

**2018 San Mateo County Continuum of Care Competition
AVAILABILITY OF FUNDING FOR NEW PROJECTS**

I. General Information

On June 20, 2018 the U.S. Department of Housing and Urban Development (HUD) published the *Notice of Funding Availability (NOFA) for the Continuum of Care Homeless Assistance Program*.

The NOFA can be accessed at <https://www.hudexchange.info/programs/coc/>. It establishes this year's funding criteria for the Continuum of Care (CoC) Homeless Assistance Programs (sometimes also referred to as the McKinney-Vento Homeless Assistance Act programs).

All CoCs and project applicants are required to apply for the 2018 CoC competition electronically through HUD's e-snaps system at <https://esnaps.hud.gov/>. The deadline for San Mateo County to submit our CoC application to HUD is September 18, 2018.

II. Available Funding

As in past funding rounds, communities can create new projects through bonus funding and re-allocated funding:

- San Mateo County is eligible to request up to \$694,016 for bonus permanent housing projects, which may include: (1) Permanent Supportive Housing (PSH) serving chronically homeless households with the greatest severity of need and longest histories of homelessness; (2) Rapid Re-Housing (RRH) projects serving homeless single adults or families with children and (3) the new joint Transitional Housing/Rapid Re-Housing (TH/RRH) project type (introduced in 2017).
- San Mateo County may also create new projects through the re-allocation of funds from lower performing existing grants. The amount of available re-allocation funds is expected to be in the range of \$100,000 to \$200,000 (but the amount available for re-allocation could vary significantly) and may be used for the same project types as described above. These funds may also be used by the CoC Lead Agency, San Mateo County Human Services Agency (HSA), for dedicated HMIS projects or Coordinated Entry projects.
- **New this year**, San Mateo County may receive up to \$264,125 for a bonus project serving victims of domestic violence (DV), dating violence, sexual assault, or stalking. Eligible project types under the DV bonus are: (1) Rapid Re-Housing (RRH) projects; (2) joint Transitional Housing/Rapid Re-Housing (TH/RRH) projects; or (3) Supportive Services Only (SSO) for Coordinated Entry to improve the ability of the CES to meet the needs of DV households.
- **New this year**, applicants may combine bonus and re-allocation funding in a single project.

III. Eligible Project Types and Requirements

A. Requirements for Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH) and Joint Transitional Housing/Rapid Re-Housing (TH/RRH) projects.

The table below summarizes requirements for Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), and Joint Transitional Housing/Rapid Re-Housing (TH/RRH) projects created using bonus funds or re-allocated funds. The information presented below is only a general summary and applicants are strongly encouraged to review the 2018 CoC NOFA, New Project Application Detailed Instructions, and the Interim CoC Rule (24 CFR 578) for further information. All are available at: www.hudexchange.info

Category	Permanent Supportive Housing (PSH)	Rapid Re-Housing (RRH)	Joint Transitional Housing/Rapid Re-Housing (TH/RRH)
Eligible Applicants	Non-profits, government entities, public housing authorities		
Eligible Participants	<ul style="list-style-type: none"> For regular PSH: 100% chronically homeless people. For DedicatedPlus Projects: chronically homeless people plus some additional categories of participants (see below) 	Families, adults and youth who are: <ul style="list-style-type: none"> Residing in a place not meant for human habitation; Residing in an emergency shelter; Meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations; Residing in a transitional housing project that was eliminated in the FY 2017 CoC Program Competition; Residing in transitional housing funded by a Joint TH and PH-RRH component project; or Receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system. 	
Eligible Activities/ Expenses (24 CFR 578.43-578.63)	<ul style="list-style-type: none"> Acquisition Rehabilitation, New construction Leasing Rental Assistance (TRA, SRA, PRA) Operating Costs Support Services 	<ul style="list-style-type: none"> Short Term Rental Assistance (up to 3 months) Medium Term Rental Assistance (3 to 24 months) Support Services 	<ul style="list-style-type: none"> Leasing Short or Medium Term Rental Assistance Operating Costs Supportive Services HMIS
Support Services	Grant funds may be used for any supportive service listed as eligible under 578.53		
Grant Term	Applicants are strongly encouraged to request 1-year grants so as to maximize available funding. Some project types may request initial terms of 2 to 5 years (see NOFA)		
Timeliness	Must begin operations in a timely manner. HUD strongly encourages all rental assistance to begin within 12 months of award.		
Match	25% of total grant request. Leasing funds do not have to be matched. Match can be cash or in-kind and must be spent on eligible project costs.		

Dedicated Chronically Homeless PSH Projects. All new PSH units that are dedicated to serving chronically homeless people are subject to the requirements in HUD's *Notice CPD-16-011: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status*. This notice requires that PSH units be prioritized for those households with the longest histories of homelessness and the most severe needs, as identified through the Coordinated Entry process.

