

2015 San Mateo County Continuum of Care

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

I. General Information

On September 18, 2015 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 2015 CoC competition electronically through HUD's e-snaps system at <http://www.hud.gov/esnaps>. No paper applications will be accepted.

The deadline for San Mateo County to submit our CoC application to HUD is November 20, 2015. 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 **October 20, 2015, at 5:00 p.m.**

II. Available Funding

Up to \$1,122,790 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 housing project (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 2015 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	100% Chronically homeless people	Homeless households with children, youth, or single adults who enter directly from the streets or emergency shelters
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 by Sept. 30, 2017. 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	At least 150% of grant request	
Coordinated Assessment	Must agree to participate in the CoC's coordinated assessment 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 2015 HUD NOFA requires all project applicants to meet Threshold Requirements as listed in Section V.c.2.d (page 26-27). 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; and (7) and applicants must administer programs or activities in the most integrated setting appropriate to the needs of homeless with disabilities. Applicants are strongly encouraged to review Section V.c.2.d. 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, scale, and location of the housing fit the needs of the program participants (1 point);
2. Whether the type and scale of the supportive services fit the needs of the program participants—this includes all supportive services, regardless of funding source (1 point);
3. Whether the specific plan for ensuring 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 (1 point);
4. Whether program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (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. The CoC's review and ranking panel will use the information provided in the Project Application to determine whether a new project will be included in this year's application, and where it will be ranked.

Applicants should export the Project Application to a pdf document and email to Jessica Silverberg, jsilverberg@smcgov.org no later than 5:00 p.m. on October 20, 2015. Please do NOT click the “submit” button in-snaps.

B. Application Timeline for New Projects

Date	Activity
September 18	2015 CoC NOFA released
September 25	Funding Announcement for New Project Released by the CoC
September 30	Informational Meeting for Applicants (new and renewal)
October 9	CoC approval of rating, ranking and tiering criteria/strategy
October 20	Project Applications must be completed in e-snaps, exported to a pdf document, and emailed to Jessica Silverberg
October 28	Review panel meeting; rating and ranking of applications
October 30	CoC Steering Committee Meeting to approve final project ranking
November 3	Applicants receive technical corrections to e-snaps submission
No later than November 4	Applicants notified whether their application is included on the Project Priority List
November 10	Corrected applications due in e-snaps
November 16	Final corrections due in e-snaps
November 18	COH staff submit final application to HUD
November 20	Application due date

C. Rating and Ranking Process and Criteria

On October 9, 2015, the CoC Steering Committee will approve a written document establishing the 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 rating and ranking process will be similar to the process adopted in 2013 and 2014:

- All renewal and new applications will be reviewed and ranked by an unbiased review panel composed of representatives from neutral (non-applicant) organizations. The panel may include staff from the County of San Mateo, San Mateo cities and towns, funders and non-profit housing and social services organizations. This meeting is scheduled for October 28th, 2015.
- The review panel members will review data and information from the Project Performance Reports for renewal projects and will also review the Project Application (Exhibit 2) for new projects, to determine a ranked ordering.

- The rating and ranking will also take into consideration the CoCs Tiering strategy in determining what projects to place into Tier 2.
- The rankings will be brought to the Continuum of Care Steering Committee for approval on October 30, 2015.
- The CoC’s technical consultant will review all new projects to ensure they meet HUD’s threshold and project quality requirements (e.g. eligible applicant, eligible participants, eligible activities, etc.).

If more than one NEW project proposal is received, the panel will score the proposals to determine which projects to include in the application. The proposed scoring (pending approval by the CoC) will use a 100 point scale and be based on the following criteria:

Rating Factor	Maximum Score
1. HEARTH and Opening Doors Objectives. The project articulates how it will advance the goals set forth in HEARTH and Opening Doors (the federal strategic plan to end homelessness): <ul style="list-style-type: none"> • Reduce new entries into homelessness • Reduce the length of time people are homeless • Reduce returns to homelessness • Increase participant income 	5
2. Targeting and Outreach <ul style="list-style-type: none"> • Project targets an eligible population • Project targets participants who are coming from the street or other locations not meant for human habitation, emergency shelters, safe havens, or fleeing domestic violence • There is a strong outreach plan specifically designed to identify and engage people in the target population and ensure they are able to access the program 	10
3. Appropriateness of Housing <ul style="list-style-type: none"> • Type, scale, and location of the housing fit the needs of the program participants. • Participants are assisted to secure housing as quickly as possible • Programs and activities are offered in a setting that enables homeless people with disabilities to interact with others without disabilities to the fullest extent possible 	10
4. Housing First Model <ul style="list-style-type: none"> • Project will have low barriers to entry and does not screen out applicants based on having no or low income, active or history of substance use, criminal record (except for State mandated requirements), history of domestic violence) or lack of willingness to participate in services • Project services are client-centered 	10

Rating Factor	Maximum Score
<ul style="list-style-type: none"> Project will not terminate participation for: failure to participate in services, failure to make progress on service plan, loss of income or failure to improve income; being a victim of domestic violence, or other activities not covered in the lease agreement 	
<p>5. Service Plan</p> <ul style="list-style-type: none"> Type, scale, location of the supportive services fit the needs of the program participants and are readily accessible. This includes services funded by the CoC grant and other project funding sources. There is a specific plan to ensure participants are individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible There is a specific plan to ensure participants are assisted to obtain and remain in permanent housing in a manner that fits their needs There is a specific plan to ensure participants are assisted to increase their incomes and live independently 	25
<p>6. Timing</p> <ul style="list-style-type: none"> Applicant has a clear plan to begin operations within one year of award 	10
<p>7. Applicant Capacity</p> <ul style="list-style-type: none"> Recent relevant experience in providing housing to homeless people Relevant experience in operation of housing projects or programs, administering leasing or rental assistance funds, delivering services and entering HMIS data If application has sub recipients, applicant organizations have experience working together Any outstanding monitoring or audit issues or issues are explained 	20
<p>8. Financial Feasibility and Effectiveness</p> <ul style="list-style-type: none"> Costs appear reasonable and adequate to support proposed program Match requirement is met Additional resources leveraged 	10
TOTAL	100

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 2015 CoC NOFA
 - e-snaps tutorials and detailed project instructions
 - FAQs about the 2015 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 San Mateo County's CoC Consultant, Focus Strategies, with any questions about the application process or how to complete the application. Questions should be directed to Kate Bristol at (510) 465-2650 or by email at kate@focusstrategies.net. Please cc Jessica Silverberg at jsilverberg@smcgov.org.