



COUNTY OF  
SAN MATEO

DEPARTMENT  
OF HOUSING

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**NOTICE OF FUNDING  
AVAILABILITY (NOFA)  
July 1, 2024 - June 30, 2025**

**PROGRAM GUIDELINES**

**FOR FUNDING OF**

**FEDERAL CDBG AND ESG,  
AND STATE PLHA AND ESG**

**GRANT-FUNDED COMMUNITY  
DEVELOPMENT ACTIVITIES**

- **Public Services, Shelter Services,  
Rapid Re-Housing**
- **Fair Housing**
- **Micro-Enterprise**
- **Home Repair Programs**

**\*\* Applications Due by 5:00 p.m. PST  
Thursday, January 18, 2024\*\***

Applications/Checklists to be submitted online through  
City Data Services. Link: [www.citydataservices.net](http://www.citydataservices.net)  
(Login for new users is SMC2024 for ID & Password)

For technical assistance with the online application,  
contact City Data Services,  
[citydataservices@yahoo.com](mailto:citydataservices@yahoo.com) or (650) 533-5933

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## I. PROGRAM OVERVIEW

**Notice of Funding Availability (NOFA).** The County of San Mateo invites applications for community development activities under its FY 2024-25 Federal Community Development Block Grant (CDBG), Federal/State Emergency Solutions Grants (ESG) Programs and its State Permanent Local Housing Allocation (PLHA) Program. **Please be advised that the total amount of funds available under this NOFA is subject to and will not be confirmed until Congress adopts a final budget, the California Department of Housing and Community Development (HCD) approves the County’s PLHA annual funding application, and the State releases its final ESG allocation amounts.** However, based on fiscal year 2023-24 funding levels the County estimates it may have approximately **\$1,553,244.02** in aggregate to distribute under these programs.

### Funding Categories.

Funding will be allocated based on the categories outlined in the table below with corresponding funding allocations provided based on FY 23-24 levels. As noted, the amounts shown below reflect current funding levels as of FY 23-24; these amounts will be adjusted for FY 24-25 for this NOFA once the final allocations from HUD/HCD are determined and any reprogrammed and/or repayments have been ascertained:

<b>Funding Category</b>	<b>Estimated Amount Available</b> (based on FY 23-24 availability)	<b>Source</b>
Public Services	\$557,297.29	CDBG
Other Services including Home Repair and Micro-Enterprise	\$378,000	CDBG
Shelter Services & Operations	\$470,651.54	Federal ESG, State ESG, PLHA
Homeless Rapid Re-Housing	\$147,295.19	Federal ESG, State ESG
<b>TOTAL (pending FY 2024-25 HUD allocations and HCD approval)</b>	<b>\$1,553,244.02</b>	

*Note:* The San Mateo County Department of Housing (DOH) is the Administering Entity for the State of California ESG funding allocated to San Mateo County. Under State Regulation 8403(i) as an Administrative Entity (AE) of State ESG funds, San Mateo County is required to award no less than 40% of available State ESG funding for rapid re-housing activities. The remaining State ESG funds will be available to support shelter operations as described in the Program Overview section of this NOFA.

**Two-Year Contract Terms:** For awarded funds under this NOFA, County policy is to prepare two-year funding contracts for Federal CDBG and ESG funding, with the second-year funding subject to availability of funds and satisfactory performance of subrecipient meeting performance goals and adhering to federal funding requirements. Funding for the second year is generally intended to be the same as the first year. For PLHA funded projects, a contract amendment or new contract must be entered into for the second-year funding, which is generally intended to be the same amount as the first year, subject to the availability of PLHA funds and satisfactory performance of subrecipient meeting performance goals and adhering to PLHA funding requirements.

Please be further advised that FY 2024-2025 will be the first year of a two-year contract period for CDBG public service and home repair programs, Federal ESG and State PLHA awards. Renewing applicants must submit a renewal application through City Data Services (CDS) in order to receive their second year's funding award.

**Applicant eligibility requirements.**

- Applicants must be an eligible City, a County or other public agency, or a qualified 501(c) (3) or (c) (4) non-profit organization.
- All applicants must submit the most recent certified financial audit of their organization including any management letters.
- Non-profit organizations must submit evidence of current nonprofit status and an up-to-date roster of their Board of Directors.

**Application Deadline.** Please complete the application and submit all attachments on-line at [www.citydataservices.net/](http://www.citydataservices.net/) by:

**Thursday, January 18, 2024 at 5:00 PM PST**

**NOTE: Late or incomplete applications will not be considered for funding. No Exceptions.**

**Date of Funding Availability.** July 1, 2024, is the earliest that FY 2024-2025 Federal CDBG, Federal ESG funding State ESG, PLHA funding will be made available. State ESG funds are anticipated to be made available no earlier than October 1, 2024, which will be after the Standard Agreement between the HCD and San Mateo County has been approved and fully executed. Funding from all sources is subject to an executed funding agreement between your agency and the County after all HUD, State of California and/or PLHA requirements have been met.

**Application Review and Approval Process.** Applications will be reviewed by County staff against priorities and criteria described in more detail in Section VI and Exhibit 1 of this NOFA. For Federal CDBG and ESG funded projects as well as PLHA-funded projects, staff will formulate preliminary recommendations to be presented to the Housing & Community Development Committee (HCDC), an advisory body to the County Board of Supervisors. For Federal/State ESG applications, the County's DOH and Health and Human Services staff will formulate recommendations to be presented directly to the County Board of Supervisors for final approval on or about April 23, 2024.

