



COUNTY OF  
SAN MATEO

DEPARTMENT  
OF HOUSING

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**July 1, 2023 - June 30, 2024**

**PROGRAM GUIDELINES  
FOR FUNDING OF**

**FEDERAL CDBG AND ESG  
&**

**STATE PLHA AND ESG**

**GRANT-FUNDED COMMUNITY  
DEVELOPMENT ACTIVITIES**

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

**~~\*\* Applications Due by 5:00 p.m.~~**

**~~Thursday, January 12, 2023\*\*~~**

**REVISED: Applications due by  
January 30, 2023 by 5:00pm**

Applications/Checklists to be submitted online through City Data Services. Link: [www.citydataservices.net](http://www.citydataservices.net)  
(Login for new users is SMC2023 for ID & Password)

For technical assistance with the online application, contact City Data Services, [citydataservices@yahoo.com](mailto:citydataservices@yahoo.com) or (650) 533-5933

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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 2023-24 Federal Community Development Block Grant (CDBG) and Federal/State Emergency Solutions Grants (ESG) Programs as well as its State Permanent Local Housing Allocation (PLHA) Program. **Until Congress adopts a final budget, the California Department of Housing and Community Development (HCD) approves the County’s PLHA annual funding application, and the State releases its final ESG allocation amounts, the total amount of funds to be available will not be known.** Based on 2022-23 funding we estimate we will have approximately **\$2,111,824** to distribute.

**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/HCD are determined and any reprogrammed and/or repayments have been ascertained):

<b>Funding Category</b>	<b>Estimated Amount Available (based on FY 22-23 availability)</b>	<b>Source</b>
Minor Home Repair Programs	\$333,000.00	CDBG
Micro Enterprise/Economic Development	\$45,000.00	CDBG
Public Services: Core Services and Shelter Services	\$1,166,007.37	CDBG/PLHA/ Federal ESG
Homeless Rapid Re-Housing	\$91,980.38	Federal ESG
Fair Housing Programs	\$28,268.41	CDBG
Public Service: General	\$190,581.19	CDBG
Shelter Operations/Development, Expansion or Upgrade	\$118,341.00	State ESG
Rapid Re-housing	78,894.00	State ESG
<b>TOTAL (pending FY 2023-24 HUD allocations and HCD approval)</b>	<b>\$2,052,072.35</b>	

*Note:* 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. Under State Regulation 8403(i) as an Administrative Entity (AE) of State ESG funds, San Mateo County is required to award no less than 40% of available State ESG funding for rapid re-housing activities. The remaining funds will be available to support shelter operations as described in Exhibit 1 in this NOFA.

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

**Two-Year Contract Terms:** FY 2023-2024 is the second year of a two-year contract period for CDBG and Federal ESG awards. No new applications will be accepted for community development activities. Renewing applicants must submit a renewal application through City Data Services in order to receive their second year’s funding award. County policy is to prepare two-year funding contracts, with the second-year funding subject to Program Guidelines for Funding of Community Development Activities FY 2023-2024

availability of funds and satisfactory performance of subrecipient meeting performance goals. Funding for the second year is generally intended to be the same as the first year. For PLHA- and State-ESG funded projects, a contract amendment or new contract must be entered into for the second-year funding, which is generally intended to be the same amount as the first year, subject to the availability of PLHA and State ESG funds and satisfactory performance of subrecipient meeting performance goals.

**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.** Please fill out application plus submit all attachments on-line at [www.citydataservices.net/](http://www.citydataservices.net/) by:

**Thursday, January 12, 2023 at 5:00 PM.**

**REVISED: Applications due by January 30, 2023 by 5:00pm**

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

**Funding Availability.** July 1, 2023 is the earliest that you can access FY 2023-2024 Federal CDBG and ESG funding as well as PLHA funding. State ESG funds are anticipated to be made available no earlier than October 1, 2023, which is after the Standard Agreement between HCD and San Mateo County has been signed and executed. Funding from all sources is subject to an executed funding agreement between your agency and the County after all HUD, State of California, and/or PLHA 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 and Exhibit 1 of this NOFA. For CDBG as well as PLHA-funded projects, 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 or about **February 22, 2023**, 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 for Federal CDBG and PLHA-funded projects to the County Board of Supervisors for final approval on or about **April 23, 2023**.

