

## 2016 San Mateo County Continuum of Care

### INFORMATION FOR RENEWAL APPLICANTS

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

On June 29, 2016 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 2016 CoC competition electronically through HUD's e-snaps system at <http://www.hud.gov/esnaps>, along with submitting the project performance report to the CoC. No paper applications will be accepted.

The deadline for San Mateo County to submit our CoC application to HUD is September 14, 2016.

#### **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 \$408,031 for bonus permanent housing projects, which may include permanent supportive housing serving chronically homeless households with the greatest severity of need and longest histories of homelessness or rapid re-housing projects serving literally homeless single adults or families with children.
- 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 projects- permanent supportive housing or rapid re-housing projects 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 Permanent Housing and Rapid Re-Housing Projects"* for additional information.

#### **Tiering of Projects**

The NOFA indicates that HUD probably has enough funding to award grants to all eligible renewal projects nation-wide. However, HUD is still asking all CoCs to place projects into Tier 1 and Tier 2. This year's Tier 2 is 7% of the CoC's Annual Renewal Demand or \$571,245. 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 2016 CoC competition was adopted by the CoC Steering Committee on July 8, 2016. A copy is attached.

#### Project Application (Exhibit 2)

The Project Application format is not yet available in e-snaps. Once the application is available, we will provide all renewal applicants with a separate handout covering changes to the Project Application in e-snaps and tips for completing the application accurately.

### **III. Threshold Requirements for Renewal Projects**

The 2016 HUD NOFA requires all projects (new and renewal) must meet Threshold Requirements as listed in Section V.G.2.d (page 23-24). 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. 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 3 components to the renewal applications that applicants must submit to the CoC. All three will be used by the rating and ranking panel to determine the project prioritization list.

1. **Annual Performance Report (APR).** Please run an APR from the Clarity system for each project for which you are requesting renewal funding. APRs must cover the period from June 1, 2015 through May 31, 2016. **APRs should be emailed no later than 5:00 p.m. on Friday, July 15, 2016** to Jessica Silverberg ([JSilverberg@smcgov.org](mailto:JSilverberg@smcgov.org)) and Brian Eggers ([BEggers@smcgov.org](mailto:BEggers@smcgov.org)).
2. **Project Application (Exhibit 2) in e-snaps.** Please complete your **Project Applications in e-snaps by August 10, 2016.** Please do not click "submit" but instead export the

application to a pdf document and email to Jessica Silverberg ([JSilverberg@smcgov.org](mailto:JSilverberg@smcgov.org)) and Brian Eggers ([BEggers@smcgov.org](mailto:BEggers@smcgov.org)) no later than 5:00 p.m. on August 10, 2016.

3. **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 25, 2016. Data will be extracted from the APR submitted by the applicant, from other HMIS/Clarity data and from homeless system redesign data. Applicants will be requested to review their performance data and supply requested explanations, clarifications, etc. by 5:00 p.m. on **August 10, 2016**. 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
June 29, 2016	2016 CoC NOFA released
July 8, 2016	CoC approval of rating, ranking and tiering criteria/strategy
July 13, 2016	Informational Meeting for Applicants (new and renewal)
<b>July 15, 2016</b>	<b>APRs due to Jessica Silverberg and Brian Eggers by 5:00 p.m.</b>
July 25, 2016	Applicants receive copy of their Project Performance Report
<b>August 10, 2016</b>	<b>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.</b>
August 22 or 23, 2016	Review panel meeting; rating and ranking of applications
August 26, 2016	CoC Steering Committee Meeting to approve final project ranking
Week of Aug. 22, 2016	Applicants receive technical corrections to e-snaps submission
No later than August 30, 2016	Applicants notified whether their application is included on the Project Priority List
<b>September 1, 2016</b>	<b>Corrected applications due in e-snaps</b>
September 6, 2016	Appeals due to COH
September 7, 2016	Final corrections due in e-snaps
September 9, 2016	Applicants receive response to appeals
September 12, 2016	COH staff submit final application to HUD
September 14, 2016	Application due date

## C. Rating and Ranking Process and Criteria

On July 8, 2016, the CoC Steering Committee approved 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 2016 Project Review and Ranking Process* is attached. This document provides a detailed breakdown of the scoring factors for renewal projects.

#### **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 2016 CoC NOFA
  - e-snaps tutorials and detailed project instructions
  - FAQs about the 2016 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](mailto:kate@focusstrategies.net)), Jessica Silverberg ([JSilverberg@smcgov.org](mailto:JSilverberg@smcgov.org)) and Brian Eggers ([BEggers@smcgov.org](mailto:BEggers@smcgov.org)). Please include Kate, Jessica and Brian on all emails.