

2023 San Mateo County Continuum of Care INFORMATION FOR RENEWAL APPLICANTS

I. General Information

On July 5, 2023, the U.S. Department of Housing and Urban Development (HUD) published the *Notice of Funding Opportunity (NOFO) for the FY 2023 Continuum of Care Competition*.

The NOFO can be accessed at https://www.hud.gov/program_offices/comm_planning/coc/competition. 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 2023 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 28, 2023.

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 bonus funding for permanent housing projects, which may include: (1) permanent supportive housing (PSH) serving people experiencing chronic 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 serving homeless single adults or families with children. The exact amount available has not yet been announced. Once it has been announced, the information will be distributed by San Mateo County.
- San Mateo County may request funding to create one or more new DV bonus projects serving households who are survivors of domestic violence, dating violence, sexual assault, or stalking. The maximum available to San Mateo County has not yet been announced. Once HUD has released the amounts, the information will be distributed by San Mateo County.
- San Mateo County may also create new projects through the re-allocation of funds from lower-performing existing grants. The availability of reallocated funds will depend on the performance of currently funded projects and whether there are underperforming projects identified by the CoC Review Panel for reallocation. Re-allocated funds may be used for the same types of projects as the permanent housing bonus (described above) and may also be used by the CoC Lead Agency, San Mateo County Human Services Agency (HSA), for dedicated HMIS projects, or Coordinated Entry projects.

Please refer to the document "*Availability of Funding for New Projects*" for additional information.

III. Local Process CoC Process Overview

A. Center on Homelessness Website

All essential information relating to the local CoC competition will be available on the Center on Homelessness website at: <https://www.smcgov.org/hsa/continuum-care-nofanofa>

B. Tiering of Projects

As in prior years, CoCs will be required to place projects into Tier 1 and Tier 2. Tier 1 projects are assured of funding, while Tier 2 projects must compete nationally for awards and may not receive funding. This year Tier 1 is equal to 93% of all projects eligible for renewal (Annual Renewal Demand or ARD). Tier 2 is the difference between Tier 1 and the maximum amount of renewal, reallocation, and bonus funds the CoC can apply for.

Once the funding amount details for the CoC's ARD and Bonus Funding is available, San Mateo County will share the funding breakdown for Tier 1 and Tier 2.

C. Project Ranking:

As in previous years, CoCs are required to conduct a local application process and implement internal competition deadlines and notification processes that ensure transparency and fairness. CoCs must rate and rank projects based on an objective assessment of performance and are encouraged to reallocate projects to create new projects that improve the overall performance of the homelessness response system.

A written policy and process for rating and ranking in the 2023 CoC competition will be considered and approved by the CoC Steering Committee on July 20, 2023. The approved version of the 2023 Review and Ranking Process on the Center on Homelessness CoC website (<https://www.smcgov.org/hsa/continuum-care-nofanofa>). An informational meeting for CoC applicants will be held on July 27, 2023, at 10 am via Zoom.

To register for the applicant informational meeting, visit <https://smcgov.zoom.us/meeting/register/tJYpdOipqj8sHdSd8ISslhH10mMGkUkBJfr->

D. Project Application

Renewal Applicants must complete a HUD Project Application in the e-snaps online grant system to renew their existing grants. The Renewal Project Application is substantially similar to the 2022 version. Please refer to the HUD Navigational Guides on the HUD.gov CoC Competition page for helpful information on how to complete the renewal application.

E. Options for Renewal Projects

Again, this year, HUD is offering renewal applicants the opportunity to create Transition Grants to change the program component of an existing project. Grantees may also consolidate multiple grants into a single grant through the renewal process. Please refer to the NOFO Highlights document and the HUD NOFO for more information.

IV. Threshold Requirements for Renewal Projects

The 2023 HUD NOFO requires that all projects (new and renewal) must meet Threshold Requirements as listed in Section V.C.3 (page 44-50). Applicants are strongly encouraged to review Section V.C.3. of the NOFO to ensure that threshold requirements are met.

V. Application Process for Renewal Applicants

A. Renewal Application Components

There are 2 components to the renewal applications that applicants must submit to the CoC. Both items will be used by the CoC Review panel to determine the project prioritization list.