For Federal CDBG and PLHA funding, a public hearing will be held on or about **February 29, 2024**, by the HCDC. Applicants will present their application at this public hearing and answer any questions. After hearing from all the eligible applicants that attend this meeting, the HCDC will formulate funding recommendations.

The HCDC, through the DOH, will then forward its recommendations for Federal CDBG and PLHA-funded projects to the County Board of Supervisors for final approval on or about **April 23, 2024**.

**II. FUNDING PRIORITIES**

Successful applications will meet one of the funding priorities enumerated in the County's FY 2024-25 NOFA Funding Priorities document, which can be found in Exhibit 1 as well as at [www.smchousing.org](http://www.smchousing.org). As noted, funding amounts for the categories are estimated, pending Federal and/or State appropriations. The FY 2024-2025 allocations for San Mateo County are expected to be announced in the first part of 2024.

**III. ELIGIBLE ACTIVITIES FOR FEDERAL CDBG AND ESG PROGRAMS**

Programs and projects considered for Federal CDBG and ESG funding must meet all of the following requirements: (1) meet an appropriate HUD national objective; (2) qualify for funding on the basis of principally benefiting lower-

income persons or extremely-low income individual's for PLHA funding; and (3) meet one DOH FY 2024-2025 NOFA funding priorities, specified in Exhibit 1 and at [www.smchousing.org](http://www.smchousing.org)

Listed below are specific eligible types of activities which may be carried out with CDBG funds. While this list is not exhaustive of all eligible activities, it provides a spectrum of the more typical activities funded under the CDBG program:

**A. Housing Rehabilitation Programs (small-scale projects):**

This is for non-site specific programs serving lower income households and individuals and covers items including:

1. Interior & exterior paint
2. Door & window replacement
3. Water heater/furnace repair or replacement
4. Removal of architectural barriers

**B. Public Service Activities**

1. Operating costs of emergency shelters and transitional facilities
2. Housing-related public services; human service delivery
3. Fair Housing related services

**C. Micro-Enterprise and Economic Development (Limited funding available):**

1. Support and development of micro-enterprises resulting in the retention or creation of permanent jobs for low income persons

**IV. PROGRAM-SPECIFIC QUALIFYING CRITERIA**

**A. CDBG Program**

In order to qualify for CDBG funding, all eligible activities must principally benefit extremely low to low-income persons. Income verification is required to document client benefit unless the clients are in a category presumed by HUD to be principally low income (see below), in which case, their status in the relevant category must be verified. An activity will be considered to principally benefit very-low and low-income persons if it meets one or more of the following standards:

- 51% Low-Income Benefit (Public Services): The activity has an income eligibility requirement that limits the benefits exclusively to very low and moderate-income persons. (See Exhibit 2 for Income Limits).
- Presumed Benefit Population Public Services and Capital Projects: The activity would benefit one or more of the following groups, presumed to be low-income under CDBG regulations: abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers. Removal of architectural barriers to assist seniors and adults with severe disabilities would fall under this category of Presumed Benefit.
- Job Creation/Retention for Low-Income Population (Microenterprise Assistance): The activity is designed to create or retain permanent jobs, a majority of which employ or shall employ very low- and low-income persons.
- Slum/Blight Elimination: The activity is designed to eliminate slum and blight as part of a comprehensive plan or even on a spot basis, but the majority of the beneficiaries should be low income. Consult DOH staff for more information if your request falls under this category.

## B. ESG Program

Federal ESG program: Homeless programs receiving Emergency Solutions Grant (formerly known as Emergency Shelter Grant) dollars are required to show at least a one-to-one match from other funding sources. These other sources may include other federal, non-federal, and private funds. Up to 60% of the County's ESG allocation may be used for emergency shelter services and 40% for rapid re-housing activities.

State ESG program: Listed below are specific eligible types of activities, aligned with State Regulations of Core Practices set forth in California Code of Regulations, 25 Section 8409, which may be carried out with State ESG funds. While this list is not exhaustive of all eligible activities, it provides a spectrum of the more typical activities funded under the State ESG program. The State ESG program provides funding to (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help to operate these emergency shelters; (4) provide essential services to shelter residents; and (5) prevent families/individuals from becoming homeless.

For the purposes of this NOFA, San Mateo County will allocate State ESG funding as follows:

- Rapid Rehousing activities (40% of State ESG funding)
- Support for the operating costs of emergency shelters for homeless individuals and families
- Funding to improve the level and/or quality of services for homeless individuals and families living in emergency shelters or transitional facilities
- **NOTE:** The target population for this NOFA are homeless families with children and homeless individuals without children. Households must be San Mateo County residents. The target population includes people who are disabled, have no income or low levels of income, who may have evictions, criminal convictions, substance use or abuse issues, mental and physical health challenges, and/or other barriers to housing. The identified provider(s) must accept referrals only from the County's Coordinated Entry System (CES).

DOH will select providers who are able to comply with the Core Practices and protocols as specified in California Code of Regulations, 25 Section 8409 including:

- Comprehensive and coordinated access throughout the Service Area
- Prioritized access to services for people with the most severe needs
- Low barrier access to services and consistency with housing first practices

## C. PLHA Program

The PLHA program, signed into law through California's Building Homes and Jobs Act (SB 2), provides a permanent source of funding to all local governments in California to help cities and counties implement plans to increase their affordable housing stock. DOH awards of PLHA funds will support shelter operations and case management/services for persons who are experiencing or at risk of homelessness and earn equal to or less than 30% of San Mateo County's Area Median Income. PLHA funds will augment or replace CDBG funds for programs in the following Public Services sub-categories and with the following conditions:

1. Public Services – Shelter Operations and Services
  - PLHA Activity (6): Assisting persons who are experiencing or at risk of homelessness: This includes, but is not limited to, providing supportive/case management services that allow people to obtain and retain housing, operating and capital costs for navigation centers and emergency shelters. Applicants must provide navigation center, emergency shelter, and case management services in a manner consistent with the Housing First practices described in 25CCR, Section 8409, subdivision (b)(1)-(6) and in compliance with WIC Section 8255(b)(8).

