



Mid Florida Homeless Coalition, Inc.
(MFHC) Continuum of Care Lead Agency
2016 Challenge Grant Request for
Proposals (RFP) Instructions

Mid Florida Homeless Coalition is issuing a Request for Proposals (RFP)
 for the following Florida state program:

FY2016	Challenge Grant	\$300,000.00
	→ Project Funding	276,000.00
	→ Administration	24,000.00

Challenge Grant proposals will be reviewed for the following components:

This RFP contains information and the required forms for potential applicants to apply and compete for grant awards. Potential applicants are advised to read the materials carefully, and if there are questions contact staff at the email address provided.

Successful applications must address priorities that have been established in consultation with the Mid Florida Homeless Coalition’s CoC Plan and meet the guidelines provided in this Request for Proposals (RFP).

If your organization would like to submit a proposal for consideration, please complete the submission requirements listed in the following pages. Both prospective and current grantees must respond to this RFP if seeking funding from MFHC.

Interested agencies must submit one (1) original and one (1) printed copy and be prepared to submit one (1) digital copy if your project is chosen. Deadline for the Challenge Grant is **Friday, July 29, 2016 at 5:00 p.m.** Without exception, no proposal will be accepted by MFHC after this time. Bind each proposal.

Proposals must be delivered to:

Mid Florida Homeless Coalition, Inc.
104 E Dampier Street
Inverness, FL 33450

RFP Schedule	
Activity	Date
Mandatory Meeting for potential applicants	Friday, July 15, 2016
Release of 2016 MFHC Challenge Grant Request for Proposal	Tuesday, July 19, 2016
Proposals must be received by Mid Florida Homeless Coalition at 104 E Dampier Street, Inverness, FL 34450	Friday, July 29, 2015 by 5:00 PM
Selection of Proposals: Performance Measurement and Grant Review Committee	Monday, August 1, 2016
MFHC Funding Recommendations to the Office on Homelessness	Wednesday, Aug. 10, 2016
Anticipated Date the Office of Homelessness to Post Notice of Award	Friday, September 2, 2016
Anticipated effective date of grant agreement between DCF and MFHC	Monday, Sept. 26, 2016
Anticipated effective date of grant agreement between MFHC and Sub-recipients	Monday, October 3, 2016

Application Format:

- Each Project Proposal and related attachments should be **typed and tabbed** and submitted as provided in the RFP (8.5" x 11"). **If any parts of the Proposal are hand written it will be rejected.**
- For any pages in landscape format, the orientation should be the top of the page on the secured side of the package.
- The original should be labeled on the front sheet as the original and signed by the agency official in blue ink. Both the original and one copy must be bound. A cover letter is not required.
- Do not include these instructions with your submission.
- Letters from collaborating agencies or letters from other funding sources should clearly specify their role in the Proposed project or contribution (financial or in-kind) that they will make. To be clear, these letters should apply directly to the project being submitted in this RFP or directly relate to the project.
- If your organization is submitting more than one Proposal, you must prioritize each project/program by listing the projects/programs submitted in a prioritized order.
- Please keep responses to questions as **BRIEF** as possible. Don't include information or attachments not related to the Proposal or that are not specifically requested.
- Both the original and copy to have a coversheet with organization name.

We suggest putting your agency's history, photos of past projects, awards, and any other items you want to emphasize about your agency ON your website for the Review Committee to examine while they review your application.

SECTION I

Background Information

INTRODUCTION

Mid Florida Homeless Coalition is hereinafter referred to as “MFHC”. Those responding to the RFP are hereinafter referred to as the “PROPOSER” or “PROPOSERS”.

MFHC facilitates the local Continuum of Care (CoC), the network through which homeless services and homelessness prevention activities are coordinated within Citrus, Sumter, Hernando, and Lake Counties. The efforts represent maximum participation of community-wide organizations and providers to meet the full spectrum of needs of homeless individuals and families as well as to identify gaps and priorities in the provision of services to homeless persons. The CoC identifies, coordinates and evaluates the needs of homeless persons and then provides linkages to housing solutions and community services.

