REGIONAL TASK FORCE
ON THE HOMELESS
SAN DIEGO COUNTY
"OUR COMMUNITY, OUR HOMELESS, OUR ISSUES"

REQUEST FOR PROJECT PROPOSALS
NOTICE OF PROPOSAL SUBMISSION REQUIREMENTS

U.S. Department of Housing and Urban Development (HUD)
2018 Continuum of Care
CA 601 San Diego City and County CoC Local Competition

CONTEXT

On June 20, 2018, the U.S. Department of Housing and Urban Development (HUD) released a Notice of Funding Availability (NOFA) for FY 2018 Continuum of Care (CoC) Competition. HUD requires local CoCs to review, rate, rank, and determine funding allocations for all project applications. The local process determines which projects will be included in a consolidated application submitted to the CoC national competition by an approved Collaborative Applicant. The Regional Task Force on the Homeless, Inc. is the approved Collaborative applicant for the FY2018 CoC NOFA.

FUNDING AVAILABLE

The 2018 NOFA potential funding
for the San Diego Region includes:
- $19,504,303 in Annual Renewal Demand;
- $1,170,258 in 6% Bonus Funds;
- $1,689,531 in Bonus Funds for projects;
- serving survivors of Domestic Violence;
- $585,129 in CoC Planning funds.

> **PLEASE NOTE:**
>
> **New project applications can be funded through special Bonus Project funds as well as reallocation of annual renewal demand (ARD) funds.**
>
> **The funding available for new projects is estimated at $2.45 million, however, the exact total of funding for new projects is unknown until the local review process is complete.**
> **Please visit the RTFHSD.org website for details.**

GENERAL INFORMATION AND INSTRUCTIONS - ALL PROJECT TYPES –
Local Process Timeline

A local process timeline of activities may be found on the www.RTFHSD.org website 2018 CoC NOFA page. Applicants are responsible for attending to all applicable dates on the timeline.

The HUD NOFA was released on June 20, 2018. All project applicants are expected to read the instructions and be prepared to respond to all requirements. Each project must comply with all terms and conditions described in the HUD CoC 2018 NOFA and Project Application Detailed

Instructions. Special attention should be given to the items identified in the Project Eligibility Threshold and the Project Quality Threshold sections of the NOFA,

ELIGIBLE PROJECT TYPES

Eligible Project Types
1. The Applicant and proposed projects must meet all eligibility elements required in the HUD 2018 CoC NOFA. Projects accepted from organizations that are **not** the Collaborative Applicant are:
    - Renewal Projects identified on the HUD-approved Grant Inventory Worksheet;
    - New Rapid Rehousing, Permanent Supportive Housing, and Joint Transitional-Rapid Rehousing Projects serving eligible populations as identified in the NOFA;
    - 6% Housing Bonus projects meeting the eligibility and quality standards outlined in the NOFA;
    - Domestic Violence Bonus Projects as described in the NOFA, including expansion of existing non-CoC funded projects; and
    - Transition Grants

Applicants with multiple renewal projects in the same housing project type can also apply to consolidate up to four (4) renewals into a single project during the application process.

Please refer to the RTFH BOARD report and CoC NOFA notices for local application priorities, such as chronic homeless in all CoC- funded Permanent Supportive Housing projects (PSH), and families and Transition-Aged Youth in new Rapid Rehousing Projects (RRH).

MATCHING FUNDS

All projects must provide 25% match for all HUD funds requested, except leasing funds. All applicants are required to complete the match sections of the e-Snaps application in the draft application and must be prepared to submit signed letters of commitment prior to the project submittal to HUD in September.

SUBMISSION INFORMATION

1. Applicants must complete new project proposals in the U.S. Department of Housing and Urban Development (HUD) Electronic Special Needs Assistance System (e-Snaps) following the HUD Guidelines. *https:// esnaps.hud.gov/grantium/frontOffice.jsf*
2. The applicants must **not** select the "submit" button for the initial submittal. This process will be completed **after** the local scoring and ranking of all projects.
3. All attachments requested for the Project Application in the e-Snaps system must be attached to the application in the order listed on the summary page.
4. In addition to completing the project application in e-Snaps, each applicant must submit the documents through the 2018 NOFA Dropbox system. Agencies that are new to HUD CoC Funding must advise the CoC so that an agency drop box can be created.

5. Agencies already receiving HUD CoC Funding who <u>did not file an intent to submit</u> a new or bonus project application must advise the CoC so that a new project file drop box can be created in the agency Dropbox folder.
6. Documents to be submitted to the 2018 NOFA Dropbox include:
   - Evidence of current registration in the System for Award Management (SAM) including identification of the Authorized Entity Representative *www.sam.gov*.
   - Proof of Data Universal Numbering System (DUNS) registration with Dun and Bradstreet. *www.dnb.com/get-a-duns-number.html.*
   - A copy of the e-Snaps application exported into a .pdf file
   - A copy of the most recently completed Independent Financial Audit
   - Signed commitment for each project's participation in the Homeless Management of Information System (HMIS) in accordance with HUD guidelines
   - Signed commitment for each project's participation in the Coordinated Entry System (CES) in accordance with local guidelines
   - Copies of your project intake / admissions forms reflecting a Housing First approach
   - Documentation of a minimum of 25% Match (cash or in-kind)
   - Renewals upload a copy of the final E-LOCCS drawdown for each project
   - Renewals provide copy of certification of homelessness and disability
   - New projects must also provide evidence of agency eligibility 501 c (3) determination, or evidence as a unit of government
   - New project applicants must complete, sign, and upload the General Threshold Checklist described below.
   - Other items as announced through the RTFHSD website NOFA page

GENERAL THRESHOLD NOFA REQUIREMENTS CHECKLIST

To help ensure compliance with regulatory guidelines and local competition requirements, all organizations applying for funds under the HUD CoC Competition must complete the General Threshold Checklist and provide attachments as requested. Organizations with renewals approved on or after November 2013 should have completed and submitted this checklist previously. As a result, organizations with CoC renewal projects *do not* need to complete the General Threshold Checklist and Attachments.

