

## 2016 San Mateo County Continuum of Care Competition

### AVAILABILITY OF FUNDING FOR NEW PERMANENT SUPPORTIVE HOUSING OR RAPID RE-HOUSING PROJECTS

Revised August 5, 2016  
*Revisions are shown in blue italic text*

#### **I. General Information**

On June 29, 2016 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 2016 CoC competition electronically through HUD's e-snaps system at <http://www.hud.gov/esnaps> along with a supplemental application submitted to the CoC. No paper applications will be accepted.

The deadline for San Mateo County to submit our CoC application to HUD is September 14, 2016. Our local deadline for applicants to submit their requests for new project funding to the CoC Lead Agency, the San Mateo County Center on Homelessness, is ***August 15, 2016, at 12:00 noon***.

#### **II. Available Funding**

Up to \$408,031 is available for new "bonus" permanent housing projects in the following categories:

- Permanent Supportive Housing (PSH) serving chronically homeless people;
- Rapid Re-Housing (RRH) serving homeless single adults or families with children coming from streets or shelters (not transitional housing)

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 and may be used for permanent supportive housing or rapid re-housing projects (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. Requirements for New Permanent Supportive Housing and Rapid Re-Housing Projects**

#### **A. General Requirements**

The table below summarizes requirements for Permanent Supportive Housing (PSH) and Rapid Re-Housing (RRH) projects created using bonus funds or re-allocated funds. This is only a general summary and applicants are strongly encouraged to review the 2016 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](http://www.hudexchange.info)

<b>Category</b>	<b>Permanent Supportive Housing (PSH) for Chronically Homeless Households</b>	<b>Rapid Re-Housing (RRH) for Single Adults and Families</b>
Eligible Applicants	Non-profits, government entities, public housing authorities	
Eligible Participants	100% chronically homeless people	Homeless households with children, youth, or single adults who enter directly from the streets or emergency shelters or are fleeing domestic violence
Eligible Activities/ Expenses  (24 CFR 578.43-578.63)	<ul style="list-style-type: none"> <li>• Acquisition</li> <li>• Rehabilitation,</li> <li>• New construction</li> <li>• Leasing</li> <li>• Rental Assistance (TRA, SRA, PRA)</li> <li>• Operating Costs</li> <li>• Support Services</li> </ul>	<ul style="list-style-type: none"> <li>• Short Term Rental Assistance (up to 3 months)</li> <li>• Medium Term Rental Assistance (3 to 24 months)</li> <li>• Support Services</li> </ul>
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 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.	
Leverage	<b><i>Documentation of leverage is not required in 2016.</i></b>	
Coordinated Assessment	Must agree to participate in the CoC's coordinated assessment/coordinated entry system	

Additionally, all new PSH units are subject to the requirements in HUD's *Notice CPD-14-012: 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.

## B. Threshold and Project Quality Requirements

The 2016 HUD NOFA requires all projects (new and renewal) to meet Threshold Requirements as listed in Section V.G.2.d (page 23-24). Threshold requirements include: (1) the applicant must be an eligible entity; (2) the applicant must have financial and management capacity to carry out the project; (3) the applicant must submit required certifications; (4) the project must serve an eligible population; (5) the project must be cost effective; (6) the applicant must participate in HMIS. 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 for Project Quality using the criteria listed below. Applications must receive a minimum of 3 out of 5 points.

1. Whether the type of housing and number and configuration of units will fit the needs of the program participants (e.g., 2 or more bedrooms for families) (1 point);
2. Whether the type of the 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 (e.g., child care for families with children, case management, life skills, drug counseling) (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., allows the participant the mobility to access needed services, case management follow-up, additional assistance to ensure retention of permanent housing) (1 point); and
5. Whether at least 75 percent of the proposed program participants come from the street or other locations not meant for human habitation, emergency shelters, safe havens, or fleeing domestic violence (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 supplemental application. The CoC's review and ranking panel will use the information provided in the Project Application and supplemental application to determine whether a new project will be included in this year's application, and where it will be ranked.

This year, new project applicants will be asked to submit a Word document containing responses from the Project Application for submission to the CoC Review Panel. Additional instructions will be provided once the Project Application format is available in e-snaps.

**Applicants *should email the following documents* to Jessica Silverberg ([JSilverberg@smcgov.org](mailto:JSilverberg@smcgov.org)) and Brian Eggers ([BEggers@smcgov.org](mailto:BEggers@smcgov.org)) *no later than 12:00 noon on August 15. Please do NOT click the “submit” button in-snaps.***

- *PDF of project application from e-snaps*
- *Word template of project application- pasted answers from e-snaps application into Word template (titled New Project Word Template 2016, available on NOFA website)*
- *New project supplemental application, completed with all requested information (titled New Project Supplemental Application Questions 2016, available on NOFA website)*

## **B. Application Timeline for New Projects**

<b>Date</b>	<b>Activity</b>
June 29, 2016	2016 CoC NOFA released
July 8, 2016	CoC approval of rating, ranking and tiering criteria/strategy
July 11, 2016	Funding Announcement for New Project Released by the CoC
July 13, 2016	Informational Meeting for Applicants (new and renewal)
<i>August 15, 2016 at 12:00 noon</i>	<i>Project Applications must be submitted via email to Jessica Silverberg (<a href="mailto:JSilverberg@smcgov.org">JSilverberg@smcgov.org</a>) and Brian Eggers (<a href="mailto:BEggers@smcgov.org">BEggers@smcgov.org</a>). The email should include all three documents listed above.</i>
August 22 or 23, 2016	Review panel meeting; rating and ranking of applications
August 26, 2016	CoC Steering Committee Meeting to approve final project ranking
Week of Aug. 22, 2016	Applicants receive technical corrections to e-snaps submission
No later than August 30, 2016	Applicants notified whether their application is included on the Project Priority List
<b>September 1, 2016</b>	<b>Corrected applications due in e-snaps</b>
September 6, 2016	Appeals due to COH
September 7, 2016	Final corrections due in e-snaps
September 9, 2016	Applicants receive response to appeals
September 12, 2016	COH staff submit final application to HUD
September 14, 2016	Application due date

## **C. Rating and Ranking Process and Criteria**

On July 8, 2016, the CoC Steering Committee approved 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.

A copy of the *San Mateo County CoC 2016 Project Review and Ranking Process* is attached. This document provides a detailed breakdown of the scoring factors for new projects.

## **V. 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 2065 CoC NOFA
  - e-snaps tutorials and detailed project instructions
  - FAQs about the 2016 CoC Competition
  - HUD Exchange Ask-A-Question (AAQ)
- For other questions, applicants are instructed to contact their local HUD field office.

## **VI. 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](mailto:kate@focusstrategies.net)), Jessica Silverberg ([JSilverberg@smcgov.org](mailto:JSilverberg@smcgov.org)) and Brian Eggers ([BEggers@smcgov.org](mailto:BEggers@smcgov.org)). Please include Kate, Jessica and Brian on all emails.