



COUNTY OF
SAN MATEO

DEPARTMENT
OF HOUSING

264 Harbor Blvd.
Bldg A

Belmont, CA 94002

TEL (650) 802-5050

FAX (650) 801-5049

www.smchousing.org

July 1, 2018 - June 30, 2019

PROGRAM GUIDELINES

FOR FUNDING OF

CDBG & ESG

GRANT-FUNDED COMMUNITY DEVELOPMENT ACTIVITIES

- **Public Services/Shelter Services/
Rapid Re-Housing**
- **Fair Housing**
- **Micro-Enterprise**
- **Minor Home Repair Programs**

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I. PROGRAM OVERVIEW

Notice of Funding Availability (NOFA). The County of San Mateo invites applications for community development activities under its FY 2018-19 Community Development Block Grant (CDBG) and ESG Programs. **Until Congress adopts a final budget, the total amount of funds to be available will not be known.** We are estimating an available amount based on 2017-18 funding that we will have approximately **\$993,142** to distribute. The timelines for the County's NOFA public participation and funding approval process can be found at www.smchousing.org.

Funding Categories. This year, the funding will be broken down into the following distinct categories with specific funding allocations (the amounts shown reflect current funding levels; these amounts will be adjusted once the final allocations from HUD are determined and any reprogrammed and/or repayments have been ascertained):

Funding Category	Amount Available (based on FY 18-19 availability)	Source
Minor Home Repair Programs	\$330,000	CDBG
Micro Enterprise/Economic Development	\$70,000	CDBG
Public Services/Core Services/Shelter Services	\$482,465	CDBG/ESG
Homeless Rapid Re-Housing	\$82,677	ESG
Fair Housing Programs	\$28,000	CDBG
TOTAL (pending FY 2018-19 HUD allocations)	\$993,142	CDBG/ESG

Minimum contract amount: No contract will be awarded for less than \$25,000.

Two-Year Contract Terms: County policy is to prepare two-year funding contracts, with the second-year funding subject to availability of funds and satisfactory performance of subrecipient meeting performance goals. The NOFA for FY 2018-2019 is for funding for year one of a two-year funding contract. Please note that funding for the second year is generally intended to be the same as the first year.

Applicant requirements.

- Applicants must be an eligible City, a County or other public agency, or a qualified 501(c) (3) or (c) (4) non-profit organization.
- All applicants must submit the most recent certified financial audit of their organization including any management letters.
- Non-profit organizations must submit evidence of current nonprofit status and an up-to-date roster of their Board of Directors.
- Additionally, to be considered eligible for CDBG, HOME and/or ESG funding from San Mateo County, the project applicant must be in good standing with the County and have satisfactory performance in meeting project goals, timely submission of all required documentation and no monitoring findings.

Application Deadline. Complete application packets must be received by the Department of Housing, 264 Harbor Blvd., Bldg. A, Belmont, CA 94002 no later than:

Friday, January 26, 2018 at 5:00 p.m.

NOTE: Late or incomplete applications will not be considered for funding. No Exceptions.

Funding Availability. July 1, 2018 is the earliest that you can access FY 2018-2019 funding, subject to an executed funding agreement has been executed between your agency and the County after all HUD requirements have been met.

Application Review and Approval Process. Applications will be reviewed by County staff against priorities and criteria described in more detail in Section VI of this NOFA. Staff will formulate preliminary recommendations to be presented to the Housing & Community Development Committee (HCDC), an advisory body to the County Board of Supervisors.

A Public Hearing will be held on **Thursday, March 1, 2018 at 10:00 a.m.** by the HCDC. Applicants will present their application at this public hearing and answer any questions. After hearing from all the applicants, the HCDC will formulate funding recommendations.

The HCDC, through the Department of Housing, will then forward its recommendations to the County Board of Supervisors for final approval on or about **Tuesday, April 24, 2018.**

II. FUNDING PRIORITIES

Successful applications will meet one of the funding priorities enumerated in the County's FY 2018-6-2019 NOFA Funding Priorities, which are included in this NOFA as Exhibit 1: County of San Mateo FY 2018-2019 Notice of Funding Availability (NOFA) Funding Priorities, and can be found at www.smchousing.org. At this point, funding amounts for the categories are approximate. The actual amounts are subject to the Congressional appropriations. The FY 2018-2019 allocations for San Mateo County are expected to be announced in the first or second quarter of 2018.