For Federal/State ESG applications, the County’s Department of Housing and Health and Human Services staff will formulate recommendations to be presented directly to the County Board of Supervisors for final approval on or about **April 23, 2023**.

**II. FUNDING PRIORITIES**

Successful applications will meet one of the funding priorities enumerated in the County’s FY 2023-24 NOFA Funding Priorities document, which can be found in Exhibit 1 as well as at [www.smhousing.org](http://www.smhousing.org). At this point, funding amounts for the categories are approximate. The actual amounts are subject to the Congressional and/or State appropriations. The FY 2023-2024 allocations for San Mateo County are expected to be announced in the first part of 2023.

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

### III. ELIGIBLE ACTIVITIES

Programs and projects considered for Federal CDBG and ESG funding must meet all of 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 2023-2024 NOFA funding priorities, found in Exhibit 1 and at [www.smchousing.org](http://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 emergency shelters and transitional facilities<sup>1</sup>
2. Housing-related public services; human service delivery
3. Fair Housing related services

#### 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

In order 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 point #4 on the next page), 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 2 for Income Limits).

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<sup>1</sup> A transitional facility will only be eligible to receive Federal ESG funds if it meets one of the following criteria: 1) its primary purpose is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and it does not require occupants to sign leases or occupancy agreements; or 2) it received funds under a FY 2010 ESG grant and met the criteria under the former emergency shelter definition (“any facility, the primary purpose of which is to provide temporary or transitional shelter for the homeless in general or for specific populations of the homeless”). <https://www.hudexchange.info/faqs/990/can-a-transitional-facility-be-eligible-to-receive-esg-funds/>

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 Douglas W. Frederick at (650) 802-3358 or [DWFrederick@smchousing.org](mailto:DWFrederick@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

Federal 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 ESG allocation may be used for emergency shelter services. HUD's new emphasis for ESG is rapid re-housing activities and to a lesser extent, services to prevent homelessness.

State ESG program: 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:

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

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

### C. PLHA Program

The Permanent Local Housing Allocation (PLHA) program, signed into law through California's Building Homes and Jobs Act (SB 2), provides a permanent source of funding to all local governments in California to help cities and counties implement plans to increase the affordable housing stock. DOH awards of PLHA funds will support shelter operations and case management/services for persons who are experiencing or at risk of homelessness and earn equal to or less than 30% of San Mateo County's Area Median Income. In particular, PLHA funds will augment or replace CDBG funds for programs in the following Public Services sub-categories and with the following conditions:

1. Public Services – Shelter Operations and Services
  - PLHA Activity (6): Assisting persons who are experiencing or at risk of homelessness: This includes, but is not limited to, providing supportive/case management services that allow people to obtain and retain housing, operating and capital costs for navigation centers and emergency shelters. Applicants must provide navigation center, emergency shelter, and case management services in a manner consistent with the Housing First practices described in 25CCR, Section 8409, subdivision (b)(1)-(6) and in compliance with WIC Section 8255(b)(8).
  - 100% Extremely low-Income Benefit: PLHA limits its funding to services exclusively serving extremely low-income persons (30% Area Median Income). Public service programs requesting PLHA funds to support program operating and services costs must demonstrate 100% benefit to extremely low-income persons even for CDBG presumed benefit populations. (See Exhibit 2 for Income Limits). Income verification must be done for all clients.

