

2017 San Mateo County Continuum of Care Competition

AVAILABILITY OF FUNDING FOR NEW PROJECTS Revised August 11, 2017 to reflect updates to timeline *Revisions are shown in blue italic text*

I. General Information

On July 14, 2017, 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 <http://www.hudexchange.info>. 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 2017 CoC competition electronically through HUD's e-snaps system at <http://www.hud.gov/esnaps>. The deadline for San Mateo County to submit our CoC application to HUD is September 28, 2017.

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 \$572,571 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) joint transitional-housing/rapid re-housing (TH/RRH) projects (a new option in 2017). Additional information about these project types is provided in Section III, below.
- 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) for dedicated HMIS projects or Coordinated Entry projects.

III. Eligible Project Types and Requirements

A. Requirements for Permanent Supportive Housing (PSH) and Rapid Re-Housing (RRH)

The table below summarizes requirements for Permanent Supportive Housing (PSH) and Rapid Re-Housing (RRH) projects created using bonus funds or re-allocated funds. These projects have very similar requirements as in 2016 but with a few changes. The information presented below is only a general summary and applicants are strongly encouraged to review the 2017 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) for Chronically Homeless Households	Rapid Re-Housing (RRH) for Single Adults and Families
Eligible Applicants	Non-profits, government entities, public housing authorities	
Eligible Participants	<ul style="list-style-type: none"> • <u>For regular PSH</u>: 100% chronically homeless people. • <u>For DedicatedPlus Projects</u>: chronically homeless people plus some additional categories of participants (see below) 	In 2017, eligible participants for RRH have been expanded to include families, adults and youth who are: <ol style="list-style-type: none"> 1. Residing in a place not meant for human habitation; 2. Residing in an emergency shelter; 3. Meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations; 4. Residing in a transitional housing project that was eliminated in the FY 2017 CoC Program Competition; 5. Residing in transitional housing funded by a Joint TH and PH-RRH component project; or 6. 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
Support Services	Grant funds may be used for any supportive service listed as eligible under 578.53	
Grant Term	Initial grant term may be for 1, 2, 3, 4, 5 years. Applicants are strongly encouraged to request 1-year grants so as to maximize available funding.	
Timeliness	Must begin operations in a timely manner. HUD strongly encourages all rental	

Category	Permanent Supportive Housing (PSH) for Chronically Homeless Households	Rapid Re-Housing (RRH) for Single Adults and Families
	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.	
Coordinated Assessment	Must agree to participate in the CoC's coordinated assessment/coordinated entry system.	

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 determined using a standardized and objective assessment tool. PSH and RRH projects funded under this NOFA must also follow Housing First principles.

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.

H.S.A. is evaluating whether there is a need for this type of project in our system, using available data on the homeless population and the population of people who are accessing PSH. The rating and ranking policy that will be approved by the CoC Steering Committee will include guidance on whether Dedicated Plus projects will be prioritized for funding.

B. Requirements for Joint Transitional Housing/Rapid Re-Housing Projects (TH/RRH)

New this year, applicants may apply to use either bonus or re-allocation funding to create new projects that are a combination of transitional and rapid re-housing. This project type is intended to help communities fill a gap if there is an insufficient supply of crisis housing (shelter or transitional housing) where participants can live while they are in the process of being rapidly re-housed. This project type is particularly designed for communities who wish to better serve: (1) unsheltered people living in encampments; (2) unsheltered youth; or (3) people fleeing domestic violence.

TH/RRH projects must:

- Use a Housing First approach with client-driven service models and a focus on helping people move to permanent housing as quickly as possible. Participants cannot be required to participate in treatment or services to receive assistance.
- Have low-barriers to entry and accommodate people with possessions, partners, pets, or other needs.
- Incorporate client-choice by helping participants find permanent housing based on their unique strengths, needs, preferences, and financial resources. Participants will choose when they are ready to exit the crisis housing portion of the project and move to permanent housing
- Provide or connect participants to resources that help them improve their safety and well-being and achieve their goals.
- Target and prioritize people experiencing homelessness with higher needs and who are most vulnerable.

Eligible costs under this component are:

1. capital costs (i.e., new construction, rehabilitation, or acquisition), leasing of a structure or units, and operating costs to provide transitional housing;
2. short- or medium-term tenant-based rental assistance on behalf of program participants to pay for the rapid rehousing portion of the project;
3. supportive services;
4. HMIS; and
5. project administrative costs.

CoC Interim Rule requirements relating to both TH and RRH apply to this project type.

Note: Additional information on this new project type is available in the HUD SNAPS In Focus notice online at <https://www.hudexchange.info/news/snaps-in-focus-the-new-joint-transitional-housing-and-rapid-re-housing-component/> This notice includes the following

statements: “Joint component projects are not intended to replace transitional housing projects that have been reallocated or lost funding in recent years,” and “A joint-component project may not be a good fit for all communities. Before applying, communities need to assess whether a joint component project is the best use of resources and will best meet the needs of people experiencing homelessness in their community.”

