

PUBLIC SOLICITATION OF APPLICATIONS

**2022 Local Supplemental Unsheltered Notice of Funding Opportunity (NOFO)
Project Evaluation & Application Policies and Procedures**

Process Summary

Requirements

Rating Criteria

Timeline

Instructions

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OVERVIEW OF THE HUD SUPPLEMENTAL NOFO

Introduction

The purpose of this Supplemental NOFO to Address Unsheltered and Rural Homelessness (Supplemental NOFO) is to target efforts to reduce unsheltered homelessness, particularly in communities with very high levels of unsheltered homelessness and homelessness in rural areas. Through the Supplemental NOFO, HUD will award funding to communities to implement coordinated approaches -- grounded in Housing First and public health principles -- to reduce the prevalence of unsheltered homelessness, and improve services engagement, health outcomes, and housing stability among highly vulnerable unsheltered individuals and families.

The Supplemental NOFO was released on June 22, 2022, opening the competition making available **approximately \$322 million**, including \$267,500,000 for an Unsheltered Homelessness set-aside and \$54,500,000 for Rural Homelessness set aside (Santa Cruz County projects not eligible). Consolidated applications for Supplemental funds are due to HUD **October 20, 4:59PM Pacific**. For further information about the Supplemental NOFO, go to: <https://www.hudexchange.info/news/coc-program-supplemental-nofo-address-unsheltered-and-rural-homelessness/>.

Before the Supplemental application is submitted to HUD, our CoC, the Housing for Health Partnership (H4HP), is required to hold a local competition to determine which projects will be included consolidated Supplemental application, along with their relative priority. The results of the local competition dictate for which projects the CoC will seek funding. This local competition is being carried out concurrently with the annual 2020 Continuum of Care (CoC) funding competition. Additional information about project application requirements and standards for the Supplemental funding (as well as for the CoC funding) will be available at the upcoming Applicant Orientation Session.

Funding Available & Three-Year Grant Term

\$1,055,676 is the possible total for Santa Cruz County projects as listed in NOFO Appendix A. This includes:

- **\$1,024,006** over *three years* (\$341,335 per year) for **new** projects of following allowable project types: permanent supportive housing (PSH), rapid rehousing (RRH), combined transitional housing and RRH (TH-RRH), supportive services only (SSO) and/or coordinated entry system (CES).
- **\$31,670** for a three-year (\$10,557 per year) CoC planning project.

Santa Cruz County **does not have any qualified rural areas**, so HUD's separate funding, requirements, and procedures for the rural set aside will not be discussed in this document.

In 2022, funds are NOT available for:

- CoC renewal projects
- Emergency shelter
- Homelessness prevention projects
- New TH.

HUD Will Select Projects

HUD will select CoCs for the Unsheltered set aside funding based on CoC score, meaning the highest scoring CoC will have its rated and ranked projects that pass threshold requirements conditionally selected for funding. HUD will select projects in this manner until no more funds are available.

However, HUD has determined that geographic diversity requires that it fund no more than 10 CoCs per state, including both the Unsheltered and Rural set asides. Thus, if the 11th CoC in a state is the next highest scoring, it will be skipped over for a lower scoring CoC in another state, and so on.

HUD's Homeless Policy & Program Priorities

CoCs and Project Applications will be evaluated based on how they further HUD's policy priorities.

