SAN DIEGO
Regional Task Force on Homelessness

U.S. Department of Housing and Urban Development (HUD)
FY 2022 Continuum of Care Competition

REQUEST FOR INTENT TO SUBMIT and PROJECT PROPOSALS
NOTICE OF LOCAL COMPETITION SUBMISSION REQUIREMENTS
San Diego City and County CoC

CONTEXT

On August 1, 2022 the U.S. Department of Housing and Urban Development (HUD) released a Notice of Funding Opportunity (NOFO) for FY 2022 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 Homelessness (RTFH) is the approved Collaborative applicant for the FY2022 CoC NOFO.

FUNDING AVAILABLE

The 2022 CoC NOFO potential funding for the San Diego Region includes:

- $24,461,266 in CoC Renewal Projects;
- $3,949,614 in YHDP Renewal funds;
- $1,420,544 in CoC Bonus Funds;
- $1,892,678 in Bonus Funds for projects Restricted to serving survivors of Domestic Violence; and
- $852,326 in CoC Planning funds.
- $32,576,429 Total Possible Application

> **PLEASE NOTE:**
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> **New project applications can be funded through two special Bonus Project funding opportunities as well as reallocation of annual renewal demand (ARD) funds.**
>
> **The total available in bonus funds for new projects is estimated at $3,313,223 however, the total of potential funding for new projects is unknown until the local review process including reallocation is complete. Bonus funds focus on assistance to domestic violence survivors, or to projects that integrate housing and health services. 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 2022 CoC NOFO page. Applicants are responsible for attending to all applicable dates on the timeline.

The HUD NOFO was released to the public and is linked to the rtfhsd.org website. 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 2022 NOFO 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 NOFO.

ELIGIBLE PROJECT TYPES

Eligible Project Types

1. The Applicant and proposed projects must meet all eligibility elements required in the HUD 2022 CoC NOFO. Projects accepted from organizations that are **not** the Collaborative Applicant include:
   - Renewal Projects identified on the HUD-approved Grant Inventory Worksheet;
   - Expansion Projects to extend the capacity of an existing eligible renewal project that has demonstrated positive performance;
   - CoC Bonus projects for housing meeting the program, eligibility, and quality standards outlined in the NOFO, particularly those integrating housing and health services;
   - Domestic Violence Bonus Projects as described in the NOFO, including expansion of existing non-CoC funded projects;
   - Transition Grants for transferring between project types;
   - Youth Homeless Demonstration Project (YHDP) renewal and replacement grants for existing projects only. The RTFH is the grantee for these projects.

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 CoC Advisory Board report and CoC NOFO notices for local application priorities, such as projects that link housing and health services, that expand or fill gaps the CoC current capacity, and housing opportunities for survivors of domestic violence.

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
Applicants need to respond to key steps in the local process.

1. Applicants must complete, sign, and submit a Notice of Intent to Submit form for all renewal and new projects they plan to submit. The 2022 edition of this form is provided with this RFP. **Intent forms and all required documents listed in item 2 below** must be uploaded into the Agency Dropbox established by the CoC by August 15, 2022. **Do not create your own Dropbox for submittal.**

2. Along with the Intent to Submit Form, **Applicants must submit the following documents to the assigned Dropbox prior to the Intent Due Date (8.15.22)**:

- Copy of the most recently completed organizational **Financial Independent Audit** complying with federal regulations found in 2 CFR part 200.

- Copy of the final (close out) e-LOCCS drawdown report showing the amounts allocated and total expended for **each Renewal project** listed on the intent form
- Copies of all monitoring letters from federal, state, or local funding sources from the past 2 years or a signed statement that no monitoring has occurred;

- Copy of documents used to inform participants of the organizations Housing First policies; such as project intake / admissions forms reflecting the specifics of your Housing First approach.
- Evidence of current registration in the System for Award Management (SAM) including identification of the Authorized Entity Representative ***www.sam.gov*** Evidence must include the expiration date for the current registration.
- Proof of the Unique Entity Identifier (UEI) from SAM*;*
- Signed commitment for each project's participation in the Homeless Management of Information System (HMIS) in accordance with HUD guidelines. This is included in the Intent to Submit form);
- Signed commitment for each project's participation in the Coordinated Entry System (CES) in accordance with local guidelines. This is included in the Intent to Submit form);
- <u>Organizations that do not have a current CoC-funded project</u> must also provide evidence of agency eligibility 501 c (3) determination, or evidence as a unit of government
- <u>Organizations that do not have a current CoC-funded project</u> must complete, sign, and upload the General Threshold Checklist described below.

Submittal of Full Project Application(s)
In addition to submitting an Intent to Submit Form and applicable documents, Applicants must submit a full project proposal for each project requesting funds.

