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Director: Ken Cole

County of San Mateo Department of Housing

STATE EMERGENCY SOLUTIONS GRANT (ESG) NOTICE OF FUNDING AVAILABILITY (NOFA) FY 2018-19

NOFA Package:

- **NOFA Overview & Funding Requirements**

***** Applications Due by
5:00 p.m.
Monday, April 30, 2018 *****

Applications/Checklists to be submitted online through City Data Services
Link: www.citydataservices.net
(Login for new users is SMCESG for ID & Password)

For technical assistance with the online application, contact Steve Crouse
citydataservices@yahoo.com or (650) 533-5933

4/2/2018

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I. BACKGROUND AND PROGRAM OVERVIEW

The State of California Department of Housing and Community Development (HCD or Department) administers the Emergency Solutions Grants (ESG) program with funding received from the U.S. Department of Housing and Urban Development (HUD). The federal ESG program provides funding to (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents; and (5) prevent families/individuals from becoming homeless.

In February 2018, the State of California released the Continuum of Care Allocation SOLICITATION OF INTEREST for Administrative Entities to identify local government entities that can act as Administrative Entities (AE) of State ESG funds through two allocations:

- Continuum of Care Allocation for Service Areas that contain a city or county that receives ESG directly from HUD; and the
- Balance of State Allocation for Service Areas that do not contain a city or county that receives ESG directly from HUD.

In response to the SOLICITATION OF INTEREST, the San Mateo County Department of Housing submitted an Administrative Entity Response Form and was selected to serve as the Administrative Entity for State ESG funding allocated to San Mateo County. The State of California 2016-17 budget authorized funding for the new California Emergency Solutions Grants (CA ESG) program (SB 837 Section 72). The CA ESG program will generally be administered by the State of California HCD in a manner consistent with the Federal ESG program as listed above, and in addition, the CA ESG program may facilitate technical assistance activities to improve the capacity of grantees and the Continuum of Care to end homelessness.

Notice of Funding Availability (NOFA). The San Mateo County Department of Housing was selected by the State of California as the Administering Entity for the State of California ESG funding allocated to San Mateo County. The County of San Mateo Department of Housing invites applications for eligible activities to address homelessness under the State Emergency Solutions Grant (ESG) program. Until the State releases final allocation amounts, the total amount of funds to be available will not be known. We are estimating an available amount of \$525,885 to distribute. The timelines for the County's State ESG NOFA public participation and funding approval process can be found at www.smchousing.org. Funds awarded through this NOFA must be expended by July 30, 2019. Under State Regulation 8403(i) as an AE, San Mateo County is required to award no less than 40% of available State ESG funding to Rapid Rehousing. The remaining funds will be available to support shelter operations as described in the Program Overview section of this NOFA.

Funding Categories:

Funding Category	Amount Available	Source
Shelter Operations/Development, Expansion or Upgrade	\$315,531	State ESG (federal & state)
Rapid Re-Housing	\$210,354	State ESG (federal & state)
TOTAL State ESG Funding Available	\$525,885	

PLEASE NOTE: ESG funds are anticipated to be made available no earlier than October 1, 2018.

MINIMUM GRANT: No contract will be awarded for less than **\$25,000**

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.

Application Deadline. Complete application packets must be submitted online through City Data Services at www.citydataservices.net (Login and Password for new users is SMCESG). For questions regarding the NOFA for State ESG funds contact Tracy Choi at tchoi@smchousing.org or 650-508-6773. For technical assistance with the online application, contact Steve Crouse at citydataservices@yahoo.com or 650-533-5933. Applications must be submitted to City Data Services no later than:

Monday, April 30, 2018 at 5:00 PM.