MFHC seeks to improve the quality of life of homeless citizens living in Citrus, Sumter, Hernando and Lake Counties and to fund activities based on comprehensive and collaborative service delivery systems that help homeless individuals/families move toward independent living and to prevent homelessness.

MFHC shall make funding available to finance projects that utilize the Housing First philosophy and that emphasizes stable, permanent housing as a primary strategy for ending homelessness.

Achieving a greater sense of self-determination enables the participants to gain needed confidence to make the transition out of homelessness.

FUNDING PRIORITIES

The submitted proposals will be evaluated based in part, on the extent the project is able to demonstrate achievement of HUD’s goals as articulated in HUD’s Strategic Plan: http://portal.hud.gov/hudportal/HUD?src=/program_offices/cfo/stratplan and the Opening Doors: Federal Strategic Plan to Prevent and End Homelessness: http://usich.gov/opening_doors/. HUD strongly encourages CoC communities to strongly consider the policy priorities established in the mentioned strategies in conjunction with local priorities to determine the ranking of all projects.

Proposals are being solicited to fund projects that have been identified as priorities within the Continuum of Care (CoC). The order of priorities established by the CoC is as follows:

Proposed Project Type	Based on the Proposed Project Type, the Project will be considered for the following funding opportunities
PH – Rapid Rehousing (RRH)/Prevention	Challenge – First Priority
Coordinated Intake	Challenge – Second Priority
Affordable Housing	Challenge – Third Priority
Street Outreach	Challenge – Fourth Priority

ELIGIBILITY CRITERIA

All public & private non-profit organizations that provide services to the homeless and those at-risk of becoming homeless, attended the mandatory meeting, and are a paid member are eligible to apply. Private non-profit organizations must have a 501(c)(3) certification and be registered and in good standing in the State of Florida as a charitable organization.

Additionally proposals will be funded based on the following:

- The applicant’s experience in providing similar services, the length and type of experience it has working with the homeless and the quality of the program/services it provides
- The applicant’s ability to adequately describe and address those requirements set out in the RFP
- The extent to which the proposed project fills a gap in the CoC’s geographic area and addresses a priority issue
- The efforts by the applicant to address the needs of the homeless through community collaborations and partnerships
- The extent to which the applicant uses the Housing First model
- The degree to which performance measures relate to attainable outcomes and CoC priorities
- The degree to which the organization has attained outcomes as set forth by HEARTH
- Organizational experience and experience level of key staff
- The extent to which applicant leverages resources
- Participation by homeless populations in decision-making and project operations
- HMIS participation for organization programs
- Participation in the Coordinated Intake Process

ALL DOCUMENTS MUST BE INCLUDED TO BE CONSIDERED FOR FUNDING

All proposals submitted to MFHC must include the following items:

<u>Project Proposal:</u>	<u>Required attachments if not on file with MFHC:</u>
<ul style="list-style-type: none"> ● Project Priority Listing, if more than one project ● Organizational Capacity and Experience ● Brief Narrative for Each Project ● Client Target Population and Sub-Population ● Service Plan ● Program Goals ● Participant Tracking and Reporting ● Performance Measurement System ● Detailed Budget & Narrative ● Housing First/Low Barrier Questionnaire, if applicable 	<ul style="list-style-type: none"> ● Evidence of 501(c)(3) status ● Current List of the Board of Directors ● Most recently submitted Federal Form 990 or Most recently completed Audit ● Leverage Letter ● Certification for Lobbying ● Mid Florida Information Network (HMIS) Reports as shown below

HMIS REPORTS

- a. HMIS Reports - Each application must include reports pulled from HMIS. The information below defines which reports to pull for the different project types you are applying for. For example, all project types, Rapid Rehousing (RRH), Street Outreach (SO), and Affordable Housing (AH) must run the ESG CAPER 2015 report. Do not include the entire report. Include only the Elements/Questions that pertain to your project type.
- b. Reports must be pulled for dates July 1, 2015 - June 30, 2016.
- c. If you are beginning a new project in this CoC, but have provided a similar project in another CoC in the past, include the report(s) from the other HMIS system.