Dedicated Plus PSH Projects: PSH Projects that elect to apply as Dedicated Plus Projects are not restricted to serving only chronically homeless people and may serve an expanded set of participants:

1. Experiencing chronic homelessness as defined in 24 CFR 578.3;
2. Residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
3. Residing in a place not meant for human habitation, emergency shelter, or safe haven; but the individuals or families experiencing chronic homelessness as defined at 24 CFR 578.3 had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement;
4. Residing in transitional housing funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3 prior to entering the project;
5. Residing and has resided in a place not meant for human habitation, a safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions; or
6. Receiving assistance through a Department of Veterans Affairs (VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

B. Domestic Violence Bonus Projects

The 2018 federal budget included a \$50 million set aside for bonus projects serving survivors of domestic violence, dating violence, sexual assault, or stalking. San Mateo County can receive up to \$264,125 for a DV bonus project. DV bonus funds can be used for Rapid Re-Housing (RRH), Transitional Housing/Rapid Re-Housing (TH/RRH), or Support Services Only (SSO) for Coordinated Entry to implement policies to ensure CES meets the needs of domestic violence survivors.

DV bonus projects must meet all the requirements of the applicable project component (RRH, Joint TH/RRH) – see chart above. DV bonus projects are restricted to serve only those households in the target population.

Additional requirements:

- CoC's may submit one project in each of the three categories, but only one will be funded
- All DV bonus projects must be ranked on the Project Priority List
- HUD will select DV projects for funding based on the overall CoC score, need for the project, and quality of the project applicant.
- DV bonus projects selected for funding will be funded from the DV bonus pot and removed from the Priority List. All remaining projects will move up in Rank.
- DV bonus projects not selected for funding by HUD may be selected as a regular bonus project, depending on where it is placed on the Project Priority List.

C. Expansion Projects

Applicants that already have an existing CoC funded PSH or RRH project may apply to use either bonus or re-allocation funding to create new projects that are expansions of existing projects. This provides an opportunity for the CoC to expand capacity for projects that are high performers and for which additional capacity is needed. The expansion project must be of the same project-type as the existing project – PSH projects can add more PSH units and RRH projects may add more RRH slots. Existing TH projects may not add RRH slots to become a joint TH/RRH project. Joint TH/RRH projects must be created as entirely new projects.

New this year, HUD will allow new projects that are expansions of *non-CoC-funded* projects. This means that applicants can add CoC-funded activities to a non-CoC-funded homeless program. However, CoC funds cannot be used to replace state and local funds.

D. Transition Grants

New this year, applicants that want to transition one of their existing projects to a new project component (e.g. TH becomes RRH or RRH becomes PSH) can do so by voluntarily re-allocating their existing grant and creating a new project. Unlike regular re-allocation, with Transition Grants there will be no “lag time” between the end of the old project and the beginning of the new project. Some other restrictions apply (see NOFA).

E. Threshold and Project Quality Requirements

The 2018 HUD NOFA requires that all projects (new and renewal) must meet Threshold Requirements as listed in Section V.C.3 (page 33-40). Applicants are strongly encouraged to review Section V.C.3. of the NOFA to ensure that threshold requirements are met.

In addition, all new PSH, RRH and Joint TH/RRH projects will be scored by HUD for Project Quality using the criteria listed below.

PSH and RRH projects must receive a minimum of 3 out of 4 points:

1. Whether the type of housing, number, and configuration of units will fit the needs of the program participants (e.g., two or more bedrooms for families) (1 point);
2. Whether the type of supportive services that will be offered to program participants will ensure successful retention or help to obtain permanent housing—this includes all supportive services, regardless of funding source (1 point);
3. Whether the specific plan for ensuring that 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 (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education) (1 point); and
4. Whether program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing) (1 point).

Joint TH/RRH projects must receive a minimum of 4 out of 6 points:

1. Whether the type of housing, number, and configuration of units will fit the needs of the program participants (1 point);
2. Whether the proposed project will provide enough RRH assistance to ensure that at any given time a program participant may move from transitional housing to permanent housing (1 point);
3. Whether the type of supportive services that will be offered to program participants will ensure successful retention or help to obtain permanent housing—this includes all supportive services, regardless of funding source (1 point);
4. Whether the specific plan for ensuring that 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 (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education) (1 point);
5. Whether program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing) (1 point); and
6. Whether the project adheres to a housing first model as defined in Section III.C.3.I. of this NOFA. (1 point).

IV. Application Process for New Project Applicants

A. Application Format for New Projects

Interested applicants must complete the [New Project Application in HUD's e-snaps website](#) and the [CoC's New Project Application Narrative](#). The CoC's review panel will use the information provided in the e-snaps Project Application and New Project Application Narrative to determine whether a new project will be included in this year's application, and where it will be ranked. The New Project Application Narrative is a Word document containing responses from the e-snaps Project Application as well as written responses to additional questions for submission to the CoC Review Panel. HSA will provide a template for the New Project Application Narrative (will be posted online at HSA's NOFA website at <https://hsa.smcgov.org/2018-continuum-care-nofa-notice-funding-availability>).

Applicants should email the following documents to Jessica Silverberg (JSilverberg@smcgov.org) and Brian Eggers (BEggers@smcgov.org) no later than August 13, 2018 by 5:00 pm . Note: do NOT click the "submit" button in-snaps.