Applicants must also show evidence that their program beneficiaries are experiencing homelessness or are at risk of homelessness. Self-certification is acceptable.

- 100% Extremely low-Income Benefit: PLHA limits its funding to services exclusively serving extremely low-income persons (30% Area Median Income). Public service programs requesting PLHA funds to support program operating and services costs must demonstrate 100% benefit to extremely low-income persons even for CDBG presumed benefit populations. (See Exhibit 2 for Income Limits).

**V. FUNDING PROCEDURES AND REQUIREMENTS**

- A. Religious Organizations. Funds provided under this NOFA cannot be used for inherently religious activities such as worship, religious instruction, or proselytizing, as a part of the program or services funded by HUD. However, HUD will allow faith-based organizations to access funds for eligible programs and capital projects meeting County funding priorities described above without having to form secular affiliates.
- B. Multiple CDBG Funding and Entitlement Cities. Applicants proposing a program which will serve a county-wide population or a population located in one or more of the entitlement cities (e.g., Daly City, South San Francisco, San Mateo, and/or Redwood City), are asked to also contact the affected entitlement city for funding. ***The County will fund only that portion of the program’s budget which affects the Urban County jurisdiction under 42 U.S.C. § 5302(a)(6). The San Mateo Urban County consists of the unincorporated areas of the County plus the 16 small cities and towns.*** Excluded from the Urban County are the four largest cities – Daly City; South San Francisco; San Mateo; and Redwood City.

CDBG contacts in the entitlement cities in the County:		
<b>Daly City</b>	Lenelle Suliguin <a href="mailto:lsuliguin@dalycity.org">lsuliguin@dalycity.org</a>	650 991-8256
<b>South San Francisco</b>	Danielle Thoe <a href="mailto:danielle.thoe@ssf.net">danielle.thoe@ssf.net</a>	650-877-8526
	Nguyen Pham, <a href="mailto:Nguyen.pham@ssf.net">Nguyen.pham@ssf.net</a>	(650) 829-6631
<b>San Mateo</b>	Nicholas Vū <a href="mailto:nvu@cityofsanmateo.org">nvu@cityofsanmateo.org</a>	650 522-7229
<b>Redwood City</b>	Alin Lancaster <a href="mailto:alancaster@redwoodcity.org">alancaster@redwoodcity.org</a>	650-780-7299

- C. Program Proposal with Location Outside Urban County Jurisdiction. Applicants requesting funding for a program that will be located outside the Urban County jurisdiction, must demonstrate that residents of the Urban County jurisdiction will receive the principal benefit from the Urban County funds requested.
- D. Program Schedule. When preparing the program schedule, please factor in sufficient time allowances for various administrative procedures. These include County preparation of the HUD-required environmental review under the National Environmental Protection Act (NEPA), negotiation and full execution of the funding agreement between your agency and the County, and formal approval by the County. Funding agreements exceeding \$200,000 require review by County Attorney and Board of Supervisors approval. When planning

your project schedule, please allow four (4) weeks to four (4) months for preparation and full execution and approval of the agreement by the County before your organization can access the funding.

- E. Indirect cost rate. Funding may be used for “Program Delivery Administration” costs equal to the 10% De Minimis Rate of Subrecipient’s modified total direct costs, or in accordance with an approved negotiated federal rate.
- F. Environmental Review Process. Federal regulations require local jurisdictions to prepare a NEPA (National Environmental Protection Act) environmental review (ER) for every activity funded with federal funds. If the ER is prepared by a DOH consultant, the costs will be taken out of the funding awarded to your organization. With the exception of the Home Repair Programs, the services funded via this NOFA will be determined to be Exempt in the NEPA process and the Exemption documentation will be prepared by County staff.
- G. Mandatory Acknowledgement of County, State and HUD Funding. All programs receiving any type of DOH funding assistance and/or substantial technical assistance will be required to state and acknowledge such funding in any advertising, marketing, public presentations, press releases, written materials or project descriptions. Such acknowledgement should also identify the U.S. Department of Housing & Urban Development, State of California Housing and Community Development, or ESG/PLHA program, depending on the source of funding.
- H. Required Agreement between Funded Agency and County of San Mateo Before Obligating Awarded Funds. If you have been awarded County funds for your activity under this NOFA, do not commit or obligate these funds in any way before an agreement between your agency and the County has been fully executed and approved by the County. If you commit or obligate the funds before the agreement is fully executed and approved by the County, DOH will not be able to reimburse you for the pre-agreement program costs.
- I. Public Service Programs. CDBG funds may be used to support delivery of public services if the public services serve low-income persons. CDBG regulations limit public service expenditures to 15% of a jurisdiction’s annual CDBG allocation from HUD. The County funding agreement with the service provider will require program compliance and be administered as a performance-based agreement.