1. **Unsheltered Homelessness.** Recent analysis of homelessness data shows that people experiencing unsheltered homelessness report significantly greater health challenges and experiences of trauma and violence than their sheltered peers. This NOFO supports this highly vulnerable population by supporting CoCs in their efforts to identify people living in unsheltered situations, including encampments, and connects them with health and housing resources. It also supports CoCs in their efforts to enhance their HMIS to collect more comprehensive data on people experiencing unsheltered homelessness.
2. **Unsheltered Homelessness and Individuals and Families Experiencing Homelessness with Severe Service Needs in Rural Areas.** To support CoCs in their efforts to end unsheltered homelessness in their rural areas, this NOFO targets resources to rural areas and provides additional eligible activities to address some of the unique needs of rural areas.
3. **Providing Assistance on Tribal Lands.** Indian Tribes and Tribally Designated Housing Entities (TDHE) are eligible recipients. This NOFO provides incentives for creating projects that serve individuals and families in geographic areas that have high levels of homelessness, housing distress, or poverty, such as, for example, Trust Lands and Reservations.
4. **Involving a Broad Array of Stakeholders in the CoC's Efforts to Reduce Homelessness.** This NOFO supports and encourages CoCs to invite a variety of stakeholders to develop and implement a CoC Plan to Serve Individuals and Families Experiencing Homelessness with Severe Service Needs.
5. **Advancing Equity.** In nearly every community, Black, Indigenous, and other people of color as well as individuals who identify as LGBTQ+ and individuals with disabilities are substantially overrepresented in the homeless population. CoCs should be reviewing their strategies to support and serve underserved communities in their geographic area, identify barriers that led to any disparities in communities being served, and take steps to eliminate these includes, in conjunction with people experiencing homelessness, reviewing local policies, procedures, and processes to determine where and how to address such disparities.
6. **Use a Housing First approach.** Housing First prioritizes rapid placement and stabilization in permanent housing. Projects funded under this NOFO should help individuals and families move quickly into permanent housing without service participation requirements or preconditions, and the CoC should measure and help projects reduce the length of time people experience homelessness as well as ensure projects are correctly implementing a Housing First approach. Additionally, CoCs should engage landlords and property owners to identify an inventory of housing available for RRH and PSH participants.

Who can be Served

Eligibility for the Unsheltered Set Aside is persons who meet paragraphs 1 or 4 of the HUD “homeless” definition, i.e.:

Paragraph 1. People who are living in a place not meant for human habitation, in emergency shelter, in transitional housing, or are exiting an institution where they temporarily resided if they were in shelter or a place not meant for human habitation before entering the institution. The only significant change from existing practice is that people will be considered homeless if they are exiting an institution where they resided for up to 90 days (it was previously 30 days), and were homeless immediately prior to entering that institution.

Paragraph 4. People who are fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening situations related to violence; have no other residence; and lack the resources or support networks to obtain other permanent housing.

Based on the purposes of the Supplemental NOFO, projects should prioritize serving individuals and families who are **currently unsheltered** or have **histories of unsheltered homelessness**, and should support and serve **underserved communities** and provide equitable housing interventions.

For information HUD requirements for documenting “homeless” status, please see HUD’s homeless status guidance available at: <https://www.hudexchange.info>.

Some Types of People who are NOT Eligible

People who are homeless under paragraphs 2 and 3 of the HUD “homeless” definition, i.e.:

Paragraph 3. People who are losing their primary nighttime residence, which may include a motel or hotel or a doubled up situation, within 14 days and lack resources or support networks to remain in housing. HUD had previously allowed people who were being displaced within 7 days to be considered homeless. The regulation also describes specific documentation requirements for this category.

Paragraph 4. Families with children or unaccompanied youth who are unstably housed and likely to continue in that state. This is a new category of homelessness, and it applies to families with children or unaccompanied youth (up to age 24) who have not had a lease or ownership interest in a housing unit in the last 60 or more days, have had two or more moves in the last 60 days, and who are likely to continue to be unstably housed because of disability or multiple barriers to employment. New and renewal RRH, Joint TH-RRH, and SSO projects may serve persons in this category only if HUD has approved the CoC to do so; new and renewal PSH projects may not serve persons in this category.

People who are NOT homeless, e.g.:

- Paying excessive amount for housing, housing is substandard, or the housing is crowded;
- Living with relatives or friends;
- Living in a Board and Care, Adult Congregate Living Facility, or similar place;
- Being discharged from an institution (after a stay of 90 consecutive days or more); or
- Utilizing Housing Choice Vouchers, except Katrina evacuees that received Katrina
- Disaster Housing Assistance Program (KDH4HP) Housing Choice Vouchers.

Eligible Project Applicants

Eligible project applicants: nonprofits, local governments, public housing agencies, and tribes or TDHEs.