1. **Project Application in e-snaps.** Please complete your **Project Applications in e-snaps by August 21, 2023. Please do not click “submit”** but instead export the application to a pdf document and email it to [HSA Homeless Programs@smcgov.org](mailto:HSA_Homeless_Programs@smcgov.org) and Hana Gossett hana@focusstrategies.net on August 21, 2023, at 5:00 PM.
2. **Project Performance Report.** The CoC will provide each applicant with a report summarizing each project’s performance in meeting the CoC’s performance measures around August 9, 2023. HSA staff will extract performance data directly from HMIS/Clarity. Applicants will be requested to review their performance data and supply requested explanations, clarifications, etc. **by August 21, 2023, by 5:00 pm.** There will also be some additional narratives and attachments requested. This process will also provide applicants with an opportunity to provide clarification for any measures where they did not meet the standard.

B. Application Timeline

Following is the application timeline for 2023. Note that dates are subject to change. Any changes to the timeline will be emailed to renewal applicants and posted on the HSA website for the 2023 CoC NOFO at <https://www.smcgov.org/hsa/continuum-care-nofanofa>

Date	Activity
July 5, 2023	2023 CoC NOFO released
July 20, 2023	CoC Steering Committee meeting to approve the review, ranking, and tiering criteria/strategy (the Project Review and Ranking Process)
July 27, 2023 10:00 to 11:00 a.m.	Informational Meeting for Applicants (new and renewal). To register for the Zoom meeting, go to: https://smcgov.zoom.us/meeting/register/tJYpdOipqj8sHdSd8ISslhH10mMGkUKBJfr-

Date	Activity
August 21, 2023, by 5:00 pm	<p>Project Applications due to HSA by email to HSA Homeless Programs@smcgov.org and Hana Gossett hana@focusstrategies.net no later than August 21, 2023 by 5:00 pm. Applicants must submit the following documents by email.</p> <ul style="list-style-type: none"> • A PDF of the completed project applications from e-snaps • The completed New Project Application Narrative in Word
August 31, 2023	Review panel meeting; rating and ranking of applications
September 6, 2023	Applicants are notified whether their application is included on the Project Priority List
September 8, 2023, by 5:00 pm	Appeals due to HSA via email to: HSA Homeless Programs@smcgov.org and Hana Gossett hana@focusstrategies.net
Around September 13, 2023	Applicants receive responses to appeals
Around September 15, 2023	Applicants receive technical corrections to e-snaps submission
September 20, 2023	Corrected applications due in e-snaps
Around September 20, 2023	CoC Steering Committee Meeting to approve final CoC Application
September 22, 2023	HSA staff submit the final application to HUD
September 28, 2023	HUD's final application due date

C. Rating and Ranking Process and Criteria

On July 20, 2023, the CoC Steering Committee approved 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.

The specific scoring system and detailed rating factors may be found in the *San Mateo County CoC 2023 CoC Competition Project Review and Ranking Process*. This document is posted on the HSA website for the 2023 CoC NOFO at: <https://www.smcgov.org/hsa/continuum-care-nofanofa> and emailed widely to CoC members and other community stakeholders.

VI. Information Sources Available

HUD will make available several information sources regarding this year's Continuum of Care process at the following webpage: [CoC Program Competition | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#). This page links to many different resources, including:

- The 2023 CoC NOFO
- e-snaps Navigational Guides and Detailed Project Instructions
- FAQs about the 2023 CoC Competition

HUD is no longer using the AAQ help desk for CoC competition questions. Applicants may email questions directly to HUD as follows:

- For questions relating to the competition: CoCNOFO@hud.gov
- For questions relating to e-snaps functionality: e-snaps@hud.gov

If you have questions, the Center on Homelessness recommends first directing any questions to our local team, before reaching out to HUD.

VII. Technical Assistance for Applicants

Applicants may contact the CoC with any questions about the application process or how to complete the application. Questions should be directed to HSA Center on Homelessness (HSA_Homeless_Programs@smcgov.org), Hana Gossett, Focus Strategies (hana@focusstrategies.net), Vanessa Fenley, Focus Strategies (vanessa@focusstrategies.net) . Please include all 3 email addresses on all emails.