Santa Clara County Continuum of Care
Special NOFO Competition Information & TA Handbook Access

The U.S. Department of Housing and Urban Development (HUD) released a Supplemental Notice of Funding Opportunity to Address Unsheltered and Rural Homelessness (Special NOFO) for the Continuum of Care (CoC) Program. The Special NOFO was released on June 22, 2022 and a summary is attached to this document. This document is a brief resource to help you understand the design and rules for the national competition.

TA Handbook

- The Technical Assistance (TA) Handbook helps CoC project applicants access and understand information about the competition. The Handbook can support program design and inform new applicants and new staff about CoC funding limitations and requirements in the Special NOFO competition. It also includes some information about e-SNAPS, the web-based application tool you will use to write your application for the national competition, as well as links to many HUD resources.
- **REMEMBER**: The TA Handbook is about the national competition. Your project design also has to reflect this CoC's local rules that overlay the national ones. The Local Competition materials are here and include a detailed application timeline for all projects.

Funding Available for Our CoC in the National Special NOFO Competition

In the Special NOFO, the Santa Clara County CoC is eligible to compete for $11,109,104 in funding to support housing and services for homeless households, and of those funds, up to $333,273 can be used for CoC Planning Funds.

Project Funding

This funding supports Permanent Supportive Housing, Rapid Rehousing, Joint Transitional Housing/Rapid Rehousing, HMIS, Supportive Services Only, or Supportive Services Only Projects for Coordinated Entry.

CoC Planning Funds

This funding supports CoC planning activities, and only the collaborative applicant (the Santa Clara County Office of Supportive Housing) may apply for it. Unlike the annual CoC Program competition, **the planning grant will be ranked in the competition and is competitive with housing or service projects.**

For this competition, funds are NOT available for:

- Emergency shelter
- Homelessness prevention projects
- New Transitional Housing (except when joint with Rapid Rehousing)

Local Information for your e-SNAPS Application

In an effort to save you some time, your Homebase local team has pulled together some information to make your e-SNAPS application completion easier. Please keep this handy when you are completing your application.

Applicant Profile Page: Congressional Districts and Code of Conduct

Congressional Districts

The congressional districts in this CoC include:

- o CA-16
- o CA-17
- o CA-18
- o CA-19

Code of Conduct

The following agencies have their Code of Conduct listed on HUD's website, and will only need to upload a new version if there have been changes in the Code since 2021 (e.g. new contact person).

- Abode Services
- Bill Wilson Center
- St Joseph's Family Center
- West Valley Community Services

All other agencies may need to upload a Code of Conduct that is compliant with HUD requirements. Please see the TA Handbook for additional details.

Project Application Page 1E: Compliance

In California, the answer to "19. Is the Application Subject to Review By State Executive Order 12372 Process?" is Yes. Please see below for your obligations related to this question.

California Response to Executive Order 12371

Executive Order 12372, "Intergovernmental Review of Federal Programs," was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function. **California elected to participate in the intergovernmental review process and designated the State Clearinghouse of the Office of Planning and Research as the entity to perform that function.**

Renewal and new project applicants for CoC funding in California must now submit their SF-424 form (exported from e-snaps) to the State website found here: http://cfda.opr.ca.gov/#/

The SF-424 Form in e-Snaps consists of the following sections within the project application (both new and renewal):

- 1A. SF-424 Application Type
- 1B. SF-424 Legal Applicant
- 1C. SF-424 Application Details
- 1D. SF-424 Congressional District(s)
- 1E. SF-424 Compliance
- 1F. SF-424 Declaration

How to Export in E-Snaps

In order to export the complete SF-424 Form to a PDF within e-snaps, you must complete and save all of the sections listed above. Once completed and saved in e-snaps, you must then select the option that says "Export to PDF" at the bottom of the gray, left-hand navigation bar. You must then select only the sections listed above (1A through 1F) using the checkboxes and export those sections of the application into a PDF document that you can then upload to the State website for review.

NOTE: Information in these sections are pre-populated from the Applicant Profile. Please review the information to ensure accuracy.

How to Upload the SF-424 form to the State Website

To upload the SF-424 Form to the State website, navigate to http://cfda.opr.ca.gov/#/.

The form on the left side of the screen under "Federal Assistance Application is Subject to Review" should be completed with the following information:

Organization Name: Put name of organization that has been listed in screen 1B (Legal Applicant) in e-snaps

Email Address: Put the email address that has been listed in screen 1B (Legal Applicant) in e-snaps

Catalogue of Federal Domestic Assistance (CFDA): 14.267

Name of Federal Agency: Department of Housing and Urban Development

Primary Place of Performance: Address listed in screen 1B (Legal Applicant) in e-snaps (Street Line 1, City/Town, Zip Code)

Proposed Project State Date: Must match date in screen 1D in e-snaps

Proposed Project End Date: Must match date in screen 1D in e-snaps

Form 424 Attachment: Select "Choose File" and select the e-Snaps export PDF form (do not include any other sections of the e-snaps application)

Once this form is completed and the PDF is attached, click "Submit".

NOTE: Please ensure that the date you have submitted the SF-424 Form on the State website matches the date you input for e-snaps screen "1E. SF-424 Compliance" under question 19.

Project Application, Page 3A: Project Detail

Our CoC number and name is: CA-500 San Jose/Santa Clara City & County CoC

Our Collaborative Applicant name is: County of Santa Clara by and through Office of Supportive Housing

Project Application, Pages 6C/6E: Leased Units or Rental Assistance Budget Detail

Our FMR areas is: San Jose-Sunnyvale-Santa Clara, CA HUD Metro

Have more questions about eSNAPS or HUD rules?

Please refer to the TA Handbook then contact your process facilitators at SpecialNOFO@santaclaracountycoc.org.

FY 2022 Continuum of Care Supplemental Notice of Funding Opportunity to Address Unsheltered and Rural Homelessness Summary

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Background

On June 22, 2022, the U.S. Department of Housing and Urban Development (HUD) released for the first time a Continuum of Care (CoC) Supplemental Unsheltered and Rural Homelessness Notice of Funding Opportunity (NOFO) ("Special NOFO").

This CoC Supplemental Unsheltered and Rural Homelessness NOFO Competition ("Special NOFO Competition") is separate from the FY 2022 HUD CoC Program Competition:

- No information provided as part of this competition will be carried forward to the CoC's FY 2022 CoC Program NOFO application.

- Any amounts applied for or awarded under this Special NOFO will not impact the amount the CoC may apply for or be awarded in the FY 2022 CoC Program NOFO Competition.

- CoCs do not need a separate registration for this Special NOFO Competition. However, only CoC Collaborative Applicants registered through the FY CoC Program Registration process are eligible to apply.

The funding package that includes the Special NOFO Competition provides for:

- **$322 million nationally to address unsheltered homelessness, including a set-aside of $54.5 million specifically for rural communities**.

- $43 million to fund approximately 4,000 new incremental vouchers to public housing authorities through a separate process from the Special NOFO ("Stability Vouchers").

Eligible applicants are:

- Continuum of Care Collaborative Applicants as designated by CoCs **registered through the FY 2022 CoC Program Registration process** (Collaborative applicants may apply either as the direct recipient or on behalf of designated project applicants)

- County governments

- Special district governments

- City or township governments

- State governments

- Indian Tribes and tribally designated housing entities as defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4103)

- Nonprofits, as demonstrated by criteria at 24 CFR 5.109(l)(1) through 24 CFR 5.109(l)(5).

- Public Housing Agencies as such term is defined in 24 CFR 5.100

For-profit entities are ineligible to apply for grants or to be subrecipients of grant funds.

This summary includes the highlights of the Special NOFO. Additional information about project application requirements and standards will be available locally. Details about anything in this summary can be found in the Special NOFO as posted on Grants.gov, available at: https://www.grants.gov/web/grants/view-opportunity.html?oppId=341301

Highlights and Considerations

- This is not the annual NOFO for the CoC Program competition, but rather a separate competition for new funding. On the June 28, 2022, kickoff webinar, HUD said that the CoC Program NOFO should be released in the next several weeks, but not the week of July 4-8, and will likely have a close date earlier than the Special NOFO.

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- Unlike recent CoC Program NOFOs, this funding opportunity does not limit the Supportive Services Only project component type to Coordinated Entry.

- Unlike recent CoC Program NOFOs, this funding opportunity does not limit Permanent Supportive Housing to serving people experiencing chronic homelessness; however, program participants must be literally homeless (Category 1) or experiencing domestic violence (Category 4), and must have a qualifying disability. CoCs will need to describe their prioritization schemes for these projects in their Plans.

- The initial grant term for all projects will be 3 years, after which they will be eligible for renewal through the annual CoC Program competition. Maximum award amounts listed in Appendix A are for the three-year period (not per year).

- Unlike the HUD CoC Program Priority Listing, HUD is requiring that CoC planning costs (both of which are only eligible to be submitted as part of the Unsheltered Homeless Set Aside application) be ranked on the Priority Listing with a unique rank number.

- Most of the national competition points awarded by HUD will be based on the CoC developing a 15-page "Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs." This Plan requires letters of commitment, contracts or other formal written agreements for New Units and Housing Opportunities that leverage non-CoC/ESG funds, for Healthcare Partnerships, from Public Housing Authorities, and from a Lived Experience Workgroup.

