

## 2024 San Mateo County Continuum of Care INFORMATION FOR RENEWAL APPLICANTS

### I. General Information

On July 31, 2024, the U.S. Department of Housing and Urban Development (HUD) published the *Notice of Funding Opportunity (NOFO) for the 2024 Continuum of Care Competition*.

The NOFO can be accessed at

[https://www.hud.gov/sites/dfiles/CPD/documents/FY2024\\_FY2025\\_CoC\\_and\\_YHDP\\_NOFO\\_FR-6800-N-25.pdf](https://www.hud.gov/sites/dfiles/CPD/documents/FY2024_FY2025_CoC_and_YHDP_NOFO_FR-6800-N-25.pdf)

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 2024 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 October 30, 2024.

An informational meeting for CoC applicants will be held on August 13, 2024, at 9:30-11:00AM via Zoom. To register for the applicant informational meeting, visit

<https://smcgov.zoom.us/meeting/register/tZlocu6pqTwqE9MMrzSXy7SIDOI7Ts0IG2-j>

### II. Available Funding

Projects previously funded through the FY 2023 CoC Competition are eligible to apply for renewal 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 bonus funding for permanent housing projects, which may include: (1) permanent supportive housing (PSH) serving people experiencing chronic homelessness; (2) rapid re-housing (RRH) projects serving homeless single adults or families with children and (3) joint transitional housing/rapid re-housing (TH/RRH) projects serving homeless single adults or families with children. The exact amount available has not yet been announced. Once it has been announced, the information will be distributed by San Mateo County.
- San Mateo County may request funding to create one or more new DV bonus projects serving households who are survivors of domestic violence, dating violence, sexual assault, or stalking. The maximum available to San Mateo County has not yet been announced. Once HUD has released the amounts, the information will be distributed by San Mateo County.
- San Mateo County may also create new projects through the re-allocation of funds from lower-performing existing grants. The availability of reallocated funds will depend on the performance of currently funded projects and whether there are underperforming projects identified by the CoC Review Panel for reallocation. Re-allocated funds may be used for the same types of projects

as the permanent housing bonus (described above) and may also be used by the CoC Lead Agency, San Mateo County Human Services Agency (HSA), for dedicated HMIS projects, or Coordinated Entry projects. If a renewal project funded originally by DV bonus funding is reallocated, the new project must serve the same population of survivors of domestic violence.

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

### III. Local Process CoC Process Overview

#### A. Center on Homelessness Website

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

#### B. Tiering of Projects

As in prior years, CoCs will be required to place projects into Tier 1 and Tier 2. Tier 1 projects are assured of funding, while Tier 2 projects must compete nationally for awards and may not receive funding. This year Tier 1 is equal to 90% of all projects eligible for renewal (Annual Renewal Demand or ARD). Tier 2 is the difference between Tier 1 and the maximum amount of renewal, reallocation, and bonus funds the CoC can apply for.

Once the funding amount details for the CoC’s ARD and Bonus Funding is available, San Mateo County will share the funding breakdown for Tier 1 and Tier 2.

#### C. Project Ranking:

As in previous years, CoCs are required to conduct a local application process and implement internal competition deadlines and notification processes that ensure transparency and fairness. CoCs must rate and rank projects based on an objective assessment of performance and are encouraged to reallocate projects to create new projects that improve the overall performance of the homelessness response system.

A written policy and process for rating and ranking in the 2024 CoC competition was approved by the CoC Steering Committee on May 31, 2024. The approved version of the 2024 Review and Ranking Process on the Center on Homelessness CoC website (<https://www.smcgov.org/hsa/continuum-care-nofanofo>).

#### D. Project Application

Renewal projects must complete a single local Renewal Application with budget template that incorporates some questions from the esnaps application along with the Project Performance Report (PPR). ***Please note this is a change in local competition process from 2023.***

The local Renewal Application is in an Excel workbook and mirrors the format of previous years’ PPRs. As in previous years, each renewal applicant will receive a customized version with the project’s performance data pre-populated. Applicants should provide a written explanation for any measures in

which the CoC performance standards were not met as well as respond to all other required questions in the application. In addition, applicants must submit all required attachments listed in the Renewal Application.

Applicants will submit their completed local Renewal Application and all required attachments via email to [HSA Homeless Programs@smcgov.org](mailto:HSA_Homeless_Programs@smcgov.org) and [SMC COC NOFO@focusstrategies.net](mailto:SMC_COC_NOFO@focusstrategies.net). Applications are due on Tuesday, September 3, 2024 at 12:00PM PST.

#### E. esnaps Submission

Projects accepted onto the Priority Listing must complete an application in esnaps (the federal grant submission platform). Only those projects accepted onto the Priority Listing will be required to submit an application in esnaps, and applicants can wait until after the Priority Listing is posted to complete their esnaps application. Completing and submitting the application in esnaps is the final step in the competition process for applicants.

Applications are due in esnaps by September 30, 2024 by 5:00PM PST.

Please refer to the HUD Navigational Guides on the [HUD.gov CoC Competition page](#) for helpful information on how to complete the renewal application in esnaps.

#### F. Options for Renewal Projects

Again, 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 competition policies and the HUD NOFO for more information.

### IV. Threshold Requirements for Renewal Projects

The 2024 HUD NOFO requires that all projects (new and renewal) must meet Threshold Requirements as listed in Section 4.A (page 59-66). Applicants are strongly encouraged to review Section 4.A of the NOFO to ensure that threshold requirements are met.

### V. 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 CoC Review panel to determine the project prioritization list.