Successful applications for funding from the Emergency Solutions Grant (ESG) Program will be subject to the priorities and guidelines set forth in Exhibit 2: Emergency Solutions Grant Funding Priorities and Guiding Principles.

No contract will be awarded for less than \$25,000.

III. ELIGIBLE ACTIVITIES

Programs and projects considered for funding must meet all the following requirements: (1) meet an appropriate HUD national objective; (2) qualify for funding on the basis of principally benefiting lower-income persons; and (3) meet one DOH FY 2016-2017 CDBG/ESG priorities, found at www.smchousing.org

Listed below are specific eligible types of activities which may be carried out with CDBG funds. While this list is not complete, it provides a spectrum of the more typical activities funded under the CDBG program:

A. Housing Rehabilitation Programs (Limited funding available):

This is for non-site specific programs serving lower income households and individuals.

1. Interior & exterior paint
2. Door & window replacement
3. Water heater/furnace repair or replacement
4. Removal of architectural barriers

B. Public Service Activities

1. Operating costs of shelters and transitional housing
2. Housing-related public services; human service delivery

3. Fair Housing related services
4. Rapid Rehousing

C. Micro-Enterprise and Economic Development (Limited funding available):

1. Support and development of micro-enterprises resulting in the retention or creation of permanent jobs for low income persons

IV. PROGRAM-SPECIFIC QUALIFYING CRITERIA

A. CDBG Program

To qualify for CDBG funding, all eligible activities must principally benefit very-low and low income persons. Income verification must be done to document client benefit except if the clients are “presumed benefit” (see 4 below), in which case, their status must be verified. An activity will be considered to principally benefit very-low and low-income persons if it meets one or more of the following standards:

1. 100% Low-Income Benefit (Public Services): The activity has an income eligibility requirement that limits the benefits exclusively to very low and low income persons. Public service programs requesting CDBG funds to support program operating costs must demonstrate 100% benefit to very low-/low-income persons. Fair housing enforcement should strive to meet 51% low income beneficiaries of CDBG funding. (See Exhibit B for Income Limits).
2. 51% Low-Income Benefit (Capital Projects): Capital projects must serve at least 51% documented low income to qualify under this category. Applicants requesting funding for this category must demonstrate that CDBG funds will benefit this income group.
3. Area Benefit (Capital Projects): The activity is designed to serve low income areas as designated by HUD. Capital projects, such as community centers, which can be demonstrated to benefit an entire community, may only be proposed in East Palo Alto (census tracts 6118; 6119; 6120; and 6121), North Fair Oaks (census tracts 6105 and 6106) and Belle Haven (census tract 6117). A Capital Project located within any other low income census tract may not necessarily qualify under this standard; consult with HCD Staff. To find out if a census tract meets HUD’s definition of Low Income, contact Rose Cade at (650)802-3386 or rcade@smchousing.org
4. Presumed Benefit Population Public Services and Capital Projects: The activity would benefit one or more of the following groups, presumed to be low-income under CDBG regulations: abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers. Removal of architectural barriers to assist seniors and adults with severe disabilities would fall under this category of Presumed Benefit.
5. Job Creation/Retention for Low-Income Population (Microenterprise Assistance): The activity is designed to create or retain permanent jobs, a majority of which employ or shall employ very low- and low-income persons.
6. Slum/Blight Elimination: The activity is designed to eliminate slum and blight as part of a comprehensive plan or even on a spot basis, but the majority of the beneficiaries should be low income. Consult staff for more information if your request falls under this category.

B. ESG Program

Homeless programs receiving Emergency Solutions Grant (formerly known as Emergency Shelter Grant) dollars are required to show at least a one-to-one match from other sources. These other sources may include other federal, non-federal and private funds. Up to 60% of the County’s FY 2018-2019 ESG allocation may be used for emergency shelter services. HUD requires that San Mateo County must allocate at least 40% of the ESG allocation for rapid re-housing activities, also eligible, but to a lesser extent, services to prevent homelessness.

The County of San Mateo maintains a strong commitment to prevent and end homelessness for county residents, with the goal to end homelessness by 2020. Over the course of the next few years, the County and stakeholders will focus on system changes and implementing strategies identified in the County’s strategic plan to end homelessness, presented to the Board of Supervisors on March 29, 2016.

