San Mateo County Continuum of Care (CoC)
Informational Meeting for Potential CoC Applicants
July 31, 2019

Minutes

Note: All handouts distributed at this meeting are available online at:
https://hsa.smcgov.org/2019-continuum-care-nofa-notice-funding-availability

Topic	Discussion

General Information on 2019 CoC NOFA	**Reviewed handout – Highlights of the 2019 Continuum of Care NOFA**
	
	Reviewed A. Overview and General Requirements:
	• HUD is making available approximately $2.3 billion in Fiscal Year 2019 for the CoC Program, an increase from approximately $2.1 billion in Fiscal Year 2018.
	• Fiscal Year 2019 scoring places increased emphasis on System Performance (+4 pts. from 2018) and CoC Coordination and Engagement (+8 pts. from 2018). These increases offset decreases in HMIS (-4 pts. from 2018) and Performance and Strategic Planning (-8 pts. from 2018). Total points available for CoC Application score remain constant at 200 points.
	• CoCs will be required to place projects into Tier 1 and Tier 2. This year Tier 1 is equal to 100 percent of the combined Annual Renewal Amounts for all projects eligible for renewal for the first time plus 94 percent of the combined Annual Renewal Amounts for all other projects eligible for renewal. Tier 2 is the difference between Tier 1 and the CoCs Annual Renewal Demand (ARD) plus any amount available for CoC Bonus projects (not including amounts available for DV Bonus projects) and before adjustments are made to permanent housing leasing, operating, and rental assistance budget line items based on changes to Fair Market Rent (FMR). Our estimated ARD is $12,409,563 so the Tiers are:
	    o Tier 1 = $11,681,215
	    o Tier 2 = $1,348,826 (includes $620,478 for bonus project)
	
	Last year Tier 1 was 94% of ARD. In addition to the DV Bonus project renewal amount that is calculated in at 100%, the overall ARD has also gone up so Tier 1 amounts have increased.
	• Bonus funding may be requested for new Rapid Re-Housing (RRH) or Permanent Supportive Housing (PSH) projects serving single adults, families or youth. Bonus funds can also be used for Transitional Housing/Rapid Re-Housing (TH/RRH), HMIS, or Supportive Services Only projects to develop coordinated entry. We can apply for up to $620,478

for new permanent housing projects. Bonus project eligibility is conditioned on the CoC ability to demonstrate that it ranks projects based on how they improve system performance.

- Again, this year, the federal budget included a $50 million set aside for bonus projects serving survivors of domestic violence, dating violence, sexual assault, or stalking. San Mateo County can receive up to $270,788 for a DV bonus project. DV bonus funds can be used for Rapid Re-Housing (RRH), Transitional Housing/Rapid Re-Housing (TH/RRH), or Support Services Only (SSO) for Coordinated Entry to implement policies to ensure CES meets the needs of domestic violence survivors. See below for more information.
- CoCs are required to rate and rank projects based on objective assessment of performance and are strongly encouraged to re-allocate projects to create new projects that improve their overall performance and better respond to their needs.
- Re-allocated funds may be used to create new RRH, PSH or TH/RRH projects. Re-allocated funds may also be used to create HMIS or Coordinated Entry projects operated by the Collaborative Applicant (HSA).

Reviewed B. HUD Policy Priorities
1. Ending homelessness for all persons
2. Creating a systemic response to homelessness
3. Strategically allocating and using resources
4. Using an evidence-based approach
5. Increasing employment
6. Providing flexibility for housing first with service participation requirements – one change this year is that HUD now allows communities flexibility when opting to use service participation requirements after people have been placed in housing. However, San Mateo County local policy does not permit service participation requirements as a condition of an individual retaining their housing.

Reviewed C. Continuity of 2018 NOFA Elements
1. Continued flexibility for renewal projects. Options include:
   o Transition grants
   o Consolidation grants
   o Project expansion
   o DV bonus

Reviewed D. Important Changes Since 2018
1. New options for new projects
   o New projects may request an initial grant term between 12 and 18 months
   o Revised scoring for new RRH and TH-RRH DV Bonus

	2. Expanded definition o Homeless Youth definition is expanded if served by "youth-serving" provider
Information for Renewal Applicants	**Reviewed handout – Information for Renewal Applicants** Reviewed 1. General Information On July 3, 2019 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/resource/5842/fy-2019-coc-program-nofa/. 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 2019 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 30, 2019. Reviewed 2. Available Funding • San Mateo County is eligible to request up to $620,478 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 joint transitional-housing/rapid re-housing (TH/RRH) project type. • San Mateo County may receive up to $270,788 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. Reviewed Tiering of Projects • Project ranking – the written policy and process for rating and ranking for the 2019 CoC competition was approved by the CoC Steering Committee on July 26, 2019 • Project application • Options for renewal projects

Reviewed 3. Threshold Requirements for Renewal Projects

Reviewed 4. Application Process for Renewal Applicants
A. Renewal Application Components
- *Project Application* **(Exhibit 2) in e-snaps**. Please complete your **Project Applications in e-snaps by August 26**. **Please do <u>not</u> click "submit"** but instead export the application to a pdf document and email to Lody Saba, Lsaba@smcgov.org, Ana Morales, AMorales1@smcgov.org, and Brian Eggers, BEggers@smcgov.org no later than August 26, 2019 by 5:00 pm.