### 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:		
<b>Daly City</b>	Lenelle Suliguin <a href="mailto:lsuliguin@dalycity.org">lsuliguin@dalycity.org</a>	650 991-8256
<b>San Mateo</b>	<u>Nicholas Vū</u> <a href="mailto:nvu@cityofsanmateo.org">nvu@cityofsanmateo.org</a>	650 522-7229
<b>Redwood City</b>	Jose Zetino <a href="mailto:izetino@redwoodcity.org">izetino@redwoodcity.org</a>	650-780-7251
	Alin Lancaster <a href="mailto:alancaster@redwoodcity.org">alancaster@redwoodcity.org</a>	650-780-7299
<b>South San Francisco</b>	Heather Ruiz <a href="mailto:heather.ruiz@ssf.net">heather.ruiz@ssf.net</a>	650 829-6621

- 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, State 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, State of California Housing and Community Development, or PLHA program, depending on the source of funding.
- 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 four (4) weeks to four (4) 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 (3) months' lead time before you can access the funding.
- H. Minimum Contract \$25,000. The Department of Housing's 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.



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. 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, HCD, and PLHA.

- J. Requirement to use the San Mateo County Clarity System.** All services funded via ESG funds 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.
- K. 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. PLHA does not allow for presumed income and therefore income of all beneficiaries must be verified.
- L. 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, HCD and PLHA funding require 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. Most, but not all, reporting will be submitted through City Data Services at [www.citydataservices.net](http://www.citydataservices.net).
- M. 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 invoices for and payment of incurred costs.
- N. Timely Use of Funds.** If funds are awarded to your project, the funds must be obligated (under contract) by **March 2024**. 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 2025, the Director of the Department of Housing will reprogram the funding commitment. Any unexpended funds at the end of the contract period will be recaptured and allocated in future funding rounds or for other, eligible purposes.

- O. 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. See Exhibit 3 for an example certification letter.
- P. 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.
- Q. 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.
- R. 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 for any funding received via this NOFA including Federal CDBG and ESG as well as State ESG and PLHA. The aforementioned List can be found on the Web at [www.sam.gov](http://www.sam.gov).
- S. 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. Any party entering into contract with the County must offer equal benefits to their employees. The County's Ordinance 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, PLHA, and State/Federal ESG funding.

## VI. EVALUATION CRITERIA

Applications will be evaluated by County Staff and the public advisory body, the Housing and Community Development Committee (HCDC), and, for State ESG funds, staff from the County's Human Services Agency 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, PLHA, and/or Federal/State 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 one of the NOFA funding priorities listed in Exhibit 1 of this NOFA, which is also provided a separate document, *County of San Mateo FY 2023-2024 Notice of Funding Availability (NOFA) Funding Priorities*, available at [www.smchousing.org](http://www.smchousing.org) For State ESG projects, the project will also be evaluated to the extent to which it demonstrates alignment to the guiding principles of the San Mateo County Homeless System.
  2. Sponsor Capacity/ Capability: Ability of project sponsor 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, City Data Services and/or 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 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 for Federal CDBG and ESG funding and the extent to which the project is cost effective in serving all clients (not just new or additional) for State ESG and PLHA funding.
  5. Leveraging: Extent to which other funding sources have been sought and committed to Project or Program.

- 6. Program Model (for shelter programs only): Extent to which program is aligned with the Strategic Plan to End Homelessness, including low barrier to services, reasonable targets for permanent housing placements, and reasonable lengths of stay.

**VII. APPLICATION SUBMISSION**

- A. **Application Preparation Workshop:** A workshop will be provided on Wednesday, January 4, 2023, at 2pm through a virtual conference meeting. Zoom meeting link and time will be posted on the County’s NOFA webpage at [www.smchousing.org](http://www.smchousing.org). **Attendance by applicants – especially those new to City Data Services – is not mandatory**, but is highly encouraged. Instruction on the use of the 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/](http://www.citydataservices.net/) No paper applications will be accepted.
- C. **Submission Deadline.** Applications are due on:

~~Thursday, January 12, 2023, 5:00 PM.~~

**REVISED: Applications due by January 30, 2023 by 5:00pm**  
**Late or incomplete applications will not be accepted.**

- D. **Where to Submit.** [www.citydataservices.net/](http://www.citydataservices.net/) No paper submissions accepted.
- E. **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:

Name	Phone	E-Mail
City Data Services (online platform)	(650) 533-5933	<a href="mailto:citydataservices@yahoo.com">citydataservices@yahoo.com</a>
Karen Coppock	(650) 453-0697	<a href="mailto:kcoppock@smchousing.org">kcoppock@smchousing.org</a>

# Exhibit 1: County of San Mateo FY 2023-2024 NOFA Funding Priorities

## Federal CDBG and ESG and PLHA

**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. FY2023-24 is year two.

### **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- and Very Low-Income 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 San Mateo County's Continuum of Care's Strategic Plan on Homelessness;
  - 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 facilities serving 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 San Mateo County's Continuum of Care's Strategic Plan on Homelessness.
2. Development (acquisition and/or new construction) or rehabilitation of community facilities serving lower income individuals and households, including community and youth centers, childcare facilities.
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; veterans at risk of or experiencing 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.

## **State Emergency Solutions Grant Funding Priorities and Guiding Principles**

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 2016, the State of California released the Continuum of Care (CoC) 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 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 State ESG program may facilitate technical assistance activities to improve the capacity of grantees and the Continuum of Care to end homelessness.

### **The County of San Mateo is strongly committed to preventing and ending homelessness for county residents.**

The Continuum of Care Strategic Plan on Homelessness (The CoC Strategic Plan) sets forth a vision and roadmap for the community's response to homelessness over the next three years, July 2022 through July 2025. It is aligned with the Working Together to End Homelessness (WTEH) initiative being led by the County Executive's Office that is bringing together City representatives, service provider agencies, partner agencies, business representatives, community members, and other partners to craft a high-level framework for ending homelessness as a community. The CoC Strategic Plan also satisfies the requirements of the State of California to develop a Homelessness Action Plan, a prerequisite for requesting funding under the State's Homelessness, Housing Assistance and Prevention (HHAP) program.

The section below outlines the CoC Strategic Plan's centerpiece: a set of six goals that articulate what HSA and the CoC seek to accomplish over the next three years. These goals will organize the community's response to homelessness and provide a methodology to track progress. For each goal, there is a related set of outcome measures and targets that are requirements for the HHAP Action Plan. The CoC Strategic Plan and HHAP goals both cover from July 2023 to June 2024.

*Goal 1. Engage and support people who are unsheltered to transition to interim housing, permanent housing, or other places where they can access needed services and supports.*

- a. Continue existing street outreach programs and implement targeted expansions to further cover County geography, offer services after hours and on weekends, and deepen connections and collaborations with health and behavioral health services.
- b. Refine and fine-tune connections between street outreach programs and Coordinated Entry access points to streamline access into services for people who are unsheltered.
- c. Enhance data collection by outreach teams to increase understanding of numbers and characteristics of people who are experiencing unsheltered homelessness

- d. Expand emergency shelter bed inventory for adult-only households, including completion of the Navigation Center in Redwood City. Continuously analyze data to ensure inventory of shelter for adults is right-sized.
- e. Maintain inventory of emergency shelter and transitional housing beds for families, youth, and domestic violence survivors. Continue analyzing data to ensure inventory of shelter for these populations is right-sized.
- f. Offer a range of shelter options and models, including both congregate and non-congregate settings.
- g. Continue and enhance Housing First approaches in emergency shelter programs – including low barriers to entry, 24/7 operations, voluntary service participation, and housing-focused services and supports.
- h. Scale up existing programs and create new programs providing nimble, intensive, wrap-around service for highly vulnerable unsheltered people who have multi-system involvement and/or are ineligible for some shelter programs.

