

San Mateo County Continuum of Care
2025 ANNUAL COC COMPETITION
PROJECT REVIEW AND RANKING PROCESS
Approved December 1, 2025

I. Background on the 2025 Annual CoC NOFO and Ranking Requirements

Each year, the U.S. Department of Housing and Urban Development (HUD) publishes a *Notice of Funding Opportunity (NOFO) for the Continuum of Care (CoC) Competition*, referred to here as the Annual NOFO.

The 2025 NOFO changes the local and national competition for funding substantially. The National Alliance to End Homelessness has produced a summary of these changes that can be found here:

<https://endhomelessness.org/wp-content/uploads/2025/11/FY2025-CoC-Program-NOFO-Full-Analysis.pdf>

The San Mateo County CoC is eligible to apply for:

- Annual Renewal Demand (ARD) - \$14,892,936
- CoC Bonus - \$2,978,578
- DV Bonus - \$564,373

A critical change with this year’s NOFO is the implementation of a cap on Permanent Housing (PH). The CoC may only apply for PH (including Permanent Supportive Housing and Rapid Rehousing) grants up to 30% of the ARD. This means that the CoC is limited to apply for no more than \$4,467,800 in PH grants, which is \$9.8 million lower than the total amount the CoC currently funds in PH grants in San Mateo County.

There are several categories of funding available through the 2025 NOFO competition.

- **Renewal Projects:** Eligible renewal projects may apply for funding. Permanent Housing is capped at 30% of the entire package, including renewal and new projects.
- **New Projects:** Eligible applicants may apply for new projects through CoC bonus funding made available by HUD or reallocation of funding from renewal projects. Reallocated funding may become available in two ways: (1) if any renewal projects choose not to apply for renewal or apply for only a portion of their funding, or (2) there are renewal projects that exceed the Permanent Housing cap or are underperforming or misaligned with the local and federal priorities for the CoC funding, and the CoC Review Panel identifies they will not accept all or part of the project into the priority listing.

Eligible project types for new projects include:

- (1) Transitional Housing (TH) projects serving homeless single adults or families with children.
- (2) Supportive Services Only (SSO) projects for standalone services, street outreach, or coordinated entry serving homeless single adults or families with children.
- (3) Homeless Management Information System (HMIS) projects, which can only be applied for by the HMIS Lead Agency, San Mateo County Human Services Agency (HSA).

- **New Domestic Violence (DV) Projects:** Eligible applicants can apply for a dedicated project through DV bonus funding made available by HUD to serve households who are survivors of domestic violence, dating violence, sexual assault, or stalking. Eligible project types for DV Bonus funding include:
 - (1) Rapid Re-housing (RRH);
 - (2) Supportive Services Only Projects for Coordinated Entry (SSO-CE) to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking may also be submitted.
- **Renewal Consolidation Projects:** Organizations with multiple renewal projects of the same project type may apply to consolidate two or more (but no more than 10) grants into a single grant through the renewal process.
- **Transitioning Renewal Projects:** Organizations with existing renewal projects may also apply to transition from one project component to another component using the reallocation process.

The NOFO requires that each CoC conduct a local process to review and rank all applications for renewal of existing projects and creation of new projects. The CoC must place projects into Tier 1 and Tier 2, reflecting to HUD that projects in Tier 1 are higher priority for funding than projects in Tier 2.

This document outlines the San Mateo County CoC policies and processes governing the review and ranking of projects in the 2025 competition.

II. Rating and Ranking Process and Criteria

a. Solicitation of CoC Applications

The CoC Lead Agency (HSA) will release an announcement of available funding and solicitation for CoC applications for both new and renewal CoC projects. The Lead Agency will convene an informational meeting for potential applicants (both new and renewal) to provide information on the competition timeline and application process. Funding announcements will be distributed broadly via email to the provider community and also posted to the HSA website at <https://hsa.smcgov.org/continuum-care-nofanofa>. The announcements will explain the process for submitting applications and the review criteria and process.

b. Local and Federal Priorities

Due to the substantial changes in the 2025 NOFO and competition expectations, local applications for funding in the 2025 competition will be evaluated for alignment with both local and federal priorities. The 2025 NOFO places a strong emphasis on service requirements, substance use treatment and recovery, and prioritizing non-permanent housing programs (i.e., the 30% cap on PH). The 2025 NOFO outlines the following goals and objectives:

1. Ending the Crisis of Homelessness on Our Streets
2. Prioritizing Treatment and Recovery
3. Advancing Public Safety
4. Promoting Self-Sufficiency

- 5. Improving Outcomes
- 6. Minimizing Trauma

Locally, the San Mateo County CoC aims to preserve as many permanent supportive housing units and as much permanent supportive housing as possible for people who are currently in housing and unable to transition to self-maintained housing. To do this, the CoC Review Panel may consider factors such as the number of people who would lose housing, whether there are alternative options for a program that may be de-funded, and the timing of potential funding gaps.

c. Application Process

- HSA will pull performance data from HMIS for all renewal projects for the metrics outlined in the Renewal Project Scoring Criteria Attachment A, for the time period of April 2024 – March 2025.
- Renewal applicants will then receive a Project Performance Report from HSA summarizing their progress in meeting the established performance standards using data from the Clarity HMIS system. This report provides each renewal project applicant with the opportunity to provide a narrative explanation or clarification regarding why they did not meet any of the standards.
- All applicants (new and renewal) will complete and submit their Project Application(s) by emailing the following materials to HSA_Homeless_Programs@smcgov.org. Each applicant must submit the following, as appropriate for their application type (renewal, new, consolidation, transition):
 - **Renewal Applications:** Renewal applicants must submit a completed project application packet that includes: (1) their completed Project Performance Reports, including any clarifications, (2) a renewal project application, and (3) a project budget (using the template provided).
 - **New Project Applications:** New applicants must submit a completed project application packet that includes: (1) their completed application, and (2) a project budget (using the template provided).
 - **Consolidation Applications:** Applicants that are consolidating two or more renewal grants must submit each project’s project application packet and must indicate in their project application packets that they intend to consolidate projects.
 - **Transition Applications:** Applicants proposing to transition the project type of a renewal grant must submit 2 applications: the renewal project application packet and a new project application packet for the new project type.

Additional details and instructions about the application process are being developed and will be posted online at HSA’s NOFO website at <https://hsa.smcgov.org/continuum-care-nofanofa>

d. Review, Ranking, and Tiering Process

- HSA will convene an unbiased and non-conflicted Review Panel composed of representatives from neutral (non-applicant) organizations. The Panel may include staff from the County of San Mateo, cities and towns within the County, funders, non-profit housing and social services organizations and other participants and/or organizations that are members of the CoC Steering Committee or other County

committees related to homelessness.

- The Review Panel will determine the preliminary ranking of the projects based on the scoring factors for renewal and new applications (**Attachments A and B**). HSA staff will provide panelists with the renewal and new project application packets for review prior to the meeting. HSA staff will also provide the renewal and new project scoring factors as outlined in **Attachments A and B**. Panelists will bring their preliminary score for each renewal and new project application to the meeting.
 - If clarification of the intention of a proposed new project or changes to a renewal project are necessary to support the scoring and ranking of the application, HSA staff will request additional information from the applicant and provide that information to the Review Panel as well.
 - The Review Panel may request amendments to a project application, including a reduction or expansion of funding requested. This request can include asking an applicant to add reallocated funds from another project or new funding to their new project request. The Panel may also request that an applicant adjust their service model or otherwise change their proposal to make it more competitive for funding or to secure points for the overall CoC application.
 - Any dedicated renewal HMIS or Coordinated Entry projects will not receive scores. As critical infrastructure for the CoC, renewal projects dedicated to HMIS and/or Coordinated Entry projects will be placed at the top of Tier 2, subject to final approval by the Ranking Panel.
- If new or renewal applications are deemed materially deficient or non-competitive, the Review Panel reserves the right to reduce or reject the project application.
 - Any project that does not commit to the following agreements in its application to the CoC will be denied funding in the local competition due to the constraints of the threshold criteria in the NOFO:
 - The project will not conduct activities that subsidize or facilitate racial preferences or other forms of illegal discrimination or conduct activities that rely on or otherwise use a definition of sex other than as binary in humans.
 - The project will not operate drug injection sites or “safe consumption sites,” knowingly distribute drug paraphernalia on or off of property under their control, permit the use or distribution of illicit drugs on property under their control, or conduct any of these activities under the pretext of “harm reduction.”
- If there are not enough applications to apply for all of the funding available or if new applications are deemed deficient or non-competitive, the Review Panel can invite a new application from an existing grantee or another agency with relevant experience and appropriate capacity to operate the program, which could be either an entirely new project or an expansion of an existing high-performing project. This applies regardless of the source of the funds (reallocation, permanent housing bonus, DV bonus, etc.) and is intended to capitalize on the available NOFO funding by advancing highly competitive applications to try to maximize the total CoC funds awarded to projects in San Mateo County.
- The Review Panel will determine the final project ranking to support the CoC to submit highly competitive applications as part of an overall competitive package to try to maximize the local CoC