- *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 31, 2019. 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 26, 2019 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. Reviewed Application Timeline, including the following key dates:
- July 31 – Applicants receive their Project Performance Report/s
- Aug 26 (5pm) – Project application/s and Project Performance Report/s due
- Week of Sept 2-5 – Review panel meeting; rating/ranking of applications
- Sept 9 – Applicants receive technical corrections to e-snaps submission
- Sept 13 (5pm) - Appeals due to HSA via email to Jessica Silverberg (JSilverberg@smcgov.org) and Brian Eggers (BEggers@smcgov.org).
- Sept 16 – Corrected applications due in e-snaps

C. Rating and Ranking Process and Criteria

Reviewed 5. Information Sources Available
Applicants are strongly encouraged to read the supporting documents from HUD that are relevant for their application/s.

Reviewed 6. Technical Assistance for Applicants
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.

E-Snaps Project Application Tips	**Reviewed handout – Tips for Completing the 2019 Renewal Project Application in e-snaps** The document provides information and tips for completing the Renewal Project Application. Applicants are strongly encouraged to download the documents from the HUD Exchange website that are listed in this document and carefully review all information that is relevant for their application(s).

Information for New Applicants	**Reviewed handout – Availability of Funding for New Projects**
	
	Reviewed 1. General Information
	
	Reviewed 2. Available Funding
	• San Mateo County is eligible to request up to $620,478 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 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 (HSA), for dedicated HMIS projects or Coordinated Entry projects.
	• **Again, this year**, San Mateo County may receive up to $270,788 for a bonus project serving victims of domestic violence (DV), dating violence, sexual assault, or stalking. Eligible project types under the DV bonus are: (1) Rapid Re-Housing (RRH) projects; (2) joint Transitional Housing/Rapid Re-Housing (TH/RRH) projects; or (3) Supportive Services Only (SSO) for Coordinated Entry to improve the ability of the CES to meet the needs of DV households.
	• **Again, this year**, applicants may combine bonus and re-allocation funding in a single project.
	
	Reviewed 3. Eligible Project Types and Requirements
	A. Requirements for PSH/RRH/Joint TH/RRH Projects
	    • Applicants are strongly encouraged to review the 2019 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.
	    • Dedicated Plus PSH Projects
	B. Domestic Violence Bonus Projects
	    • Additional requirements

C. Expansion Projects
D. Transition Grants
E. Threshold and Project Quality Requirements

Reviewed 4. Application Process for New Project Applicants
A. Application Format for New Projects

Interested applicants must complete the <u>New Project Application in HUD's e-snaps website and the CoC's New Project Application Narrative</u>. 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. The New Project Application Narrative is a Word document containing responses from the e-snaps Project Application as well as written responses to additional questions for submission to the CoC Review Panel. HSA will provide a template for the New Project Application Narrative (will be posted online at HSA's NOFA website at https://hsa.smcgov.org/2019-continuum-care-nofa-notice-funding-availability.

Applicants should email the following documents to Lody Saba, Lsaba@smcgov.org, Ana Morales, AMorales1@smcgov.org, and Brian Eggers, BEggers@smcgov.org no later than August 26, 2019 by 5:00 pm. <u>Note: do **NOT** click the "submit" button in-snaps.</u>

1. PDF of Project Application from e-snaps
2. New Project Application Narrative in Word using the template provided by HSA

B. Reviewed Application Timeline for New Projects, including the following key dates:
- Aug 26 (5pm) – Project application/s and New Project Application Narrative/s due
- Week of Sept 2-5 – Review panel meeting; rating/ranking of applications
- Sept 9 – Applicants notified whether their application is included on the project priority list
- Sept 13 (5pm) - Appeals due to HSA via email to Jessica Silverberg (JSilverberg@smcgov.org) and Brian Eggers (BEggers@smcgov.org).
- Sept 16 – Corrected applications due in e-snaps

Reviewed 5. Submitting a new Project in E-Snaps

Reviewed 6. Information Sources Available

Reviewed 7. Technical Assistance for Applicants

	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.
Questions and Answers	**Question**: In e-snaps, it shows my previous application from 2018. How do I access the 2019 application? **Answer**: See page 7 of the "Availability of Funding for New Projects" handout. In Section 5, see "New Project Application Detailed Instructions and Navigational Guide." If you are still running into issues after reviewing this document, please reach out to HSA for further assistance. **Question**: On page 7 of the "Project Review and Ranking Process" handout, it states 7 points for increased non-employment income. What would you like to see there for new projects? **Answer**: This is specific to the scoring for renewal applications. For new applicants, this is a data point in HMIS which looks at how many folks have been connected to non-employment income between entry and exit. **Question**: Does the scoring criteria in the "Project Review and Ranking process" handout for renewal projects pertain to new projects? **Answer**: Page 10 of the "Project Review and Ranking Process" handout lists the scoring factors for new projects.
Closing Remarks	**Reminder:** 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.