State ESG funds may be used to fund a variety of activities to address homelessness as authorized under the federal HEARTH Act of 2009 and State program requirements. The federal ESG program provides grant funding to (1) engage homeless individuals and families living on the street; (2) rapidly re-house homeless individuals and families; (3) help operate and provide essential services in emergency shelters for homeless individuals and families; (4) prevent individuals and families from becoming homeless.

- Pursuant to State Regulation 8403(i) no less than 40% of State ESG funds must be awarded to Rapid Rehousing. State ESG funding not set-aside for Rapid Rehousing activities will be available to fund eligible activity (3) *to help operate emergency shelters for homeless individuals and families and/or activity (2) to improve the number and quality of emergency shelters for homeless individuals and families.* Only proposals for activities that are designed to help operate emergency shelters or to improve the number and quality of emergency shelters will be considered for funding under this NOFA.

Applicants must have at least an office within the County. New public service programs proposing provision of services only by telephone will not be accepted.

- J. Requirement to use the San Mateo County Clarity System and/or SAGE Reporting system. All services funded via State and Federal ESG funds under this NOFA must be documented in the Clarity Human Services System, administered by the San Mateo County Human Services Agency (HSA). Client data will be tracked in the Homeless Management Information System (HMIS) system within the Clarity Human Services System used by



the County's Core Service Agencies and Homeless Service Providers and/or the SAGE Reporting system. For a provider that serves primarily survivors of domestic violence, a separate HMIS-compliant system may be used if approved by HSA. If awarded funds, applicant's program staff must enter complete and accurate information into Clarity in a timely manner for all program participants.

- K. Verification of Client Income/Presumed Benefit Status. The County requires service providers to verify the income of clients served, and to report such information to the County on a quarterly basis. Documentation may consist of employment verification and/or benefits income verification and/or tax returns. Self-certification of income of clients receiving program services may be allowed if pre-approved by the County, but please note that HUD advises using caution when using a self-certification approach to income documentation as it can put funding at possible risk if a beneficiary is later audited and determined to be over the applicable income limit. For presumed low-income groups, verification of presumed benefit status is required. PLHA does not allow for presumed benefit groups and therefore income of all beneficiaries must be verified and can be self-certified.
- L. Demographic Data on Project/ Program Beneficiaries. If your proposed project is funded, you will be required to provide DOH staff with various client/program beneficiary demographic data depending on the type of project. The required data may include: client household income, client racial/ethnic background, housing status, and head of household information. HUD, HCD and PLHA funding require demographic reporting in a variety of categories including but not limited to race/ethnicity. The DOH Housing and Community Development Specialist assigned to monitor your project will discuss the extent of other demographic data required. The County will provide you with required reporting forms. Unless otherwise specified, most reporting will be submitted through CDS at [www.citydataservices.net](http://www.citydataservices.net).
- M. Funding on Reimbursement Basis. The County funds community development programs and projects subject to this NOFA on a reimbursement basis. Reimbursement is provided only upon submission of complete documentation of performance of program goals and supporting documentation showing that costs for implementing the program have been reasonably and necessarily incurred and paid.
- N. Timely Use of Funds. If funds are awarded to your project, the funds must be obligated (i.e., under contract) by December 31, 2024. If the funds have not been obligated by that date, the Director of the DOH will review the project status and determine whether the funding award for your project should be extended. Please be advised that such extensions are not automatic and must be justified by the project sponsor. If an extension is granted and the funds have still not been obligated by December 2025, the DOH Director will withdraw the funding award. If funds are obligated but not expended, any unexpended funds at the end of the contract period will be forfeited to the County and reallocated for other, eligible purposes.
- O. Financial Audits. Applicants are required to submit with their application a copy of the most recent certified financial audit prepared by an independent CPA firm, including any management letters. Annual submission of yearly financial audit reports will also be required during the term of the financing or funding agreement under this NOFA. If your agency has expended \$750,000 or more of federal funds from any source in any one year, the audit should include a "single audit" and be in compliance with federal OMB Circular A-122 or A-133, depending on whether your entity is a nonprofit organization or public agency. If applicants have not expended \$750,000 or more of federal funds from any source in any one year, they must attach a certification attesting to this fact. See Exhibit 3 for an example certification letter.
- P. Background of Nonprofit Organizations. All nonprofit organizations applying for funds must meet the following requirements:
  - 1. Governing Body - Governing body of the organization should be vested in a responsible and active voluntary board which meets at least quarterly and establishes and enforces policy. The governing body should be large enough and so structured to be representative of the community it serves.

