



## REQUEST FOR PROJECT PROPOSALS NOTICE OF PROPOSAL SUBMISSION REQUIREMENTS

### U.S. Department of Housing and Urban Development (HUD) 2021 Continuum of Care CA 601 San Diego City and County CoC Local Competition

#### CONTEXT

On August 18, the U.S. Department of Housing and Urban Development (HUD) released a Notice of Funding Opportunity (NOFO) for FY 2021 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 FY2021 CoC NOFO.

#### FUNDING AVAILABLE

The 2021 NOFO potential funding for the San Diego Region includes:

- \$20,809,562 in CoC Renewal Projects;
- \$3,990,942 in YHDP Renewal funds;
- \$1,399,911 in CoC Bonus Funds;
- \$3,127,897 in Bonus Funds for projects Restricted to serving survivors of Domestic Violence;
- \$839,947 in CoC Planning funds.

At this time, there are no Reallocation Funds Available.

#### 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 is estimated at \$4,527,808 however, the exact total of funding for new projects is unknown until the local review process 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](http://RTFHSD.org) 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](http://www.RTFHSD.org) website 2021 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](http://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 2021 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 2021 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 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 (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 November.

## SUBMISSION INFORMATION

1. Applicants must complete new 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 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 the documents through the 2021 NOFO Dropbox system. Agencies that are new to HUD CoC Funding must advise the RTFH via email to [Kathryn.Durant@RTFHSD.org](mailto:Kathryn.Durant@RTFHSD.org) so that an agency drop box can be created.
5. Agencies already receiving HUD CoC Funding who did not file an intent to submit a new or bonus project 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 2021 NOFO Dropbox include:
  - 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);
  - Proof of Data Universal Numbering System (DUNS) registration with Dun and Bradstreet. [www.dnb.com/get-a-duns-number.html](http://www.dnb.com/get-a-duns-number.html);
  - A copy of the e-Snaps application exported into a pdf file;
  - A copy of the most recently completed Independent Financial Audit;
  - Signed commitment for each project's participation in the Homeless Management of Information System (HMIS) in accordance with HUD guidelines. (Many applicants included this in the Intent to Submit form);
  - Signed commitment for each project's participation in the Coordinated Entry System (CES) in accordance with local guidelines (Many applicants included this in the Intent to Submit form);
  - Copies of your project intake / admissions forms reflecting a Housing First approach;
  - A copy of the most recent Independent Audit for your Organization;
  - Copies of all monitoring letters from federal, state, or local funding sources from the past 2 years;
  - Documentation of a minimum of 25% Match (cash or in-kind) for all costs except leasing funds;
  - **Renewals** upload a copy of the final E-LOCCS drawdown for each project
  - **New projects** must also provide evidence of agency eligibility 501 c (3) determination, or evidence as a unit of government
  - **New project** applicants must complete, sign, and upload the General Threshold Checklist described below.
  - **New Projects** applicants for DV bonus funds must also provide answers to the agency capacity questions found in the CoC Regional Application. These questions will be provided to agencies that submit an Intent to Submit for the DV Bonus.
  - 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 2019 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 2021 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 **renewal applications** be **drafted in e-SNAPS on or before September 27, 2021 and New project applications** be drafted on or **before October 1, 2021**. It is equally critical that persons completing the applications **do NOT hit the "SUBMIT" button**. The Collaborative Applicant (RTFH) 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 2021 NOFO Dropbox folder using the appropriate project file on or before the due dates listed above.**

**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:

- Project Applicant Profile Instructional Guide
- How to Access the Project Application, FY 2021
- 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 2021 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](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 2019 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 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 Projects Only***

In addition to the information above, new projects have a number of new project applicant requirements that must be met in order to be considered competitive at the local and national level. That information will be posted in separate notices for new project applicants only. Please check the [RTFHSD.org website](http://RTFHSD.org) frequently for information. Watch for notices and updates and respond accordingly.

As noted above, New Projects Applicants must complete, sign, and upload the General Threshold Requirements Checklist.

## **2021 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. Please review the extensive information on the [RTFHSD.org website](http://RTFHSD.org) as a primary source of information about the 2021 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).

## **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.***