

2018 San Mateo County Continuum of Care INFORMATION FOR RENEWAL APPLICANTS

I. General Information

On June 20, 2018 the U.S. Department of Housing and Urban Development (HUD) published the *Notice of Funding Availability (NOFA) for the Continuum of Care Program*.

The NOFA can be accessed at <https://www.hudexchange.info/programs/coc/>. 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 2018 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 18, 2018.

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 \$694,016 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 new joint transitional-housing/rapid re-housing (TH/RRH) project type (introduced in 2017).
- San Mateo County may receive up to \$264,125 for a bonus project serving victims of domestic violence, dating violence, sexual assault, or stalking.
- 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.

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

Tiering of Projects

As in past competitions, HUD is asking all CoCs to place projects into Tier 1 and Tier 2. This year's Tier 2 is 6% of the CoC's Annual Renewal Demand or \$694,016. If a bonus project is placed in Tier 1, then an amount equivalent to the amount requested for the bonus must also be placed in Tier 2.

Project Ranking:

As in previous years, communities are being encouraged to carefully assess how projects are performing when ranking renewal grants. A written policy and process for rating and ranking in the 2018 CoC competition will be approved by the CoC Steering Committee on July 13, 2018. The policy is expected to be substantially similar to the 2017 Project Review and Ranking Process. A draft version of the proposed 2018 Review and Ranking Process will be made available at the applicants meeting on July 10, 2018.

Project Application (Exhibit 2)

The Project Application is substantially similar to last year. However, there are a few changes. Please refer to the document entitled: E-snaps Tips for 2018 Renewal Applicants for details on what has changed and links to HUD instructional resources.

New Options for Renewal Projects

New 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 NOFA Highlights document and the HUD NOFA for more information.

III. Threshold Requirements for Renewal Projects

The 2018 HUD NOFA requires that all projects (new and renewal) must meet Threshold Requirements as listed in Section V.C.3 (page 33-40). Any project requesting renewal funding will be considered as having met these requirements through its previously approved grant application unless information to the contrary is received (such as through monitoring findings, lack of LOCCS draws, etc.). Applicants are strongly encouraged to review Section V.C.3. of the NOFA to ensure that threshold requirements are met.

IV. 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 review panel to determine the project prioritization list.

1. ***Project Application (Exhibit 2) in e-snaps.*** Please complete your **Project Applications in e-snaps by August 13. Please do not click “submit”** but instead export the application to a pdf document and email to Jessica Silverberg (JSilverberg@smcgov.org) and Brian Eggers (BEggers@smcgov.org) no later than August 13, 2018 by 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 by July 16, 2018. 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 13, 2018 by 5:00 pm.** There will also be some additional narrative 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 2018. 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 2018 CoC NOFA at <https://hsa.smcgov.org/2018-continuum-care-nofa-notice-funding-availability>

| Date | Activity |
|----------------------------|---|
| June 20, 2018 | 2018 CoC NOFA released |
| July 10, 2018 | Informational Meeting for Applicants (new and renewal) |
| July 13, 2018 | CoC Steering Committee meeting to approve review, ranking and tiering criteria/strategy (the Project Review and Ranking Process) |
| July 16, 2018 | Applicants receive copy of their Project Performance Report |
| August 13, 2018 by 5:00 pm | <p>Project Applications due to HSA by email to Jessica Silverberg (JSilverberg@smcgov.org) and Brian Eggers (BEggers@smcgov.org). Applicants must submit the following documents by email.</p> <ul style="list-style-type: none"> • A PDF of the completed project applications (Exhibit 2) from e-snaps • The completed Project Performance Report and all required attachments |
| Week of August 20-24 | Review panel meeting; rating and ranking of applications |
| August 27, 2018 | Applicants notified whether their application is included on the Project Priority List |
| August 28, 2018 | Applicants receive technical corrections to e-snaps submission |
| August 31, 2018 by 5:00 pm | <p>Appeals due to HSA via email to Jessica Silverberg (JSilverberg@smcgov.org) and Brian Eggers (BEggers@smcgov.org).</p> |
| September 6, 2018 | Corrected applications due in e-snaps |
| September 6, 2018 | Applicants receive response to appeals |
| September 7, 2018 | CoC Steering Committee Meeting to approve final project ranking |
| September 10, 2018 | Final corrections due in e-snaps |
| September 17, 2018 | HSA staff submit final application to HUD |
| September 18, 2018 | Application due date |

C. Rating and Ranking Process and Criteria

On July 13, 2018, 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 2018 CoC Competition Project Review and Ranking Process* will be distributed to all renewal applicants as soon as it is approved. A draft version will be available on July 10, 2018.

V. 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/coc/> . Resources on this website include:
 - The 2018 CoC NOFA
 - e-snaps Navigational Guides and Detailed Project Instructions
 - FAQs about the 2018 CoC Competition
 - OneCPD 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 with 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.