2. Personnel - The organization must provide for adequate administration of the program to ensure sufficient capacity to deliver services. At minimum, one person should be designated the full-time director of the organization.
  3. Staffing of Public Service Programs - Organizations requesting funds for public service programs should have staffing at all levels of responsibility that reflect the racial/ethnic composition of population served. It is highly desirable that the agency staff also possess appropriate bi-cultural and bi-lingual capabilities.
- Q. Authorization for an Application for Funds and Designation of a Person to Execute Documents. Nonprofit applicants should submit a copy of their Board resolution authorizing the nonprofit to make an application for funds and a copy of their Board resolution designating a person responsible for executing all documents related to the funding. Applicants may combine the authorization of the application for funding and designation of a person to execute documents into a single resolution.
- R. Debarment. The Housing & Community Developments Act of 1974, 24 CFR Part 5 provides that assistance shall not be used directly or indirectly to employ, award contracts to, or otherwise engage the services of, or fund any Contractor or sub-recipient during any period of debarment, suspension, or placement in ineligibility status under the provisions of 24 CFR part 24. This provision covers all Contractors and sub-recipients, as well as subcontractors of Contractor or sub-recipient, whose names are included in the “List of Parties Excluded from Federal Procurement and Non-procurement Programs” (the “List”). Inclusion in the List during the term of this agreement would constitute grounds for contract termination for any funding received via this NOFA including Federal CDBG and ESG, State ESG and PLHA. The List can be found here: [www.sam.gov](http://www.sam.gov).
- S. Other Requirements:
1. Fingerprinting Requirements. The County requires that all contractors, assignees, and volunteers of agencies doing business with the County and who during the course of performing services, may have contact with children, be fingerprinted in order to determine whether they have a criminal history which would compromise the safety of children.
  2. Equal Benefits Compliance. Any party entering into contract with the County must offer equal benefits to their employees. The County’s Ordinance prohibits discrimination in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse must offer equal benefits to their employees.
  3. Persons with Special Needs. For programs and projects serving Persons with Special Needs/Limited Clientele the following definitions apply: Under CDBG and 24 CFR § 570.208 (2), this category includes: abused children; homeless veterans and veterans at risk of homelessness; survivors of domestic violence; seniors (62+); adults and families with children with serious disabilities; homeless persons; illiterate persons; and migrant farm workers. For County purposes, this category shall also include, but not be limited to, individuals living with a mentally illness; emancipated youth; seniors aging in place (for service-related programs); frail seniors (for housing); persons recovering from substance abuse; and persons recently released from jail or prison.
  4. Grantees and subrecipients providing services or supportive housing to Persons with Special Needs as defined above will verify the eligibility of beneficiaries of County, CDBG, HOME, PLHA, and State/Federal ESG funding.

## VI. EVALUATION CRITERIA

Applications will be evaluated by County Staff and the public advisory body, the HCDC, and, for ESG funds, staff from the County's HSA, based on the following criteria:

- A. Threshold Criteria.** The project application must be submitted by an eligible applicant, received on time, be complete, and meet the requirement that the project be both eligible and qualify under CDBG, PLHA, and/or Federal/State ESG regulations.
- B. Evaluation Criteria.** If an application is determined to meet the threshold criteria, the proposed project is then evaluated against the following additional criteria:
  1. Funding Priority: Extent to which the proposed project addresses one of the NOFA funding priorities listed in Exhibit 1 of this NOFA, which is also provided in a separate document, *County of San Mateo FY 2024-2025 Notice of Funding Availability (NOFA) Funding Priorities*, available at [www.smchousing.org](http://www.smchousing.org). For State ESG projects, the project will also be evaluated to the extent to which it demonstrates alignment to the Guiding and Program principles of the San Mateo County Homeless System, which are set forth in Exhibit 1.
  2. Applicant Capacity/Capability: Ability of applicant (AKA, project sponsor) to carry out proposed project/program, including demonstrated positive outcomes (i.e., housing homeless clients), demonstrated ability to complete administrative requirements (i.e., performance reports, CDS and/or HMIS data entry), and satisfactory performance on any past and/or current contracts with the County.
  3. Project Feasibility/Readiness: Reasonableness of proposed timeline for implementing and completing project. Requests for funding to support community or public service programs must be for programs to be implemented in the upcoming fiscal year.
  4. Cost-Effectiveness: Extent to which project is cost effective in serving new or additional clients for Federal CDBG and ESG funding and the extent to which the project is cost effective in serving all clients (not just new or additional) for State ESG and PLHA funding.
  5. Leveraging: Extent to which other funding sources have been sought and committed to the project or program.
  6. Program Model (for shelter programs only): Extent to which project is aligned with the County's Strategic Plan to End Homelessness, including providing a low barrier to services, reasonable targets for permanent housing placements, and reasonable lengths of stay.

## VII. APPLICATION SUBMISSION

- A. Application Preparation Workshop:** DOH will host an application preparation workshop on Thursday, January 4, 2024, at 2pm PST through a virtual conference meeting. Zoom meeting link and time will be posted on the County's NOFA webpage at [www.smchousing.org](http://www.smchousing.org). **Attendance by applicants – especially those new to CDS - is not mandatory** but is highly encouraged. Instruction on the use of the CDS application process will be provided.
- B. Submission Requirements:** Submit one application per program funding request through CDS. Applications can be accessed at [www.citydataservices.net/](http://www.citydataservices.net/) No paper applications will be accepted.
- C. Submission Deadline.** Applications are due on:

**Thursday, January 18, 2024, 5:00 PM PST**  
**Late or incomplete applications will not be accepted.**

**D. Where to Submit.** [www.citydataservices.net/](http://www.citydataservices.net/) No paper submissions accepted.

**E. Information and Assistance.** DOH and CDS staff are available to answer questions regarding the NOFA and preparation and submittal of the application. You may contact the following staff:

<b>Name</b>	<b>Phone</b>	<b>E-Mail</b>
City Data Services (online platform)	(650) 533-5933	<a href="mailto:citydataservices@yahoo.com">citydataservices@yahoo.com</a>
Karen Coppock	(650) 453-0697	<a href="mailto:kcoppock@smchousing.org">kcoppock@smchousing.org</a>

## Exhibit 1: Funding Priorities and Guiding Principles

### Federal CDBG and ESG and PLHA

**Low Income Benefit.** Successful applications will meet one of the funding priorities listed below. All programs/ projects must benefit Extremely Low, Very Low, and/or Low-Income persons. Please note, PLHA requires all beneficiaries to earn equal to or less than thirty percent (30%) of San Mateo County's Area Median Income (AMI).