Eligible CoC Program Components

Following are the project types or components eligible for Supplemental NOFO funding:

Permanent housing (PH) is defined as community-based housing without a designated length of stay in which formerly homeless individuals and families live as independently as possible. The CoC Program may fund two types of permanent housing: (1) **permanent supportive housing** (PSH), which is permanent housing with indefinite leasing or rental assistance paired with services to help homeless people with disabilities achieve housing stability; and (b) **rapid re-housing** (RRH), a model that emphasizes housing search and relocation services and short- and medium-term rental assistance to move homeless people as rapidly as possible into permanent housing.

Combined transitional housing & rapid rehousing (TH-RRH) combines these two existing program components into a single project to serve individuals and families experiencing homelessness. Participants may only receive up to 24-months of total assistance. When a program participant is enrolled in a Joint TH and PH-RRH component project, the recipient must be able to provide both components, including the units supported by the TH component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants. A program participant may choose to receive only the TH unit, or the assistance provided through the PH-RRH component, but the recipient must make both types of assistance available.

Supportive services only (SSO) is a program component limited to recipients providing services to individuals and families not residing in housing operated by the recipient. SSO recipients may use the funds to conduct outreach to sheltered and unsheltered homeless persons, link clients with housing or other necessary services, and provide ongoing support. SSO projects may be offered in a structure or structures at one central site, or in multiple buildings at scattered sites where services are delivered. Projects may also be operated independent of a building (e.g., street outreach) and in a variety of community-based settings, including in homeless programs operated by other agencies.

Homeless Management Information System Funds under this component may be used only by HMIS leads for leasing a structure in which the HMIS operates, for operating the structure in which the HMIS is housed, and/or for covering other costs related to establishing, operating, and customizing a CoC's HMIS.

Eligible Cost Types

Following are the cost categories eligible for Supplemental NOFO:

Leasing is an eligible cost category under the PH, TH, SSO, and HMIS program components. Funds may be used to lease individual units or all or part of structures. Rents must be reasonable and, in the case of individual units, the rent paid may not exceed HUD-determined fair market rents. Leasing funds may not be used for units or structures owned by the recipient, subrecipient, or their parent organization. When

leasing funds are used to pay rent on units, the lease must be between the recipient or the subrecipient and the landowner, with a sublease or occupancy agreement with the program participant. The recipient may charge the program participant an occupancy charge consistent with the interim CoC rule.

Rental assistance is an eligible cost category under the PH and TH-RRH program components and may be tenant-based (TBRA), sponsor-based (SBRA), or project-based (PBRA), depending upon the component type. Rental assistance may be short-term for up to 3 months; medium-term for 4 to 24 months; or long-term for more than 24 months. The length of assistance depends upon the component type under which the cost is funded. Recipients must serve as many program participants as shown in their funding application to HUD, but, if the amount reserved for the term of the grant exceeds the amount needed to pay actual costs, the excess funds may be used to cover property damage, rent increases, or the rental needs of a greater number of program participants. When rental assistance funds are used to pay rent on units, the lease must be between the program participant and the landowner.

Supportive services are eligible costs under the PH, TH-RRH, and SSO program components, including Coordinated Entry. All eligible services types are listed in the box, and any cost not listed is ineligible. As in the past, services must be offered to residents of PSH and TH-RRH for the full period of their residence. RRH programs must require program participants to meet with a case manager at least monthly. Services may be provided to formerly homeless individuals for up to six months after their exit from homelessness, including the six months following exit from a transitional housing project. Eligible costs include the cost of providing services, the salary and benefits of staff providing services, and materials and supplies used in providing services.

Eligible Types of Services

- Annual assessment of service needs
- Assistance with moving costs
- Case management
- Child care operations or vouchers
- Education services
- Employment assistance and job training
- Food (meals or groceries)
- Housing search and counseling
- Legal services
- Life skills training
- Outpatient mental health services
- Outpatient health services
- Outreach services
- Outpatient substance abuse treatment
- Transportation
- Utility deposits

Operating costs are eligible under the PH, TH-RRH, and HMIS program components. Funds may be used to pay the day-to-day operating costs in a single structure or individual housing units, including maintenance (such as scheduled replacement of major systems), repair, building security (when CoC Program funds pay for more than 50 percent of the facility by unit or area), electricity, gas, water, furniture, equipment, property insurance, and taxes. These costs may not be combined with rental assistance costs within the same structure.