funds awarded to projects in San Mateo County. Projects expanded at the behest of the Review Panel will be considered based on existing project performance.

- Following the Review Panel Meeting, all applicants will be notified whether their project is included in the application, as well as their rank on the Project Priority listing.
- Projects selected onto the Priority Listing must submit a completed esnaps application by the deadline determined by HSA and the esnaps application must align with and reflect the project application submitted to the Review Panel. Esnaps applications will be reviewed for technical accuracy. Match letters will also undergo a technical review for adherence to HUD requirements.
- Applicants may appeal decisions of the Review Panel in accordance with the policy outlined in **Attachment C**. The deadline and instructions to submit an appeal will be included in the project ranking notifications.
- If any appeals are submitted, the Appeals Panel will convene to review and make a final determination on the appeal. All applicants will be notified if an appeal was successful and impacts the project rankings.
- The Continuum of Care Steering Committee will review and approve the completed CoC Application. The CoC Steering Committee will also be provided the Priority Listing and results of any appeals, though they may not make any changes to this except for correcting any technical issues (misspellings, miscalculations, etc.).
- After submission of the consolidated application to HUD, any applicant may submit a written request to HSA for technical feedback as it relates to the strength of the proposal. Feedback requests may be submitted through **January 31, 2026**.

ATTACHMENT A
SCORING FACTORS AND CALCULATIONS FOR RENEWAL PROJECTS

The scoring system for renewal projects is based on objective criteria, including a consideration of past performance as demonstrated by the project APR, HMIS data, budget data, and project applications.

Projects applying for consolidation will each be scored and ranked separately, per HUD requirements. Transition grant applications will be scored based on the renewal project application and considered for acceptance based on their new project application for the new project type.

All funding applicants must commit to the following agreements if awarded upon execution of the grant with HUD. Submission of an application in the local competition is considered agreement to comply with these commitments:

- The project will not conduct activities that subsidize or facilitate racial preferences or other forms of illegal discrimination or conduct activities that rely on or otherwise use a definition of sex other than as binary in humans.
- The project will not operate drug injection sites or “safe consumption sites,” knowingly distribute drug paraphernalia on or off of property under their control, permit the use or distribution of illicit drugs on property under their control, or conduct any of these activities under the pretext of “harm reduction.”

Scoring Factor		Renewal Projects Maximum and Minimum Scores			
		SSO	TH	RRH	PSH
1	1a. Exits to Permanent Housing (up to 12 pts)	<p>Allocate points based on the proportion of exits that are to permanent housing destinations, up to a maximum of 12 points</p> <p>(e.g., if 50% of exits are to PH, 50% of points will be awarded, or 6 points)</p>	<p>Allocate points based on the proportion of exits that are to permanent housing destinations, up to a maximum of 10 points</p> <p>(e.g., if 90% of exits are to PH, 90% of points will be awarded, or 9 points)</p>	<p>Allocate points based on the proportion of exits that are to permanent housing destinations, up to a maximum of 10 points</p> <p>(e.g., if 90% of exits are to PH, 90% of points will be awarded, or 9 points)</p>	Not Applicable
	1b. Exits to Permanent Housing/ Retain Housing (up to 10 pts)	Not Applicable			<p>Allocate points based on the proportion of people who exit to or retain permanent housing (e.g., if 90% of households exited to PH or stayed in the PSH project, 90% of points will be awarded, or 9 points)</p>
2	Returns to Homelessness (up to 10 pts)	< 11% (singles) or 1% (families) = 10 points		< 15% (all populations) = 10 points	
3	Increased Employment Income (up to 10 pts)	<p>> 20% = 10 points 15 – 20% = 6 points 10 – 14% = 3 points < 10% = 0 points</p>			

