



**SAN DIEGO
Regional Task Force
on Homelessness**

**U.S. Department of Housing and Urban Development (HUD)
FY 2022 Unsheltered NOFO Competition**

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

CONTEXT

On June 22, 2022 the U.S. Department of Housing and Urban Development (HUD) released a Notice of Funding Opportunity (NOFO) for a Continuum of Care (CoC) Supplemental NOFO to address Unsheltered and Rural Homelessness. The Regional Task Force on the Homeless, as the Collaborative Applicant for the San Diego City and County CoC is eligible to apply for funding Unsheltered Homelessness Set Aside (Unsheltered NOFO). 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 Unsheltered NOFO.

FUNDING AVAILABLE

The 2022 Unsheltered NOFO potential funding for the San Diego Region is \$22,153,825.

GENERAL INFORMATION AND INSTRUCTIONS

Local Process Timeline

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

NOTICE

Unsheltered NOFO applications must be for **new** projects. Applications for renewal expansion, consolidation, or transition, and project requesting funds for acquisition, rehabilitation or new construction will be rejected.

The HUD Unsheltered NOFO was released to the public on June 22, 2022 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 Unsheltered 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

The Applicant and proposed projects must meet all eligibility elements required in the HUD 2022 Unsheltered NOFO. Projects accepted from organizations that are not the Collaborative Applicant include:

1. Permanent Supportive Housing (PSH)
2. Rapid-rehousing (RRH)
3. Joint Transitional and Rapid Rehousing (TH- PH-RRH)
4. Supportive Services Only – CE (SSO-CE)
5. Supportive Services Only – Other (See the Project Level Review Technical Assistance Packet – Attached)
6. Homeless Management of Information System (HMIS)
7. The Collaborative Applicant is eligible to submit a CoC Unsheltered NOFO Planning Project for a Maximum of 3% of the CoC Allocation.
8. Note: Projects requesting acquisition, rehabilitation, or new construction funds will be rejected by HUD.

Features Common to All Applications

- All awards are to be used over a 3-year grant term;
- The Unsheltered NOFO is a highly competitive opportunity to support new projects throughout the county to address people experiencing unsheltered homelessness;
- The CoC is required to develop a plan for Serving Individuals and Families experiencing Homelessness with Severe Service Needs;
- Projects must demonstrate how they plan to leverage both mainstream housing and healthcare resources to assist in their efforts to end unsheltered homelessness;
- To be competitive, projects should align with the local priorities:
- Establish innovative outreach strategies that intersect the Health and Homeless Service Systems;
- Create and dedicate housing that can serve an array of people with different issues, particularly people with severe service needs; over-represented and under-served groups living in unsheltered conditions. Please refer to [the CoC Board](#) presentation from the Ad Hoc Committee on Health and Homelessness for examples); and
- Projects in the application to HUD should center on extending housing opportunities and filling gaps in the CoC current capacity to serve those with severe service needs, and linking housing and health care opportunities from resources not originating from the CoC Competitive or Emergency Solutions Grant (ESG) programs

Addressing Severe Service Needs

As identified in the HUD Special NOFO this plan and all projects funded through the NOFO should strive to meet the Severe Service Needs of Individuals and Families experiencing homelessness especially in our unsheltered population. These severe service needs can be any one or combinations of these.

- Health risks associated with aging – loss of mobility, hearing, sight, range of motion that make can increase vulnerability to falls, victims of crimes, rapid decline in health, neglecting medical needs or prescription,
- Victims of sex crimes, exploitation, abuse, risky survival sex, sex trafficking, DV

- Unsheltered Families with children of any age- including in vehicles
- Medically compromised, Tri-morbidity
- Severe mobility issue, loss of limb or use of wheelchair
- Serious mental health effecting hygiene and wellness, ability to care for oneself
- Need for medically managed or substance use support
- Complex health and social needs
- Facing significant challenges or functional impairments, including any physical, mental, developmental or behavioral health disabilities regardless of the type of disability, which require a significant level of support in order to maintain permanent housing
- High utilization of crisis or emergency services to meet basic needs, including but not limited to emergency rooms, jails, and psychiatric facilities

The CoC is invested in promoting equity for persons in groups that tend to be over-represented in homelessness such as racially or ethnically diverse persons, persons identifying as LGBTQ, and persons with disabilities. A Commitment to Furthering Equity declaration offering up to five actions available to the applicant is required as part of the Intent submittal.

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 October.

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 September 6, 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 (9.6.22):**
 - Copy of the most recently completed organizational **Financial Independent Audit** complying with federal regulations found in 2 CFR part 200.
 - Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the S+C or CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings.
 - 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;
- Applicants must provide evidence of agency eligibility 501 c (3) determination, or evidence as a unit of government
- Organizations that do not have a current CoC-funded project 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](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 all documents through the 2022 Unsheltered NOFO Dropbox system. All Agencies must advise the RTFH via email to Kathryn.Durant@RTFHSD.org so that an agency drop box can be created.
5. 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;
 - 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 jurisdiction only has to sign the form once for all projects in their respective areas.

Please do not 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.

- 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 current projects under the CoC NOFO should have completed and submitted this checklist previously. As a result, organizations with **current CoC-funded 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 2022 Unsheltered NOFO Dropbox. The Checklist and instructions are provided in a separate document.

Application Completion in E-snaps for All Projects

Submission Requirements

It is critical that all Applications be **drafted in e-SNAPS on or before September 17, 2022 and submitted to the 2022 Agency Unsheltered Dropbox established by the CoC.** It is equally critical that persons completing the applications **do NOT hit the "SUBMIT" button.** 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.

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.

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

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 on the HUD Exchange competition page.

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

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.

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

The CoC Unsheltered 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](http://RTFHSD.org) 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 NOFO Technical Assistance Team 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](http://RTFHSD.org) as a primary source of information about the 2022 CoC Unsheltered 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.

The Unsheltered Project Review process is similar to the process used to review new project applications under the general CoC NOFO, however, priorities, scoring criteria, and associated points are tailored to HUD's intents for releasing the Unsheltered NOFO opportunity. A local *Technical Assistance Guide for the Unsheltered Project Review* has been developed and is incorporated into this Notice of Request. *Please review the information in that document.*

INVESTMENT IN ALLEVIATING HOMELESSNESS

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