HMIS Costs related to contributing client data to or maintaining data in the CoC’s HMIS or a comparable database for victim services providers or legal services providers are eligible costs under the PH, TH-RRH, SSO, and HMIS program components. Eligible HMIS costs include hardware, equipment and software costs; training and overhead; and HMIS-related staffing costs.

Project Administration These costs (limited to 10% of the grant request) include expenses related to the overall administration of the grant, such as management, coordination, monitoring, and evaluation activities and environmental review.

Note - **Acquisition, new construction, and rehabilitation** are NOT eligible cost categories.

Indirect Costs

Indirect Costs (also known as “facilities and administrative costs” defined at 2 CFR 200.56) are eligible under the CoC Program for all project types, and if the applicant does not have an approved federally negotiated indirect cost rate, the applicant may use a *de minimus* rate of 10 percent of modified total direct costs. If a renewal project decides to request indirect costs, it must carve the amount out of other program costs.

New Project Threshold Requirements

For new projects, the review process considers applicant and subrecipient eligibility and capacity, project eligibility, and project quality as part of the threshold review. Project Eligibility Threshold: HUD will review eligibility threshold requirements on a pass/fail standard, and if standards are not met, the project will be rejected from the competition.

Applicants and subrecipients must:

- Be eligible under the CoC Program and Supplemental NOFO
- Demonstrate financial and management capacity and experience to carry out the project and to administer Federal funds
- Submit required certifications
- Propose an eligible population for the project type, as designated by the CoC Program and Supplemental NOFO
- Show that the project is cost-effective, with costs not deviating substantially from the norm in that locale for similar project activities
- Agree to participate in HMIS (except for victim service providers who must use a comparable database).

Project Quality Threshold: HUD will review all new project applications to determine if they meet project quality threshold requirements with clear and convincing evidence. The housing and services proposed must be appropriate to the needs of the program participants and the community.

- For new PSH or RRH projects, applications must receive at least 3 out of 4 possible points, and must meet the 3rd point, to be funded. Quality threshold factors include:
 1. Whether the type of housing, number, and configuration of units will fit the needs of the program participants
 2. Whether the type of the supportive services offered (regardless of funding source) will ensure that participants obtain or retain permanent housing
 3. Whether the plan to connect clients to benefits meets program participant needs
 4. Whether participants are assisted in obtaining and remaining permanent housing in a manner that fits their needs.
- For new TH-RRH projects, applications must receive at least 4 out of 6 possible points, and must meet the 4th point, to be funded. Quality threshold factors include:
 1. Whether the type of housing, number, and configuration of units will fit the needs of the program participants
 2. The proposed project will provide enough rapid rehousing assistance to ensure that at any given time a program participant may move from transitional housing to permanent housing. This may be demonstrated by identifying a budget that has twice as many resources for the rapid rehousing portion of the project than the TH portion, by having twice as many PH-RRH units at a point in time as TH units, or by demonstrating that the budget and units are appropriate for the

- population being served by the project
3. Whether the type of the supportive services offered (regardless of funding source) will ensure that participants obtain or retain permanent housing
 4. Whether the plan to connect clients to benefits meets program participant needs
 5. Whether participants are assisted in obtaining and remaining permanent housing in a manner that fits their needs
 6. Whether the project has low barriers to entry and prioritizes rapid placement and stabilization in housing.
- For new SSO projects for centralized or coordinated assessment systems, applications must receive at least 3 out of 5 possible points, and must meet the 5th point, to be funded. Quality threshold factors include:
 1. Whether the system is easily accessible to all in the CoC's geography who are seeking information about homelessness assistance
 2. Whether the advertising strategy is designed to reach persons with the highest barriers
 3. Whether there is a standardized assessment process
 4. Whether the project ensures participants are directed to housing/services that fit their needs
 5. Whether the plan to connect clients to benefits meets program participant needs.

