



SAN DIEGO
**Regional Task Force
on Homelessness**

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

**REQUEST for PROJECT APPLICATIONS and
NOTICE OF LOCAL COMPETITION SUBMISSION REQUIREMENTS**
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

The 2023 CoC NOFO potential funding for the San Diego Region include:

- **\$28,206,676** in CoC Renewal Projects, expiring in FY 2024.
- **\$3,949,614** in YHDP Renewal funds, expiring in FY 2024.
- **\$2,250,940** in CoC Bonus Funds for new projects.
- **\$2,324,883** in Bonus Funds for new projects, restricted to serving survivors of Domestic Violence (HUD category 4); and
- **\$1,500,000** in CoC Planning funds (cap).

Note:

- Renewal project funding is subject to reallocation.
- Reallocated funds are used for new projects or to enhance high-performing renewal projects.

PLEASE NOTE:

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 are shown on the left. 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 www.RTFHSD.org for additional information.

The due date for all Project Applications and required documents is **August 24, 2023**.

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 HUD NOFO was released to the public on July 5, 2023, 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 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.

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.
 - 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 housing project type can also apply to consolidate up to ten (10) 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.

Step One (1) of the process, the submittal of an Intent to Submit an application under the FY 2023 CoC NOFO Competition, was initiated on July 18th. If you are a new applicant to the CoC and did not submit the Intent to Submit Form, please contact Kathryn.Durant@RTFHSD.org immediately. The process includes specific forms, certifications, and support documents.

Step Two (2) 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://www.hudexchange.info/programs/e-snaps/> **Project level applications are not yet available in e-SNAPS. Applicants are advised to check e-Snaps and the [RTFHSD.org website](http://RTFHSD.org) daily for updates.**
2. Once each section of the Project Application is completed in e-Snaps, create a .pdf version of the application and upload it to your Agency Dropbox folder. 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 ensure that all required documents have been uploaded to the 2023 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 or updated.
5. Agencies already receiving HUD CoC Funding who did not file an intent to submit and associated documents must immediately advise the CoC as instructed in Step One (1) above.
6. Documents to be submitted to the 2023 NOFO Dropbox at on, or prior to, the due date for the e-SNAPS application include:
 - **E-Snaps Application:** A copy of the e-Snaps application exported to a pdf file.
 - **Match Documentation:** Documentation of a minimum of 25% Match (cash or in-kind) for all costs except leasing funds.
 - **Consistency with the Consolidated Plan. For FY 2023,** Applicants are asked to provide a memo indicating the page(s) of the Consolidated Plan that align with their project(s). The memo should reference the project name(s), the name of the Consolidated Plan jurisdiction(s), and the page relevant number(s).
 - **HUD Form 2991.** Each project must be included in the application to HUD must have 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.
 - **Furthering Equity Documents.** All agencies will need to upload the applicable Furthering Equity Documents. The type of documentation required, however is different for renewals and new project applicants Please see more information below.
 - **Renewal Applicants** will complete and submit a Furthering Equity Report

(FER) form by **August 7th**. These forms will be available through the RTFHSD.org no later than July 31st.

- **New Project Applicants** will complete and submit the Commitment to Furthering Equity Letter indicating which of the five actions the agency will take to help advance equity and equal access for all persons seeking assistance. The approved [Letter of Commitment to Furthering, Equity, Inclusion, and Equal Access](#) is available on the RTFHSD Website. The signed letter is due by **August 7th**.
- **Capacity as a DV Provider.** Applicants for DV bonus funds must also provide answers to the agency capacity questions found in [the CoC Regional Application](#). See the 2023 NOFO.
- **Performance Improvement Plan Requirements (PIP).** Projects that were required to provide a Performance Improvement Plan in order to be included in the 2022 NOFO were required to submit progress reports. These actions contained in the PIP vary by project, as a result, renewal applicants subject to the 2022 PIP will receive additional instructions about the support documents that will need to be provided for review by the Rating and Ranking Group.
- **Additional Requirements.** As the review process progresses, Applicants will need to provide 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 2022 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 2023 NOFO Dropbox. The [FY 2023 CoC NOFO General Threshold and New Applicant Checklist](#) is also posted on the [RTFHSD website NOFO page](#).

Application Completion in E-snaps for All Projects

Submission Requirements

It is critical that all **Applications be drafted in e-SNAPS on or before August 24, 2023, and submitted to the 2023 Agency 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 draft your application(s) in e-SNAPS, export your application and upload a .pdf copy to your agency 2023 NOFO Dropbox folder using the appropriate project file by the due date.

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.

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 when released by HUD:

- Project Applicant Profile Instructional Guide
- How to Access the Project Application, FY 2023
- 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 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.

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 2023 competition.

Information regarding the Code of Conduct is part of their Project Applicant Profile.

If your organization is not listed on the HUD Code of Conduct e-list, you will need to attach a Code of Conduct form that complies with 2 CFR part 200 to your applicant profile in the e-Snaps application. More information about HUD’s Code of Conduct requirements can be found at: https://portal.hud.gov/hudportal/HUD?src=/program_offices/spm/gmomgmt/grantsinfo/cond uct

If your organization is not listed in the Code of Conduct e-library, please forward an electronic copy of the Code of Conduct statement and cover letter to askGMO@hud.gov.

Notes for 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 2022 application. **Caution: the import is only available when you first register the project in e-SNAPS.**

Once that happens, the bulk of your renewal activity is limited to reviewing the info and editing a short list of specific screens. You will be able to make changes on screens 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](https://www.rtfh.org) frequently for information. Watch for notices and updates and respond accordingly.

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](https://www.rtfh.org) 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 on the [RTFHSD.org website](https://www.rtfh.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, 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 helps inform the local process. Please see public notices posted on the [RTFHSD.org website](https://www.rtfh.org) for additional information.

INVESTMENT IN ALLEVIATING HOMELESSNESS

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