

## 2022 Special NOFO to Address Unsheltered Homelessness

### San Mateo County Continuum of Care

#### AVAILABILITY OF FUNDING FOR NEW PROJECTS

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

On June 22, 2022, the U.S. Department of Housing and Urban Development (HUD) published the *Continuum of Care Supplemental to Address Unsheltered and Rural Homelessness*, referred to here as the Special NOFO. This funding is available through an unsheltered homelessness set aside and a rural set aside. San Mateo County Continuum of Care (CoC) is only eligible to receive funding through the unsheltered homelessness set aside. This funding opportunity is separate and apart from the Annual Continuum of Care NOFO for new and renewal projects.

The Special NOFO can be accessed at <https://www.grants.gov>. Similar to the annual NOFO, all CoCs and project applicants must submit an electronic application through HUD's e-snaps system at <https://esnaps.hud.gov/>. Project applicants must also submit a New Project Application Narrative via email. More information about the application process is included in this document in Section IV.

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

As this is a new source of funding, all project applications will be new project applications. Non-profits, government entities, and public housing authorities are eligible to apply for funding through the Special NOFO.

- San Mateo County CoC is eligible to apply for up to \$3,533,868 for a three-year grant term. Projects will be renewable after the initial 3-year term; it is anticipated, but not confirmed, that projects funded through the Special NOFO will roll into the Annual NOFO competition.
- Eligible project types include permanent supportive housing (PSH), rapid re-housing (RRH), joint transitional housing and rapid re-housing (TH-RRH), and supportive service only (SSO). PSH and RRH are priorities for the CoC, and these project types will be prioritized for funding. More information about the CoC's project priorities and the rating factors for project applications can be found in the Project Review and Ranking policies. As the Collaborative Applicant and HMIS Lead, the County of San Mateo can also apply for CoC Planning and HMIS projects. Of the \$3,533,868 that San Mateo County CoC is eligible to apply for:
  - \$106,016 (\$35,339 annually) is available for CoC Planning expenses.
  - \$3,427,852 (\$1,142,617 annually) is available for project applications.
- Projects funded through the Special NOFO must serve people who meet the federal definition of homelessness outlined in 24 CFR 578.3 paragraphs 1 or 4. These definitions are included as **Attachment A**.

- All projects must participate in coordinated entry and all projects must operate consistently with the CoC's Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs submitted with the CoC application.
- HUD will award points to CoCs that propose to develop housing projects (e.g., PSH or RRH) that utilize healthcare resources to help individuals and families experiencing homelessness. On behalf of the Continuum of Care, the Lead Agency (HSA) is working with San Mateo County Health and healthcare agencies to identify opportunities to leverage healthcare services and resources. Examples include healthcare resources specifically designed to serve people with behavioral health disorders or serve aging adults may be leveraged. As the project provider, you would be expected to assist any project participants who may be eligible for those healthcare services to connect with the healthcare provider.

Accepted project applicants are expected to coordinate closely with HSA and healthcare partners to incorporate the identified healthcare leverage into the project application and to utilize the available healthcare resources or services when the project is operating, for project participants who are eligible for the identified healthcare services. This will include ongoing close collaboration between the agency operating the project and the healthcare partner(s) identified related to service provision and coordination, and grant and financial tracking.

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

### **III. Eligible Project Types and Requirements**

This section provides a general summary of the requirements and eligibility parameters for project applicants. Applicants are strongly encouraged to review the 2022 Special NOFO, New Project Application Detailed Instructions, and the Interim CoC Rule (24 CFR 578) for further information. Additional information and materials are available at [Continuum of Care Supplemental to Address Unsheltered and Rural Homelessness \(Special NOFO\) | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#).

#### **A. Eligible Project Types**

As the Collaborative Applicant and HMIS Lead, the County of San Mateo can apply for CoC Planning and HMIS projects through the Special NOFO. As specified in the Review and Ranking policies for the 2022 Special NOFO, the CoC Planning Grant application and the HMIS application will be ranked first and second, respectively, as these project grants are required to maintain a functioning infrastructure for the CoC.

Other eligible project types include permanent supportive housing (PSH), rapid re-housing (RRH), joint transitional housing and rapid re-housing (TH-RRH), and supportive service only (SSO) projects. Applications for PSH and RRH will be prioritized for funding in the Special NOFO competition. More information about project priorities and rating factors can be found in the Project Ranking and Review

policies. In addition to the eligible project costs outlined below, all projects can use funds to support the costs associated with contributing data to HMIS and administrative costs.

