitting their final project spending report screenshot from eLOCCS.
- All grant recipients will submit Point-in-Time Count and Housing Inventory Count data by deadlines established by HSCA and local Committees.
- All grant recipients will submit APR's to HUD before the reporting deadline and copy HSCA.
- If a grant recipient can no longer administer their grant, the grant recipient will consult the HHA.

## ATTACHMENT 3: APPEAL NOTICE FORM

### **Palm Beach County Community Services Department - CoC BUILD NOFO**

Appeals may be filed by an entity submitting a NOFO PROJECT APPLICATION (PROJECT APPLICANT) that is aggrieved in connection with deviations from the established PROCESS for reviewing proposals and making recommended awards.

If you wish to file an Appeal with the Palm Beach County Community Services Department, CoC BUILDS application process, this Appeal Notice Form must be completed, submitted, and received by the Director of the Community Services Department by October 16, 2024. You will receive a written response within fifteen (15) business days of the receipt of this form by the Director of the Community Services Department. There is no administrative fee associated with filing this Appeal.

When completed, submit this Appeal Notice Form via mail or email to:

Mr. James Green, Director Community Services Department 810 Datura Street, First Floor West Palm Beach, Florida 33401 [JGreen1@pbcgov.org](mailto:JGreen1@pbcgov.org)

Entity Filing Appeal \_\_\_\_\_

Which process was allegedly deviated from?

\_\_\_\_\_  
\_\_\_\_\_

Describe in detail the alleged deviation; including how you were directly affected and what remedy you seek (add additional pages as needed):

\_\_\_\_\_  
\_\_\_\_\_