



## U.S. Department of Housing and Urban Development (HUD) FY 2024-2025 Continuum of Care Competition

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

#### CONTEXT

On July 31, 2024, the U.S. Department of Housing and Urban Development (HUD) released a Notice of Funding Opportunity (NOFO) for FY 2024-2025 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 FY 2024 - 2025 CoC NOFO.

#### FUNDING AVAILABLE

A summary of the FY 2024 - 2025 CoC NOFO highlights and potential funding for the San Diego Region has been posted on the RTFH website ([www.RTFHSD.org](http://www.RTFHSD.org)). The Annual Renewal Demand funds, as listed on the Grant Inventory Worksheet (GIW) confirmed by HUD, total \$35,566,178 including \$4,099,926 in Youth Homeless Demonstration Program (YHDP) funds. In addition to the renewal funds, the NOFO indicates that the RTFH as the Collaborative Applicant, can submit a request for \$1.5 million in CoC Planning funds, 12% of the ARD for CoC Bonus Project funds (estimated at \$4,267,941), and 15% of the Preliminary Prorata Need (PPRN) 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). HUD has not yet released the value for the PPRN.

#### GENERAL INFORMATION AND INSTRUCTIONS - ALL PROJECT TYPES

##### Local Process Timeline

A local process timeline of activities may be found on the [www.RTFHSD.org](http://www.RTFHSD.org) website under the CoC's NOFO page. Applicants are responsible for attending to all applicable dates on the timeline.

The [Intent to Submit Form](#) for FY 2024 -2025 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 any of the prior Intent to Submit forms.

At this time, all organizations intending to submit one or more Renewal or New projects should submit the FY 2024 - 2025 [Intent to Submit Form](#) and required documents to the CoC NOFO Agency Dropbox established

by the RTFH for your organization, **no later than August 15, 2024**. The Dropbox folder has sections identified for the information requested. Please see the Submission Information and the Dropbox Subfolder Reference Chart below.

**Do not attempt to establish your Dropbox independently. This is just one step in the 2024 local Application Rating and Ranking process. The CoC encourages project applications from organizations that have not currently receiving HUD CoC Competitive funding. If your organization did not participate in the 2023 CoC NOFO process, please contact Kathryn Durant (Kathryn.Durant@RTFHSD.org) to have a Dropbox folder 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 FY 2024 NOFO and [Project Application Detailed Instructions](#).

## **ELIGIBLE PROJECT TYPES**

### **Eligible Project Types**

1. The Applicant and proposed projects must meet all eligibility elements required in the HUD FY 2024 - 2025 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 CoC funded projects. Note that the 2024 NOFO does not allow applications for projects that exclusively serve survivors of human trafficking;
- Youth Homeless Demonstration Project (YHDP) renewal, replacement, or reallocation 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 the [CoC NOFO](#) notice for application priorities, such as projects that link housing and health services, projects that expand or fill gaps in the CoC's 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 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 2024 edition of this form is provided with this Request for Intent to Submit. **Intent forms and all required documents are listed below** and must be uploaded into the Agency Dropbox established by the CoC by **August 15, 2024**. **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 (8.15.24) unless otherwise indicated below:
  - 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.
  - Completed Commitment to Furthering Equity *and revised* [FY 2024 Furthering Equity Report Form](#). **Due to Dropbox by August 30, 2024.**
  - A signed commitment to operating CoC-funded project/s in accordance with the Housing First Model. This is included in the Intent to Submit Form. Please note that a completed HUD Housing First self-assessment tool is part of the 2024 Application. ([See link on website.](#)) *New for 2024-25.*
  - Evidence of current registration in the System for Award Management (SAM) including identification of the Authorized Entity Representative [www.sam.gov](http://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);

- Organizations that do not have a current CoC-funded project must also provide evidence of agency eligibility 501 c (3) determination, evidence as a unit of government, Indian Tribe, or Tribal Designated Housing Entity TDHE (as defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4103) (TDHEs)].

**Dropbox Subfolder Reference Chart**

| Subfolders                    |
|-------------------------------|
| eLoccs Drawdown               |
| Equity Evidence               |
| eSNAPS Project Application(s) |
| Financial Audit               |
| Housing First                 |
| Intent to Submit Form         |
| Match Documentation           |
| Monitoring Reports            |
| SAM Registration and UEI      |

**FY 2024 - 2025 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 will be 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. All Applicants should review the [NOFO](#) and the [HUD Detailed Instructions](#) for [Renewal Applications](#) or [New Applications](#) linked to the [HUD CoC Competition website](#).

**Please review the extensive information on the [RTFHSD.org website](http://RTFHSD.org) as a primary source of information about the 2024 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](http://www.RTFHSD.org).**

**INVESTMENT IN ALLEVIATING HOMELESSNESS**

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