San Mateo County’s Strategic Plan to End Homelessness by 2020 will create a unified system, invest in best practices, and reorient the current homeless system towards housing crisis response. The new plan addresses homelessness as a housing crisis and sets the path to develop a systematic approach targeted at helping people to maintain their housing, returning unsheltered homeless people to housing as quickly as possible, and prioritizing existing system capacity for those who face the highest barriers and longest history of homelessness.

Homeless programs receiving Emergency Solutions Grant (formerly Emergency Shelter Grant) dollars are required to show at least a one-to-one match from other sources. These other sources may include other federal, non-federal and private funds.

V. FUNDING PROCEDURES AND REQUIREMENTS

- A. Religious Organizations. Funds provided under this NOFA cannot be used for religious activities. However, HUD will allow faith-based organizations to access funds for programs and capital projects meeting County funding priorities described above without having to form secular affiliates.

- B. Multiple CDBG Funding. If you are proposing a program which will serve a county-wide population or a population located in one or more of the entitlement cities (e.g., Daly City, South San Francisco, San Mateo, and Redwood City), please also contact the affected entitlement city for funding. ***The County will fund only that portion of the program’s budget which affects the Urban County jurisdiction. The San Mateo Urban County consists of the unincorporated areas of the County plus the 16 small cities.*** Excluded from the Urban County are the four largest cities – Daly City; South San Francisco; San Mateo; and Redwood City.

CDBG contacts in the entitlement cities in the County:			CDBG
Daly City	Lenelle Suliguin lsuliguin@dalycity.org	650 991-8256	√
South San Francisco	Maria Wada Maria.wada@ssf.net	650 877-8526	√
San Mateo	Sandra Council scouncil@cityofsanmateo.org	650 522-7223	√
Redwood City	Rhonda Coffman rcoffman@redwoodcity.org	650 780-7299	√

- C. Program Proposal with Location Outside Urban County Jurisdiction. If you are requesting funding for a program that will be located outside the Urban County jurisdiction, you must demonstrate that residents of the Urban County jurisdiction will receive the principal benefit from the Urban County funds requested.
- D. Program Schedule. When preparing the program schedule, please factor in sufficient time allowances for various administrative procedures. These include County preparation of the HUD-required environmental review under the National Environmental Protection Act (NEPA), negotiation and execution of the funding agreement between your agency and the County, and formal approval by the County. Funding Agreements exceeding \$100,000 will need review by County Counsel and Board of Supervisors approval.
- E. Environmental Review Process. Federal regulations require local jurisdictions to prepare a NEPA (National Environmental Protection Act) environmental review (ER) for every activity funded with federal funds. If the costs to prepare the ER is done by a DOH consultant, the costs will be taken out of the funding to you. For program services, the NEPA determination will be Exempt and prepared by County staff.
- F. Mandatory Acknowledgement of County and HUD Funding. All programs receiving any type of DOH funding assistance and/or substantial technical assistance will be required to state such in any advertising, marketing, public presentations, press releases, written materials or project descriptions. Such acknowledgement should also identify the U.S. Department of Housing & Urban Development.
- G. Required Agreement between Funded Agency and County of San Mateo. **If you have been awarded County funds for your activity, you must not commit or obligate these funds in any way before an agreement between your agency and the County has been executed. If you commit or obligate the funds before the agreement is executed, DOH may not be able to reimburse you for the program costs.** When planning your project schedule, please allow 4 weeks to 3 months for preparation and execution of the agreement. As noted earlier, contracts involving more than \$100,000 will need County Counsel and Board of Supervisors' approval, which typically requires a minimum of three months' lead time before you can access the funding.
- H. Minimum Contract \$25,000. The Department of Housing minimum contract amount is \$25,000.
- I. Public Service Programs. CDBG funds may be used to support delivery of public services provided the public services serve low income persons. CDBG regulations limit public service expenditures to 15% of a jurisdiction's annual CDBG allocation from HUD. The County funding agreement with the service provider will be performance-based.

If the service provider has service sites outside the County, there must at least a satellite office within the County. New public service programs proposing provision of services only by telephone will not be accepted. It is difficult for such programs to provide the income documentation required by HUD.

- J. Verification of Client Income/Presumed Benefit Status. The County requires that the service provider verify the income of clients served, and that such information be reported to the County on a quarterly basis. Documentation may consist of employment verification and/or benefits income verification and/or tax returns. Self-certification of income of clients receiving program services may be allowed. For presumed low income groups, verification of presumed benefit status is required.
- K. Demographic Data on Project/ Program Beneficiaries. If your project is funded, you will be required to provide County Housing staff with a certain amount of demographic data depending on your particular

type of project. The required data may include: client household income, client racial/ethnic background, and head of household information. HUD requires demographic reporting in a variety of categories including but not limited to race/ethnicity. The Housing and Community Development Specialist assigned to monitor your project will discuss with you the extent of other demographic data required for your particular program. The County will provide you with required reporting forms.