- There are up to 30 bonus points (on top of 100 total points) in the national competition for the Unsheltered Homeless Set Aside for CoCs with high unsheltered counts (10,000 to 1,000 people) as reported in the 2019 Point in Time count. CoCs with 999 or fewer unsheltered people reported in the 2019 Point in Time Count will not receive any of these bonus points.

- Selection for the Unsheltered Homeless Set Aside will be based on CoC score, so if a CoC is selected, it will receive funding for all of its projects within the maximum funding amount that meet quality thresholds.

- HUD may adjust the selection of competitive projects based on Geographic Diversity. In instances where any of the HUD regions do not have at least one funded CoC, HUD reserves the right to fund projects to a CoC, up to their maximum allowable amount, with the highest total score.

- HUD will not provide funding to more than 10 CoCs in a single state. If more than 10 CoCs from a single state qualify for funding, HUD will fund the 10 highest scoring CoCs.

Important HUD-Required Dates

- **Wednesday, June 22, 2022** → The CoC Supplemental Unsheltered and Rural Homelessness NOFO is released.

- **Date TBD (expected in next couple of weeks)** → The CoC Application, CoC Priority Listing, and Project Applications will be available in *e-snaps*.

- On or before **Tuesday, September 20, 2022** (30 days prior to Special NOFO application deadline) → All project applications are required to be submitted to the CoC.

- On or before **Wednesday, October 5, 2021** (15 days prior to Special NOFO application deadline) → The CoC is required to notify all project applicants who submitted their project applications to the CoC by the CoC-established deadline whether their project application(s) will be accepted and ranked on the CoC Priority Listing, rejected, or reduced by the CoC.

- On or before **Tuesday, October 18, 2021** (2 days prior to Special NOFO application deadline) → CoCs must post on their website (or a partner's website) all parts of the Special NOFO CoC Consolidated Application, including the CoC Application, the CoC application attachments, and

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the Priority Listing, and notify community members and key stakeholders that the CoC Consolidated Application is available.

<div align="center">

Submission Deadline:
Thursday, October 20, 2022, at 8:00 PM EDT/7:00 PM CDT/5:00 PM PDT

</div>

- On or before **Thursday, October 20, 2022** → Due date for Consolidated Applications; all Collaborative Applicants must meet the application submission deadline to be eligible for funding.

- HUD may issue more than one conditional funding announcement.

Funding Available for Our CoC

This year, in our CoC, the eligible application amounts are as follows:

- **Maximum Unsheltered Homeless Set Aside Amount**: $11,109,104

- **Maximum Rural Set Aside Amount**: $0

CoCs may apply for projects under one or both funding opportunities if eligible for both Set Aside Amounts.

A Unsheltered Homeless Set Aside is a funding opportunity included in the Special NOFO, designed to support communities in their efforts to understand and reduce unsheltered homelessness across their geographic area, where projects must serve individuals and families who qualify as homeless under paragraph (1) except that persons coming from transitional housing must have originally come from places not meant for human habitation, emergency shelters, safe havens, or institutions where they resided for 90 days or less and originally came from places not meant for human habitation, safe havens, or emergency shelters, or paragraph (4) of the definition of homeless at 24 CFR 578.3. Projects may be located in any part of the CoC's geographic area.

2022 HUD CoC Special NOFO Policy Priorities

CoCs will be evaluated based on the extent to which they further HUD's policy priorities. The policy priorities listed are:

1. **Unsheltered Homelessness**

    a. Unsheltered homelessness is continuing to rise in many areas of the country and recent analysis of homelessness data shows that people experiencing unsheltered homelessness report significantly greater health challenges and experiences of trauma and violence than their sheltered peers. These challenges often begin before they lose their housing.

    b. This Special NOFO supports this highly vulnerable population by supporting CoCs in their efforts to identify people living in unsheltered situations, including encampments, and connects them with health and housing resources.

    c. This Special NOFO supports CoCs in their efforts to enhance their Homeless Management Information System (HMIS) to collect more comprehensive data on people experiencing unsheltered homelessness in their geographic area.

2. ~~**Unsheltered Homelessness and Individuals and Families Experiencing Homelessness with Severe Service Needs in Rural Areas**~~

    a. ~~Rural areas often lack the resources and infrastructure for providing homeless services and permanent housing. Additionally, rural areas often require unique strategies to solve challenges specific to their geography.~~

    b. ~~To support CoCs in their efforts to end unsheltered homelessness in their rural areas, this Special NOFO targets resources to rural areas and provides additional eligible activities to address some of the unique needs of rural areas.~~

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3. ~~Providing Assistance on Tribal Lands~~
    a. ~~Indian Reservations and Trust Lands may be all or part of a CoCs' geographic areas, and Indian Tribes and Tribally Designated Housing Entities are eligible recipients of CoC Program funds.~~
    b. ~~This Special NOFO provides additional incentives for creating projects that serve individuals and families in geographic areas that have high levels of homelessness, housing distress, or poverty, and are located where CoC services have until now been entirely unavailable, such as, for example, Trust Lands and Reservations.~~

4. **Involving a ==Broad Array of Stakeholders== in the CoC's Efforts to Reduce Homelessness**
    a. Ending homelessness cannot be achieved by homeless service organizations alone. It requires coordination with a variety of other stakeholders, including affordable housing developers, mainstream service providers, the business community, victim service providers, political leaders, and healthcare providers.
    b. This Special NOFO supports and encourages CoCs to invite a variety of stakeholders to develop and implement a CoC Plan to Serve Individuals and Families Experiencing Homelessness with Severe Service Needs.

5. **==Advancing Equity:==**
    a. In nearly every community, Black, Indigenous, and other people of color as well as individuals who identify as LGBTQ+ and individuals with disabilities are substantially overrepresented in the homeless population.
    b. HUD is emphasizing system and program changes to address equity within CoCs through identifying and addressing the needs of subpopulations who are disproportionally more likely to experience homelessness, such as the populations identified above, and other populations who are disproportionately more likely to experience homelessness.
    c. CoCs should be reviewing their strategies to support and serve underserved communities in their geographic area, identify barriers that led to any disparities in communities being served, and take steps to eliminate these barriers. This includes, in conjunction with people experiencing homelessness, reviewing local policies, procedures, and processes to determine where and how to address disparities affecting underserved communities experiencing homelessness.

6. **Use a ==Housing First== Approach**
    a. Housing First prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions.
    b. Projects funded under this Special NOFO should help individuals and families move quickly into permanent housing, and the CoC should measure and help projects reduce the length of time people experience homelessness as well as ensure projects are correctly implementing a Housing First approach.
    c. Additionally, CoCs should engage landlords and property owners to identify an inventory of housing available for rapid rehousing and permanent supportive housing participants, remove barriers to entry, and adopt service delivery methods that respond to the preferences and needs of the individual or family presenting for assistance.

Application Package

The **CoC Special NOFO Consolidated Application** is made up of three parts described below.

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1. **CoC Application** must provide information about the CoC planning body, governance structure, overall performance, the strategic planning. This part of the application is scored and will determine the order in which CoCs are funded.

    a. If CoCs are planning to apply for funds through the Unsheltered Homelessness Set Aside they must complete the entire application as described in Section VII.B of the Special NOFO.

    b. The CoC Application must include:

        i. CoC Review, Score, and Ranking Procedures

        ii. Longitudinal Systems Analyst Report (LSA)

        iii. The CoC's Plan for serving Individuals and Families Experiencing Homelessness with Severe Service Needs (described in Section VII.B.4 of the Special NOFO and no more than 15 pages, excluding requested attachments)

        iv. Letters of Commitment, Contracts, or Other Formal Written Agreements Demonstrating the Development of New Units and New Housing Opportunities for People Experiencing Homelessness (including the number of units and the date they will be available)

        v. Written Commitments from Hospitals, Healthcare Clinics, Insurance Agencies, Medicaid State Agencies, Public Health Departments, Mental Health Clinics, Federally Qualified Health Center, or Drug Treatment Facilities (including the type of services being made available on a voluntary basis, the value, and the dates the resources will be provided)

        vi. Letter Signed by a Workgroup Comprised of Persons with Lived Experience of Homelessness (the letter must demonstrate the support of the priorities in the CoCs Plan for Serving Individuals and Families Experiencing Homelessness with Severe Needs)

        vii. Letter of Commitment from Public Housing Authorities serving the CoC's geographic area.

2. **Project Applications** are completed in e-snaps by agencies applying for projects and must describe the population(s) and subpopulation(s) they will serve, the type of housing and services that will be provided, and the budget activities that are being requested.

    a. Collaborative Applicants applying for CoC planning must provide a description of the activities that will be carried out with CoC Program grant funds.

3. **CoC Priority Listing** can include up to four project listings, including all project applications submitted to the CoC for funding consideration that are either approved and ranked or rejected. The four potential project listings (as applicable by CoC) are:

    a. Unsheltered Homelessness Set Aside project listing

    b. CoC Planning project listing

CoC Review of Project Applications

HUD expects each CoC to implement a thorough review and oversight process at the local level for the project applications submitted to HUD in the Special NOFO Competition.

HUD requires CoCs to review and rank projects submitted by project applicants in order of priority and identify any project applications rejected by the CoC. In this Special NOFO, **HUD is also requiring that CoC planning costs (only eligible to be submitted as part of the Unsheltered Homeless Set Aside application) be ranked with a unique rank number**. All projects must pass HUD's eligibility and threshold requirements to be funded, no matter their priority.

CoCs are expected to closely review information provided in each project application to ensure all participants will be eligible for the program component type selected and that the proposed activities are eligible.