Scoring Factor		Renewal Projects Maximum and Minimum Scores				
		SSO	TH	RRH	PSH	
4	CoC Grant Spending (up to 6 pts)	≥ 95% = 6 points 90 – 94% = 3 points < 90% = 0 points			≥ 90% = 6 points 85 – 89% = 3 points < 85% = 0 points	
5	Grants Compliance/ Monitoring (up to 8 pts)	<i>The applicant complied with the following requirements for this grant.</i>			Yes	No
		Submitted project APR on time			2 points	0 points
		Drew down from LOCCS for executed contract at least quarterly			2 points	0 points
		Did not return funds to HUD			2 points	0 points
		Serves CoC-eligible participants referred through Coordinated Entry			2 points	0 points
<i>If the applicant has serious unresolved compliance findings from HUD, the applicant will lose up to 8 points.</i>						
6	Cost Effectiveness for PH exits or PSH units (up to 6 pts)	Not applicable	Cost per exit to permanent housing is reasonable for project type = 6 points Cost per exit to permanent housing is not reasonable for project type = 3 points	Cost per unit served is reasonable for project type = 6 points Cost per unit served is not reasonable for project type = 3 points		
7	Service Participation Requirements (up to 10 pts)	Project commits to requiring program participants to take part in the supportive services provided Yes = 10 points No = 0 points	Project commits to (1) providing 40 hours of customized services weekly to participants required by HUD to engage in services as a condition of participation and (2) providing agreements or leases that reflect requirements to participate in services Yes = 6 points No = 0 points	Project commits to (1) requiring program participants to take part in supportive services and (2) providing agreements or leases that reflect this requirement Yes = 6 points No = 0 points	Project commits to (1) requiring program participants to take part in supportive services and (2) providing agreements or leases that reflect this requirement Yes = 10 points No = 0 points	

Scoring Factor		Renewal Projects Maximum and Minimum Scores			
		SSO	TH	RRH	PSH
8	Local Policy Priorities (up to 25 pts)	Not Applicable			Permanent Supportive Housing = up to 25 points for PSH projects that align with the local policy priorities, such as risk of loss of funding, numbers served, anticipated funding gaps, type of housing program, amount of leveraged funding, etc.
Maximum Score by Project Type		56	56	56	85

Methodology for Renewal Scoring Factors:

Factor 1 through 8 (Project Performance Standards): Data will be extracted from APR/Clarity/Looker/HUD Applications for each project for the period April 1, 2024 to March 31, 2025 to calculate these performance measures.

1a. Exits to Permanent Housing (TH and RRH): Calculated by dividing the number of households who exited to permanent housing (Q23c [Total of Permanent Destinations]) by the total number of leavers (i.e., people who were exited from the program for any reason; Q22a1 [Total of Leavers]). Multiply the result by the total number of points available (15 pts.) and round to one-tenth of a point. If a program has not exited anyone from the program during the performance period, they will receive a score of 0. Scores may be adjusted by the Review Panel based on their supplemental project narrative explaining why they did not exit any households.

1b. Exits to Permanent Housing/Retained Permanent Housing (PSH): Calculated by dividing the number of households who retained permanent housing or exited to other permanent housing (sum of Q23c [Total of Permanent Destinations] and Q22a1 [Stayers]) by the total number of households served during the performance period (Q22a1 [Total]). Multiply the result by the total number of points available (15 pts.) and round to one-tenth of a point.

2. Returns to Homelessness (TH and RRH): Calculated by dividing the number of households returning to homelessness within one year of when they exited the program to permanent housing. Households are identified as returning to homelessness based on whether they are re-enrolled in any program in the Homeless Management Information System serving people experiencing homelessness, including coordinated entry. This excludes programs providing homelessness prevention services.

3. Increased Employment Income (TH and RRH): Calculated by identifying the number of program participants in the performance period who left the program or were enrolled in the program for at least 12 months. Within that pool of participants, identify the number of participants with increased employment income from any source. Divide the number of participants with increased income by the total pool of participants (leavers and those staying in the program at least 12 months; sum of participants with increases of income from employment in tables 19a1 and 19a2). Changes in employment income are measured between the latest documented statement of income in the performance period and the earliest documented statement of income for the household.