Applicants who are new to HUD CoC funding *must* complete the General Threshold Requirements Checklist and Attachments and upload these into the agency folder in the 2018 NOFA Dropbox. The Checklist and instructions are provided in a separate document.

Application Completion in E-snaps for <u>All</u> Projects

Submission Requirements
It is critical that all renewal applications be **drafted in e-SNAPS on or before August 1, 2018 and New project applications** be drafted on or **before August 6, 2018**. It is equally critical that persons completing the applications **do NOT hit the "SUBMIT" button**. The Collaborative Applicant (RTFH) is required to review each application for completeness and accuracy and will notify each provider when their respective applications have been reviewed and approved.

Please draft your application(s) in e-SNAPS, export your application and upload a .pdf copy to your agency 2018 NOFA_Dropbox_folder using the appropriate project file on or before the due dates listed above.

> **Please do not push the "Submit" button at the end of your online application**
> **until you have received a specific email from your assigned NOFA Team**
> **Technical Assistant authorizing you to submit the application.**

Failure to heed these instructions will require a "rejection" of your application by the Collaborative Applicant which will then return the application to you. Once you have completed your application, please send an email to your assigned NOFA TA informing her that you have done so and wait.

Completion Requirements
It is the responsibility of each provider to acquire and read the various Instructions Guides that HUD has posted regarding these changes. Instructions Guides for project applicants may be found at https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#coc-program-competition--project-applicants.

Applicants are particularly advised to see the following guides:
- Project Applicant Profile Instructional Guide
- How to Access the Project Application, FY 2018
- How to Complete the HUD Form 2880 in e-snaps
- Budgets – Project Application Instructional Guide
- The general AND detailed instruction guides for renewal projects (separate guides)
- The general AND detailed instruction guides for new projects (separate guides)

Changes to Forms
Unlike previous submission periods, HUD has electronically integrated several forms that used to be hard copy attachments. According to the NOFA, page 39, Section VI.C.2, the Form HUD-2880, the SF-LLL, and the Form HUD-50070 are now completed and certified electronically as a part of the Project Applicant Profile and/or the Application. The Applicant Profile must be completed and saved in order to access the project applications. Complete or Update the Applicant Profile as the first step in drafting your application in e-SNAPS.

Every project is required to have a 2991 Certificate of Consistency with the applicable Consolidated Plan(s) submitted on behalf of their projects. As in previous years, **providers do not have to secure this form**. The Collaborative Applicant has a process in place whereby jurisdictions are contacted just once to sign the forms for all projects in their respective areas.

> **Please do not contact your jurisdiction's housing affairs office to secure or**
> **request this form. The NOFA TA team will be taking care of this**
> **for all projects in all jurisdictions.**

Code of Conduct
HUD has implemented very stringent requirements for Codes of Conduct and has removed many previously approved Codes of Conduct form the approved list. "Note that for FY 2017 most of the existing Codes of Conduct were removed due to non-compliance with 2 CFR part 200; therefore, you should confirm your organization is still listed on HUD's website" for the FY 2018 competition.

Information regarding the Code of Conduct is part of their Project Applicant Profile. Information regarding HUD's requirements for Codes of Conduct may be found at: https://portal.hud.gov/hudportal/HUD?src=/program_offices/spm/gmomgmt/grantsinfo/conduct

Renewal Projects Only
This year, HUD is allowing most renewal projects the opportunity to experience a very quick and streamlined renewal application process. If your project is a renewal not otherwise excluded per HUD, the process this year is considerably shorter. Once you follow the prescribed steps to create the application, you will be given the option to import your 2018 application.

Once that happens, the bulk of your renewal activity is limited to reviewing the info and editing a short list of specific screens. You ARE able to make changes on any screen following a prescribed protocol. All of the details may be found both as a part of the larger Renewal Project Application Instructional Guide as well in a summary called "Process for Completing FY 2018 Renewal Project Application Screens," which may be accessed at the following link: https://www.hudexchange.info/resources/documents/Process-for-Completing-FY-2018-Renewal-Project-Application-Screens.pdf.

It is the responsibility of each applicant to check all of the information imported by HUD to ensure it is still consistent with your particular project's parameters. Once complete, notify your assigned NOFA TA and wait for permission to submit the application.

New Projects Only
In addition to the information above, new projects have a number of new project applicant requirements that must be met in order to be considered competitive at the local and national level. That information will be posted in separate notices for new project applicants only. Please check the RTFHSD.org website frequently for information. Watch for notices and updates and respond accordingly.

As noted above, New Projects Applicants must complete, sign, and upload the General Threshold Requirements Checklist.

2018 NOFA Technical Assistance

As in previous years, the RTFH as the Collaborative Applicant is offering support for CoC Applicants. Technical assistance resources are available for <u>all</u> applicants. Agencies are assigned to specific Technical Assistance personnel (TA). This year's Technical Assistants are Deme Hill and Patricia Leslie. A list of these assignments is available on the RTFHSD.org NOFA page. Each applicant agency can connect with the assigned TA for general guidance in completing the application. Please review the extensive information on the RTFHSD.org website as a primary source of information about the 2018 CoC NOFA..

INVESTMENT IN ALLEVIATING HOMELESSNESS
Thank you for your investment in alleviating homelessness in our region.