Eligible Projects and Participants

The following project types are eligible under the Special NOFO, in support of the CoC's Plan for Serving Individuals and Families Experiencing Homelessness with Severe Services Needs, as described in Section VII.B.4 of the Special NOFO on Page 45:

- **Permanent Supportive Housing (PSH)**

- **Rapid Rehousing (RRH)**

- **Joint Transitional Housing and Rapid Rehousing (Joint TH-RRH)**

- **HMIS**

- **Supportive services Only (SSO) projects** (Note: this is less restrictive than the CoC NOFO, which only allows for SSO projects to develop or operate a centralized or coordinated assessment system.)

- **CoC Planning** for Collaborative Applicants applying for the Unsheltered Set Aside. The maximum amount available for CoC planning project is three (3) percent of the total amount awarded to recipients from the Unsheltered Homelessness Set Aside.

HUD will review all project applications to determine if they meet project quality threshold requirements. See pp. 24-30 of the Special NOFO for details.

Unsheltered Homelessness Set Aside: program participants must meet Category 1 (literally homeless) or Category 4 (Domestic Violence). At least one member of the household must also have a qualifying disability for PSH.

Allowable Grant Terms

The initial grant term for all projects will be 3 years, including for CoC planning costs. Grant terms may be extended, consistent with 2 CFR 200.308 and 2 CFR 200.309. While not explicitly stated in the Special NOFO, HUD's June 22, 2022 press release notes that **projects will be eligible for renewal through the annual CoC Program competition**, with the exception of capital costs.

Eligible Costs

Unsheltered Homelessness Set Aside: eligible activities are those identified in the CoC Program regulations at 24 CFR 578.37 through 578.63 (except no projects applying for the Unsheltered Homelessness Set Aside may apply for acquisition, rehabilitation, or new construction).

Important Points for All Project Applicants

- **SAM Registration.** Applicants must be registered with https://www.sam.gov/SAM before submitting their application. In addition, Applicants must maintain an active SAM registration with current information while they have an active Federal award or an application or plan under consideration by HUD.

- **UEI Number Requirement**. Applicants must provide a valid UEI number, registered and active at /www.sam.gov/ in the application.

- **Code of Conduct.** All project applicants must ensure their organization has a Code of Conduct that complies with the requirements of 2 CFR part 200 and is on file with HUD. Be sure to review the Code of Conduct for HUD Grant Programs page on HUD's website to ensure your organization is listed (which means you have submitted an approved Code of Conduct. If you do

not see your organization on the list, be sure to attach a current and complete Code of Conduct to your Project Applicant Profile in *e-snaps*.

- **HUD-2991 Form: Certification of Consistency with the Consolidated Plan:** as part of the Priority Listing, a HUD-2991 form must be included for each project application. The HUD-2991 form must be completed, signed and dated between **June 22, 2022 and October 20, 2022.** Additional requirements for applicants that propose to locate a project on a reservation or trust land are found in section I.E.4(c)(2) of the Special NOFO.

- **2022 FMRs Will Be Used for Applications.** HUD clarified in their kickoff webinar that, while FY 2022 FMRs will be used in e-snaps for submitting project application budgets, HUD will be applying FY 2023 FMRs at the time of award due to the competition closing in the 2023 Fiscal Year, which make result in adjustments to units in rental assistance and leasing budget line items. However, the maximum award amounts will not change from what is published in Appendix A.

- **Past Performance**. In evaluating project applications, HUD will consider a project applicant's past performance in managing funds and may reduce scores based on the past performance review. For more details on the past performance review, see page 24 of the Special NOFO.

- **Attachments.** All required attachments correspond to the list of attachments in *e-snaps* that must contain accurate and complete information that are dated between **June 22, 2022 and October 20, 2022.**

- **Housing First.** All permanent housing (PSH and RRH), Joint TH and PH-RRH Component Projects, and SSO projects must follow a Housing First approach.

HUD's Scoring Factors

The Unsheltered Homeless Set Aside Consolidated Application will be assessed on a 100-point scale (+30 Bonus Points). CoCs must receive at least 50% of the points available (not including bonus points) to receive funding for any of its projects. **For additional details see pages 40-53 of the Special NOFO**.

- **Project Capacity, Review, and Ranking (4 Points)**

- **System Performance (18 Points)**
    - HUD will award full points in this section to CoCs whose geographic area is made up of 100 percent geographic areas where no CoC Program funds have been awarded previously, also known as new CoCs.

- **CoC Coordinated and Engagement (8 Points)**. CoCs must demonstrate coordination with other systems of care that serve homeless individuals and families, including:
    - Sources of funding other than the CoC Program;
    - An inclusive and outcome-oriented community process, including an organization structure(s) and decision-making process for developing and implementing a CoC strategy that is inclusive of representatives from both the private and public sectors, has a fair and impartial project review and selection process; and
    - Has created, maintained, and built upon a community- wide inventory of housing and homeless individuals and families.

- **CoC Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs (70 Points for Unsheltered Set Aside)**
    - The entire section is required for the Unsheltered Homelessness Set Aside.
    - The CoC Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs includes:

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- **CoCs that Leverage Housing Resources (18 Points)** from non-CoC and ESG funding
  - **Development of New Units and Creation of Housing Opportunities (10 Points)**: CoCs must demonstrate that they have applied for permanent housing project(s), including permanent supportive housing or rapid re- housing, that utilizes housing subsidies or subsidized housing units not funded through the CoC or ESG Programs (50% of PSH units included in the project or for RRH, for 50% of the participants expected to be served by the project).
    - Letters of commitment are required, including a letter from a Public Housing Authority committing to work with the CoC on Stability Vouchers (see Section VI.F.1.h of the Special NOFO).
  - **Landlord Recruitment (8 Points)**
- **CoCs that Leverage Healthcare Resources for PSH and RRH projects (10 Points)**: CoCs must develop permanent housing projects that utilize healthcare resources (an amount equal to 50% of the funding being requested from the project will be covered by a healthcare organization or a substance abuse provider will provide access to treatment to all participants who qualify and choose those services). Letters of commitment required.
- **CoCs Current Strategy to Identify, Shelter, and House Individuals and Families Experiencing Unsheltered Homelessness** (9 Points for Unsheltered Set Aside)
  - Current Outreach Strategy (3 Points)
  - Unsheltered Set Aside Only: Current Strategy to Provide Immediate Access to Low-Barrier Shelter and Temporary Housing for Individuals and Families Experiencing Unsheltered Homelessness (3 Points)
  - Current Strategy to Provide Immediate Access to Low Barrier Permanent Housing for Individuals and Families Experiencing Unsheltered Homelessness (3 Points)
- Unsheltered Set Aside Only**: Updating the CoCs Strategy to Identify, Shelter, and House Individuals Experiencing Unsheltered Homelessness with Data and Performance (8 Points)**
- **Identify and Prioritize Households Experiencing or with Histories of Unsheltered Homelessness (12 Points)**
- **Involving Individuals with Lived Experience of Homelessness in Decision Making (5 Points)**
  - Letter of support from Lived Experience Working Group (defined at Section VI.F.1.g of Special NOFO) required for full points.
- **Supporting Underserved Communities and Supporting Equitable Community Development (8 Points)**
- **Unsheltered Set Aside Only: Unsheltered Homelessness Bonus:** HUD will award bonus points to CoCs applying for the Unsheltered Set Aside based on the number of unsheltered people reported in the 2019 Point in Time Count. The points will be as follows:
  - 10,000 or more people: 30 Points
  - 5,000 to 9,999 people: 20 Points

- 1,000 to 4,999 people: 10 Points

- 999 or fewer people: 0 Points

- The Santa Clara County Continuum of Care had 9,706 number of unsheltered people reported in the 2019 Point in Time Count.

HUD may adjust the selection of competitive projects based on Geographic Diversity. In instances where any of the HUD regions do not have at least one funded CoC, HUD reserves the right to fund projects to a CoC, up to their maximum allowable amount, with the highest total score. **Further, HUD will not provide funding to more than 10 CoCs in a single state. If more than 10 CoCs from a single state qualify for funding, HUD will fund the 10 highest scoring CoCs.**

Resources

- Special NOFO Competition: https://www.grants.gov/web/grants/view-opportunity.html?oppId=341301

- CoC Program Interim Rule (24 CFR part 578): https://www.govinfo.gov/content/pkg/CFR-2018-title24-vol3/xml/CFR-2018-title24-vol3-part578.xml

- Application Pages

  o Access E-snaps Application System: https://esnaps.hud.gov

  o E-snaps Information: https://www.hudexchange.info/programs/e-snaps/

  o Code of Conduct for HUD Grant Programs: https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants

  o System for Award Management (SAM): https://www.sam.gov/SAM

- Miscellaneous HUD Websites

  o General site: www.hud.gov

  o General site: www.hudexchange.info

  o Training and Resources: www.hudexchange.info/homelessness-assistance/

  o Subscribe to HUD Listserv: www.hudexchange.info/mailinglist

  o Ask A Question (AAQ) Portal: https://www.hudexchange.info/program-support/my-question/

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Technical Assistance (TA) Handbook

For Applicants

FY 2022 Continuum of Care
Special NOFO Competition
Updated August 17, 2022

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Context for the CoC Competition

The Continuum of Care (CoC) Program ([24 CFR Part 578](#)) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States, Indian Tribes or tribally designated housing entities, and local governments to quickly re-house homeless individuals, families, persons fleeing domestic violence, dating violence, sexual assault, and stalking, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless; and to optimize self-sufficiency among those experiencing homelessness.