i. HUD Reports: [HUDX-221] ESG CAPER [2015]

Element	Question	RRH	SO	AH
Data Quality	Q5a	x	x	x
Households Served	Q7a	x	x	x
Number of Persons Contacted	Q9a	x		
Residence Prior to Program Entry	Q15	x	x	x
Length of Participation	Q22a2	x	x	x
Time Between Entry & Move-In Date	Q22c	x		
Exit Destination	Q23a	x	x	x
Chronically Homeless	Q26b	x	x	x

ii. HUD Reports: [HUDX-220] Annual Performance Report [OCT2015]

Income Growth	Q19a3	x		x
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iii. Housing Reports: [HSNG-101] Housing Census

x

This report is being run to determine the utilization rate. Include the first page clearly identifying the agency name and housing project, and the last page of each section clearly indicating the number of Clients Served, and the Total Services Provided for each similar housing project type.

Challenge Grant Program

[The Challenge Grant program is authorized by section 420.622(4), Florida Statutes, to provide grant funding to lead agencies of homeless assistance Continuums of Care (CoC) and its planning area.]

Anticipated Grant Year: 2016 - 2017

This section contains information specifically for the Challenge Grant Program. Supporting regulations and guidance can be found at

<http://www.myflfamilies.com/service-programs/homelessness>

The Challenge Grant program is authorized by section 420.622(4), Florida Statutes, to provide grant funding to lead agencies for homeless assistance Continuums of Care (CoC), as designated pursuant to section 420.624(6), Florida Statutes. The Challenge Grants must be used to assist the local homeless CoC lead agencies and local providers to implement a written plan for addressing the needs of the homeless populations. The lead agencies may allocate the grant funds to programs, services, or housing providers that support the implementation of the local CoC plan. The overall goal of the grant is to use the Challenge Grant to help to implement the local homeless assistance plan, and to help the community reach the goals and objectives outlined in the CoC plan.

In addition, the state grant is intended to be used in concert with the private funding contributed to local homeless service agencies to address the needs of the persons who are homeless in the planning area.

For any Challenge Grant Program contracts awarded as a result of this RFP process, MFHC will be the recipient and agencies will be the sub-recipients.

Eligible Components

Proposals will be reviewed for the following Challenge Grant Program Components (Section 420.622(4), Florida Statutes):

All grant funds shall go to activities that directly benefit homeless persons or persons at risk of homelessness. Activities that do not directly benefit homeless persons may include, but are not limited to, public education, training, planning, and capacity building. Although the Challenge grant can be utilized to fund a wider array of services, based on the community priorities, the grant funds will go towards activities shown on page 3.

Street Outreach

Essential services to eligible participants provided on the street or in parks, abandoned buildings, bus stations, campgrounds, and in other such settings where unsheltered persons are staying. Staff salaries related to carrying out street outreach activities are also eligible.

Eligible Participants: Homeless (unsheltered)

Outreach Eligible Costs: Essential Services that directly benefit homeless

Homeless Prevention (HP)

Homeless Prevention – Individuals or Families who are at imminent risk, or at risk, of homelessness, meaning those who qualify under paragraph (2) and (3) of the homeless definition or those who qualify as at risk of homelessness. Families must have an income at, or below, 30% of Area Median Income (AMI).

The purpose is to prevent persons from becoming homeless in a shelter or an unsheltered situation, and to help such persons regain stability in their current housing or other permanent housing.

Eligible Participants: At Risk of Homelessness

HP Eligible Costs: Short-Term Rental Assistance, Utility Assistance, Staffing Cost, & Operating Cost

Rapid Re-Housing

The Rapid Re-Housing (RRH) component may be used to assist individuals and families who are literally homeless, meaning those who qualify under paragraph (1) of the definition of homeless. The purpose is to help homeless persons living on the streets or in an emergency shelter transition as quickly as possible into permanent housing, and to help such persons achieve stability in that housing.