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

Funding Availability. October 1, 2018 is the earliest that you can access FY 2018-2019 State ESG funding, subject to an executed funding agreement has been executed between your agency and the County after all HUD and State of California 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 recommendations to be presented to the County Board of Supervisors for final approval on **Tuesday, June 19, 2018.**

II. FUNDING PRIORITIES

The County of San Mateo maintains a strong commitment to prevent and end homelessness for county residents, with the goal to reach a functional zero level of homelessness by 2020.

San Mateo County's Strategic Plan to End Homelessness by 2020 creates a unified system, invests in best practices, and reorients the homeless system towards housing crisis response. The 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.

Successful applications will meet one of the funding priorities enumerated in the County's FY 2018-2019 Emergency Solutions Grant Funding Priorities and Guiding Principles referenced below and also included as Exhibit 1 of this NOFA and at www.smchousing.org.

The San Mateo County Strategic Plan to End Homelessness by 2020¹ 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

¹ https://hsa.smcgov.org/sites/hsa.smcgov.org/files/HomelessReport_Final.pdf

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 strategic plan and the 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)
- 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.

III. POPULATIONS TO BE SERVED

Target Population

The target population for this NOFA are homeless families with children and homeless individuals without children. Households must be San Mateo County residents. The target population includes people who are disabled, have no income or low levels of income, who may have evictions, criminal convictions, substance use or abuse issues, mental and physical health challenges, and/or other barriers to housing. The identified provider(s) must accept referrals only from the County’s Coordinated Entry System (CES).

IV. ELIGIBLE ACTIVITIES

Listed below are specific eligible types of activities, aligned with State Regulations of Core Practices, which may be carried out with State ESG funds. While this list is not complete, it provides a spectrum of the more typical activities funded under the State ESG program. The Federal ESG program provides funding to (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help to operate these emergency shelters; (4) provide essential services to shelter residents; and (5) prevent families/individuals from becoming homeless.

For the purposes of this NOFA, San Mateo County will allocate the State ESG funding as follows:

- 1. Rapid Rehousing activities (40% of State ESG funding)**
- 2. Support for the operating costs of emergency shelters for homeless individuals and families**
- 3. Funding to improve the level and/or quality of services for homeless individuals and families living in emergency shelters or transitional housing**

San Mateo County Department of Housing will select providers who are able to comply with the Core Practices and protocols as specified in Section 8409 of the State Regulations including:

- Comprehensive and coordinated access throughout the Service Area
- Prioritized access to services for people with the most severe needs
- Low barrier access to services and consistency with housing first practices

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. Program Schedule.** When preparing the program schedule, please factor in sufficient time allowances for various administrative procedures. Funding Agreements exceeding \$100,000 will need review by County Counsel and Board of Supervisors approval.

- C. Mandatory Acknowledgement of County, State of California 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 State of California Housing and Community Development, and the U.S. Department of Housing & Urban Development.
- D. Required Agreement between Funded Agency and County of San Mateo. **If you have been awarded State ESG 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.
- E. Public Service Programs. State ESG funds may be used to fund a variety of activities to address homelessness as authorized under the federal HEARTH Act of 2009 and State program requirements. The federal ESG program provides grant funding to (1) engage homeless individuals and families living on the street; (2) rapidly re-house homeless individuals and families; (3) help operate and provide essential services in emergency shelters for homeless individuals and families; (4) prevent individuals and families from becoming homeless.
- Pursuant to State Regulation 8403(i) no less than 40% of State ESG funds must be awarded to Rapid Rehousing. Funding set-aside for Rapid Re-Housing will be awarded through a separate RFP issued by the County's Human Services Agency (HSA). State ESG funding not set-aside for Rapid Rehousing activities will be available to fund eligible activity (3) *to help operate emergency shelters for homeless individuals and families and/or activity (2) to improve the number and quality of emergency shelters for homeless individuals and families.* Only proposals for activities that are designed to help operate emergency shelters or to improve the number and quality of emergency shelters will be considered for funding under this NOFA.
- If the service provider has service sites outside the County, there must at least a satellite office within the County.
- F. Requirement to use the San Mateo County Clarity System. All services funded under this NOFA must be documented in the Clarity Human Services System, administered by the San Mateo County HSA. Client data will be tracked in the Homeless Management Information System (HMIS) system within the Clarity Human Services System used by the Core Service Agencies and Homeless Service Providers. For a provider that serves primarily survivors of domestic violence, a separate HMIS-compliant system may be used if approved by HSA. Program staff will enter complete and accurate information into Clarity in a timely manner for all program participants.
- G. 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. All reporting will be submitted through City Data Services at www.citydataservices.net.
- H. 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.