4. CoC Grant Spending (TH, RRH, and PSH): Calculated by dividing the total amount of

the CoC award spent in the most recent year by the total CoC award. The amount of the award spent to be derived from the HUD Expenditure reports.

Factor 5: (Grants Monitoring/Compliance): Applicants will be scored based on their responses in the project application, to include: whether they submitted APR reports on time, have made sufficient LOCCS drawdowns, or have had any unspent grant funds returned to HUD. Applicants will be asked to submit their eligibility and screening policy/procedures to assess whether projects serve CoC-eligible populations. In addition, projects will lose points for having serious unresolved compliance findings from HUD.

Factor 6: (Cost-Effectiveness): For TH and RRH projects, the measure will be calculated by dividing the total program budget by the number of households who exited to permanent housing. For PSH projects, the measure will be calculated by dividing total budget (as submitted by program) by the number of units/households in the project to arrive at an average cost per unit.

Factor 7: (Service Participation Requirements): This factor provides points for projects that commit to having service participation requirements in alignment with their project type per the NOFO requirements.

Factor 14: (Policy Priorities): This factor provides additional points for permanent supportive housing projects (PSH) that align with local policy priorities as outlined in the policy.

DV projects operated by victim services providers will be rated and ranked using the same methodology as all other projects. DV providers will extract performance data from their HMIS comparable database to complete the project performance report.

ATTACHMENT B
SCORING FACTORS FOR NEW PROJECTS:
Re-Allocation, Bonus and DV Bonus Projects

The review panel may reject an application if threshold criteria are not met, including the following:

- Applicant is not eligible for CoC funds
- Applicant is applying for an ineligible project type
- Project does not serve an eligible population
- Project is not willing to participate in coordinated entry
- Project is not willing to use HMIS (or, for domestic violence [DV] survivor providers, a comparable data system)
- Project is not willing to incorporate identified healthcare leverage into project application or utilize healthcare services or resources once operational

The review panel will also consider current performance for any new or expansion project submitted by a current grantee, including, but not limited to, capacity, drawdowns, and monitoring findings. Transition grant applications will be scored based on the renewal project application and considered for acceptance based on their new project application for the new project type.

All funding applicants must commit to the following agreements if awarded upon execution of the grant with HUD. Submission of an application in the local competition is considered agreement to comply with these commitments:

- The project will not conduct activities that subsidize or facilitate racial preferences or other forms of illegal discrimination or conduct activities that rely on or otherwise use a definition of sex other than as binary in humans.
- The project will not operate drug injection sites or “safe consumption sites,” knowingly distribute drug paraphernalia on or off of property under their control, permit the use or distribution of illicit drugs on property under their control, or conduct any of these activities under the pretext of “harm reduction.”

Rating Factor	Score Range
<p>1. Project Description</p> <ul style="list-style-type: none"> a. Project description demonstrates a clear understanding of what the project will do, who the project intends to serve (including subpopulations), and how they will contribute to advancing system performance measures, such as reducing returns to homelessness, increasing exits to permanent housing, and increasing income. b. Each project application must include descriptions of how they will align with HUD criteria as follows by each project type. <p>In addition to the HUD threshold criteria listed below, Transitional Housing applicants will receive more points in this section for indicating that they will provide on-site services.</p> <p>The Project Description section will be scored based on the project description and confirmation from each applicant of how many of the criteria they will comply with from the project-type specific content outlined in the following subsections.</p>	<p style="text-align: center;">0-15 Includes the project-type specific content outlined in the following subsections</p>

