



SAN DIEGO
**Regional Task Force
on Homelessness**

**U.S. Department of Housing and Urban Development (HUD)
FY 2023 Continuum of Care Competition**

REQUEST FOR INTENT TO SUBMIT FORMS AND ATTACHMENTS
San Diego City and County CoC

CONTEXT

On July 5, 2023, the U.S. Department of Housing and Urban Development (HUD) released a Notice of Funding Opportunity (NOFO) for FY 2023 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 FY2023 CoC NOFO.

FUNDING AVAILABLE

A summary of the 2023 NOFO highlights and potential funding for the San Diego Region has been posted on the RTFH website (www.RTFHSD.org). The Annual Renewal Demand funds, as listed on the Grant Inventory Worksheet (GIW) confirmed by HUD, total \$32,156,290 including \$3,949,614 in Youth Homeless Demonstration Program (YHDP) funds and \$28,206,676 in CoC projects expiring in calendar year 2024. In addition to the renewal funds, there are an estimated \$1,607,815 in CoC Planning funds, \$2,250,940 in CoC Bonus Project funds, and approximately \$1,893,000 in Bonus funding for projects exclusively serving persons eligible under Category 4 of the HUD homeless definition, generally referred to as victims/survivors of Domestic Violence (DV).

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 2023 CoC NOFO page. Applicants are responsible for attending to all applicable dates on the timeline.

The Intent to Submit Form for FY2023 is attached. Please review it carefully when completing the requested information. The form has been updated. Do not edit this form and do not use the 2022 form.

At this time, all organizations intending to submit one or more Renewal or New projects should submit the FY2023 Intent to Submit Form and required documents to the CoC NOFO Dropbox established by the RTFH for your organization **no later than July 24, 2023**. The Dropbox folder has sections identified for the information requested. Please see the Submission Information and the Dropbox Reference Guide below.

Do not attempt to establish your Dropbox independently. This is just one step in the 2023 local Application Rating and Ranking process. The CoC encourages project applications from organizations that have not currently receiving HUD CoC Competitive funding.

Please contact Kathryn.Durant@rtfhsd.org to have a Dropbox established for your organization.

Additional information can be found in the NOFO information 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 will be required to comply with all terms and conditions described in the HUD CoC 2023 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 as well as description of eligible activities found on pages 30-33 of the NOFO.

ELIGIBLE PROJECT TYPES

Eligible Project Types

1. The Applicant and proposed projects must meet all eligibility elements required in the HUD 2023 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. Note that the 2023 NOFO does not allow applications for projects that exclusively serve survivors of human trafficking;
 - Transition Grants for transferring between project types, if approved by the CoC;
 - 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 project type can also apply to consolidate up to ten (10) eligible renewals into a single project during the application process.

Please refer to [The Regional Community Action Plan to Prevent and End Homelessness in San Diego](#) and [CoC NOFO](#) notices for application priorities, such as projects that link housing and health services, projects that expand or fill gaps within the CoC, 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 2023 edition of this form is provided with this Request for Intent to Submit. **Intent forms and all required documents listed in item 2 below** must be uploaded into the Agency Dropbox established by the CoC by **JULY 24, 2023. 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 (7.24.23):**
 - 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 for the projects on your intent form, 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);

 - Signed commitment to operating COC-funded project in accordance with the

Housing First Model. This is included in the Intent to Submit For.

- Organizations that do not have a current CoC-funded project must also provide evidence of agency eligibility 501 c (3) determination, or evidence as a unit of government

Drop Box Attachment Reference Chart

	<i>Sub Folder name</i>
1	Intent to Submit Form
2	Financial Audit
3	Eloccs Drawdowns
4	Monitoring Reports
5	Housing First
6	SAM Registration and UEI
7	Applications
8	Match Documents
9	Equity Evidence

2023 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. 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 2023 CoC NOFO. General information will be provided through General Membership meetings, e-mails to the agency points of contact, and website posts at www.RTFHSD.org.

INVESTMENT IN ALLEVIATING HOMELESSNESS

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