Eligible Participants: Homeless (sheltered and unsheltered)

RRH Eligible Costs: Housing Relocation and Stabilization, Short and Medium-Term Rental Assistance, Services needed to achieve stability

Affordable Housing

Projects that would further the affordable housing within in our CoC – for extremely low income or low income.

Eligible Participants: Homeless (sheltered and unsheltered)

Affordable Housing Eligible Costs: Purchase of property, renovations to existing house, infrastructure work, and construction.

Data Collection/Homeless Management Information System (HMIS)

Homeless Management Information Systems (HMIS) may be claimed to be a direct benefit used only to the extent that the system is used as a case management tool to coordinate services among two or more local agencies serving the homeless person.

General Restriction: Activities funded under this component must comply with HUD's standards on participation, data collection and reporting under a local HMIS.

HMIS Eligible Costs: hardware, equipment and software costs, staffing, salaries for operating HMIS.

Coordinated Intake

Mid Florida Homeless Coalition as the Lead Agency may apply for funds to assist in the operation of the Coordinated/Centralized Intake for the CoC.

Match Requirements (Section 420.622(4)(a), Florida Statutes)

Florida Statutes requires grant recipients to provide matching funds or in-kind support in an amount equal to the grant requested.

Leverage Requirements (Section 414.161(2), Florida Statutes)

All grant funds must be leverage with private and public funds. Document the source(s) of public and private funding, amounts of each, and the committed leverage ratio to the grant request for the Challenge Grant Program.

Funding Source	Total Amount Leveraged	Ratio to Grant Request
Public (List all sources)		
Private (List all sources)		

If third-party services are to be used as a match, the applicant and the third party service provider that will deliver the services must enter into a memorandum of understanding (MOU)—before the grant is executed— documenting that the third party will provide such services and value towards the project.

Project Administration

Projects will receive an amount up to 4% of the (8%) of the total project budget for administration. Administration funds can be used for general project management, oversight, coordination, and reporting on the program. These funds will be split equally between the applicant and MFHC.

CHALLENGE GRANT PROGRAM BUDGET

Use the budget form included in the RFP.

SECTION III

Client Eligibility Definitions

ELIGIBLE CLIENTS / DEFINITION OF HOMELESS

An agency awarded any of the funding sources included in the RFP must serve homeless persons or persons at risk of homelessness who reside in Citrus, Sumter, Hernando, and Lake Counties if receiving CoC, FESG, Challenge, DEO and/or TANF grant funding, and meet the following definition:

Homeless means:

1. A literally homeless individual or family which lacks a fixed, regular, and adequate

nighttime residence meaning:

- a. An individual or family that has 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; or
 - 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 **fourteen (14)** days of the date of application for homeless assistance; and
 - 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 the definition, but who:
- a. Are an individual or family who meets the homeless definition under another federal statute;
 - 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; or
 - 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 includes 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; and
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; and
- 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.

ELIGIBLE CLIENTS / DEFINITION OF AT RISK OF HOMELESSNESS

Individuals/families who:

1. Have annual incomes below 30% AMI for Challenge (except RRH)
2. Do not have sufficient resources or support networks immediately available to prevent literal homelessness; and
3. Meet at least one of the following seven (7) conditions:
 - a. Moved two or more times due to economic reasons in 60 days prior to application for assistance; or
 - b. Living in home of another due to economic hardship; or
 - c. Losing housing within 21 days after application date; or
 - d. Live in hotel/motel not paid for by charitable organizations or Federal/State/local government programs; or
 - e. Lives in severely overcrowded unit as defined by the US Census Bureau; or
 - f. Exiting publicly funded institution or system of care; or
 - g. Living in housing associated with instability and increased risk.
4. Unaccompanied children/youth who qualify under other Federal statutes:
 - a. Does not include children/youth who qualify under the homeless definition; and
 - b. Does not include parents or guardians;
 - c. Children/youth who qualify under the Education for Children and Youth program (McKinney-Vento Act) and the parents or guardians of the child/youth if living with him/her.

An agency will be required to document the homelessness or at-risk status of project participants to demonstrate that the participant is eligible.