Rating Factor	Score Range
<p><u>Transitional Housing Projects:</u></p> <ul style="list-style-type: none"> • Demonstrate that the proposed project will provide 40 hours per week of customized services for each participant (e.g. case management, employment training, substance use treatment, etc.). (up to 2 points) <ul style="list-style-type: none"> ○ The 40 hours per week may be reduced proportionately for participants who are employed. ○ The 40 hours per week does not apply to participants over age 62 or who have a physical disability/impairment or a developmental disability (24 CFR 582.5) not including substance use disorder. • Demonstrate that the project will provide and/or partner with other organizations to provide eligible supportive services that are necessary to assist program participants to obtain and maintain housing. (up to 2 points) • The applicant has prior experience operating transitional housing or other projects that have successfully helped homeless individuals and families exit homelessness within 24 months. (1 point) • The applicant has previously operated or currently operates transitional housing or another homelessness project, or has a plan in place to ensure, that at least 50 percent of participants exit to permanent housing within 24 months and at least 50 percent of participants exit with employment income as reflected in HMIS or another data system used by the applicant. (1 point) • The project will be supplemented with resources from other public or private sources, that may include mainstream health, social, and employment programs such as Medicare, Medicaid, SSI, and SNAP. (1 point) • Demonstrate that the proposed project will require program participants to take part in supportive services (e.g. case management, employment training, substance use treatment, etc.) in line with 24 CFR 578.75(h) by attaching a supportive service agreement (contract, occupancy agreement, lease, or equivalent). (up to 2 points) • Demonstrate the average cost per household served for the project is reasonable, consistent with 2 CFR 200.404. (1 point) 	<p style="text-align: center;"><i>To be accepted by HUD, the project must achieve at least 7 points for the Transitional Housing criteria</i></p>
<p><u>Supportive Services Only - Standalone Projects:</u></p> <ul style="list-style-type: none"> • The Supportive Services project is necessary to assist people in exiting homelessness and increasing self-sufficiency and the Recipient will conduct an annual assessment of the service needs of the program participants. (1 point) • The proposed project has a strategy for providing supportive services to eligible program participants including those with histories of unsheltered homelessness and those who do not traditionally engage with supportive services. (up to 2 points) • The project will be supplemented with resources from other public or private sources, that may include mainstream health, social, and employment programs such as Medicare, Medicaid, SSI, and SNAP. (1 point) • The services provided are cost-effective consistent with 2 CFR 200.404. (1 point) 	<p style="text-align: center;"><i>To be accepted by HUD, the project must achieve at least 4 points for the SSO Standalone criteria</i></p>

Rating Factor	Score Range
<p><u>Supportive Services Only - Street Outreach Projects:</u></p> <ul style="list-style-type: none"> • The project will be supplemented with resources from other public or private sources, that may include mainstream health, social, and employment programs such as Medicare, Medicaid, SSI, and SNAP. (1 point) • The proposed project has a strategy for providing supportive services to eligible program participants including those with histories of unsheltered homelessness and those who do not traditionally engage with supportive services. (2 points) • Demonstrate that the applicant has a history of partnering with first responders and law enforcement to engage people living in places not meant for human habitation to access emergency shelter, treatment programs, reunification with family, transitional housing or independent living. The applicant must cooperate, assist, and not interfere or impede with law enforcement to enforce local laws such as public camping and public drug use laws. (1 point) • The applicant has experience providing outreach services consistent with the activity description at 24 CFR 578.53(e)(13) and has demonstrated effectiveness at helping people successfully exit from places not meant for human habitation to emergency shelter, treatment programs, transitional housing or permanent housing programs. (1 point) • The services provided are cost-effective, consistent with 2 CFR 200.404. (1 point) 	<p style="text-align: center;"><i>To be accepted by HUD, the project must achieve at least 5 points for the SSO Street Outreach criteria</i></p>
<p><u>Supportive Services Only - Coordinated Entry Projects:</u></p> <ul style="list-style-type: none"> • The Coordinated Entry system is easily available and reachable for all persons within the CoC’s geographic area who are seeking homelessness assistance. The system must also be accessible for persons with disabilities within the CoC’s geographic area. (1 point) • There is a strategy for advertising that is designed specifically to reach households experiencing homelessness with the highest needs. (1 point) • There is a standardized assessment process. (1 point) • The project will ensure program participants are directed to appropriate housing and services that fit their needs. (1 point) 	<p style="text-align: center;"><i>To be accepted by HUD, the project must achieve at least 3 points for the SSO Coordinated Entry criteria</i></p>
<p><u>Homeless Management Information System (HMIS) Projects:</u></p> <ul style="list-style-type: none"> • The HMIS funds will be expended in a way that furthers the CoC’s HMIS implementation and ability to use HMIS as a proactive case management tool to promote treatment and recovery. (1 point) • The HMIS collects all Universal Data Elements as set forth in the HMIS Data Standards. (1 point) • The ability of the HMIS to un-duplicate client records. (1 point) • The HMIS produces all HUD-required reports and provides data as needed for HUD reporting (e.g., APR, quarterly reports, data for CAPER/ESG reporting) and other reports required by other federal partners. (1 point) 	<p style="text-align: center;"><i>To be accepted by HUD, the project must achieve at least 3 points for the HMIS criteria</i></p>