1. Applicants must complete 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 **<u>not</u>** select the "submit" button for the initial submittal. This process will be completed **<u>after</u>** 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 2022 NOFO Dropbox system. Agencies that are new to HUD CoC Funding must advise the RTFH via email to Kathryn.Durant@RTFHSD.org 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 <u>new or bonus project</u> 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 2022 NOFO Dropbox at the time of submittal of the e-SNAPS application include:
   - A copy of the e-Snaps application exported into a pdf file;
   - Documentation of a minimum of 25% Match (cash or in-kind) for all costs except leasing funds;
   - <u>Applicants for DV</u> bonus funds must also provide answers to the agency capacity questions found in <u>the CoC Regional Application.</u> See the 2022 NOFO.
   - Each project must be included in a Certificate of Consistency with the Consolidated Plan, Form 2991, signed by authorized official from the jurisdiction where the project is located is required. As in previous years, **providers do not have to secure this form**. The Collaborative Applicant will assist in acquiring these certificates so that each jurisdictions only has to sign the form once for all projects in their respective areas.
   - Other items as announced through the [RTFHSD website NOFO page](#), or notices sent to your agency Point(s) of Contact.

GENERAL THRESHOLD NOFO REQUIREMENTS CHECKLIST

To help ensure compliance with regulatory guidelines and local competition requirements, organizations applying for funds under the HUD CoC Competition must complete the General Threshold Checklist and provide attachments as requested. Organizations with projects that were renewed prior to 2020 should have completed and submitted this checklist previously. As a result, organizations with **CoC <u>renewal projects</u> *do not*** need to complete the General Threshold Checklist and Attachments.

<u>Applicants who are **new to** HUD CoC funding *must* complete the General Threshold Requirements</u> Checklist and Attachments and upload these into the agency folder in the 2022 NOFO 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 **Applications be drafted in e-SNAPS on or before August 25, 2022 and submitted to the 2022 Agency Dropbox established by the CoC.** It is equally critical that persons completing the applications **<u>do NOT hit the "SUBMIT" button</u>**. The CoC is required to review each application for completeness and accuracy and will notify each provider when their respective applications have been reviewed and approved.

<mark>***<u>Please draft your application(s) in e-SNAPS, export your application and upload a .pdf copy to your agency 2022 NOFO Dropbox folder using the appropriate project file by the due date.</u>***</mark>

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

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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 NOFO TA informing 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 2022
- 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)

Notes Regarding Required Forms
HUD has electronically integrated several forms that used to be hard copy attachments. According to the NOFO, the Form HUD- 2880, the SF-LLL, and the Form HUD-50070 are 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 questions in the CoC application. Complete or Update the Applicant Profile as the first step in drafting your application in e-SNAPS.

> **Please do <u>not</u> contact your jurisdiction's housing affairs office to secure or request this form. The NOFO 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 must ensure that Codes of Conduct forms on the approved list comply with 2 CFR part 200; therefore, you should confirm your organization is still listed on "HUD's website" for the FY 2022 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
Many renewal projects will have 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 2021 application. **Caution: the import is <u>only available when you first register the project in e-SNAPS.</u>**

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 step-by Step guides which may be accessed through the HUD CoC Competition Webpage. **Note:** Projects that are approved to use 'actual rent' rather than 'fair market rent' for their projects will need to adjust their budgets in e-SNAPS.

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 NOFO TA and wait for permission to submit the application.

New Applicants Only
The CoC Competition is rather complex. In addition to the information above, updates or supplemental requirements that may need to be met in order to be considered competitive at the local and national level. Please check the RTFHSD.org website frequently for information. Watch for notices and updates and respond accordingly.

2022 NOFO Technical Assistance

As in previous years, the RTFH as the Collaborative Applicant is offering support for CoC Applicants. Technical assistance resources are available for all applicants. Agencies are assigned to specific Technical Assistance personnel (TA). Each applicant agency can connect with the assigned TA for general guidance in completing the application. Given the concurrent work on a second major CoC application, TA resources are limited. It is anticipated that returning applicants have some experience in the Local Process and as a result, new applicants to the CoC may need to be prioritized for basic technical assistance.

Please review the extensive information on the RTFHSD.org website as a primary source of information about the 2022 CoC NOFO. General information will be provided through the General Membership meetings, e-mail to the agency Points-of-Contact, and website posts at www.RTFHSD.org.

APPLICATION REVIEW, SCORING and RANKING

The San Diego City and County Continuum of Care (CoC) utilizes a Rating and Ranking Subcommittee to review, score, establish funding allocations, and rank order project applications for submittal under the CoC Competition. Elements considered during the process include assessment of project design and need, agency prior project performance and fiscal and administrative capacity, and specific criteria and benchmarks established for the annual competition for each program type. Standardized assessment instruments and HUD required or recommended criteria help inform the local process. Please see public notices posted on the RTFHSD.org website for additional information.

INVESTMENT IN ALLEVIATING HOMELESSNESS

Thank you for your investment in alleviating homelessness in our region.