Agencies using funds for homeless prevention activities must document “but for” the funded assistance, clients are in danger of becoming homeless.

SECTION IV

Budget/Administration and Other Requirements

F. PROGRAM/PROJECT BUDGET INFORMATION

1. **Budget Forms** - Please complete the budget form for each project/funding request.

2. **Personnel** – If applicable, list the FTE, annual salary, and annual cost of taxes/fringe benefits for each position that will be paid in whole or in part with funds through this RFP. Also, indicate the amounts paid for each position that’s not paid through this RFP.
3. **Grant Matching Requirements** - Applicants **MUST** provide the required match contribution according to the funding source awarded as detailed in this RFP.
4. **Financial Documentation** – Please submit the most recent signed Agency Single Audit, if applicable. If not, submit the agency’s IRS Form 990.

H. OTHER REQUIREMENTS

The following requirements apply to all projects.

1. **Disbursement of Funds** – Grant funds are **not** awarded in one lump sum. They are paid on a monthly basis to agencies on a reimbursement basis for eligible costs incurred. Agencies awarded funds are expected to have adequate cash flow to pay project costs and then request reimbursement from MFHC. No funds will be used to reimburse costs incurred before the beginning of the grant cycle, before the award of the grant, environmental clearance of the project by MFHC, and execution of the agreement between MFHC and the applicant agency.
2. **State and Federal Administrative Requirements** – Agencies must comply with Federal administrative requirements. All agencies awarded funds through this RFP will be required to comply with a variety of requirements governing the use of State and Federal funds. These include but are not limited to:
 - * Standards for Financial Management (OMB Circular A-110)
 - * Cost Principles and Allowable Costs (OMB Circular A-122)
 - * Federal Audit Standards (OMB Circular A-133)
 - * Conflict of Interest (OMB Circular A-110 and 24 CFR 576.79)
 - * Procurement Principles (OMB Circular A-110)

Additionally, agencies awarded funds through this RFP may be required to provide access to their financial records to a representative of MFHC to evaluate their financial management systems. MFHC staff will monitor each program to ensure compliance with the terms of the funding agreement between the MFHC and the agency. This will include monitoring records kept by the applicant to demonstrate the eligibility of clients, the services provided, and other required information.

3. **Liability insurance is required for all Grants.** All agencies awarded funds as a sub-recipient will be **required** to obtain liability and worker’s compensation coverage that will be further defined in the funding agreement if awarded. **MFHC must be named as the additional insured.** The cost of the insurance may be included in the project budget.
4. **Handicapped Accessibility** – All projects must be accessible to persons with disabilities. Programs, information, participation, communications and services must be accessible to persons with disabilities. Agencies must comply with Section 504 of

the Rehabilitation Act of 1974 and Americans with Disabilities Act (ADA).

5. **Nondiscrimination** – All agencies must ensure nondiscrimination. This applies to employment and contracting as well as to marketing and selection of program participants. Discrimination is not allowed on grounds of race, color, national origin, religion, sex, age, or disability. Fair Housing laws prohibit discrimination based on the above and on familial status. Disability includes persons living with AIDS. The requirements in 24 CFR part 5, subpart A are applicable, including the nondiscrimination and equal opportunity requirements at 24 CFR 5.105(a). Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u, and implementing regulations at 24 CFR part 135 apply, except that homeless individuals have priority over other Section 3 residents in accordance with § 576.405(c). Records demonstrating compliance with the nondiscrimination and equal opportunity requirements under § 576.407(a), including data concerning race, ethnicity, disability status, sex, and family characteristics of persons and households who are applicants for, or program participants in, any program or activity funded in whole or in part with the awarded funding source and the affirmative outreach requirements in § 576.407(b).
6. **Formal Termination Policy** – Agencies awarded funds must develop a formal Termination Policy that clearly describes a process by which clients' services may be terminated if program requirements are violated. The process must recognize individual rights and allow termination in only the most severe cases. Termination process for rental assistance or housing relocation and stabilization services must include: written notice to the program participant, with clear statement of reasons for termination; review of decision to terminate, with opportunity for the program participant to present written or oral objections to agency; prompt written notice to the program participant of final decision.
7. **Supportive Assistance** – Agencies awarded funds must assure that homeless individuals and families are given assistance in obtaining appropriate supportive services including permanent housing, mental health treatment, medical health treatment, counseling, case management, supervision, and other services essential for achieving independent living. Additionally, agencies must assure that the homeless are assisted in obtaining other Federal, State, local and private assistance, where available. This will include individually assisting clients to identify, apply for and obtain benefits under mainstream health and social services program for which they are eligible such as: TANF, Medicaid, SSI/SSDI, Food Stamps, and various Veterans Programs.
8. **Confidentiality** – Agencies must comply with confidentiality requirements pertaining to the records and locations of programs providing family violence prevention or treatment services.
9. **Participation in Continuum of Care (CoC)** – Each agency awarded funding through this RFP is **required** to participate in the CoC service provider meetings, participate on a

