

2017 San Mateo County Continuum of Care

INFORMATION FOR RENEWAL APPLICANTS

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) a new joint transitional-housing/rapid re-housing (TH/RRH) project type.
- 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.

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 \$572,571. 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 2017 CoC competition will be approved by the CoC Steering Committee on August 7, 2017. 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.

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 2017 Renewal Applicants for details on what has changed and links to HUD instructional resources.

III. Threshold Requirements for Renewal Projects

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

IV. Application Process for Renewal Applicants

A. Renewal Application Components

This year there will be 2 components to the renewal applications that applicants must submit to the CoC. Both items used by the rating and ranking 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 23. 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 23, 2017 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 August 9, 2017. H.S.A. 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 23, 2017 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

Date	Activity
July 14, 2017	2016 CoC NOFA released
July 31, 2017	Informational Meeting for Applicants (new and renewal)
August 7, 2017	CoC approval of rating, ranking and tiering criteria/strategy
August 9, 2017	Applicants receive copy of their Project Performance Report
August 23, 2017 by 5:00 pm	Project Applications must be completed in e-snaps, exported to a pdf document, and emailed to Jessica Silverberg and Brian Eggers; along with completed Project Performance Report and attachments.
<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.

A copy of the *San Mateo County CoC 2017 Project Review and Ranking Process* will be distributed to all renewal applicants as soon as it is approved.

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 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.

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), Jessica Silverberg (JSilverberg@smcgov.org) and Brian Eggers (BEggers@smcgov.org). Please include Kate, Jessica and Brian on all emails.