Each year, the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding Opportunity (NOFO), signifying the beginning of a funding competition among approximately 400 CoCs, the community stakeholder groups that guide local responses to homelessness. The information in the NOFO sets forth the competition rules and processes each year.

In FY2022, HUD also released a [Continuum of Care Supplemental to Address Unsheltered and Rural Homelessness (Special NOFO)](#). The $322 million available under this NOFO will enhance communities' capacity to humanely and effectively address unsheltered homelessness by connecting vulnerable individuals and families to housing, healthcare, and supportive services. This Special NOFO strongly promotes partnerships with healthcare organizations, public housing authorities and mainstream housing providers, and people with lived expertise of homelessness. The information in the Special NOFO sets forth the competition rules and processes for this competition only.

The CoC Competition Special NOFO Consolidated Application, which each CoC submits to HUD, will consist of three parts:

- The **CoC Application,** which describes the CoC planning body, governance structure, overall performance, and the CoC Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs;
- The **CoC Project Listing**, which ranks the project applications for HUD and identifies any rejected applications, showing the CoC's priorities for funding; and
- A number of **Project Applications**, each of which reflects one project seeking funding.

Before the application is submitted to HUD, the CoC is required to hold a local competition to determine which project applications will be included in the Consolidated Application, along with their relative priority. The results of the local competition dictate which projects the CoC will prioritize.

Project applicants must participate in the local review and rank process and have their project selected for submission with the CoC Consolidated Application in the national competition in order to be eligible for funding. Project applicants must follow local procedures and submit local documents, and also need to prepare for the HUD submission of the project application. HUD requires the use of a web-based application and grants management system called *e-snaps*.

Summary: 2022 Special NOFO Overview and Funding Available

On June 22, 2022, the U.S. Department of Housing and Urban Development (HUD) a [Continuum of Care Supplemental to Address Unsheltered and Rural Homelessness (Special NOFO)](#).

Under the Special NOFO there is funding available to the Santa Clara County CoC (SCC CoC) in two categories:

- **Unsheltered Homelessness Set Aside New Projects:** This funding supports Permanent Supportive Housing, Rapid Rehousing, Joint Transitional Housing/Rapid Rehousing, HMIS, Supportive Services Only Projects, or Supportive Services Only Projects for Coordinated Entry.

- **CoC Planning Funds**: This funding supports CoC planning activities, and only the CoC's named collaborative applicant may apply for it. **The planning grant will not be ranked in the competition and is not competitive with housing or service projects.** As such, this Handbook does not include information about applying for planning grants.

The maximum Unsheltered Homelessness Set Aside award amount for the SCC CoC is $11,109,104. While the Special NOFO also includes a Rural Set Aside component, the SCC CoC is not eligible for that component.

In the Special NOFO, funds are NOT available for:

- Emergency shelter
- Homelessness prevention projects
- New Transitional Housing (except when joint with Rapid Rehousing)

Ranking Explained

Under the Special NOFO, CoCs are required to either accept and rank, or reject, all projects submitted by project applicants in e- snaps, including CoC planning projects. CoCs are encouraged to consider the policy priorities established in the Special NOFO in conjunction with local priorities to determine the ranking of projects. All projects must pass HUD's eligibility and threshold requirements to be funded, no matter their priority.

HUD will conditionally select projects from the highest scoring CoC to the lowest scoring CoC, provided the project applications pass both eligibility and threshold review. Projects should be placed in priority order.

Before Applying for a CoC Grant

This Handbook gives an overview of the CoC requirements and this funding opportunity. To ensure a comprehensive understanding and compliance with all CoC requirements, all applicants should read and be familiar with:

- [FY 2022 CoC Special NOFO](#)
- [CoC Program Interim Rule](#)

HUD's Homeless Policy and Program Priorities

All projects should align with HUD's policy and program priorities, both to increase their likelihood of being funded in this cycle and to ensure that the funding is a good match for the project in the future. CoCs and Project Applications will be evaluated based on the extent to which they further HUD's policy priorities. The policy priorities set forth in this year's NOFO and Special NOFO are:

1. **Ending homelessness for all persons**

    a. To end homelessness, CoCs should identify, engage, and effectively serve all persons experiencing homelessness.

    b. CoCs should measure their performance based on local data that consider the challenges faced by all subpopulations experiencing homelessness in the geographic area (e.g., veterans, youth, families, those experiencing chronic homelessness, and people with disabilities, including those living with HIV/AIDS).

    c. CoCs should partner with housing, health care, and supportive services providers to expand housing options, such as permanent supportive housing, housing subsidies, and rapid rehousing.

    d. Additionally, CoCs should use local data to determine the characteristics of individuals and families with the highest needs and longest experiences of homelessness to develop housing and supportive services tailored to their needs.

2. **Use a housing first approach**

    a. Housing First prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions. CoC Program funded projects should help individuals and families move quickly into permanent housing, and the CoC should measure and help projects reduce the length of time people experience homelessness.

    b. Additionally, CoCs should engage landlords and property owners to identify an inventory of housing available for rapid rehousing and permanent supportive housing participants, remove barriers to entry, and adopt client-centered service methods.

    c. HUD encourages CoCs to assess how well Housing First approaches are being implemented in their communities.

3. **Reducing unsheltered homelessness**

    a. In recent years, the number of people experiencing unsheltered homelessness has risen significantly, including a rising number of encampments in many communities across the country. People living unsheltered have extremely high rates of physical and mental illness and substance use disorders.

    b. CoCs should explore all available resources, including CoC and ESG funded assistance, housing subsidies, and supportive services to provide permanent housing options for people who are unsheltered.

4. ****REVISED in 2022** Improving system performance**

    a. CoCs should be using system performance measures (e.g., average length of homeless

episodes, rates of return to homelessness, rates of exit to permanent housing destinations) to determine how effectively they are serving people experiencing homelessness.

b. Additionally, CoCs should use their Coordinated Entry process to promote participant choice, coordinate homeless assistance and mainstream housing and services to ensure people experiencing homelessness receive assistance quickly, and make homelessness assistance open, inclusive, and transparent.

c. CoCs should also look for opportunities to implement continuous quality improvement and other process improvement strategies.

5. **Partnering with housing, health, and service agencies**

a. Using cost performance and outcome data, CoCs should improve how all available resources are utilized to end homelessness. This is especially important as the CARES Act and American Rescue Plan have provided significant new resources to help end homelessness.

b. HUD encourages CoCs to maximize the use of mainstream and other community-based resources when serving persons experiencing homelessness and should:

(1) Work closely with public and private healthcare organizations and assist program participants to obtain medical insurance to address healthcare needs. This includes developing close partnerships with public health agencies to analyze data and design approaches that reduce homelessness, improve the health of people experiencing homelessness, and prevent and address disease outbreaks, including HIV/AIDS.

(2) Partner closely with PHAs and state and local housing organizations to utilize coordinated entry, develop housing units, and provide housing subsidies to people experiencing homelessness. These partnerships can also help CoC Program participants exit permanent supportive housing through Housing Choice Vouchers and other available housing options. CoCs and PHAs should especially work together to implement targeted programs such as Emergency Housing Vouchers, HUD-VASH, Mainstream Vouchers, Family Unification Program Vouchers, and other housing voucher programs targeted to people experiencing homelessness. CoCs should coordinate with their state and local housing agencies on the utilization of new HOME program resources provided through the Homelessness Assistance and Supportive Services Program that was created through the American Rescue Plan;

(3) Partner with local workforce development centers to improve employment opportunities; and

(4) Work with tribal organizations to ensure that tribal members can access CoC-funded assistance when a CoC's geographic area borders a tribal area.

6. ****Updated in 2022**Racial equity**

a. In nearly every community, Black, Indigenous, and other people of color are substantially overrepresented in the homeless population. HUD is emphasizing system and program changes to address racial equity within CoCs.

b. Responses to preventing and ending homelessness should address racial inequities to ensure successful outcomes for all persons experiencing homelessness using proven

approaches, such as: developing a coordinated community response created in partnership with a racially diverse set of stakeholders and people experiencing homelessness and partnership with organizations with experience serving underserved populations.

    c. CoCs should review local policies, procedures, and processes with attention to identifying barriers that result in racial disparities and taking steps to eliminate barriers to improve racial equity and to address disparities.

7. ****NEW in 2022** Improving Assistance to LBGTQ+ Individuals**

    a. Discrimination on the basis of gender identity or sexual orientation manifests differently for different individuals and often overlaps with other forms of prohibited discrimination. CoCs should address the needs of LGBTQ+, transgender, gender non-conforming, and non-binary individuals and families in their planning processes.

    b. Additionally, when considering which projects to select in their local competition to be included in their application to HUD, CoCs should ensure privacy, respect, safety, and access regardless of gender identity or sexual orientation in projects. CoCs should also consider partnering with organizations with expertise in serving LGBTQ+ populations.

8. **Persons with lived experience**

    a. HUD is encouraging CoCs to include in the local planning process people who are currently experiencing or have formerly experienced homelessness to address homelessness.

    b. People with lived experience should determine how local policies may need to be revised and updated to improve the effectiveness of homelessness assistance programs, including participation in planning and oversight activities and developing local competition processes.

    c. CoC leaders and stakeholders should also prioritize hiring people who have experienced homelessness in areas where their expertise is needed (e.g., peer outreach and support).