CoC committee, comply with HMIS Procedures, and participate in the Coordinated Entry Process.

10. **Participation in HMIS** – Each agency awarded funds through this RFP will be required to regularly submit information into HMIS to strengthen participation in this database so it can become a more accurate and useful tool in planning and administering programs for the homeless. Domestic violence agencies are exempt from entering into HMIS, but are required to have a comparable database to submit reports.
11. **There is not a maximum amount of grant funds an agency can request.** MFHC reserves the right to award less than the amount of funds requested.
12. Forms must be completed using the format presented. This includes: Project Budget Justification as detailed in this RFP. Proposals with incomplete budget forms will be penalized.

SECTION V

APPLICATION REVIEW, RANKING, AND SELECTION PROCESS

All proposals submitted by the deadline will be competing in the two phase process:

Phase I

THRESHOLD REQUIREMENTS

Proposals will be reviewed by MFHC staff for technical completeness and adherence to the format in this RFP Packet. The proposals will be further evaluated on the following quality threshold requirements. The housing and services proposed must be appropriate to the needs of the program participants and the community as evidenced by the following. However, if such information is **not** submitted within the time provided, the application will be rejected. The applicant will be informed of the rejection by letter or email.

Technically complete applications will be reviewed by staff to determine applicant eligibility and project eligibility.

1. Applicant Eligibility - Applicant eligibility is determined based to a large extent on the federal and state regulations, financial capacity and technical capacity. If the MFHC determines these standards are not met, the project will be rejected and the applicant agency notified by letter. If the applicant is found to be eligible, then the proposal will be reviewed for project eligibility. Applications submitted after the deadline will also be rejected.
2. Project Eligibility – MFHC staff will review the Project Proposal to ensure that:
 - (a) The type, scale, and location of the housing must fit the needs of the program participants.

- (b) The type, scale, location of the supportive services, and the mode of transportation to those services must fit the needs of the program participants.
- (c) There must be a specific plan for ensuring program participants will be individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible to apply meets the needs of the program participants.
- (d) Program participants must be assisted to obtain and remain in permanent housing in a manner that fits their needs.
- (e) Program participants must be assisted to both increase their incomes and live independently using mainstream housing and service programs in a manner that fits their needs.

GRANT REVIEW, RANKING, AND SELECTION PROCESS (Will take recommendations from Governance Board and Performance Committee to complete or will integrate the process from CoC competition.)

Proposals will be reviewed for completeness and to determine if the project meets threshold criteria by MFHC staff. Proposals that meet threshold criteria will be forward to the CoC Ranking and Review Committee.

The CoC Ranking and Review Committee will complete a review and ranking process based on the applicable 2016 scoring criteria for this application.

Phase II

All projects submitted that meet the threshold requirements, will be eligible to move onto phase 2 and be considered for the applicable funding available.

Should a project be chosen and the amount of funding is less than requested, supplemental material may need to be provided. This could include, but not limited to:

- Revised Budget
- Performance/outcome data for similar programs operated by the applying organization
- Revised scope of work/project detail

APPEALS

All eligible applicants submitting a project will not be able to appeal their ranking due to the limited turn-around time for this application.