Santa Clara County Continuum of Care National Funding Competition Information & Technical Assistance Handbook

The U.S. Department of Housing and Urban Development (HUD) released a Notice of Funding Opportunity (NOFO), signifying the beginning of a national funding competition among approximately 400 Continuums of Care (CoC), the community stakeholder groups that guide local responses to homelessness. The 2023 CoC NOFO was released on July 5, 2023 and a summary is available here.

This document is a brief resource to help you understand the design and rules for the national competition, to supplement the Technical Assistance (TA) Handbook.

Funding Available for Our CoC in the National CoC Competition

In 2023, the Santa Clara County CoC is eligible to compete for approximately $38,238,955 in funding to support housing and services for homeless households, and approximately $1,734,955 for CoC Planning Funds.

Annual Renewal Demand Funding: $34,699,108 *(estimated)*

This funding supports the CoC's existing housing and services. The CoC has the option to continue to support those programs, or to reallocate those resources, in whole or in part, to Permanent Supportive Housing, Rapid Rehousing, Joint Transitional Housing/Rapid Rehousing, HMIS, or Supportive Services Only Projects for Coordinated Entry**.** Currently, this CoC has **$43,936 in reallocated funding** available due to non-renewing renewal projects. More may become available if additional renewal projects decide not to apply or one or more renewal projects is not selected by the Review Panel.

CoC Bonus Funding: $2,428,937 *(estimated)*

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

Domestic Violence Bonus Funding: $1,110,910 *(estimated – likely to be adjusted)*

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

CoC Planning Funds: $1,734,955

This funding supports CoC planning activities, and only the collaborative applicant (The County of Santa Clara Office of Supporting Housing) may apply for it. **The planning grant will not be ranked in the competition and is not 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)
- New Supportive Services Only projects (except coordinated entry)

The list of potential projects eligible for renewal in for our CoC can be found in the Grants Inventory Worksheet (GIW) issued by HUD. The total request for each renewing project may not exceed the amount HUD approved for that project on the GIW.

TA Handbook

- Each year, Homebase develops a Technical Assistance (TA) Handbook to help CoC project applicants access and understand information about the national competition and this funding source. The Handbook can support program design and inform new applicants and new staff about CoC funding limitations and requirements in the FY2022 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. This cover page describes some of those below. The Local Competition Materials are here, including a timeline for all projects.

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: Organization Information: UEI

You need to have a Unique Entity Identifier (UEI) number (which replaced the DUNS in 2022) 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.

If you have a SAM.gov registration, active or inactive, you have already been assigned a UEI which you will see on your entity's registration record in SAM.gov. The UEI must also be listed on all federal grant agreements.

For assistance with the e-SNAPS update, view the Update the Applicant Profile in Edit-Mode resource. This document walks through how to place an organization's Applicant Profile in

edit mode so the UEI can be entered and then how the Applicant Profile can be placed in complete mode.

Please ensure agency applications reflect the new UEI, and *not* the DUNS number previously used.

Applicant Profile Page: Congressional Districts and Code of Conduct

Congressional Districts

The congressional districts in this CoC include:

- CA-16
- CA-17
- CA-18
- 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 2023 (e.g. new contact person).

- Abode Services
- Bill Wilson Center
- County of Santa Clara by and through Office of Supportive Housing
- St. Joseph's Family Center

All other agencies may need to upload a Code of Conduct that is compliant with HUD requirements. Please see the TA Handbook (p. 36) 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".

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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 Fair Market Rent (FMR) area is: San Jose-Sunnyvale-Santa Clara, CA HUD Metro Area

Our FY2023 FMRs are:

Efficiency: $2,223

One-Bedroom: $2,513

Two-Bedroom: $2,941

Three-Bedroom: $3,750

Four-Bedroom: $4,202

Have more questions about e-snaps or HUD rules?

Please refer to the TA Handbook then contact your Homebase Local Team at SCCNOFA@homebaseccc.org

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