1. PDF of Project Application from e-snaps (see Section V, below for more information)
2. New Project Application Narrative in Word using the template provided by HSA

B. Application Timeline for New Projects

Following is the application timeline for 2018. Note that dates are subject to change. Any changes to the timeline will be posted on the HSA website for the 2018 CoC NOFA at <https://hsa.smcgov.org/2018-continuum-care-nofa-notice-funding-availability>

Date	Activity
June 20, 2018	2018 CoC NOFA released
July 10, 2018	Informational Meeting for Applicants (new and renewal)
July 13, 2018	CoC Steering Committee meeting to approve review, ranking and tiering criteria/strategy (the Project Review and Ranking Process)
August 13, 2018 by 5:00 pm	<p>Project Applications must be submitted to HSA via email to Jessica Silverberg (JSilverberg@smcgov.org) and Brian Eggers (BEggers@smcgov.org). The email should include both documents listed below.</p> <ul style="list-style-type: none"> • PDF of Project Application from e-snaps (see Section V, below for more information) • New Project Application Narrative in Word using the template provided by HSA
Week of August 20-24	Review panel meeting; rating and ranking of applications
August 27, 2018	Applicants notified whether their application is included on the Project Priority List
August 28, 2018	Applicants receive technical corrections to e-snaps submission
August 31, 2018 by 5:00 pm	Appeals due to HSA via email to Jessica Silverberg (JSilverberg@smcgov.org) and Brian Eggers (BEggers@smcgov.org)
September 6, 2018	Corrected applications due in e-snaps
September 6, 2018	Applicants receive response to appeals
September 7, 2018	CoC Steering Committee Meeting to approve final project ranking
September 10, 2018	Final corrections due in e-snaps
September 17, 2018	H.S.A. staff submit final application to HUD
September 18, 2018	Application due date

C. Rating and Ranking Process and Criteria

On July 13, 2018, the CoC Steering Committee will approve a written project review and ranking criteria and process, including an adopted strategy relating to putting projects into Tier 2 (the Project Review and Ranking Process). The objective of the tiering strategy will be to position the CoC to retain as much funding as possible, while taking a broad, system-wide approach to identifying which elements of the system to put at-risk.

A copy of the *San Mateo County CoC 2018 CoC Competition Project Review and Ranking Process* will be posted on the HSA website for the 2018 CoC NOFA at <https://hsa.smcgov.org/2018-continuum-care-nofa-notice-funding-availability>
A draft version will be available on July 10, 2018.

V. Submitting a New Project in e-snaps

Completing a new Project Application in e-snaps is a multi-step process that can be complex for applicants who are unfamiliar with HUD's online application system. Below are links to HUD instructional resources that explain how to navigate the system. The documents are available online at <https://www.hudexchange.info/programs/e-snaps/>

- *Adding and Deleting Registrants in e-snaps*. This describes how to set up an account in e-snaps, which is the first step in the application process. <https://www.hudexchange.info/resource/2903/adding-deleting-registrants-in-esnaps/>
- *CoC Applicant Profile Navigational Guide*. Provides instructions on how to access and update the Applicant Profile. <https://www.hudexchange.info/resource/3852/coc-applicant-profile-instructional-guide/>
- *How to Complete the HUD Form 2800 in e-snaps*. Instructions for completing Form 2880. <https://www.hudexchange.info/resource/5595/how-to-complete-the-hud-form-2880-in-e-snaps/>
- *Accessing the Project Application*. This provides instructions on how to access and set up Project Applications. <https://www.hudexchange.info/resource/2908/how-to-access-the-project-application/>
- *New Project Application Navigational Guide*: This provides instructions about how to access the Project Application in e-snaps, and provides screenshots of all the application screens.
 - *Not yet posted by HUD as of the date of this document. HUD will post this guide online at <https://www.hudexchange.info/programs/e-snaps/> HUD has communicated that it expects to post this document by around July 10, 2018.*
- *New Project Application Detailed Instructions*. This document provides a question-by-question summary of each section of the application along with instructions about how to prepare a complete and accurate response.
 - *Not yet posted by HUD as of the date of this document. HUD will post this guide online at <https://www.hudexchange.info/programs/e-snaps/> HUD has communicated that it expects to post this document by around July 10, 2018.*

Applicants are strongly encouraged to review the HUD guidance prior to entering any information into e-snaps.

VI. Information Sources Available

HUD has made available a number of information sources regarding this year's Continuum of Care process:

- HUD has aggregated all training and additional information about the CoC and the e-snaps system at <https://www.hudexchange.info/programs/coc/>. Resources on this website include:
 - The 2018 CoC NOFA

- e-snaps Navigational Guides and Detailed Project Instructions
 - FAQs about the 2018 CoC Competition
 - One CPD Ask-A-Question (AAQ)
- For other questions, applicants are instructed to contact their local HUD field office.

VII. Technical Assistance for Applicants

Applicants may contact the CoC any questions about the application process or how to complete the application. Questions should be directed to Kate Bristol, Focus Strategies (kate@focusstrategies.net), Jessica Silverberg (JSilverberg@smcgov.org) and Brian Eggers (BEggers@smcgov.org). Please include Kate, Jessica and Brian on all emails.