#### **A. Housing Development/Housing Repair and Modification Programs**

1. Development of new housing, acquisition/rehabilitation of existing housing, conversion of non-housing structures to provide affordable housing, permanent supportive housing, or transitional housing, for Extremely Low- and Very Low-Income individuals, families, and persons with special needs.\* At least 50% of the Housing Development allocation will be targeted to projects providing permanent supportive housing units for special needs populations. Priority will be given to projects that meet the following criteria:
  - Incorporate supportive housing services\*\*; transit-oriented development; support the county's Strategic Plan on Homelessness; and contain units for larger families (2-and 3-bedroom) and those with the greatest need (see Note below).
2. Housing repair and modification programs operated by nonprofit agencies that provide cost-effective improvements focusing on health & safety, housing quality standards, and/or access modifications.
3. Rehabilitation of rent-restricted, existing multi-family affordable housing.

#### **B. Public Services Programs (including Shelter Operations & Fair Housing Enforcement)**

1. Operational support for emergency shelters and transitional facilities serving individuals and families.
2. Support for rapid re-housing activities, including rental assistance and supportive services, to assist individuals or families who are homeless to move as quickly as possible into permanent housing.
3. Operational support for agencies that provide safety net services.
4. Supportive services aimed at keeping people in their homes, including financial literacy programs, tenant-landlord mediation, and fair housing services.

#### **C. Community & Economic Development (including Public Facilities & Micro-Enterprise Assistance)**

1. Development (acquisition and/or new construction) or rehabilitation of emergency shelters or facilities providing service-enriched supportive housing for persons with special needs to meet the goals of the San Mateo County's Continuum of Care's Strategic Plan on Homelessness.
2. Development (acquisition and/or new construction) or rehabilitation of community facilities serving lower income individuals and households, including community and youth centers, childcare facilities.
3. Activities which result in the creation or retention of permanent employment opportunities for lower income persons.

**Note:** Through the Consolidated Planning Community engagement process, residents and stakeholders identified persons or families experiencing or at-risk of homelessness, persons living with a disability or mental illness, farmworkers, and the elderly as having the greatest needs in our County.

- \* **Persons with Special Needs.** Under CDBG, this category includes: abused children; veterans at risk of or experiencing homelessness; survivors of domestic violence; seniors (62+); adult persons with serious disabilities; homeless persons; illiterate persons; and migrant farm workers. For County purposes, this category shall also include, but not be limited to, mentally ill persons; emancipated youth; seniors aging in place (for service-related programs); frail seniors (for housing); persons recovering from substance abuse; and persons recently released from jail or prison.
- \*\* **Supportive Housing Services.** Under this NOFA, these are services that assist special needs persons to stabilize, maintain their housing, and live as independently as possible, and without which the special needs person might have difficulty maintaining their housing.

### **State Emergency Solutions Grant (ESG) Funding Priorities and Guiding Principles**

The State of California Department of Housing and Community Development (HCD or Department) administers the Emergency Solutions Grants (ESG) program with funding received from the U.S. Department of Housing and Urban Development (HUD). The federal ESG program provides funding to (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents; and (5) prevent families/individuals from becoming homeless.

In February 2016, the State of California released the Continuum of Care (CoC) Allocation SOLICITATION OF INTEREST for Administrative Entities to identify local government entities that can act as Administrative Entities (AE) of State ESG funds through two allocations:

- Continuum of Care Allocation for Service Areas that contain a city or county that receives ESG directly from HUD; and the
- Balance of State Allocation for Service Areas that do not contain a city or county that receives ESG directly from HUD.

In response to the SOLICITATION OF INTEREST, the San Mateo County Department of Housing submitted an Administrative Entity Response Form and was selected to serve as the Administrative Entity for State ESG funding allocated to San Mateo County. The State ESG program will generally be administered by the State of California HCD in a manner consistent with the Federal ESG program as listed above, and in addition, the State ESG program may facilitate technical assistance activities to improve the capacity of grantees and the Continuum of Care to end homelessness.

**The County of San Mateo is strongly committed to preventing and ending homelessness for County residents.**

The Continuum of Care Strategic Plan on Homelessness (The CoC Strategic Plan) sets forth a vision and roadmap for the community's response to homelessness over the next three years, July 2022 through July 2025. It is aligned with the Working Together to End Homelessness (WTEH) initiative being led by the County Executive's Office that is bringing together City representatives, service provider agencies, partner agencies, business representatives, community members, and other partners to craft a high-level framework for ending homelessness as a community. The CoC Strategic Plan also satisfies the requirements of the State of California to develop a Homelessness Action Plan, a prerequisite for requesting funding under the State's Homelessness, Housing Assistance and Prevention (HHAP) program.

The section below outlines the CoC Strategic Plan's centerpiece: a set of six goals that articulate what HSA and the CoC seek to accomplish over the next three years. These goals will organize the community's

response to homelessness and provide a methodology to track progress. These goals also set the priorities for the County for ESG funding.

For each goal, there is a related set of outcome measures and targets that are requirements for the HHAP Action Plan. The CoC Strategic Plan and HHAP goals both cover from July 2024 to June 2025.