Permanent supportive housing (PSH):

- Grant funds may be used for leasing, rental assistance, operating costs, and/or supportive services.
- Funds from this Special NOFO may not be used for acquisition, rehabilitation, or new construction.
- Project applications are not required to include all eligible project components in their funding request. For two examples, a PSH project could apply for funds only to fund supportive services if operating costs and leasing/rental assistance is provided through other means; or a project could apply for funds to provide rental assistance with supportive services provided through other funding or partnerships.

Rapid Re-housing (RRH):

- Grant funds may provide supportive services, short-term (up to 3 months), and/or medium-term (3 – 24 months) rental assistance.

Joint Transitional and Rapid Re-housing (TH/RRH):

- Projects must include both transitional and rapid re-housing components and be able to provide both components to all project participants.
- Grant funds may be used for leasing of a structure or units and operating costs to provide transitional housing, and short- or medium-term rental assistance on behalf of program participants to pay for the rapid rehousing portion of the project, as well as supportive services.

Supportive Services Only:

- Supportive services only (SSO) projects provide supportive services to people experiencing homelessness. For SSO projects, the project does not provide housing.
- Grant funds may be used for leasing a facility from which supportive services will be provided.
- Examples of SSO projects include street outreach, housing navigation, or resource navigation. All SSO projects applying for funding must demonstrate how they work to quickly move people into permanent housing.

**B. Additional Project Requirements**

Participant Selection: All projects must participate in coordinated entry, and selection of program participants must be consistent with the CoC's Coordinated Entry process.

Grant Term: The initial grant term for all funded projects will be 3 years. Grants will be renewable after the three-year term.

Timeliness: Funded projects must begin operations in a timely manner. HUD strongly encourages all rental assistance to begin within 12 months of award.

Match: Projects must match all grant funds, except for leasing funds, with no less than 25% of funds or in-kind contributions from other sources. Match must be spent on eligible project costs.

### **C. Threshold and Project Quality Requirements**

The 2022 Special NOFO requires that all projects must meet Threshold Requirements as listed in Section V.C.3 (p. 24 of the Special NOFO). Applicants are strongly encouraged to review Section V.C.3 of the NOFO to ensure that threshold requirements are met.

Project applicants may be disqualified from the local competition if any of the threshold requirements below are not met:

- Applicant is not eligible to apply for CoC funds
- Applicant is applying for an ineligible project type
- Project does not serve an eligible population
- Project is not willing to participate in coordinated entry
- Project is not willing to use HMIS (or, for domestic violence [DV] survivor providers, a comparable data system)
- Project is not willing to incorporate identified healthcare leverage into project application or utilize healthcare services or resources once operational

In addition, HUD will score all project applications for Project Quality using the criteria listed below (also listed beginning on p. 25 of the Special NOFO).

Permanent Supportive Housing (PSH) and Rapid Re-Housing (RRH) projects must receive at least 4 out of 5 points. Projects that do not receive at least 4 points will be rejected. Each criteria listed below is worth 1 point.

1. The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants.
2. The type of supportive services that will be offered to program participants will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source.
3. The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply and which meet the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).
4. Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, housing that meets accessibility related needs, additional assistance to ensure retention of permanent housing).
5. The proposed project is consistent with the plan described by the CoC in response to Section VII.B.4 of the Special NOFO (the CoC Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs).

Joint Transitional Housing (TH) and RRH projects must receive at least 4 out of 6 points. Projects that do not receive at least 4 points will be rejected. Each criteria listed below is worth 1 point.

1. The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (e.g., ensuring a range of bedroom sizes to assist various family sizes).
2. The proposed project will provide enough rapid re-housing assistance to ensure that at any given time a program participant may move from transitional housing to permanent housing. This may be demonstrated by identifying a budget that has twice as many resources for the rapid re-housing portion of the project than the TH portion, by having twice as many RRH units at a point in time as TH units, or by demonstrating that the budget and units are appropriate for the population being served by the project.
3. The type of supportive services that will be offered to program participants will ensure successful retention or help to obtain permanent housing, including all supportive services regardless of funding source.
4. The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social services, and employment programs for which they are eligible to apply, and which meet the needs of the program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).
5. Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, housing that meets accessibility related needs, additional assistance to ensure retention of permanent housing).

Supportive Services Only (SSO) projects must receive at least 4 out of 6 points. Projects that do not receive at least 4 points will be rejected. Criteria #4 is worth 2 points; all other criteria are worth 1 point.