9. ****NEW in 2022** Increasing Affordable Housing Supply**

    a. The lack of affordable housing is the main driver of homelessness. CoCs play a critical role in educating local leaders and stakeholders about the importance of increasing the supply of affordable housing and the specific consequences of the continued lack of affordable housing.

    b. CoCs should be communicating with jurisdiction leaders, including for the development of Consolidated Plans, about the harmful effects of the lack of affordable housing, and they should engage local leaders about steps such as zoning and land use reform that would increase the supply of affordable housing.

New Project: Designing Your Project

There are two things to keep in mind when preparing your application:

1. Ensuring your application is competitive for funding in your CoC's local competition,
2. Ensuring the project you are applying for is eligible for HUD funding and compliant with HUD requirements.

We are focusing on the second one here.

Eligible Applicants

- Non-profit organizations
- States
- Local governments
- Instrumentalities of State and local governments
- Public housing agencies
- Tribes and Tribal Entities

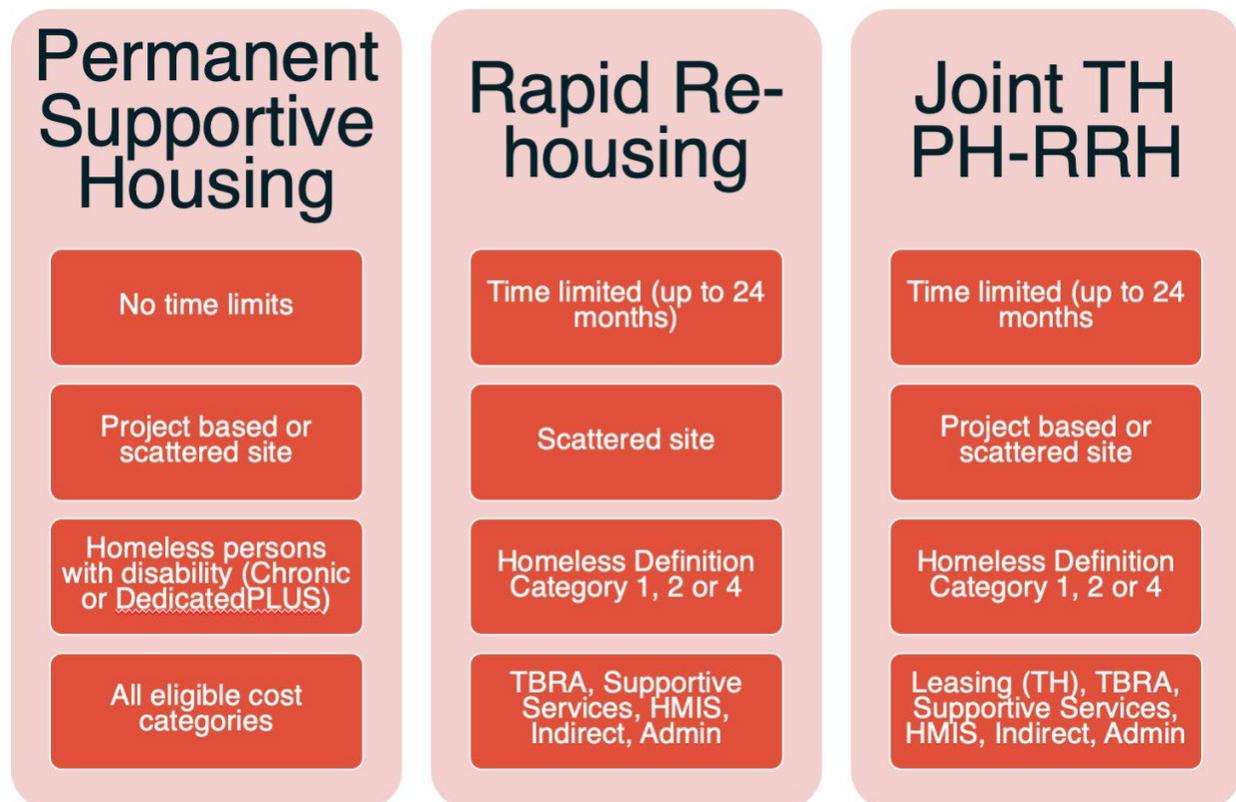**HUD will NOT evaluate applications from ineligible applicants (including for-profit entities and individuals).**

HUD will also review each eligible applicant's capacity to do the work.

Options for New Project Funding

Applicants may apply for funding for:

1. New Permanent Supportive Housing (PH-PSH) projects to serve homeless individuals and families

2. New Rapid Re-housing (PH-RRH) projects to serve homeless individuals and families

3. Joint TH and PH-RRH component projects, which will include transitional housing and permanent housing-rapid rehousing in a single project, to serve homeless individuals and families

4. New dedicated Homeless Management Information System (HMIS) project (can only be carried out by the HMIS lead)

5. New Supportive Services Only projects, including those to develop or operate a centralized or coordinated entry system

Permanent Supportive Housing	Rapid Re-housing	Joint TH PH-RRH
No time limits	Time limited (up to 24 months)	Time limited (up to 24 months
Project based or scattered site	Scattered site	Project based or scattered site
Homeless persons with disability (Chronic or DedicatedPLUS)	Homeless Definition Category 1, 2 or 4	Homeless Definition Category 1, 2 or 4
All eligible cost categories	TBRA, Supportive Services, HMIS, Indirect, Admin	Leasing (TH), TBRA, Supportive Services, HMIS, Indirect, Admin

Permanent Supportive Housing for Chronically Homeless

- **_Permanent supportive housing (PSH)_ component** projects provide permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently.
- Project must select program participants consistent with the CoC's Coordinated Entry process and must serve persons experiencing chronic homelessness at the time they initially enroll in the project (defined in 24 CFR 578.3)
- While eligible costs may be impacted by your local competition rules, the Special NOFO allows for grant funds to be used for (see "Eligible Costs/Activities Overview"):

  o Leasing

  o Operations

  o Rental Assistance

  o Supportive Services

  o HMIS

  o Indirect Costs

  o Administration

The Special NOFO does not allow applications for acquisitions, rehabilitation, or new construction.

- Project should use a [Housing First](#) approach.

- Housing may be single site or scattered sites and can be integrated with affordable or market-rate units.

- Services must be offered. Services may vary depending on residents' needs.

- Lease is required; must be renewable, for a term of at least one year, and terminable only for cause.

- Through threshold scoring (see Appendix A), HUD encourages that the type of housing will meet the needs of program participants, that supportive services be offered to program participants to ensure successful retention in or help to obtain permanent housing, that participants are individually assisted to obtain mainstream benefits, and that 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, additional assistance to ensure retention of permanent housing).

Rapid Re-Housing

- **_[Rapid re-housing (RRH) component](#)_** projects emphasize housing search and relocation services and short- and medium-term tenant-based rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing and achieve stability in that housing.

- Project must select program participants consistent with the CoC's Coordinated Entry process and must serve certain populations:

  o Projects must serve persons who qualify as homeless under paragraphs (1), (2), or (4) of [24 CFR 578.3](#).

- Grant funds may be used for (see "[Eligible Costs/Activities Overview](#)"):
  o Short term (up to 3 months) and/or medium-term (3-24 months) tenant-based renal assistance
  o Supportive Services
  o HMIS
  o Indirect Costs
  o Administration

- Lease is required; must be renewable, for a term of at least one year (regardless of the length of assistance provided), and terminable only for cause.

- Project must:

  o Follow a [Housing First](#) approach

- o Limit rental assistance to no more than 24 months per household.

- o Limit supportive services to no more than 6 months after rental assistance stops.

- o Re-evaluate at least once per year whether the project participant continues to lack the resources and support networks necessary to retain housing without CoC assistance.

- o Offer supportive services (may include any eligible CoC Program supportive service). Project participants should have access to a wide array of supportive services designed to help them retain stable, long-term housing.

- o Require project participants to meet with a case manager at least monthly. *(Project is exempt if the Violence Against Women Act or the Family Violence Prevention and Services Act prohibit the recipient from making housing conditional on the participant's acceptance of services.)*

- o Follow CoC written policies for:

  - • Determining and prioritizing eligible families

  - • Determining the amount or percentage of rent that each project participant must pay

- • Project may (if aligned with written standards adopted by the CoC in consultation with ESG recipients in the CoC's geographic area and administered consistently across all projects):

  - o Set a maximum amount or percentage of rental assistance that a project participant may receive.

  - o Set a maximum number of months (up to 24 months) that a project participant may receive rental assistance.

  - o Set a maximum number of times that a project participant may receive rental assistance.

  - o Require project participants to share in the costs of rent.

- • Through threshold scoring (see Appendix A), HUD encourages that the type of housing will meet the needs of program participants, that supportive services be offered to program participants to ensure successful retention in or help to obtain permanent housing, that participants are individually assisted to obtain mainstream benefits, and that 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, additional assistance to ensure retention of permanent housing).

Joint TH and PH-RRH

- • *Joint TH and PH-RRH component* project combines two existing program components– transitional housing and permanent housing-rapid rehousing–in a single project to serve

individuals and families experiencing homelessness.

- Project must adopt a [Housing First](#) approach across the entire project and program participants may only receive up to 24-months of total assistance.

- Project must select program participants consistent with the CoC's Coordinated Entry process and must serve persons who qualify as homeless under paragraphs (1), (2), or (4) of [24 CFR 578.3](#).