Other threshold requirements:

- Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s), as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings
- For expansion projects, project applicants must clearly articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources
- Project applicants must demonstrate they will be able to meet all timeliness standards
- HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, or unresolved audit/monitoring finding related to one or more existing grants. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.

More About the Allowable Project Types

PSH projects:

- May use grant funds for:
 - Leasing
 - Operations
 - Rental Assistance
 - Supportive Services
 - HMIS
 - Administration
- Must be fully dedicated to (100%) to chronically homeless individuals and families or to the populations allowed by the DedicatedPLUS project type
- Should use a Housing First approach. Housing First is a model of housing assistance that is offered without preconditions (such as sobriety or a minimum income threshold). Service participation requirements are now allowed. Rapid placement and stabilization in permanent housing are primary goals

- May be single site or scattered site
- Services must be offered based on residents needs
- A tenant lease is required, must be for at least one year, must be renewable, and terminable only for cause.

RRH projects:

- May use grant funds for:
 - Short term (up to 3 months) and/or medium-term (3-24 months) tenant-based rental assistance (must be at full FMR)
 - Supportive services
 - HMIS
 - Administration
- May serve homeless individuals and families, including unaccompanied youth
- Lease is required; must be renewable, for a term of at least one year (regardless of the length of assistance provided), and terminable only for cause.
- Project must:
 - Limit rental assistance to no more than 24 months per household
 - Limit services to no more than 6 months after rental assistance stops
 - Re-evaluate at least once per year whether the project participant continues to lack the resources and support networks necessary to retain housing without CoC assistance
 - Offer supportive services (may include any eligible CoC Program supportive service). Project participants should have access to a wide array of supportive services designed to help them retain stable, long-term housing
 - Require project participants to meet with a case manager at least monthly.
- Project may (in line with written RRH program standards adopted by the H4HP):
 - Set a maximum amount of rental assistance that a project participant may receive
 - Set a maximum number of months (up to 24 months) that a project participant may receive rental assistance
 - Set a maximum number of times that a participant may receive rental assistance
 - Require project participants to share in the costs of rent.

Joint TH and RRH projects:

- May use grant funds for:
 - Leasing of a structure or units
 - Operating costs to provide transitional housing
 - Short or medium-term tenant-based rental assistance on behalf of program participants to pay for the RRH portion of the project
 - Supportive services
 - HMIS
 - Project administrative costs
- May serve homeless families and/or individuals
- Must use Housing First
- Must be able to provide both components, including the units supported by the TH component and the rental assistance and services provided through the RRH component, to all participants
- A participant may choose to receive only the TH unit or the assistance provided through the RRH component, but the project must make both types of assistance available
- Must provide enough RRH assistance to ensure that at any given time a program participant

may move from TH to permanent housing. This may be demonstrated by identifying a budget that has twice as many resources for the rapid rehousing portion of the project than the TH portion, by having twice as many PH-RRH units at a point in time as TH units, or by demonstrating that the budget and units are appropriate for the population being served by the project

- Must limit total assistance to 24 months.

HMIS projects:

- Grant funds may be used for: HMIS and Administration
- The CoC's HMIS Lead Agency is the only agency that can apply for this funding.

CES projects:

- Coordinated entry is defined to mean a centralized or coordinated process designed to coordinate program participant intake, assessment, and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool
- Grant funds may be used for: Supportive services and Administration.

Additional New Project Design and Implementation Issues

Funding Levels and Adjustments

- New project applications requesting rental assistance must request the full FMR amount
- HUD will adjust leasing, operating, and rental assistance budget line items based on changes to the Fair Market Rents (FMR). All adjustments will be made prior to award announcement
- If the recipient has a subrecipient, it is required to share at least 50% of project administrative funds with its subrecipient(s).