1. The proposed project has a strategy for providing supportive services to those with the highest service needs, including those with histories of unsheltered homelessness and those who do not traditionally engage with supportive services.
2. Program participants are assisted to obtain and maintain permanent housing in a manner that fits their needs.
3. The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social services, and employment programs for which they are eligible to apply, and which meet the needs of the program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).
4. The project proposed will participate in coordinated entry.
5. The proposed project is consistent with the plan described by the CoC in response Section VII.B.4 of the Special NOFO (the CoC Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs).

#### **IV. Application Process for New Project Applicants**

##### **A. Application Format for New Projects**

Interested applicants must complete the New Project Application in HUD's e-snaps system and the CoC's New Project Application Narrative. The CoC's Review Panel will use the information provided in the e-snaps Project Application and New Project Application Narrative to determine whether a new project will be included in this year's application and where it will be ranked. HSA will provide a template for the

New Project Application Narrative (the template will be posted online at HSA’s Special NOFO website at <https://www.smcgov.org/hsa/continuum-care-special-nofo>).

Applicants should email the following documents to [HSA Homeless Programs@smcgov.org](mailto:HSA_Homeless_Programs@smcgov.org) no later than September 2, 2022 by 5:00 p.m. **Note: do NOT** click the “submit” button in e-snaps.

1. PDF of Project Application from e-snaps (see section V below for more information)
2. New Project Application Narrative in Word using the template provided by HSA

### B. Application Timeline for New Projects

The following is the Special NOFO application timeline. Note that dates are subject to change. Any changes to the timeline will be posted on HSA's Special NOFO website at

<https://www.smcgov.org/hsa/continuum-care-special-nofo>.

Date	Activity
June 22, 2022	2022 Special NOFO released
July 28, 2022	CoC Steering Committee meeting to approve application review, rating, and ranking strategy (the Project Review and Ranking Process)
August 15, 2022 at 9:00 a.m.	Informational meeting for applicants. For meeting details, visit <a href="https://www.smcgov.org/hsa/continuum-care-special-nofo">https://www.smcgov.org/hsa/continuum-care-special-nofo</a>
<b>September 2, 2022, by 5:00 p.m.</b>	<b>Project applications for PSH, RRH, TH-RRH, and SSO projects due to HSA by email to <a href="mailto:HSA_Homeless_Programs@smcgov.org">HSA Homeless Programs@smcgov.org</a></b> <b>Applicants must submit the following documents by email:</b> <ul style="list-style-type: none"> <li>• <b>A PDF of the completed project application from e-snaps (Note: do NOT click the “submit” button in e-snaps.)</b></li> <li>• <b>The completed New Project Application Narrative in Word</b></li> </ul>
September 23, 2022	CoC Planning and HMIS applications due
Week of September 26, 2022	Review Panel meeting; rating and ranking of applications
By September 30, 2022	Project applicants notified whether their application is included on the Project Priority List
By September 30, 2022	Applicants receive technical corrections to e-snaps submission
<b>October 5, 2022, by 5:00 p.m.</b>	<b>Appeals due to HSA via email to:</b> <b><a href="mailto:HSA_Homeless_Programs@smc.gov">HSA Homeless Programs@smc.gov</a></b>
<b>October 7, 2022</b>	<b>Corrected applications due in e-snaps</b>
October 10, 2022	Applicants receive response to appeals
October 14, 2022 at 10:30 a.m.	CoC Steering Committee meeting to approve Priority List and CoC application.
By October 19, 2022	HSA staff submit final application to HUD
October 20, 2022	Application due date

### C. Rating and Ranking Process and Criteria

On July 28, 2022, the CoC Steering Committee approved the written project review and ranking criteria and process (the Project Review and Ranking Process). Projects will be rated and ranked based on the following key factors:

1. HUD System Performance Objectives and Strategies to Advance System Performance
2. Program Planning
3. Responding to Unsheltered Homelessness
4. Appropriateness of Housing
5. Housing First Model
6. Timing
7. Applicant Capacity
8. Financial Feasibility and Effectiveness
9. Project Type Prioritization

The specific scoring system and detailed rating factors may be found in the *2022 Special NOFO CoC Competition Project Review and Ranking Process*. This document is posted on HSA's Special NOFO website at <https://www.smcgov.org/hsa/continuum-care-special-nofo> and has been emailed widely to CoC members and other community stakeholders.

#### **D. Leveraging Mainstream Resources**

In the Special NOFO, HUD will provide additional points in the overall CoC application for communities that leverage mainstream housing and healthcare resources.