- L. Funding on Reimbursement Basis. The County of San Mateo has a strict policy of not providing funding advances before program costs are incurred and paid. The County normally funds community development programs on a reimbursement basis. Reimbursement is made only upon complete documentation of performance of program goals or completion and payment of incurred costs.
- M. Timely Use of Funds. If funds are awarded to your project, the funds must be obligated (under contract) by March 2019. If the funds have not been obligated by that date, the Director of the Department of Housing will review the project status and may make a recommendation to the Housing & Community Development Committee on whether the funding commitment for your project should be extended for one year; this is not automatic, and must be justified by the project sponsor. If, after a one-year extension, the funds have still not been obligated for your program by March 2020, the Director of the Department of Housing will reprogram the funding commitment.
- N. Financial Audits. Program applicants are required to submit a copy of the most recent certified financial audit prepared by an independent CPA firm, including any management letters. Annual submission of yearly financial audit reports will also be required during the term of the financing or funding agreement. If your agency has expended \$750,000 or more of federal funds from any source in any one year, the audit should include a "single audit" and comply with federal OMB Circular A-122 or A-133, depending on if your entity is a nonprofit organization or public agency. If project applicants have not expended \$750,000 or more of federal funds from any source in any one year, they must attach a certification attesting to this fact.
- O. Background of Nonprofit Organizations. All nonprofit organizations applying for funds must meet the following requirements:
 - 1. Governing Body - Governing body of the organization should be vested in a responsible and active voluntary board which meets at least quarterly and establishes and enforces policy. The governing body should be large enough and so structured to be representative of the community it serves.
 - 2. Personnel - The organization must provide for adequate administration of the program to ensure delivery of services. At a minimum one person should be designated the director of the organization.
 - 3. Staffing of Public Service Programs - Agencies requesting funds for public service programs should have staffing at all levels of responsibility that reflect the racial/ethnic composition of population served. It is highly desirable that the agency staff also possess the appropriate bi-cultural and bi-lingual capabilities.
- P. Designated Person to Execute Documents. Nonprofits should submit a copy of their Board resolution designating a person responsible for executing all documents related to the funding. This may be combined with the County-required resolution from the nonprofit that specifically authorizes the nonprofit to make an application for funds.
- Q. Debarment. Housing & Community Developments Act of 1974, 24 CFR Part 5 provides that assistance shall not be used directly or indirectly to employ, award contracts to, or otherwise engage the services of, or fund any Contractor or sub-recipient during any period of debarment, suspension, or placement

in ineligibility status under the provisions of 24 CFR part 24. This provision covers all Contractors and sub-recipients, as well as subcontractors of Contractor or sub-recipient, whose names are included in the “List of Parties Excluded from Federal Procurement and Non-Procurement Programs.” Inclusion in the aforementioned List during the term of this agreement would constitute grounds for contract termination. The aforementioned List can be found on the Web at www.sam.gov.

R. Other Requirements:

1. **Fingerprinting Requirements of Staff.** The County requires that all contractors, assignees, and volunteers of agencies doing business with the County and who while performing services, may have contact with children, be fingerprinted to determine whether they have a criminal history which would compromise the safety of children.
2. **Equal Benefits Compliance.** Any party entering into contract with the County must offer equal benefits to their employees. The County prohibits discrimination in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse must offer equal benefits to their employees.
3. **Persons with Special Needs.** For programs and projects serving Persons with Special Needs the following definitions apply: Under CDBG, this category includes: abused children; homeless veterans and veterans at risk of homelessness; survivors of domestic violence; seniors (62+); adults and families with children with serious disabilities; homeless persons; illiterate persons; and migrant farm workers. For County purposes, this category shall also include, but not be limited to, mentally ill persons; emancipated youth; seniors aging in place (for service-related programs); frail seniors (for housing); persons recovering from substance abuse; and persons recently released from jail or prison.

Grantees and subrecipients providing services or supportive housing to **Persons with Special Needs** as defined above will verify the eligibility of beneficiaries of County, CDBG, HOME and ESG funding.