Timeliness

- Proof of site control, match, environmental review, and the documentation of financial feasibility must be completed within 12 months of the announcement of the award, or 24 months in the case of funds for acquisition, rehabilitation, or new construction. The 12-month deadline may be extended by HUD for up to 12 additional months upon a showing of compelling reasons for delay due to factors beyond the control of the recipient or subrecipient
- In order to expend funds within statutorily required deadlines, applicants funded for new sponsor-based and project-based rental assistance must execute the grant agreement and begin providing rental assistance within 2 years. However, HUD strongly encourages all rental assistance to begin within 12 months of award. Applicants unable to begin within 12 months should consult with the local HUD CPD Field Office.

New Project Grant Terms

As mentioned earlier, all projects will have an initial grant term of three years. In following years, projects are expected to be eligible annually for one year of renewal funding. Thus in year 4, an initial three-year grant for \$300,000 would be able to apply for \$100,000 in one-year renewal funding, and then continue to do so in following years.

Match Requirements

All eligible funding costs, except leasing, must be matched with no less than a **25 percent cash or in-kind contribution**. **No match is required for leasing**. The match requirements apply to project administration funds, CoC planning costs, along with the traditional expenses—operations, rental assistance, supportive services, and HMIS.

Cash match: A recipient or subrecipient may use funds from any source, including any other federal sources (excluding CoC program funds), as well as State, local, and private sources, provided that funds from the source are not statutorily prohibited to be used as a match. (The recipient must ensure that the rules governing match funds allow them to be match for the CoC Program.) The cash must be used for activities that are eligible under the CoC Interim Rule.

- **NOTE: Program income CAN be used as match.**
- Funds from other federal programs are eligible sources of match and are considered government sources. Project applicants are encouraged to include funds from these sources, whenever possible.

In-kind Match: The recipient or subrecipient may use the value of **property, equipment, goods, or services** contributed to the project, provided that, if the recipient or subrecipient had to pay for such items with grant funds, the costs would have been eligible. If third-party services are to be used as a match, the recipient or subrecipient and the **third-party service provider** that will deliver the services must enter into a **memorandum of understanding (MOU)**—before the grant is executed—documenting that the third party will provide such services and value towards the project.

- Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient's or subrecipient's organization
- The MOU must establish the unconditional commitment, except for selection to receive a grant, by the third party to provide services, the specific service to be provided, the profession of the persons providing the service, and the hourly cost of the service to be provided.

Electronic Application (e-snaps)

The following e-snaps information is a just a brief summary. Project applicants should rely on HUD's very detailed e-snaps materials as authoritative on e-snaps matters.

CoCs and applicants are required to apply for Supplemental funds electronically through HUD's *e-snaps* system. Santa Cruz County projects must participate in the Santa Cruz Supplemental application through *e-snaps*. The e-snaps online grant application and management system, training materials, Frequently Asked Questions, and additional resources are available at: <https://www.hudexchange.info>.

Questions may be submitted to HUD through the *e-snaps* Virtual Helpdesk also at: <https://www.hudexchange.info>.

E-snaps can be directly accessed at: <https://esnaps.hud.gov/grantium/frontOffice.jsf>

In essence, applicants will:

1. Create a User Profile (new users only): First, create a user name and password

2. Project Applicant Profile: Second, fill out and submit a Project Applicant Profile form AND
3. Project Application: Finally, register for, fill out and submit a Supplemental Project Application form for each project and provide applicable attachments.

H4H lead staff will have access in *e-snaps* to each Project Application in order to review the applications. Any changes needed will be returned to applicants for correction. H4H lead staff will not be able to directly edit Project Applications.

As required by HUD, the H4HP Policy Board must approve (or reject) and rank all projects correctly submitted in e-snaps. This includes CoC planning projects. If not correctly submitted, projects cannot be approved or ranked in e-snaps and thus cannot be funded.

Applicants using e-snaps must have a valid **federal Unique ID** number and up-to-date federal **System for Award Management (SAM)** registration.

Again, only basic information is about e-snaps (subject to change and correction) is provided above. Therefore, it is critical that you access and review e-snaps materials at: <https://www.hudexchange.info>.