- Grant funds may be used for (see "[Eligible Costs/Activities Overview](#)"):

    o Leasing of a structure or units and operating costs to provide transitional housing;

    o Short term (up to 3 months) or medium-term (3-24 months) tenant-based rental assistance

    o Supportive services

    o HMIS

    o Project administrative costs

- When a program participant is enrolled in a Joint TH and PH-RRH component project, the recipient or subrecipient must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants.

- A program participant may choose to receive only the transitional housing unit or the assistance provided through the PH-RRH component, but the recipient or subrecipient must make both types of assistance available.

- If CoC Program funds are not being requested for both TH and PH-RRH units, the project application must still describe the number of TH and PH-RRH units that will be utilized by the project from another funding source, if selected for conditional award, and provide details in the project description of how TH and PH-RRH assistance will be provided.

- The program should 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 PH-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.

- Through threshold scoring (see Appendix A), HUD encourages that the type of housing will meet the needs of program participants, that supportive services be offered to program participants to ensure successful retention in or help to obtain permanent housing, that participants are individually assisted to obtain mainstream benefits, and that 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, additional assistance to ensure retention of permanent housing).

Dedicated Homeless Management Information System (HMIS)

- **HMIS Component Project**: HUD requires each CoC to designate an information system to comply with data collection requirements. HMIS supports CoC functioning, reporting and recordkeeping, centralized or coordinated assessment, and performance measurement.

- Grant funds may be used for (see "Eligible Costs/Activities Overview"):
  - HMIS
  - Indirect Costs
  - Administration

- The CoC's HMIS Lead Agency is the only agency that can apply for this funding.

- If the CoC has organizations within its geographic area that are victim service providers, the HMIS Lead, or subrecipient, may request HMIS funds for a comparable database. Victim service providers may also request HMIS funds in their project application budgets to enter data into a comparable database.

Supportive Services Only Project, including for a Centralized or Coordinated Assessment System

- **Supportive Services Only (SSO)** component projects allow recipients to provide supportive services—such as conducting outreach and providing referrals to other housing or other necessary services—to families and individuals experiencing homelessness. The recipient may only assist program participants for whom the recipient or subrecipient of the funds is not providing housing or housing assistance.

- Centralized or coordinated assessment system is defined to mean a centralized or coordinated process designed to coordinate program participant intake, assessment, and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.

- In addition to HUD's definition of Centralized or Coordinated Assessment at 24 CFR 578.3, CPD-17-01: Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System, establishes the requirements related to the development and use of a centralized or coordinated entry assessment system. These systems help communities assess the needs of program participants and effectively match individuals and families experiencing homelessness with the most appropriate resources available to address their supportive service and housing needs.

- Grant funds may be used for (see "Eligible Costs/Activities Overview"):
  - Supportive services
  - Indirect Costs
  - Administration.

New Project Design Requirements

Funding Levels & Limits

Each year's Notice of Funding Opportunity (NOFO) states how the funding amount is to be calculated. In the Special NOFO, these rules apply:

- New project applications must request the full [Fair Market Rents (FMR)](#) amount per unit.
- HUD will adjust leasing, operating, and rental assistance budget line items based on changes to the FMR. All adjustments will be made prior to award announcement.
- If the recipient has a subrecipient (and is not a UFA), it is required to share at least 50 percent of project administrative funds with its subrecipient(s).

Timeliness

- Proof of site control, match, environmental review, and the documentation of financial feasibility must be completed within 12 months of the announcement of the award, or 24 months in the case of funds for acquisition, rehabilitation, or new construction. The 12-month deadline may be extended by HUD for up to 12 additional months upon a showing of compelling reasons for delay due to factors beyond the control of the recipient or subrecipient.
- For recipients of funds for rehabilitation or new construction:
  - Construction activities must begin within 9 months of the later of signing of the grant agreement or of signing an addendum to the grant agreement authorizing use of grant funds for the project.
  - Construction activities must be completed within 24 months of signing the grant agreement.
  - Activities that cannot begin until after construction activities are completed must begin within 3 months of the date that construction activities are completed.
- In order to expend funds within statutorily required deadlines, applicants funded for new sponsor-based and project-based rental assistance must execute the grant agreement and begin providing rental assistance within 2 years. However, HUD strongly encourages all rental assistance to begin within 12 months of award. Applicants unable to begin within 12 months should consult with the local HUD CPD Field Office.

Initial Funding Term

New projects will have a 3-year grant term. A new project requesting, for example, $300,000 would $100,000 each year for a three-year grant.

Match Requirement

- See [match requirements](#).
- Please contact the Special NOFO facilitator if you need match ideas or a model match letter.

New Project Threshold Requirements

For new projects, the review process considers applicant and subrecipient eligibility and capacity, project eligibility, and project quality as part of the threshold review. Additionally, to receive funding for a new project, except those created through reallocation, the CoC must demonstrate that projects are evaluated and ranked based on the degree to which they improve the CoC's system performance.

Project Eligibility Threshold: HUD will review eligibility threshold requirements on a pass/fail standard, and if standards are not met, the project will be rejected from the competition.

Applicants and subrecipients must:

- Be eligible under the CoC Program

- Demonstrate the financial and management capacity and experience to carry out the project and to administer Federal funds

- Submit required certifications

- Propose an eligible population for the project type, as designated by the CoC Program Interim Rule and the Special NOFO

- Agree to participate in HMIS (except for victim service providers who must use a comparable database and planning/UFA grant recipients)

Project Quality Threshold: HUD will review all new project applications to determine if they meet project quality threshold requirements. If awarded, a recipient is required to meet all the criteria listed for its component. The housing and services proposed must be appropriate to the needs of the program participants and the community. **For detailed threshold information by project type, see Appendix A.**

HUD will not award funds to a new project unless the CoC has demonstrated to HUD's satisfaction that projects are evaluated and ranked based on the degree to which they improve the CoC's system performance.

Other threshold requirements:

- Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s), as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings, however, this does not apply to project applicants who have never received a CoC Program funded project.

- For expansion projects, project applicants must clearly articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources.

- Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85.

- HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, or unresolved audit/monitoring finding related to one or more existing grants; or does not

routinely draw down funds from eLOCCS at least once per quarter. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.

- All projects must have a UEI number and active registration in SAM.

- Evidence of the issues related to the following may prevent an award from being granted to otherwise successful applicants. Detailed information on each requirement is posted on [HUD's Funding Opportunities Page](#)

    - Resolution of Civil Rights Matters

    - Outstanding Delinquent Federal Debts

    - Debarments and/or Suspensions

    - Pre-selection Review of Performance

    - Sufficiency of Financial Management System

    - False Statements

    - Mandatory Disclosure Requirement

    - Conducting Business in Accordance with Ethical Standards/Code of Conduct

    - Prohibition Against Lobbying Activities

    - Equal Protection for Faith-based in HUD Programs and Activities.

Funding Term

- All CoC program renewal, YHDP renewal and YHDP replacement projects are eligible to apply for one year of renewal funding.

Match Requirement

- See [match requirements](#).
- Please contact the Special NOFO facilitator if you need match ideas or a model match letter.

Eligible Costs to Inform Project Design

Information about eligible costs under each line item can be found in the CoC Program Interim Rule, 24 CFR 578 and in the associated HUD Resource Binder and Indirect Cost Toolkit.

NOTE: Projects often have additional limitations beyond those in the Interim Rule, due to their project design or the NOFO under which they were originally funded.

A few things to highlight because they have **changed in recent years** include:

- Program income can be used at match. Program income must always be used for eligible activities under the grant.
- Tenant-based Rental Assistance is rental assistance in which program participants choose housing of an appropriate size in which to reside, and certain households with domestic violence experience have been able to retain the assistance outside the CoC's area. Other program participants may also choose housing outside the CoC's geographic area. This is allowable if the recipient is able to meet all CoC requirements in the area where the participant chooses housing. If unable to meet the requirements, the recipient may refuse to permit the participant to retain TBRA if the participant moves outside of the geographic area.
- Indirect costs (also known as "facilities and administrative costs" defined at 2 CFR 200.56) are eligible under the CoC Program, and if the applicant does not have an approved federally negotiated indirect cost rate, the applicant may use a de minimis rate of 10 percent of Modified Total Direct Costs. Additional information on Indirect Costs can be found in the HUD Indirect Costs Toolkit.

Also remember:

- Staff training and the costs of obtaining professional licenses or certifications needed to provide supportive services are not eligible supportive services costs. Some limited training is eligible under administrative costs, however.
- Operating costs do not include operating costs of emergency shelters and supportive services only facilities, maintenance and repair of housing where those costs are included in the lease (landlord responsibilities), or a structure or unit also subsidized by rental assistance funds.
- Administrative costs do not include staff and overhead costs directly related to carrying out other eligible activities (e.g., rental assistance), because those costs are eligible as part of those activities.

- Time spent preparing the annual application to HUD is **not** an eligible use of CoC project funds (it is, however, an eligible use of CoC planning grant funds).

Program Requirements

Participative Planning and Implementation

Applicants must identify the steps they will take to ensure that traditionally marginalized populations (such as racial and ethnic minorities and persons with disabilities) will be able to meaningfully participate in the planning process. The applicant must identify the specific populations that it will include, identify community organizations that represent these populations, and describe how these populations will be included in the planning process.

In seeking public participation, applicants and recipients must ensure that all communications are provided in a manner that is effective for persons with hearing, visual, and other communication-related disabilities. In addition, grantees must take reasonable steps to ensure meaningful access to services, programs, and activities by persons with Limited English Proficiency (LEP persons).