VI. EVALUATION CRITERIA

Applications will be evaluated by County Staff and the public advisory body, the Housing and Community Development Committee (HCDC) on the following basis:

- A. Threshold Criteria.** The project application must be received on time, be complete, and meet the requirement that the project be both eligible and qualify under CDBG, HOME, and/or ESG regulations. Additionally, to be considered eligible for CDBG, HOME and/or ESG funding from San Mateo County, the project applicant must be in good standing with the County and have satisfactory performance in meeting project goals, timely submission of all required documentation and no monitoring findings.
- B. Evaluation Criteria.** Once a project is determined to meet the threshold criteria, the proposed project is then evaluated against the additional criteria:
 1. **Funding Priority:** Extent to which Project addresses one of the NOFA funding priorities listed in Section II of this NOFA with more detail available as Exhibit 1: County of San Mateo FY 2018-2019 NOFA Funding Priorities, which are also available as a separate document County of San Mateo FY 2016-2017 Notice of Funding Availability (NOFA) Funding Priorities available at www.smchousing.org

For funding from the Emergency Solutions Grant (ESG) Program, projects are subject to the priorities and guidelines set forth in Exhibit 2: Emergency Solutions Grant Funding Priorities and Guiding Principles.

2. Sponsor Capacity/ Capability: Ability of project sponsor to carry out proposed project/program.
3. Project Feasibility/ Readiness: Reasonableness of proposed time line for implementing and completing project in the near term. Requests for funding to support community or public service programs must be for programs in the upcoming fiscal year.
4. Cost-Effectiveness: Extent to which project is cost effective in serving new or additional clients.
5. Leveraging: Extent to which other funding sources have been sought and committed to Project or Program.

VII. APPLICATION SUBMISSION

Application Preparation Workshop: A joint workshop with the other four CDBG entitlement cities will be held on Wednesday, January 10, 2018 from 10:00 a.m. to 11:30 p.m. at:
San Mateo County Department of Housing
264 Harbor Boulevard, Building A (Jupiter Room)
Belmont, CA 94002

- B. Submission Requirements:** Submit one application per program funding request through CDS. Applications can be accessed at www.citydataservices.net/ No paper applications will be accepted.

Submission Deadline. Applications are due on

Friday, January 26, 2018, 5:00 PM. Late applications will not be accepted.

- C. Where to Submit.** www.citydataservices.net/ No paper submissions accepted.

- D. Information and Assistance.** Staff and City Data Services are available to answer questions regarding the NOFA and preparation and submittal of the application. You may contact the following persons

Question Area	Name	Phone	E-Mail
Program-Related	Rose Cade	(650) 802-3386	rcade@smchousing.org
Online application related	Steve Crouse	(650) 533-5933	citydataservices@yahoo.com

Exhibit 1: County of San Mateo FY 2018-2019
Notice of Funding Availability (NOFA) Funding Priorities 12/18/17

Low Income Benefit. Successful applications will meet one of the funding priorities listed below. All programs/ projects must benefit Low, Very Low, and Extremely Low -Income persons.

Minimum Request/Two-Year Funding Agreement. \$25,000 is the minimum application request. No contract will be awarded for less than \$25,000. County policy is to give two-year contract terms to Public Services, Minor Home Repair Programs, Micro-Enterprise Assistance, and Fair Housing Activities.

A. Housing Development/Housing Repair and Modification Programs

1. Development of new housing, acquisition/rehabilitation of existing housing, conversion of non-housing structures to provide affordable housing, permanent supportive housing, or transitional housing, for Extremely Low- (ELI) and Very Low-Income (VLI) individuals, families, and persons with special needs.* At least 50% of the Housing Development allocation will be targeted to projects providing permanent supportive housing units for special needs populations. Priority will be given to projects that meet the following criteria:
 - Incorporate supportive housing services;**
 - Transit-oriented development;
 - Support the County's Strategic Plan to End Homelessness 2016-2022;
 - Contain units for larger families (2-and 3-bedroom).
2. Housing repair and modification programs operated by nonprofit agencies that provide cost-effective improvements focusing on health & safety, housing quality standards, and/or access modifications.
3. Rehabilitation of rent-restricted, existing multi-family affordable housing.