The Santa Cruz County H4HP's CoC Consultant will be available to answer questions about e-snaps at tonygardnerconsulting@yahoo.com. ***Before contacting the consultant, please attempt to answer your own question by reading the applicable e-snaps information or training materials.***

Use of Energy Star

The H4HP fully supports HUD's policy to promote energy-efficient housing. All Supplemental CoC-funded projects are encouraged to purchase and use Energy Star labeled products. Applicants constructing, rehabilitating, or maintaining housing or community facilities are encouraged to promote energy efficiency in design and operations. They are urged especially to purchase and use products that display the Energy Star label. Applicants providing housing assistance or counseling services are encouraged to promote Energy Star materials and practices, as well as buildings constructed to Energy Star standards, to both homebuyers and renters. Applicants are encouraged to undertake program activities that include developing Energy Star promotional and information materials, providing outreach to low- and moderate-income renters and buyers on the benefits and savings when using Energy Star products and appliances, utilizing Energy Star-designated products in the construction or rehabilitation of housing units, and replacing worn products or facilities such as light bulbs, water heaters, furnaces, etc., with Energy Star products to reduce operating costs. For further information about Energy Star, please go to <http://www.energystar.gov/>.

LOCAL SANTA CRUZ COUNTY 2022 CoC PROJECT EVALUATION PROCESS

Role of the Santa Cruz County Housing for Health Partnership (H4HP)

Applicants for new project Supplemental funding in 2022 must participate in the local consolidated application being coordinated by the Santa Cruz H4HP. The process includes applying for funds, providing information as needed for the consolidated application, and participating in planning meetings. The key local deadlines and requirements are listed in the separately provided combined CoC and Supplemental Process Timeline. Please note that the dates and requirements are subject to change. The best way to keep track of such changes is to attend all the meetings; however, we will make our best effort to keep everyone informed! Technical assistance is available from the CoC Consultant at tonygardnerconsulting@yahoo.com.

Types of Projects Prioritized & Number Projects to be Funded

All eligible projects are encouraged to apply for Supplemental NOFO funds in the local competition. We anticipate that given point-in-time count data trends, the H4H Policy Board will prioritize the following project type (although this is subject to change since the HUD-required CoC Plan for Serving Individuals and Families With Severe Service Needs is still under development):

New PSH projects that:

- Serve individuals with **severe service needs** (such as chronic mental illness, substance addiction, and/or chronic health conditions such as HIV/AIDS) and **currently unsheltered** or with a **histories of unsheltered homelessness**;
- Use Supplemental funds primarily for needed **housing activities** (e.g., rental assistance, leasing, operations) as opposed to service costs;
- Leverage healthcare and other mainstream resources for service costs; and
- Leverage **mainstream housing** or **public housing authority vouchers** for additional housing.

In addition, given the relatively small annual amounts available we anticipate that the H4H Policy Board will make only **one PSH award** and **one CoC planning award**.

We will keep you posted of any changes to the project priorities or number of projects to be funded.

Encouragement of New Applicants, Applicants Representing LGBTQ+, and Applicants Representing Races/Ethnicities Overrepresented in the Homeless

The H4HP is open to and encourages applications from entities that have not previously been awarded CoC funds. Applications are also encouraged from organization led by, representing, and/or serving LGBTQ+ or races and ethnicities that may be over-represented in the homeless population. Any prospective or new applicants are requested to contact at tonygardnerconsulting@yahoo.com to learn more about the Supplemental application goals, requirements and process. In addition, prospective and new applicants will be invited to participate in all of the process steps below, including the Applicant Orientation Session and on-call technical assistance.

Basic Local Evaluation Process Steps, Local Deadlines, Decision Minutes, Notice to Applicants, and Website Posting of Priority Listings