Match Requirements

- See match requirements.
- Please contact the Special NOFO facilitator if you need match ideas or a model match letter.

Examples of Later Responsibilities for Recipients and Subrecipients

If your application is conditionally awarded, you will have a number of responsibilities. **Please be sure that you are capable of carrying all of them out before submitting your application.** The list that follows includes some of the recipient/subrecipient responsibilities. These requirements are detailed in the CoC Special NOFO and the CoC Interim Program Rule (24 CFR 578). **All grant recipients and subrecipients should read these documents carefully.**

All Projects

- **Annual Audits:** Any recipient expending $750,000 or more in a year in Federal Funds must conduct a single audit for that year.

- **Reporting:**
  - **Annual Performance Reports (APR):** Your agency will be responsible for submitting an APR for each project every year, which provides client data, service utilization information, program outcomes, and financial information. HUD may terminate the renewal of any grant and require repayment if the APR is not filed on time or if HUD deems the APR unacceptable or showing noncompliance with grant requirements

  - **Record-keeping:** Recipients must maintain records and within the timeframe required,

make any reports, including those pertaining to race, ethnicity, gender, and disability status that HUD may require. CoC applicants may report this data as part of their APR submission to HUD.

- o **Transparency Act:** Award notices may also include requirements for sub-award reporting in compliance with the requirements of the Federal Financial Assistance Accountability and Transparency Act of 2006 (Pub. L. 109-282) (Transparency Act) and Section 872 of the Duncan Hunter National Defense Authorization Act for Fiscal Year 2009 (Pub. L. 110-417)

- **Impact/Success Indicators:** All projects, except for HMIS, must provide systematic indicators for evaluating the positive impact/success the project will have on clients and reducing homelessness in the community. HUD will require projects to include measures for: length of time in the project; recidivism; movement to and stability in permanent housing; connection with mainstream benefits; and job and income growth for persons who are homeless. Projects may also indicate additional measures on which the project will chart success.

- **Other Data Requests:** Your agency must provide performance and other requested data to the CoC for community-level analysis and planning.

- **Match Documentation:** Your agency must maintain documentation of any required match funding in your financial reports on a grant-specific basis.

- **HMIS Participation:** Your agency must participate in the CoC's Homeless Information Management System and enter data consistent with the applicable HMIS Data Standards.

- **Performance**: Your agency must perform the tasks outlined in your application and grant agreement, including complying with all of the language in the Applicant Certifications, and following all HUD statutes and regulations applicable to the grant.

- **Documentation of Homeless Status and Disability Status:** HUD requires all recipients to document the homeless status, and in some cases the disability status, for all clients.

- **Housing Related Requirements:** HUD required recipients to ensure: compliance with HQS, that housing is appropriate to the needs of the persons served, suitable dwelling size, and that housing rental amount is within HUD's guidelines.

- **Service-Related Requirements:** All programs must provide ongoing assessment of supportive services.

- **Fair Housing:** HUD requires compliance with requirements related to Fair Housing and Equal Opportunity, Equal Access to Housing, and Resolution of Outstanding Civil Rights Matters. This includes outreach to underserved populations, including those with Limited English Proficiency.

- **Calculation of Client Rent:** HUD determines the amount of rent that can be charged to clients, and recipients must show documentation of rental calculations.

- **No program fees:** Recipients and subrecipients may not charge program participants program fees.

- **Policies:** All CoC recipients are required to institute certain policies including: participant participation, grievance procedures, due process for participant termination, staff rules, emergency safety and evacuation procedures, confidentiality restrictions, non-discrimination, free from religious influences, conflict of interest, anti-lobbying, drug-free workplace, etc.

- **State and Local Requirements:** Services provided with CoC program funds must be provided in compliance with all applicable State and local requirements, including licensing requirements.

- **Mainstream Resources:** You must coordinate and integrate your program with other mainstream health, social services and employment programs for which your clients may be eligible

- **Prevention and Discharge Planning:** Any governmental entity serving as an applicant must agree to develop and implement to the maximum extent practical and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care other youth facilities, or corrections programs and institutions) in order to prevent such discharge from immediately resulting in such persons entering the homeless system.

- **Coordination with Educational Agencies:** Any program serving homeless families will have to certify that their programs will establish policies and practices that are consistent with, and do not restrict the exercise of rights provided by the education subtitle of the McKinney Vento Act and other laws relating to the provision of education and related services to individuals and families experiencing homelessness. They must also designate a staff person to ensure that children are enrolled in school and connected to appropriate services within the community.

- **Ethics:** Recipients and subrecipients must not be debarred or suspended, not have delinquent federal debts, conduct business in accordance with core values and ethical standards/code of conduct.

- **Some Pre-Contract Requirements for New Projects:**
  - Proof of site control, match, environmental review, and the documentation of financial feasibility must be completed within 12 months of the announcement of the award, or 24 months in the case of funds for acquisition, rehabilitation, or new construction. The 12-month deadline may be extended by HUD for up to 12 additional months upon a showing of compelling reasons for delay due to factors beyond the control of the recipient or subrecipient.
  - **Use Covenants:** All grants of funds for acquisition, rehabilitation or new construction require recordation of a HUD-approved use and repayment covenant requiring operation of the program for 15 years.
  - **Environmental Review:** All grants for acquisition, rehabilitation, conversion, leasing, repair, disposal, demolition, or construction must demonstrate that the project site is free of hazardous materials that could affect the health and safety of the occupants.
  - **Section 3 Compliance:** Projects using housing assistance funding for housing rehabilitation (including reduction and abatement of lead-based paint hazards, but

excluding routine maintenance, repair and replacement) or housing construction, are subject to Section 3 of the Housing and Urban Rehabilitation Act of 1968.

- o **Building Codes:** Housing and facilities constructed or rehabilitated with assistance under this part must meet State or local building codes, and in the absence of State or local building codes, the International Residential Code or International Building Code (as applicable to the type of structure) of the International Code Council

- o **Other like requirements** (e.g., lead based paint, environmental requirements, real property acquisition and relocation, etc.)

Timeliness

All projects must adhere to certain timeliness standards in order to receive this funding.

- The project applicant is expected to initiate the approved projects promptly in accordance with the requirements of the Special NOFO. Project applicants must plan accordingly and only submit project applications that can start operations in a timely manner with sufficient time to complete the post award process within the awarded grant term.

- HUD will take action if the recipient fails to satisfy the timeliness standards found in 24 CFR 578.85.

HUD requires application submission through the web-based e-snaps system. The e-snaps website is https://esnaps.hud.gov/grantium/frontOffice.jsf.

Over 600 pages of training modules, navigational guides, and detailed instructions can be accessed on this webpage:

https://www.hudexchange.info/programs/e-snaps/

The following e-snaps guides are available on that website:
Application Resources for All CoC Program Project Types

- Project Applicant Profile Navigational Guide
- How to Complete the HUD Form 2880 in e-snaps
- Applying for DedicatedPLUS Projects
- Homelessness and Supportive Housing Eligibility Chart
- DUNS to Unique Entity Identifier Transition

Submitting Applications for Project Funding (Note: Yellow highlighted links are to 2021 resources, pending release of 2022 HUD guidance)

- E-SNAPS 101 Toolkit
- How to Access the Project Application
- Transferring an Existing Project
- How to Complete the HUD Form 2880 in e-snaps
- Renewal Project Application Detailed Instructions
- Renewal Project Application e-Snaps Navigational Guide
- New Project Application Detailed Instructions
- New Project Application e-Snaps Navigational Guide

Some e-snaps tips:

- Your agency must have at least one person on staff who is able to access and enter data into e-snaps. It is preferable to have two people on staff with access but having more than two can lead to confusion and errors.
- e-snaps is the HUD system; it is the channel through which your application(s) will be transmitted to HUD at the end of the competition. It may NOT be the system for the local competition.
- The e-snaps system is not always user-friendly or glitch-free. It is likely that you will encounter some problems along the way. Do not hesitate to contact your Homebase Local Team members if you have problems with e-snaps. That said, many problems can be avoided by following the instructions closely and relying upon the navigational guides and detailed instructions listed above, and by using the correct internet browser
- Similar to prior years, renewal project applicants (for grants that have renewed at least once) may submit their renewal project applications with no changes on select screens.

Applicant Profile

Complete the Applicant Profile portion of e-snaps utilizing <mark>this Navigational Guide</mark>.

Quick Applicant Profile Tips:

- Before you can access the online location where you complete the Project Application, you must complete and submit the Applicant Profile and related documents. DO NOT ATTEMPT TO GO DIRECTLY TO YOUR PROJECT APPLICATION. If you get there, there is likely a mistake and you will probably have to retrace your steps.
- Although you only need one Applicant Profile per agency (in almost all cases), you will need to complete a Project Application for each project.
- If you are applying for a new project and a renewal project, you will need to register for multiple funding opportunities within your Applicant Profile. If you have multiple funding opportunities, make sure to create the project application under the correct Funding Opportunity name.
- The "Complete" button on the Applicant Profile must be selected within the timeframe of the competition period. Therefore, when you log in the first time during this NOFO period, even if there is a statement "This e.Form has been marked as complete," you MUST put the forms in edit-mode (select the Edit button on the Submission Summary page) and then select the "Complete" button again.
- All required attachments must be uploaded before the Project Applicant will be able to access the Project Application. Please make sure all attachments are current before submitting your application.