*Goal 1. Engage and support people who are unsheltered to transition to interim housing, permanent housing, or other places where they can access needed services and supports.*

- a. Continue existing street outreach programs and implement targeted expansions to further cover County geography, offer services after hours and on weekends, and deepen connections and collaborations with health and behavioral health services.
- b. Refine and fine-tune connections between street outreach programs and Coordinated Entry access points to streamline access into services for people who are unsheltered.
- c. Enhance data collection by outreach teams to increase understanding of numbers and characteristics of people who are experiencing unsheltered homelessness
- d. Expand emergency shelter bed inventory for adult-only households, including completion of the Navigation Center in Redwood City. Continuously analyze data to ensure inventory of shelter for adults is right-sized.
- e. Maintain inventory of emergency shelter and transitional housing beds for families, youth and domestic violence survivors. Continue analyzing data to ensure inventory of shelter for these populations is right-sized.
- f. Offer a range of shelter options and models, including both congregate and non-congregate settings.
- g. Continue and enhance Housing First approaches in emergency shelter programs – including low barriers to entry, 24/7 operations, voluntary service participation, and housing-focused services and supports.
- h. Scale up existing programs and create new programs providing nimble, intensive, wrap-around service for highly vulnerable unsheltered people who have multi-system involvement and/or are ineligible for some shelter programs.

*Goal 2. Permanently house people experiencing homelessness, by increasing the capacity of the homeless crisis response system to provide housing solutions.*

- a. Prioritize developing new housing units targeted to people who are experiencing homelessness and/or who are Extremely Low Income (incomes at or below 30% of Area Median Income).
  - Leverage the County’s Affordable Housing Fund (which consists of a combination of local sources like Measure A/K and State sources managed locally) to continually add new units targeted to ELI households and people experiencing homelessness.
  - Secure funding to acquire and rehabilitate motels for permanent supportive housing through future Project Homekey rounds.
  - Use the Housing Authority’s HCV project-basing authority to incentivize development of new units for people experiencing homelessness.
  - Explore creation of new Local Operating Subsidy (LOSP) program to provide a local source of subsidy for deeply affordable units.
  - Explore innovative construction methods and models such as modular units.
  - Identify sources to develop housing for specific populations impacted by homelessness – particularly older adults who need medical and behavioral health support.

- b. Maintain and expand permanent housing voucher programs for people experiencing homelessness, e.g., CoC-funded PSH, EHV, VASH, FUP, Mainstream Vouchers. Introduce more flexibility to transition people to different levels of support or phase out support as appropriate. Create voucher programs with simplified eligibility criteria and process (e.g., EHV).
- c. Analyze the need for Rapid Rehousing (RRH) slots and continue adding to the system inventory as needed. Identify strategies to stabilize RRH households that need additional support (e.g., with longer subsidies, options to transfer to permanent supportive housing).
- d. Evaluate CE policies and tools for matching people to permanent supportive housing and rapid rehousing to identify whether the matching process is functioning as intended and revise as needed.
- e. Assess need for housing search services and scale up as needed to serve more households that need support with identifying units, completing housing applications and negotiating with property owners. Explore dedicated housing search services for special populations such as DV survivors and veterans.
- f. Continue and enhance Housing First approaches in permanent housing programs – including low barriers to entry, voluntary service participation, housing-focused services and supports.
- g. Identify innovation housing solutions for populations that have the greatest barriers to housing – people with complex health needs, older adults, people with criminal histories, and people who are undocumented.
- h. Leverage Cal-AIM resources to provide housing supports.
- i. Strengthen partnerships with programs providing employment and training services for experiencing homelessness who have significant employment barriers, such as NOVA/WIOA programs. Connect eligible households to income supports such as SSI.
- j. Deepen connections between health services and homeless crisis response system to expand housing access and support housing retention.

*Goal 3. Prevent people from experiencing homelessness through early intervention, stabilization services, and financial assistance for households with housing instability.*

- a. Refine strategies to prevent discharge from institutions to homelessness, including diversion services for people exiting jails and hospitals.
- b. Partner with school districts to identify families at risk of homelessness and ensure they are connected to available prevention services.
- c. Provide the right level of case management and clinical services, matched to what participants need, for people who are housed -- particularly people who are chronically homeless who have recently secured housing (to prevent returns to homelessness)
- d. Maintain system capacity to provide emergency financial assistance to help households maintain their housing.
- e. Explore strategies around using data to target prevention assistance to households most likely to experience an episode of homelessness.

*Goal 4. Advance equity by identifying and addressing disparities in who experiences homelessness, who accesses the homeless crisis response system, their experiences with the system, and the outcomes of the system.*

- a. Convene quarterly meetings of CoC Racial Equity Committee to guide development and implementation of strategies to advance equity, including:
  - Qualitative data gathering (e.g., interviews, focus groups, etc.) to identify and understand causes of racial and other disparities in the system



- Developing and releasing regular data reports
- Providing training and technical assistance to homeless crisis response system providers
- Increasing representation of those with lived experience in CoC and agency leadership

*Goal 5. Listen and respond to the voices of people with lived experience of homelessness to enhance person-centered approaches in the homelessness response system.*

- a. Create regular, ongoing processes for gathering input from people experiencing homelessness and involving them in decision-making on homeless crisis response system implementation (e.g., focus groups, surveys, a lived experience advisory group), including staff working within the system who have had experiences of homelessness.
- b. Assess and identify how to streamline access processes for services, treatment and shelter so that people can more immediately access the services and supports they need when they are ready to reach out for help.
- c. Enhance “customer service” orientation throughout the system.
- d. Build partnerships, collaboration and communication between providers and across systems to provide more nimble, responsive and coordinated assistance for people who are experiencing homelessness.
- e. Scale up training programs for agency staff to build capacity to deliver trauma-informed, client-centered services.
- f. Review existing grievance processes.
- g. Find ways to measure quality of engagement not just number of contacts that service providers have with people experiencing homelessness.