- H4H staff issue an internal (Santa Cruz County) notice of funding with an application timeline specifying key requirements, criteria including system performance measures, dates, and deadlines.
- CoC Consultant holds an Applicant Orientation Session to brief all prospective, new, and existing applicants about the requirements and process and to make sure every applicant has the necessary information and evaluation and application-related materials to apply.
- CoC Consultant furnishes on-going technical assistance to all applicants e-mail regarding technical requirements and *e-snaps*.
- H4H requires that local Project Proposals using H4HP-created evaluation forms with required attachments be submitted along with *e-snaps* applications for review and ranking by the H4HP Board (at least 30 days before the HUD deadline).
- The H4HP Board meets to approve or reject, score, rank new project applications, and to possibly to hear applicant presentations.
- H4H staff provide notice to applicants regarding project approval or rejection, rank order, and any reduction (at least 15 days before the HUD deadline). Minutes of the decisions will be made available to all CoC Members, and will posted online with the Project Priority listings.
- H4H requires that complete and accurate Project Applications be submitted in *e-snaps* with all HUD-required forms (CoC staff will conduct a thorough technical review of the Project Applications and may amend them back in *e-snaps* for correction and re-submission).
- H4H posts the Supplemental CoC Application and Project Priorities submission online for public review (at least two days before the HUD deadline).
- H4H submits the final 2022 Supplemental application in *e-snaps* to HUD, including the Supplemental Application, Project Applications, and Project Priority Listings.

Please see the attached 2022 Combined CoC and Supplemental Process Timeline for further details.

H4HP Board Rating and Ranking and Publicly Announced Objective Criteria

HUD requires that the community review, approve (or reject), rank all new projects submitted. As in previous years, this process will be carried out by the H4HP Board with members selected for (1) lack of conflict of interest, (2) knowledge of the community and homelessness issues, and (3) representative of varied sector interests.

H4HP Board members will engage in a fair, objective decision process that may include the following:

1. Signing the H4HP Board's No Conflict of Interest Policy and recusal in any cases of conflict.
2. Reviewing, rating, and evaluating local projects using previously publicly announced objective criteria that include system performance measures.
3. The local applications and Evaluation Criteria will include project HMIS data used to measure project and system performance in line with national HEARTH Act performance objectives.
4. Proposal question and answer with applicants (if needed).
5. Discussion of the local applications in the context of recent data, local CoC plan to address the target population, and HUD priorities and needs, performance metrics, etc.
6. Vote on the approval (or rejection) and rank order of each project.

7. As mentioned above, all applicants will receive notice regarding project approval (or rejection), rank order, and any reduction (at least 15 days before the HUD deadline). Minutes of the rating and ranking decisions, and bonus selection, will be made available to all CoC Members, and will be posted online with the Project Priority listings (at least two days before the HUD deadline).

Deadlines and Proposal Requirements

Please see the attached Combined Process Timeline and Local Proposal Instructions/Checklist.

On-Call Technical Assistance: New and Existing Applicants

If you need on-call technical assistance please don't hesitate to contact the H4HP CoC Consultant at tonygardnerconsulting@yahoo.com.

Resource Information

1. 2022 Supplemental NOFA Competition Page: <https://www.hudexchange.info/programs/e-snaps/coc-supplemental-nofo-to-address-unsheltered-rural-homelessness/>
2. 2022 CoC NOFA: https://www.hud.gov/program_offices/comm_planning/coc/competition
3. HUD Announcement of 2022 Supplemental NOFO Release: <https://www.hudexchange.info/news/coc-program-supplemental-nofo-address-unsheltered-and-rural-homelessness/>
4. CoC Program Interim Rule (24 CFR part 578): <https://www.hudexchange.info/resource/2035/cocprogram-interim-rule-formatted-version/>
5. Training and Resources: www.hudexchange.info/homelessness-assistance/
6. Code of Conduct for HUD Grant Programs: www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conduct
7. Subscribe to HUD Listserv: www.hudexchange.info/maillinglist
8. HUD Exchange, Ask A Question (AAQ): <https://www.hudexchange.info/program-support/myquestion/>
9. HUD Websites: www.hud.gov; www.hudexchange.info
10. Access E-snaps Application System: <https://esnaps.hud.gov>
11. E-snaps Information: <https://www.hudexchange.info/programs/e-snaps/>
12. Santa Cruz County H4HP webpage: <http://homelessactionpartnership.org/>

Separate Attachments:

1. Local Combined CoC and Supplemental Process Timeline
2. Local Objective Project Rating and Scoring Criteria
3. 2022 Renewal Project Scoring Tool
4. 2022 New Project Scoring Tool
5. 2022 Local Proposal Instructions and Checklist