*Goal 2. Permanently house people experiencing homelessness, by increasing the capacity of the homeless crisis response system to provide housing solutions.*

- a. Prioritize developing new housing units targeted to people who are experiencing homelessness and/or who are Extremely Low Income (incomes at or below 30% of Area Median Income).
  - i. Leverage the County’s Affordable Housing Fund (which consists of a combination of local sources like Measure A/K and State sources managed locally) to continually add new units targeted to ELI households and people experiencing homelessness.
  - ii. Secure funding to acquire and rehabilitate motels for permanent supportive housing through future Project Homekey rounds.
  - iii. Use the Housing Authority’s HCV project-basing authority to incentivize development of new units for people experiencing homelessness.
  - iv. Explore creation of new Local Operating Subsidy (LOSP) program to provide a local source of subsidy for deeply affordable units.
  - v. Explore innovative construction methods and models such as modular units.
  - vi. Identify sources to develop housing for specific populations impacted by homelessness – particularly older adults who need medical and behavioral health support.
- b. Maintain and expand permanent housing voucher programs for people experiencing homelessness, e.g., CoC-funded PSH, EHV, VASH, FUP, Mainstream Vouchers. Introduce more flexibility to transition people to different levels of support or phase out support as appropriate. Create voucher programs with simplified eligibility criteria and process (e.g., EHV).
- c. Analyze the need for Rapid Rehousing (RRH) slots and continue adding to the system inventory as needed. Identify strategies to stabilize RRH households that need additional support (e.g., with longer subsidies, options to transfer to permanent supportive housing).
- d. Evaluate CE policies and tools for matching people to permanent supportive housing and rapid rehousing to identify whether the matching process is functioning as intended and revise as needed.
- e. Assess need for housing search services and scale up as needed to serve more households that need support with identifying units, completing housing applications and negotiating with property owners. Explore dedicated housing search services for special populations such as DV survivors and veterans.
- f. Continue and enhance Housing First approaches in permanent housing programs – including low barriers to entry, voluntary service participation, housing-focused services and supports.

- g. Identify innovation housing solutions for populations that have the greatest barriers to housing – people with complex health needs, older adults, people with criminal histories, and people who are undocumented.
- h. Leverage Cal-AIM resources to provide housing supports.
- i. Strengthen partnerships with programs providing employment and training services for experiencing homelessness who have significant employment barriers, such as NOVA/WIOA programs. Connect eligible households to income supports such as SSI.
- j. Deepen connections between health services and homeless crisis response system to expand housing access and support housing retention.

*Goal 3. Prevent people from experiencing homelessness through early intervention, stabilization services, and financial assistance for households with housing instability.*

- a. Refine strategies to prevent discharge from institutions to homelessness, including diversion services for people exiting jails and hospitals.
- b. Partner with school districts to identify families at risk of homelessness and ensure they are connected to available prevention services.
- c. Provide the right level of case management and clinical services, matched to what participants need, for people who are housed -- particularly people who are chronically homeless who have recently secured housing (to prevent returns to homelessness)
- d. Maintain system capacity to provide emergency financial assistance to help households maintain their housing.
- e. Explore strategies around using data to target prevention assistance to households most likely to experience an episode of homelessness.

*Goal 4. Advance equity by identifying and addressing disparities in who experiences homelessness, who accesses the homeless crisis response system, their experiences with the system, and the outcomes of the system.*

- a. Convene quarterly meetings of CoC Racial Equity Committee to guide development and implementation of strategies to advance equity, including:
  - i. Qualitative data gathering (e.g., interviews, focus groups, etc.) to identify and understand causes of racial and other disparities in the system
  - ii. Developing and releasing regular data reports
  - iii. Providing training and technical assistance to homeless crisis response system providers
  - iv. Increasing representation of those with lived experience in CoC and agency leadership

*Goal 5. Listen and respond to the voices of people with lived experience of homelessness to enhance person-centered approaches in the homelessness response system.*

- a. Create regular, ongoing processes for gathering input from people experiencing homelessness and involving them in decision-making on homeless crisis response system implementation (e.g., focus groups, surveys, a lived experience advisory group), including staff working within the system who have had experiences of homelessness.
- b. Assess and identify how to streamline access processes for services, treatment, and shelter so that people can more immediately access the services and supports they need when they are ready to reach out for help.
- c. Enhance “customer service” orientation throughout the system.