B. Public Services Programs (including Shelter Operations & Fair Housing Enforcement)

1. Operational support for emergency shelters and transitional housing programs that serve individuals and families.
2. Support for rapid re-housing activities, including rental assistance and supportive services, to assist individuals or families who are homeless to move as quickly as possible into permanent housing.
3. Operational support for agencies that provide safety net services.
4. Supportive services aimed at keeping people in their homes, including financial literacy programs, tenant-landlord mediation, and fair housing services.

C. Community & Economic Development (including Public Facilities & Micro-Enterprise Assistance)

1. Development (acquisition and/or new construction) or rehabilitation of emergency shelters or facilities providing service-enriched supportive housing for persons with special needs to meet the goals of the HOPE Plan to Prevent and End Homelessness in the County.
2. Development (acquisition and/or new construction) or rehabilitation of community facilities serving lower income individuals and households, including community centers, childcare facilities, and youth centers.
3. Activities which result in the creation or retention of permanent employment opportunities for lower income persons.

* **Persons with Special Needs.** Under CDBG, this category includes: abused children; homeless veterans and veterans at risk of homelessness; survivors of domestic violence; seniors (62+); adult persons with serious disabilities; homeless persons; illiterate persons; and migrant farm workers. For County purposes, this category shall also include, but not be limited to, mentally ill persons; emancipated youth; seniors aging in place (for service-related programs); frail seniors (for housing); persons recovering from substance abuse; and persons recently released from jail or prison.

** **Supportive Housing Services.** Under this NOFA, these are services that assist special needs persons to stabilize, maintain their housing, and live as independently as possible, and without which the special needs person might have difficulty maintaining their housing.

Exhibit 2
County of San Mateo
FY 2018-2019

Emergency Solutions Grant Funding Priorities and Guiding Principles

The County of San Mateo maintains a strong commitment to prevent and end homelessness for county residents, with the goal to end homelessness by 2020. Over the course of the next few years, the County and stakeholders will focus on system changes and implementing strategies identified in the County's strategic plan to end homelessness, presented to the Board of Supervisors on March 29, 2016.

San Mateo County's new Strategic Plan to End Homelessness by 2020 will create a unified system, invest in best practices, and reorient the current homeless system towards housing crisis response. The new plan addresses homelessness as a housing crisis and sets the path to develop a systematic approach targeted at helping people maintain their housing, returning unsheltered homeless people to housing as quickly as possible, and prioritizing existing system capacity for those who face the highest barriers and longest history of homelessness.

The San Mateo County Strategic Plan to End Homelessness by 2020 is organized around five key goals:

Goal 1: Create a System to End Homelessness in San Mateo County by 2020

- Transforming existing set of programs into a housing crisis resolution system.
- Shifting the county-wide system to a Housing First Approach in which all people are "housing ready" and the system is charged with identifying a housing solution for each individual or family experiencing homelessness.
- Developing and implementing a shelter diversion program to prevent households who have other housing options from entering shelter and help them move directly to alternative housing.
- Developing and implementing a Coordinated Entry System (CES), providing a clear and standardized entry way into the Housing Crisis Resolution System. There will be multiple, coordinated access points throughout the county, all using standardized screening, triage, assessment and prioritization process and tools.
- Right-Sizing Interim Housing Programs. Right size the inventory of shelter, transitional housing, and rapid re-housing beds to ensure it aligns with population needs (single adults, families, and youth) and that it is optimally sized and structured to ensure rapid exit from homelessness to permanent housing.
- Expanding Rapid Re-Housing Capacity. Expand the availability of rapid re-housing assistance for single adults and families with children. All rapid re-housing programs will be aligned with a set of consistent policies and standards based on evidence and best practices, and will be available to households who have high housing barriers.
- Maximizing Permanent Supportive Housing Programs. Expanded capacity in permanent supportive housing will be created by maximizing our ability to use existing voucher capacity.
- Using data for Continuous Quality Improvement.

Goal 2: End Veteran Homelessness

Goal 3: End Family Homelessness

Goal 4: End Youth Homelessness

Goal 5: Individuals Exiting Institutions Will Not Discharge Into Homelessness

Guiding Principles of the San Mateo County Homeless System

In order to receive funding under this NOFA, the selected service provider and program must adhere to the guiding principles for the new homeless system, comprised of System Principles and Program Principles.