1. ***Renewal Application.*** Please complete your **Renewal Applications by September 3, 2024 at 12:00PM PST.** Please email the application to [HSA Homeless Programs@smcgov.org](mailto:HSA_Homeless_Programs@smcgov.org) and Focus Strategies [SMC COC NOFO@focusstrategies.net](mailto:SMC_COC_NOFO@focusstrategies.net) on **September 3, 2024 at 12:00PM PST.** Please note: a renewal application must be completed for each project applying for funding.
2. ***All required attachments listed in the Renewal Application.*** Please email all attachments to [HSA Homeless Programs@smcgov.org](mailto:HSA_Homeless_Programs@smcgov.org) and Focus Strategies [SMC COC NOFO@focusstrategies.net](mailto:SMC_COC_NOFO@focusstrategies.net) on September 3, 2024 at 12:00PM PST.

## B. Application Timeline

Following is the application timeline for 2024. 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 2024 CoC NOFO at <https://www.smcgov.org/hsa/continuum-care-nofanofa>

Date	Activity
July 31, 2024	2024 CoC NOFO released
August 8, 2024	Local competition launches
August 13, 2024 at 9:30-11:00AM	Informational Meeting for Applicants (new and renewal). To register for the Zoom meeting, go to: <a href="https://smcgov.zoom.us/meeting/register/tZl0cu6pqTwqE9MMrzSXy7SIDOI7Ts0IG2-j">https://smcgov.zoom.us/meeting/register/tZl0cu6pqTwqE9MMrzSXy7SIDOI7Ts0IG2-j</a>
August 15, 2024 10:30AM-11:30AM	Applicant Office Hours: Match Funds Open to all applicants with questions To register for the Zoom meeting, go to: <a href="https://smcgov.zoom.us/meeting/register/tZAodOyopzvwHdPQy5qK7hnQctNzcNilFstw">https://smcgov.zoom.us/meeting/register/tZAodOyopzvwHdPQy5qK7hnQctNzcNilFstw</a>
September 3, 2024, by 12:00 PM	<b>Project Applications due to HSA by email to <a href="mailto:HSA_Homeless_Programs@smcgov.org">HSA_Homeless_Programs@smcgov.org</a> and Focus Strategies <a href="mailto:SMC_COC_NOFO@focusstrategies.net">SMC_COC_NOFO@focusstrategies.net</a> no later than September 3, 2024 by 12:00PM. Applicants must submit the following documents by email.</b> <ul style="list-style-type: none"><li>• Complete renewal applications for all projects submitted for funding</li><li>• All required attachments listed in the Renewal Project Application</li></ul>
Around September 17, 2024	Review panel meeting; rating and ranking of applications
Around September 18, 2024	Applicants are notified whether their application is included on the Project Priority List
September 23, 2024, by 5:00 pm	

Date	Activity
	Appeals due to HSA via email to: <a href="mailto:HSA_Homeless_Programs@smcgov.org">HSA Homeless Programs@smcgov.org</a> and <a href="mailto:SMC_COC_NOFO@focusstrategies.net">SMC COC NOFO@focusstrategies.net</a>
September 24, 2024 10AM-11AM	Applicant Office Hours: E-Snaps Open to all applicants with questions To register for the Zoom meeting, go to: <a href="https://smcgov.zoom.us/meeting/register/tZ0tf-irpi0jG9RHl0iUNG_Mq2x4BB-nKVB8">https://smcgov.zoom.us/meeting/register/tZ0tf-irpi0jG9RHl0iUNG_Mq2x4BB-nKVB8</a>
<b>September 30, 2024 by 5:00PM</b>	<b>All applicants must submit esnaps applications</b>
Around October 7, 2024	Applicants receive technical corrections to esnaps submission
October 14, 2024 by 12:00PM	Corrected applications due in esnaps
Around October 18, 2024	CoC Steering Committee Meeting approves final CoC Application
By October 30, 2024	HSA staff submit the final CoC consolidated application to HUD

### C. Rating and Ranking Process and Criteria

On May 31, 2024, the CoC Steering Committee approved a written project review and ranking criteria and process, including an adopted strategy related 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.

The specific scoring system and detailed rating factors may be found in the *San Mateo County CoC 2024 CoC Competition Project Review and Ranking Process*. This document is posted on the HSA website for the 2024 CoC NOFO at: <https://www.smcgov.org/hsa/continuum-care-nofanofo> and emailed widely to CoC members and other community stakeholders.

### VI. Information Sources Available

HUD will make available several information sources regarding this year's Continuum of Care process at the following webpage: [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)

This page links to many different resources, including:

- The 2024 CoC NOFO
- e-snaps Navigational Guides and Detailed Project Instructions
- FAQs about the 2024 CoC Competition

Applicants may email questions directly to HUD as follows:

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

If you have questions, the Center on Homelessness recommends first directing any questions to our local team, before reaching out to HUD. Questions can be emailed to: [HSA\\_Homeless\\_Programs@smcgov.org](mailto:HSA_Homeless_Programs@smcgov.org) and [SMC\\_COC\\_NOFO@focusstrategies.net](mailto:SMC_COC_NOFO@focusstrategies.net)

## **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 HSA Center on Homelessness ([HSA\\_Homeless\\_Programs@smcgov.org](mailto:HSA_Homeless_Programs@smcgov.org)) and Focus Strategies at ([SMC\\_COC\\_NOFO@focusstrategies.net](mailto:SMC_COC_NOFO@focusstrategies.net)). **Please include both email addresses on all emails.**