I.   General Information

On July 3, 2019 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/resource/5842/fy-2019-coc-program-nofa/. 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 2019 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 30, 2019.

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 $620,478 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 joint Transitional Housing/Rapid Re-Housing (TH/RRH) project type.

- 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.

- **Again, this year**, San Mateo County may receive up to $270,788 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.

- **Again, 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 reallocated funds. The information presented below is only a general summary and applicants are strongly encouraged to review the 2019 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	• 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: • 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. • *Additional youth information found below.*	
Participant Selection	All projects must participate in coordinated entry, and selection of program participants must be consistent with the CoC's Coordinated Entry process.		
Eligible Activities/ Expenses (24 CFR 578.37-578.63)	• Acquisition • Rehabilitation, • New construction • Leasing • Rental Assistance (TRA, SRA, PRA) • Operating Costs • Support Services	• Short Term Rental Assistance (up to 3 months) • Medium Term Rental Assistance (3 to 24 months) • Support Services	• Leasing • Short- or Medium-Term Rental Assistance • Project Administrative 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 2-5 or 15 years (see NOFA). **New this year,** HUD will allow new projects to request a 1 year of funding with a longer initial grant term not to exceed 18 months. HUD has determined that most new projects		

Category	Permanent Supportive Housing (PSH)	Rapid Re-Housing (RRH)	Joint Transitional Housing/Rapid Re-Housing (TH/RRH)
	requesting 1 year of funding normally take approximately 3 to 6 months to begin fully operating the new project (e.g., hiring staff, developing partnerships with landowners if leasing or renting). Therefore, a new project requesting 1 year of funding may request a grant term of 12 months to 18 months that will allow for the additional start-up process. Additional details can be found in NOFA and applicants are strongly encouraged to refer to the document for additional details.		
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.		
Youth	Any youth-serving provider funded under this NOFA may serve unaccompanied youth aged 24 and under (or families headed by youth aged 24 and under) who have an unsafe primary nighttime residence and no safe alternative to that residence. Applicants should review the NOFA for additional information on definitions of youth-serving provider.		

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 and the individual or head of household meet the definition of 'homeless individual with a disability; 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 2019 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 $270,788 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 multiple projects in the RRH and Joint TH/RRH categories, but only one SSO project for Coordinate Entry.
- 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 will retain the ranking provided by the CoC and be considered as a normal ranked project.

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.

Project applicants may expand an existing renewal project that is not currently dedicated to serving survivors of domestic violence, dating violence, or stalking that meet the definition of homeless in 24 CFR 578.3 to dedicate additional beds, units, persons served, or services provided to existing program participants to this population.

D. Transition Grants

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.b and V.C.3.c (page 33-39). 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. Projects that do not receive at least 3 points and the point under the third criteria will be rejected.

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 to coordinate and integrate with other mainstream health, social services, and employment programs and ensure that program participants are assisted to obtain benefits from the mainstream programs for which they may be eligible (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. Projects that do not receive at least 4 out of 6 points and the point under the fourth criteria will be rejected.

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 to coordinate and integrate with other mainstream health, social services, and employment programs and ensure that program participants are assisted to obtain benefits from the mainstream programs for which they may be eligible (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 has low barriers to entry and prioritizes rapid placement and stabilization in permanent housing. (1 point).

IV. Application Process for New Project Applicants

A. Application Format for New Projects

Interested applicants must complete the <u>New Project Application in HUD's e-snaps website and the CoC's New Project Application Narrative</u>. 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/2019-continuum-care-nofa-notice-funding-availability

Applicants should email the following documents to Lody Saba, Lsaba@smcgov.org, Ana Morales, AMorales1@smcgov.org, and Brian Eggers, BEggers@smcgov.org no later than August 26, 2019 by 5:00 pm . <u>Note: do **NOT** click the "submit" button in-snaps.</u>

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 2019. Note that dates are subject to change. Any changes to the timeline will be posted on the HSA website for the 2019 CoC NOFA at https://hsa.smcgov.org/2019-continuum-care-nofa-notice-funding-availability

Date	Activity
July 3, 2019	2019 CoC NOFA released
July 26, 2019	CoC Steering Committee meeting to approve review, ranking and tiering criteria/strategy (the Project Review and Ranking Process)
July 31, 2019	Informational Meeting for Applicants (new and renewal)
August 26, 2019 by 5:00 pm	Project Applications must be submitted to HSA via email to Lody Saba, Lsaba@smcgov.org, Ana Morales, AMorales1@smcgov.org, and Brian Eggers, BEggers@smcgov.org no later than August 26, 2019 by 5:00pm. The email should include both documents listed below. • 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 September 2 - 6	Review panel meeting; rating and ranking of applications
September 9, 2019	Applicants notified whether their application is included on the Project Priority List
September 9, 2019	Applicants receive technical corrections to e-snaps submission
September 13, 2019 by 5:00 pm	Appeals due to HSA via email to Jessica Silverberg (JSilverberg@smcgov.org) and Brian Eggers (BEggers@smcgov.org)
September 16, 2019	Corrected applications due in e-snaps

Date	Activity
September 20, 2019	Applicants receive response to appeals
September 20, 2019	CoC Steering Committee Meeting to approve final project ranking
September 23, 2019	Final corrections due in e-snaps
September 27, 2019	H.S.A. staff submit final application to HUD
September 30, 2019	Application due date

C. Rating and Ranking Process and Criteria

On July 26, 2019, 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 2019 CoC Competition Project Review and Ranking Process* will be posted on the HSA website for the 2019 CoC NOFA at
https://hsa.smcgov.org/2019-continuum-care-nofa-notice-funding-availability

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.

- *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 Detailed Instructions and Navigational Guide*: This provides instructions about how to access the Project Application in e-snaps and provides screenshots of all the application screens. https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/

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/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices/. Resources on this website include:
  - ➢ The 2019 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.