System Principles

- **Systems Orientation:** Create a **system** that responds effectively and rapidly to the crisis of homelessness. In a system, all stakeholders, programs, and organizations work together in a coordinated way to accomplish a clear set of shared objectives. The objective of the housing crisis resolution system is to ensure that anyone who is homeless quickly returns to stable housing.
- **Housing First:** People experiencing homelessness need housing above all else. Strategies and interventions focus on returning households to safe and secure housing that they can use as a starting place to address other issues.
- **Data Driven:** Plans are based on an analysis of the current system that assesses what is working and what can be improved. System and program-level performance is measured and the results are used for continuous quality improvement. Funders of the system view their role as stewards of community resource who are responsible for understanding what results their investments are achieving and ensuring resources are used in a way that maximizes impact.
- **Client Centered:** People experiencing homelessness are at the center of the system design. The system is designed to ensure easy and streamlined access for everyone, and particularly those who experience the greatest challenge navigating the complexities of publicly-funded services and programs.
- **Context-Specific and Aligned with Best Practices:** System strategies are aligned with evidence- based practices and lessons learned from the field, as well as federal policy direction. Best practices are applied to local conditions and tailored to reflect the specific strengths and challenges of San Mateo County.

Program Principles

- Must accept referrals following the process established by the County, including participation in and receiving referrals from the County's Coordinated Entry System (CES), which is currently in development.
- Must implement a Housing First approach, ensuring low barriers to program entry and program rules designed to minimize clients being involuntarily terminated from programs. Low entry barriers means there are no sobriety requirements, service participation requirements, or other entry criteria designed to screen out households based on lack of "housing readiness."
- Adopt fair, transparent, and accessible program policies.
- Client-centered – individualized to meet the needs of each client.
- Support client choice and self-determination.
- Understand the role of emergency shelters and transitional housing as short term.
- Prioritize assistance for households who are unsheltered and those who have the highest need for assistance to resolve their housing crisis.
- Program design is oriented to help all households return to stable housing as quickly as possible.
- Funded providers must participate in homeless and safety net system planning meetings and collaborate with other community based organizations and public agency partners.

Exhibit 3

2017 San Mateo County Income Limits

as determined by HUD - effective December 18 , 2013

revised 06/19/17

For HUD-funded programs, use the Federal Income Schedule. For State or locally-funded programs, you may use the State Income Schedule. For programs funded with both federal and state funds, use the more stringent income levels.

Please verify the income and rent figures in use for specific programs.

San Mateo County (based on Federal Income Limits for SMC)

Prepared 4/25/2017 - HUD-established area median Income **\$115,300** (based on household of 4).

Income Limits by Family Size (\$)								
Income Category	1	2	3	4	5	6	7	8
Extremely Low (30% AMI) *	27,650	31,600	35,550	39,500	42,700	45,850	49,000	52,150
Very Low (50% AMI) *	46,100	52,650	59,250	65,800	71,100	76,350	81,600	86,900
HOME Limit (60% AMI) *	55,320	63,180	71,100	78,960	85,320	91,620	97,920	104,280
Low (80% AMI) *	73,750	84,300	94,850	105,350	113,800	122,250	130,650	139,100

NOTES

- * Income figures provided by HUD for following San Mateo County federal entitlement programs: CDBG, HOME, ESG.;

California State Income Limits

Effective 6/09/17 - Area median Income **\$115,300** (based on household of 4)

Income Limits by Family Size (\$)								
Income Category	1	2	3	4	5	6	7	8
Extremely Low (30% AMI) *	27,650	31,600	35,550	39,500	42,700	45,850	49,000	52,150
Very Low (50% AMI) *	46,100	52,650	59,250	65,800	71,100	76,350	81,600	86,900
Low (80% AMI) *	73,750	84,300	94,850	105,350	113,800	122,250	130,650	139,100
Median (100% AMI)	80,700	92,250	103,750	115,300	124,500	133,750	142,950	152,200
Moderate (120% AMI)	96,850	110,700	124,500	138,350	149,400	160,500	171,550	182,600

NOTES

- * 2017 State Income limits provided by State of California Department of Housing and Community Development ;

EXHIBIT 4
Sample Certification for No Single Audit Requirement Needed

(Please insert sample language onto your agency letterhead stationery)

Department of Housing
County of San Mateo
264 Harbor Bldg, Bldg A
Belmont, CA 94002

Dear: _____ :

This is to certify that as _____ (title) for our agency. _____ (name of agency), we did not expend more than \$750,000 of federal funds from all federal sources during the fiscal year ending _____. As such, our independent financial audit submitted with this application was not required to comply with the single audit requirements set forth in OMB A-122 or A-133.

Name (signature)

Print Name

Title

Date