H.S.A. is evaluating whether there is a need for this type of project in our system, using available data on the homeless population and the population of people who are accessing our existing system interventions. The rating and ranking policy that will be approved by the CoC Steering Committee will include guidance on whether TH/RR projects will be prioritized for funding.

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.

D. Threshold and Project Quality Requirements

The 2017 HUD NOFA requires all projects (new and renewal) to meet Threshold Requirements as listed in Section V.G.2 (page 30-32). Applicants are strongly encouraged to review Section V.G.2. of the NOFA to ensure that threshold requirements are met.

In addition, all new PSH and RRH projects will be scored by HUD for Project Quality using the criteria listed below. Applications must receive a minimum of 3 out of 4 points. (See NOFA, page 32).

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).

Any new joint Transitional Housing/Rapid Re-Housing (TH/RRH) projects must receive a minimum of 3 out of 5 points, as follows:

1. Whether the type of housing, number, and configuration of units will fit the needs of the program participants (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);
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); and
5. Whether the project adheres to a housing first model as defined in Section III.A.3.g. of this NOFA. (1 point).

IV. Application Process for New Project Applicants

A. Application for New Projects

Interested applicants must complete the New Project Application in HUD’s e-snaps website and the CoC’s Project Narrative. The CoC’s review and ranking panel will use the information provided in the e-snaps Project Application and Project Narrative to determine whether a new project will be included in this year’s application, and where it will be ranked. The Project 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. H.S.A. will provide a template for the Project Narrative.

Applicants should email the following documents to Jessica Silverberg (JSilverberg@smcgov.org) and Brian Eggers (BEggers@smcgov.org) no later than August 23, 2017 by 5:00 pm . Please do NOT click the “submit” button in-snaps.

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

B. Application Timeline for New Projects

Date	Activity
July 14, 2017	2016 CoC NOFA released
July 27, 2017	Funding Announcement for New Project Released by the CoC
July 31, 2017	Informational Meeting for Applicants (new and renewal)
August 7, 2017	CoC approval of rating, ranking and tiering criteria/strategy
August 23, 2017 by 5:00 pm	Project Applications must be submitted via email to Jessica Silverberg (JSilverberg@smcgov.org) and Brian Eggers (BEggers@smcgov.org). The email should include both documents listed above.
<i>September 5, 2017</i>	Review panel meeting; rating and ranking of applications
September 8, 2017	Applicants receive technical corrections to e-snaps submission
<i>September 8, 2017</i>	Applicants notified whether their application is included on the Project Priority List
September 12, 2017	CoC Steering Committee Meeting to approve final project ranking
<i>September 13, 2017 by 5:00 pm</i>	Appeals due to H.S.A. <i>via email to Jessica Silverberg (JSilverberg@smcgov.org) and Brian Eggers (BEggers@smcgov.org)</i>
September 14, 2017	Corrected applications due in e-snaps
<i>September 19, 2017</i>	Applicants receive response to appeals
September 20, 2017	Final corrections due in e-snaps
September 26, 2017	H.S.A. staff submit final application to HUD
September 28, 2017	Application due date

C. Rating and Ranking Process and Criteria

On August 7, 2017, the CoC Steering Committee will approve a written rating and ranking criteria and process, including an adopted strategy relating to putting projects into Tier 2. 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. The policy is expected to be substantially similar to the 2016 Project Review and Ranking Process (available online at <http://hsa.smcgov.org/sites/hsa.smcgov.org/files/2016%20Project%20Review%20and%20Ranking%20Policy.pdf>), but some changes are likely to be made.

A copy of the *San Mateo County CoC 2017 Project Review and Ranking Process* will be posted on the NOFA website (<http://hsa.smcgov.org/2017-continuum-care-nofa-notice-funding-availability-0>) as soon as it is approved.

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/>
- *Project Applicant Profile Instructional Guide*. Provides instructions on how to set up an Applicant Profile.
<https://www.hudexchange.info/resource/2958/instructions-for-updating-the-project-applicant-profile/>
- *Accessing the Project Application Resource*. Provides instructions on how to access and set up Project Applications.
<https://www.hudexchange.info/resource/2908/coc-project-application-instructions/>
- *New Project Application Instructional Guide and Detailed Instructions*. Describes how to complete the new project application for each project type.
<https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/>

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 is aggregating all training and additional information about the CoC and the e-snaps system at <http://www.hudexchange.info>. Resources on this website include:
 - The 2017 CoC NOFA
 - e-snaps tutorials and detailed project instructions
 - FAQs about the 2017 CoC Competition
 - OneCPD 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.