Rating Factor	Score Range
2. Timing <ul style="list-style-type: none"> Applicant has a clear plan to begin operations when the contract is executed. Within six months of contract execution may be awarded up to 5 points and within one year of contract execution may be awarded up to 2.5 points 	0-5
3. Applicant Capacity <ul style="list-style-type: none"> Organizational and finance capacity to track funds and meet all HUD reporting and fiscal requirements Relevant experience in operation of housing projects and experience in administering CoC or other federal funding If application has sub recipients, applicant organizations have experience working together Any outstanding monitoring, audit issues or other issues are explained For DV bonus project applicants: experience serving survivors of domestic violence, dating violence, sexual assault, or stalking, and ability to house survivors and meet safety outcomes. 	0-15
4. Financial Feasibility <ul style="list-style-type: none"> Match requirement is met Additional resources leveraged 	0-5
5. Opportunity Zone Preference <ul style="list-style-type: none"> 50% or more of the award will be used in an Opportunity Zone 	0-5
TOTAL	45
BONUS POINTS	
HUD encourages CoCs to coordinate with housing providers and healthcare organizations. To align with this HUD priority, bonus points will be awarded to new TH projects with the following features:	
<u>Housing Bonus:</u> Project utilizes housing subsidies or subsidized housing units not funded through the CoC or ESG program, such as through private organizations, State or local government, Public Housing Agencies, faith-based organizations or federal programs other than CoC or ESG. <ul style="list-style-type: none"> For TH this should provide at least 25% of the units included in the project application. This bonus is not available for other program types. To receive the bonus points, applicants must provide written documentation of the commitment of resources from the housing provider.	5
<u>Healthcare Bonus:</u> <ul style="list-style-type: none"> In the case the applicant provides substance use disorder treatment or recovery services, the leveraged resources provide access to all participants who qualify for those services; or In the case of healthcare or behavioral health resources, the value of the assistance being provided is at least equivalent to 25% of the funding being requested by the project. This bonus is not available for other program types. To receive the bonus points, applicants must provide written documentation of the commitment of resources from the housing provider.	5

Rating Factor	Score Range
Maximum Total Bonus Points	10
Maximum Project Application Total	55

ATTACHMENT C LOCAL APPEALS PROCESS AND APPEALS FORM

Local Appeals Process

The opportunity to appeal an adverse decision is considered an integral part of a transparent and standardized process. The San Mateo County CoC provides applicants seeking HUD CoC funding an appeal opportunity, through a review conducted by an independent committee, with the intention of ensuring the fairness of Rating and Ranking determinations.

Entities Eligible to Appeal

Appeals are available to any projects in San Mateo County that submitted a new or renewal application to the local CoC NOFO competition.

Grounds for Appeal

Appeals to the Project Priority listing are limited to misapplication of local published rating and ranking policies or HUD policies. Appeals based on disagreements with the correct application of the process will not be considered. Specific grounds for appeal are limited to:

1. Verifiable conflicts of interests seen during the rating and ranking process
2. Misapplication of published rating and ranking rules and policies by HSA staff, CoC Review Panel, or CoC Steering Committee
3. Violation of rating and ranking policies put forth by HUD
4. Technical error in calculation of score

Errors made and submitted by the project applicant will not qualify or be considered in the appeals process. Appeals will only be based on information submitted by the original application due date. New or additional information not included in the original application will not be considered as part of the appeals process. A project may not appeal based on omitted information that was not included as part of the original application. Appeals that are specifically to contest the recommendations on the Project Priority List will not be considered.