- d. Build partnerships, collaboration, and communication between providers and across systems to provide more nimble, responsive, and coordinated assistance for people who are experiencing homelessness.
- e. Scale up training programs for agency staff to build capacity to deliver trauma-informed, client-centered services.
- f. Review existing grievance processes.
- g. Find ways to measure quality of engagement not just number of contacts that service providers have with people experiencing homelessness.

*Goal 6. Use data for continuous quality improvement and service coordination.*

- a. Continue using HMIS/Clarity and other systems to gather and analyze data to understand what the homeless crisis response system is accomplishing, identify areas in need of continued improvement, and make decisions regarding funding of various program types.
- b. Expand capacity of data systems to provide real time information at the client level to support service coordination between service providers and across systems.

Also outlined in the CoC Strategic Plan are a set of Guiding Principles of the San Mateo County Homeless System. 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:* The goal is to foster a system that responds effectively and rapidly to the crisis of homelessness. Within the system, all stakeholders, programs, and organizations work together in coordination to accomplish a clear set of shared objectives. The objective of the homeless crisis response system is to ensure that anyone who is homeless quickly returns to stable housing.
- *Data-Informed:* The system is data-informed. Plans are based on an analysis of the current system and the best assessment of what is and what is not working. System- and program-level performance is measured, then 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.
- *Person-Centered:* People experiencing homelessness are at the center of the system design. Their views are sought out and their voices are welcomed. The system is designed to ensure easy and streamlined access for everyone, particularly those who experience the greatest challenge navigating the complexities of publicly funded services and programs. Programs within the system adopt fair, transparent, and understandable policies regarding how assistance is accessed and how these policies respect client choice and self-determination.
- *Housing First:* People experiencing homelessness need housing above all else. Strategies and interventions must focus on returning individuals and households to safe, secure housing that they can use as a starting point to address other issues.
- *Equity Oriented:* The homeless crisis response system acknowledges the barriers to housing and resource connection that disproportionately impact people by race, ethnicity, gender, and other identities. The system and programs utilize intentional policies and practices to reduce these disparities and advance equity in system experiences and outcomes.

- *Context-Specific and Aligned with Best Practices:* The Plan is specific to the local context and priorities. It is tailored to reflect the specific strengths and challenges of San Mateo County. At the same time, it is aligned with evidence-based practices and lessons learned from the field, as well as state and federal policy direction

#### 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.

## Exhibit 2: 2022 San Mateo County Income Limits Table

### 2022 San Mateo County Income Limits as determined by HUD, State of CA HCD and County of San Mateo Income Limits Effective April 18, 2022

HUD-defined Area Median Income \$166,000 (based on family of 4).

Income Category	Income Limits by Family Size (\$)							
	1	2	3	4	5	6	7	8
Extremely Low (30% AMI) *	\$ 39,150	\$ 44,750	\$ 50,350	\$ 55,900	\$ 60,400	\$ 64,850	\$ 69,350	\$ 73,800
Very Low (50% AMI) *	\$ 65,250	\$ 74,600	\$ 83,900	\$ 93,200	\$ 100,700	\$ 108,150	\$ 115,600	\$ 123,050
Low (80% AMI) *	\$ 104,400	\$ 119,300	\$ 134,200	\$ 149,100	\$ 161,050	\$ 173,000	\$ 184,900	\$ 196,850
Median (100% AMI)	\$ 116,200	\$ 132,800	\$ 149,400	\$ 166,000	\$ 179,300	\$ 192,550	\$ 205,850	\$ 219,100
Moderate (120% AMI)	\$ 139,450	\$ 159,350	\$ 179,300	\$ 199,200	\$ 215,150	\$ 231,050	\$ 247,000	\$ 262,950

**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 Blvd, Building 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