Organization Information: SAM & UEI

You need to have a Unique Entity Identifier (UEI) number and complete or renew your registration the System for Award Management (SAM) (the successor to CCR) to enter into a grant agreement with HUD. The SAM website is www.sam.gov. Sam.gov requires several steps in its registration process due to fraud, including submission of notarized letters. If your agency needs to register, please update your SAM Registration early in the application process as it can take multiple weeks to complete the process. UEI numbers must also be registered and active on www.sam.gov.

Additional Information: Code of Conduct

Applicants are required to develop and maintain a written code of conduct. Consistent with regulations governing specific programs, your code of conduct must prohibit real and apparent conflicts of interest that may arise among officers, employees, or agents; prohibit the solicitation and acceptance of gifts or gratuities by your officers, employees, or agents for their personal benefit in excess of minimal value; and outline administrative and disciplinary actions available to remedy violations of such standards.

Simply stated, the Code of Conduct:

- Must prohibit the solicitation and acceptance of gifts or gratuities by officers, employees, and agents for their personal benefit in excess of minimal value;

- Outline administrative and disciplinary actions available to remedy violations of such standards,

- Describe the method to be used to ensure that all officers, employees and agents of the organization are aware of the Code of Conduct, and

- Must be written on company letterhead that provides a mailing address, authorized official name, and telephone number.

All applicants for HUD funding must have a Code of Conduct on file with HUD. An applicant is prohibited from receiving an award of funds from HUD if it fails to meet this requirement for a Code of Conduct.

An applicant who previously submitted an application and included a copy of its code of conduct **will not** be required to submit another copy <u>if</u>

- The applicant is listed on <u>HUD's Web site</u>, **and**

- If the information (e.g. name of organization, authorized official) has not been revised.

An applicant **must include** a copy of its code of conduct if the information listed on the above website has changed, e.g.,

- The person who submitted the previous application is no longer your authorized organization representative,

- The organization has changed its legal name or merged with another organization, or

- The address of the organization has changed.

Before entering into an agreement with HUD, an applicant awarded assistance under a HUD program NOFO will be required to submit a copy of its code of conduct and describe the methods it will use to ensure that all officers, employees, and agents of its organization are aware of its code of conduct.

HUD FORM 2880: Applicant/Recipient, Disclosure/Update Report

A Project Applicant is **required** to complete HUD form 2880 to complete the Applicant Profile. Please see the "<u>How to Complete the HUD Form 2880 in e-snaps</u>" form.

Non-Profit Documentation

Where is it? In your agency's records.

What is it?

- A copy of the IRS ruling providing tax-exempt status under section 501(c)(3) of the IRS Code; or

- Documentation showing that the applicant/sponsor is a certified United Way agency; or

- A certification from a licensed CPA that no part of the net earnings of the organization inures to the benefit of any member, founder, contributor, or individual; that the organization has a voluntary board; that the organization practices nondiscrimination in the provision of

assistance; and that the organization has a functioning accounting system that provides for each of the following (mention each in the certification):

- (a) Accurate, current and complete disclosure of the financial results of each federally sponsored project.

- (b) Records that identify adequately the source and application of funds for federally sponsored activities.

- (c) Effective control over and accountability for all funds, property and other assets.

- (d) Comparison of outlays with budget amounts.

- (e) Written procedures to minimize the time elapsing between the transfer of funds to the recipient from the U.S. Treasury and the use of the funds for program purposes.

- (f) Written procedures for determining the reasonableness, allocability and allowability of costs.

- (g) Accounting records, including cost accounting records, which are supported by source documentation.

- Letter from authorized state official showing applicant as organized and in good standing as a public nonprofit organization

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Short List of All Attachments to e-snaps

Each applicant completes, in e-snaps, an applicant profile (the SF-424 Application for Federal Assistance) and then a project application (including various Federal forms) for each project. This list summarizes the other documents that need to be uploaded to e-snaps.

Attached to Applicant Profile

- Applicant Code of Conduct (not required if listed on HUD website)
- Nonprofit Documentation of Applicant Eligibility (for non-profits only; e.g., 501(c)(3) letter)
- Survey on Equal Employment Opportunity (for non-profits; optional)
- (Only if applicant is requesting indirect costs AND has an approved federally negotiated indirect cost rate) Approved Indirect Cost Rate Proposal

If your project expends funds in the geographic area of one or more other CoCs, please talk to Homebase Local Team as an additional attachment may be required.

Attached to Project Application

- Documentation of Subrecipient Eligibility (e.g., 501(c)(3) letter)

Registering for Project Application Funding Opportunity

The final steps before you begin your Project Application are registering for the funding opportunity. Follow the instructions in the Project Application training module and/or review the "How to Access the Project Application" guide.

Completing the Project Application

Please see the HUD materials to support your completion of the Project Application:
- New Project Application Detailed Instructions
- New Project Application e-Snaps Navigational Guide

Executive Order 12372 and SF-424 Form

Executive Order 12372, "Intergovernmental Review of Federal Programs," was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function. For example, California elected to participate in the intergovernmental review process and designated the State Clearinghouse of the Office of Planning and Research as the entity to perform that function and project applicants must now submit their SF-424 form (exported from e-snaps) to the State website found here: http://cfda.opr.ca.gov/#/

Please ask the local process facilitator or review the local cover page if you need more information about what's required of you to comply with this requirement.

HUD Resources

- **2022 CoC Special NOFO:**
  https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO

- **CoC Program Interim Rule (24 CFR part 578):**
  https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/

- **CoC Competition Question Guidance and Email Addresses:**
  https://www.hudexchange.info/programs/e-snaps/#getassistance
  - Questions about the CoC Program Competition must be submitted to the appropriate HUD.gov email address, as follows: SpecialCoCNOFO@hud.gov for questions about the NOFO, competition, and applications, and **e-snaps@hud.gov** for questions about e-snaps technical issues, including creating an individual user profile, lockouts/password resets, requesting access to a CoC's or project applicant's e-snaps account, navigating e-snaps, updating the Applicant Profile, identifying the funding opportunity, creating a project, and accessing the application on the Submissions screen.

- **HUD Websites:**
  - www.hud.gov
  - www.hudexchange.info

- **Funding Application (e-snaps application system):** https://esnaps.hud.gov/

- **E-snaps Resources:** https://www.hudexchange.info/programs/e-snaps/

- **Training and Resources:** www.hudexchange.info/homelessness-assistance/

- **HUD Exchange Ask A Question (AAQ):** https://www.hudexchange.info/program-support/my-question/

- **General Administrative Requirements and Terms for HUD Financial Assistance Awards:**
  https://www.hud.gov/sites/dfiles/SPM/documents/GeneralAdministrationRequirementsand%20TermsforHUDAssistanceAwards2.pdf

APPENDIX A: Project-Specific Threshold Requirements

Project Quality Threshold: HUD will review all new project applications to determine if they meet project quality threshold requirements. HUD will not award funds to a new project unless the project was created through reallocation, or the CoC has demonstrated to HUD's satisfaction that projects are evaluated and ranked based on the degree to which they improve the CoC's system performance.

If awarded, a recipient is required to meet all the criteria listed for its component. The housing and services proposed must be appropriate to the needs of the program participants and the community.

PERMANENT HOUSING PROJECTS (PSH, RRH):

- For new permanent housing projects, applications must receive at least 4 out of 5 possible points (listed below). Quality threshold factors include that:

    1. The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (e.g., two or more bedrooms for families).

    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 meets 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, additional assistance to ensure retention of permanent housing).

    5. The proposed project is consistent with the CoC Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs described by the CoC.

JOINT TH and PH-RRH:

- For new Joint TH and PH-RRH component projects, applications must receive at least 4 out of 6 possible points (listed below). Quality threshold factors include that:

    1. The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (e.g., two or more bedrooms for families.)

    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 PH-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, and employment programs for which they are eligible to apply meets the needs of 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, additional assistance to ensure retention of permanent housing).

6. The proposed project is consistent with the CoC Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs described by the CoC.

SUPPORTIVE SERVICES ONLY – COORDINATED ENTRY (SSO-CE):

- For new Supportive Services Only- Coordinated Entry (SSO-CE) projects for centralized or coordinated assessment systems, applications must receive at least 2 out of 4 possible points. Quality threshold factors include that:

    1. The centralized or coordinated assessment system is easily available/reachable for all persons within the CoC's geographic area who are seeking information regarding homelessness assistance. The system must also be accessible for persons with disabilities within the CoC's geographic area.
    2. There is a strategy for advertising that is designed specifically to reach homeless persons with the highest barriers within the CoC's geographic area.
    3. There is a standardized assessment process.
    4. Ensures program participants are directed to appropriate housing and services that fit their needs.

SUPPORTIVE SERVICES ONLY (SSO):

- For new Supportive Services Only (SSO) projects for centralized or coordinated assessment systems, applications must receive at least 4 out of 6 possible points. Quality threshold factors include that:

    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. (2 points)

5. The proposed project is consistent with the CoC Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs described by the CoC.

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) PROJECTS:

- For new HMIS projects, applications must receive at least 3 out of 4 possible points to be funded. Quality threshold factors include that:

    1. The HMIS funds will be expended in a way that is consistent with the CoC's funding strategy for the HMIS and furthers the CoC's HMIS implementation.

    2. The HMIS collects all Universal Data Elements as set forth in the HMIS Data Standards.

    3. The ability of the HMIS to un-duplicate client records.

    4. The HMIS produces all HUD-required reports and provides data as needed for HUD reporting (e.g., APR, quarterly reports, data for CAPER/ESG reporting) and other reports required by other federal partners.