Housing leverage: Bonus points will be awarded to new project applications that utilize housing subsidies or subsidized housing units not funded through the CoC or ESG program, such as through private organizations, State or local government (including HOME funds from the American Rescue Plan), Public Housing Agencies, faith-based organizations or federal programs other than CoC or ESG.

- In the case of a permanent supportive housing project, at least 50% of the units included in the project must be provided through leveraged resources to receive maximum bonus points; partial points can be awarded for securing less than 50% leverage
- In the case of a rapid re-housing project, at least 50% of the program participants anticipated to be served by the project must be served using leveraged resources to receive maximum bonus points; partial points can be awarded for securing less than 50% leverage

To receive bonus points, applications must provide written documentation of commitment of resources from the housing provider. Organizations considering applying for a PSH or RRH project should prioritize developing a partnership with a housing provider to secure these leveraged resources.

Healthcare leverage: On behalf of the Continuum of Care, the Lead Agency (HSA) is working with healthcare agencies to identify opportunities to leverage healthcare services and resources. Accepted project applicants are expected to coordinate closely with HSA and healthcare partners to incorporate identified healthcare leverage into the project application and to utilize available healthcare resources or services when the project is operating, for project participants who are eligible for identified healthcare services. This will include ongoing close collaboration between the agency operating the

project and the healthcare partner(s) identified, related to service provision and coordination, and grant and financial tracking. For example, healthcare resources specifically designed to serve people with behavioral health disorders or serve aging adults may be leveraged. As the project provider, you would be expected to assist any project participants who may be eligible for those healthcare services to connect with the healthcare provider.

**V. Submitting a New Project in e-snaps**

Completing a new Project Application in e-snaps is a multi-step process that can be complex for applicants who are unfamiliar with HUD's online application system. More information about accessing and navigating e-snaps can be found at [e-snaps : CoC Program Applications and Grants Management System - HUD Exchange](#)

**VI. Information Sources Available**

HUD has posted several informational sources regarding the Special NOFO at the following pages:

**HUD Special NOFO Website:** [Continuum of Care Supplemental to Address Unsheltered and Rural Homelessness \(Special NOFO\) | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#)

**HUD Exchange:** [CoC Supplemental Funding Opportunity to Address Unsheltered and Rural Homelessness - HUD Exchange](#)

Project applicants can email questions regarding the Special NOFO competition directly to HUD at the following email addresses:

- For questions relating to the competition: [SpecialCoCNOFO@hud.gov](mailto:SpecialCoCNOFO@hud.gov)
- For questions relating to e-snaps functionality: [e-snaps@hud.gov](mailto:e-snaps@hud.gov)

If you have any 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 Hana Gossett, Focus Strategies ([hana@focusstrategies.net](mailto:hana@focusstrategies.net)); Vanessa Fenley, Focus Strategies ([vanessa@focusstrategies.net](mailto:vanessa@focusstrategies.net)); and Ana Morales, HSA ([amorales1@smcgov.org](mailto:amorales1@smcgov.org)). **Please include Hana, Vanessa, and Ana on all emails.**



**ATTACHMENT A**  
**DEFINITIONS OF HOMELESSNESS**

Projects funded through the Special NOFO must serve households who are homeless, as defined in paragraphs 1 and 4 of 24 CFR 578, below. The following definitions of homelessness are provided in 24 CFR 578<sup>1</sup>:

Homeless means:

- (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
  - (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or
  - (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
  
- (2) An individual or family who will imminently lose their primary nighttime residence, provided that:
  - (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
  - (ii) No subsequent residence has been identified; and
  - (iii) The individual or family lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, needed to obtain other permanent housing;
  
- (3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
  - (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act ([42 U.S.C. 5732a](#)), section 637 of the Head Start Act ([42 U.S.C. 9832](#)), section 41403 of the Violence Against Women Act of 1994 ([42 U.S.C. 14043e-2](#)), section 330(h) of the Public Health Service Act ([42 U.S.C. 254b\(h\)](#)), section 3 of the Food and Nutrition Act of 2008 ([7 U.S.C. 2012](#)), section 17(b) of the Child Nutrition Act of 1966 ([42 U.S.C. 1786\(b\)](#)), or section 725 of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11434a](#));
  - (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
  - (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and

---

<sup>1</sup> Accessible at [eCFR :: 24 CFR Part 578 -- Continuum of Care Program](#)

(iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

(4) Any individual or family who:

(i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;

(ii) Has no other residence; and

(iii) Lacks the resources or support networks, *e.g.*, family, friends, and faith-based or other social networks, to obtain other permanent housing.