- I. Timely Use of Funds. If funds are awarded to your project, the funds must be expended within the period of performance. Any unexpended funds at the end of the period of performance will be recaptured and allocated in future funding rounds.
- J. 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 be in compliance 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.
- K. 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 Requirements - Agencies requesting funds 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.
- L. 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 subject funds.
- M. 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.
- N. **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 during the course of performing services, may have contact with children, be fingerprinted in order to determine whether they have a criminal history which would compromise the safety of children.
 - 2. Equal Benefits Compliance. With respect to the provision of employee benefits, contractor/provider must comply with County Ordinance prohibiting discrimination in the provision of employee benefits between a full-time employee with a registered domestic partner and one with a spouse.

VI. EVALUATION CRITERIA

Applications will be evaluated by an internal review committee comprised of staff from the Department of Housing and Human Services Agency based on priorities set in the San Mateo County Strategic Plan to End Homelessness 2020

- 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 ESG regulations.
- 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 the NOFA funding priorities listed in Section II of this NOFA and extent to which Project demonstrates alignment to the guiding principles of the San Mateo County Homeless System
 2. Sponsor Capacity/ Capability: Ability of applicant to carry out proposed project/program, including demonstrated positive outcomes (i.e. housing homeless clients), demonstrated ability to complete administrative requirements (i.e. performance reports, HMIS data entry), and satisfactory performance on any past and/or current contracts with the County.
 3. Project Feasibility/ Readiness: Reasonableness of proposed time line for implementing and completing project by July 30, 2019.
 4. Cost-Effectiveness: Extent to which project is cost effective in serving clients.
 5. Leveraging: Extent to which other funding sources have been sought and committed to Project or Program.

VII. APPLICATION SUBMISSION

A. Technical Assistance Session

The Department of Housing and the Human Services Agency will hold a technical assistance session for prospective applicants on **Thursday, April 12, 2018 from 10:00 am – 11:30 am**. The session will be held in the **Jupiter Room at 264 Harbor Boulevard, Building A, Belmont**. Attendance by applicants is not mandatory but is strongly recommended. Instructions on the use of City Data Services application process will be provided.

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.

C. Submission Deadline. Applications are due on

Monday, April 30, 2018, 5:00 PM.
Late or incomplete applications will not be accepted.

D. Where to Submit. www.citydataservices.net/ No paper submissions accepted.

D. Information and Assistance. Staff is available to answer questions regarding the NOFA and preparation and submittal of the application. You may contact the following staff:

Question Area	Name	Phone	E-Mail
CDS Application	Steve Crouse	(650) 533-5933	citydataservices@yahoo.com
Program/NOFA	Tracy Choi	(650) 508-6773	tchoi@smchousing.org

Exhibit 1

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.

San Mateo County's Strategic Plan to End Homelessness by 2020² creates a unified system, invests in best practices, and reorients the homeless system towards housing crisis response. The 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.

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- Transforming existing set of programs into a housing crisis resolution system.
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- 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.
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- 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

² https://hsa.smcgov.org/sites/hsa.smcgov.org/files/HomelessReport_Final.pdf

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- Client-centered – individualized to meet the needs of each client.
- Support client choice and self-determination.
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- 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 2

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 Category	Income Limits by Family Size (\$)							
	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 Category	Income Limits by Family Size (\$)							
	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 3

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