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Federal / State Funds Over-the-Counter Process

San Mateo County has established an Over-the-Counter (“OTC”) award process that *is separate from the Notice of Funding Availability (“NOFA”) application process* used by the Department of Housing (“DOH”) to allocate the majority of federal and state funds allocated to the County by the U.S. Department of Housing and Urban Development (“HUD”) and the California Department of Housing and Community Development including the Community Development Block Grant Program (“CDBG”), HOME Investment Partnership (“HOME”) and Emergency Solutions Grants (“ESG) and Permanent Local Housing Allocation (“PLHA”) funding.

The OTC process specifically covers available, unallocated Federal and/or state Funds, meaning Federal and/or state Funds that are (1) not fully allocated during the County’s annual Federal /State Funds NOFA process, (2) returned to the County by a funding recipient, and/or (3) otherwise remain unallocated.

Eligible OTC recipients are limited to non-profit organizations or public entities that have, in the past five (5) years, received funding from the County, including Federal Funds, American Rescue Plan Act (“ARPA”) funds, State funds (e.g. PLHA Program funds), and/or local funds (Measure K).

Eligible OTC projects are limited to:

- Existing multi-family affordable rental housing projects owned and operated by a non-profit organization, public entity, and/or the County that require assistance with health and safety-related repairs or rehabilitation; and
- Public facilities, owned and operated by a non-profit organization, public entity, and/or the County, that will be constructed (including property acquisition), maintained, and/or rehabilitated, with an emphasis on facilities serving persons experiencing homelessness.¹
- Services supporting persons at risk of or experiencing homelessness supported via ESG and/or PLHA funding.

¹ Note that new multi-family affordable rental housing projects supported by Measure K funds in the Affordable Housing Fund (AHF) NOFA, owner-occupied home repair projects, and/or CDBG Public Service projects **are excluded from the OTC process.**

OTC projects must be recommended by the County Executive's Office, DOH, the Human Services Agency ("HSA"), the Project Development Unit ("PDU") and/or the Department of Public Works ("DPW").

Each recommended OTC project must submit a completed application in the County's online grants management tool (CDS), similar to the application used for the annual Federal Funds NOFA. Proposals will be assessed by DOH based on the strength of the project's goals and associated performance metrics, project financials, project timeline, and the organization's prior service delivery experience within the County.

Projects that are recommended for funding through the OTC-process must meet HUD National Objectives and/or County priorities outlined in the Consolidate Plan (<https://www.smcgov.org/housing/consolidated-plan>), priority initiatives identified by County executive leadership, and, if timeliness of meeting expenditure deadlines becomes an issue for the County, funds will be allocated to projects with the organizational capacity to fully expend the projected funding award in an accelerated timeline.

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