Process and Deadline to Appeal

Projects must submit their appeal in writing by the date published on the San Mateo County HSA's NOFO website (<https://hsa.smcgov.org/continuum-care-nofanofo>). The appeals process entails:

1. Project to complete and sign an appeal form, attached at the end of this document, and return the signed form to HSA_Homeless_Programs@smcgov.org. Appellants may attach supplemental documents to the form.
2. The form shall be reviewed by HSA to ensure valid grounds for appeals.

3. The Appeals will be heard by a panel of three non-conflicted members of the CoC Steering Committee, a CoC subcommittee, staff from an organization involved with the community's homelessness response system, or a community member. Appeals Panel members must be individuals who did not serve on the Review Panel.
4. Appellants will not be invited to the panel meeting. All information pertaining to an appeal should be communicated via the appeal form in step 1.
5. The Appeals Panel will deliberate, and a decision will be made based on a simple majority.
6. All decisions made by the Appeals Panel will be final.
7. If the appeal is successful, the finding of the Appeals Panel will go back to the Review Panel to make needed changes or adjustments to the Project Priority List.
8. The appellant will be notified by HSA staff of the result of their appeal (either successful or unsuccessful) and if any changes to the Project Priority List were made.
 - a. If a successful appeal impacts other projects on the Project Priority List, all re-ordered projects under the project in question will be notified of their impacted ranking as well (including the possibility of a project moving from Tier 1 to Tier 2 as the result of a successful appeal).

All agencies/applicants who wish to appeal further to HUD must utilize the process listed within the 2025 CoC NOFO and described at 24 CFR 578.35.

2025 San Mateo County CoC NOFO Local Process: Appeals Form

Instructions:

Please complete all sections of the form. You may attach supplemental materials as relevant to support your appeal. You may use as much space as needed for the narrative portions of the form.

Name of Agency: _____

Name of Project: _____

Program/Project Address: _____

Program/Project Contact Email: _____

Project Classification: New Renewal

1. Grounds for Appeal

- Verifiable conflicts of interests seen during the rating and ranking process
- Misapplication of published rating and ranking rules and policies by HSA staff, CoC Review Panel, or CoC Steering Committee
- Violation of rating and ranking policies put forth by HUD
- Technical error in calculation of score
- Other (specify):

Explanation:

2. Grounds for Appeal

- Verifiable conflicts of interests seen during the rating and ranking process
- Misapplication of published rating and ranking rules and policies by HSA staff, CoC Review Panel, or CoC Steering Committee
- Violation of rating and ranking policies put forth by HUD
- Technical error in calculation of score
- Other (specify):

Explanation:

Name of Person Authorized to Appeal on Behalf of Project: _____

Signature: _____ Date: _____

ATTACHMENT D DEFINITIONS OF HOMELESSNESS

Projects funded through the NOFO must serve households who are homeless, as defined in paragraphs 1 and 4 of 24 CFR 578, below. The following definitions of homelessness are provided in 24 CFR 578¹:

Homeless means:

(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

(i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;

(ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or

(iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

(2) An individual or family who will imminently lose their primary nighttime residence, provided that:

(i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;

(ii) No subsequent residence has been identified; and

(iii) The individual or family lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, needed to obtain other permanent housing;

(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

(i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act ([42 U.S.C. 5732a](#)), section 637 of the Head Start Act ([42 U.S.C. 9832](#)), section 41403 of the Violence Against Women Act of 1994 ([42 U.S.C. 14043e-2](#)), section 330(h) of the Public Health Service Act ([42 U.S.C. 254b\(h\)](#)), section 3 of the Food and Nutrition Act of 2008 ([7 U.S.C. 2012](#)), section 17(b) of the Child Nutrition Act of 1966 ([42 U.S.C. 1786\(b\)](#)), or section 725 of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11434a](#));

(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;

(iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and

(iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the

presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

(4) Any individual or family who:

(i) Is experiencing trauma or lack of safety related to, or fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous, traumatic, or life-threatening conditions related to the violence against the individual or a family member in the individual's or family's current housing situation, including where the health and safety of children are jeopardized;*

(ii) Has no other residence; and

(iii) Lacks the resources or support networks, *e.g.*, family, friends, and faith-based or other social networks, to obtain other permanent housing.

**The language describing Category 4 Homelessness has been updated to align with the updates to the Violence Against Women Act "VAWA 2022" that went into effect on October 1, 2022.*