*Goal 6. Use data for continuous quality improvement and service coordination.*

- a. Continue using HMIS/Clarity and other systems to gather and analyze data to understand what the homeless crisis response system is accomplishing, identify areas in need of continued improvement, and make decisions regarding funding of various program types.
- b. Expand capacity of data systems to provide real time information at the client level to support service coordination between service providers and across systems.

Also outlined in the CoC Strategic Plan are a set of Guiding Principles of the San Mateo County Homeless System. To receive funding under this NOFA, the selected service provider and program must adhere to the guiding principles for the new homeless system, comprised of six key Guiding Principles and nine Program Principles.

#### San Mateo County Homeless System Guiding Principles

- *Systems Orientation:* The goal is to foster a system that responds effectively and rapidly to the crisis of homelessness. Within the system, all stakeholders, programs, and organizations work together in coordination to accomplish a clear set of shared objectives. The objective of the homeless crisis response system is to ensure that anyone who is homeless quickly returns to stable housing.
- *Data-Informed:* The system is data-informed. Plans are based on an analysis of the current system and the best assessment of what is and what is not working. System- and program-level performance is measured, then results are used for continuous quality improvement. Funders of the system view their role as stewards of community resource who are responsible for understanding what results their investments are achieving and ensuring resources are used in a way that maximizes impact.

- *Person-Centered:* People experiencing homelessness are at the center of the system design. Their views are sought out and their voices are welcomed. The system is designed to ensure easy and streamlined access for everyone, particularly those who experience the greatest challenge navigating the complexities of publicly funded services and programs. Programs within the system adopt fair, transparent, and understandable policies regarding how assistance is accessed and how these policies respect client choice and self-determination.
- *Housing First:* People experiencing homelessness need housing above all else. Strategies and interventions must focus on returning individuals and households to safe, secure housing that they can use as a starting point to address other issues.
- *Equity Oriented:* The homeless crisis response system acknowledges the barriers to housing and resource connection that disproportionately impact people by race, ethnicity, gender, and other identities. The system and programs utilize intentional policies and practices to reduce these disparities and advance equity in system experiences and outcomes.
- *Context-Specific and Aligned with Best Practices:* The Plan is specific to the local context and priorities. It is tailored to reflect the specific strengths and challenges of San Mateo County. At the same time, it is aligned with evidence-based practices and lessons learned from the field, as well as state and federal policy direction.

#### San Mateo County Homeless System Program Principles

- Must accept referrals following the process established by the County, including participation in and receiving referrals from the County's Coordinated Entry System (CES)
- Must implement a Housing First approach, ensuring low barriers to program entry and program rules designed to minimize clients being involuntarily terminated from programs. Low entry barriers means there are no sobriety requirements, service participation requirements, or other entry criteria designed to screen out households based on lack of "housing readiness."
- Adopt fair, transparent, and accessible program policies.
- Client-centered – individualized to meet the needs of each client.
- Support client choice and self-determination.
- Understand the role of emergency shelters and transitional housing as short term.
- Prioritize assistance for households who are unsheltered and those who have the highest need for assistance to resolve their housing crisis.
- Program design is oriented to help all households return to stable housing as quickly as possible
- Funded providers must participate in homeless and safety net system planning meetings and collaborate with other community-based organizations and public agency partners.

## Exhibit 2

### 2023 San Mateo County Income Limits as determined by HUD, State of CA HCD and County of San Mateo Income Limits Effective June 6, 2023

HUD-defined Area Median Income \$175,000(based on family of 4)

Income Category	Income Limits by Family Size (\$)							
	1	2	3	4	5	6	7	8
Acutely Low (15% AMI)	\$ 18,400	\$ 21,000	\$ 23,650	\$ 26,250	\$ 28,350	\$ 30,450	\$ 32,550	\$ 34,650
Extremely Low (30% AMI) *	\$ 39,150	\$ 44,750	\$ 50,350	\$ 55,900	\$ 60,400	\$ 64,850	\$ 69,350	\$ 73,800
Very Low (50% AMI) *	\$ 65,250	\$ 74,600	\$ 83,900	\$ 93,200	\$100,700	\$108,150	\$115,600	\$ 123,050
Low (80% AMI) *	\$ 104,400	\$119,300	\$134,200	\$149,100	\$161,050	\$173,000	\$184,900	\$ 196,850
Median (100% AMI)	\$ 122,500	\$140,000	\$157,500	\$175,000	\$189,000	\$203,000	\$217,000	\$ 231,000
Moderate (120% AMI)	\$ 147,000	\$168,000	\$189,000	\$210,000	\$226,800	\$243,600	\$260,400	\$ 277,200

**Note:** 2024 Income Limits will be updated and posted on the County's website:  
<https://www.smcgov.org/housing/income-limits> in the Spring of 2024.

**EXHIBIT 3**  
**Sample Certification for No Single Audit Requirement Needed**

(Please insert sample language onto your agency letterhead stationery)

Department of Housing  
County of San Mateo  
264 Harbor Blvd, Building A  
Belmont, CA 94002

Dear: \_\_\_\_\_:

This is to certify that as \_\_\_\_\_(title) for our agency. \_\_\_  
\_\_\_\_\_(name of agency), we did not expend more than \$750,000 of  
federal funds from all federal sources during the fiscal year ending \_\_\_\_\_. As such,  
our independent financial audit submitted with this application was not required to comply with the single audit  
requirements set forth in OMB A-122 or A-133.

\_\_\_\_\_  
Name (signature)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date