



2026 COC REVIEW AND RANKING POLICY

Approved by the CoC Steering Committee on 6/8/2026

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I. INTRODUCTION

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) program, referred to here as the CoC NOFO. The CoC NOFO establishes the requirements for communities and providers to seek and receive CoC program funding, including the requirement to host a local competition to establish the projects submitted to HUD for funding.

The CoC Program is designed to support community-wide efforts to prevent and end homelessness through a coordinated system of housing and services. Funding is awarded through a national competition in which Continuums of Care across the nation submit a community-wide CoC Application for HUD review (the Consolidated Application).

As part of the CoC NOFO process, each CoC is required to conduct a local competition to evaluate projects seeking CoC Program funding. Through this process, the CoC reviews project performance, assesses alignment with federal and local priorities, and determines which projects will be included in the CoC Consolidated Application submitted to HUD. Because funding is limited, and project applications are competitive at both the local and federal level, the San Mateo CoC must establish a transparent process for reviewing, scoring and ranking projects for inclusion in the CoC Consolidated application to HUD.

The policies and procedures contained in this document are intended to provide project applicants with clear information regarding eligibility requirements, competition timelines, review and scoring criteria, ranking methodologies, conflict-of-interest protections, and opportunities for appeal. Together, these policies support a competitive funding process that strengthens the CoC's ability to effectively comply with HUD requirements and align with the needs of people experiencing homelessness in San Mateo County.

A. Purpose of the CoC Review and Ranking Policy

This document outlines the San Mateo County CoC policies and procedures governing the review, scoring, and ranking process for all projects participating in the local competition for CoC Program funding.

The purpose of these policies is to ensure that the local competition is conducted in a fair, transparent, objective, and consistent manner and that funding recommendations align with HUD requirements and local priorities. The Review and Ranking Policy establishes the process through which project applications are scored, ranked, and recommended for inclusion in the CoC Consolidated Application submitted to HUD.



B. Overview of the 2026 CoC NOFO

HUD released the 2026 NOFO on June 1, 2026, with a deadline for all CoC Consolidated Applications of August 26, 2026. All local applicants for CoC funding should thoroughly review the 2026 CoC NOFO, available here: <https://www.hud.gov/hud-partners/community-coc>.

The 2026 CoC NOFO outlines the following goals and objectives:

1. **Improving Outcomes** – such as increases in self-sufficiency through increased employment income and promoting treatment and recovery, and reductions in unsheltered homelessness and encampments.
2. **Creating Competition to Improve Innovation and Accountability** – by decreasing the amount of funding in Tier 1 (typically the least competitive portion) from around 90% in previous years to 60%.
3. **Restoring Balance to the CoC** – through funding new transitional housing and supportive service only projects instead of emphasizing permanent supportive housing as in years past.
4. **Prioritizing Treatment and Recovery as a Means to Self-Sufficiency** – by investing in treatment services and recovery housing, and ensuring recipients do not distribute drug paraphernalia or knowingly permit the use and distribution of fatal, illicit drugs on their properties.
5. **Promoting Economic Self-Sufficiency** – by encouraging supportive service agreements that meet individual needs and advance progress towards self-sufficiency and independent living goals.
6. **Advancing Public Safety for All** – through coordination with law enforcement, first responders, and state and local governments to reduce encampments, public camping, and public drug use.
7. **Minimizing Trauma for Vulnerable Populations** – through trauma informed care and ensuring participant safety in all programs.
8. **Expanding Access Based on Merit, and Not Ideology** – by ensuring that faith-based organizations have the opportunity to compete for CoC funding and participate in CoC efforts, and prohibiting the use of any racial preferences.

C. Available Funding

San Mateo County CoC is eligible to apply for funding to renew projects already in operation and to fund new projects. Funding amounts available for the CoC are established in relation to the CoC's Annual Renewal Demand (ARD). The ARD is equivalent to the amount of funding that the CoC received in their previous competition cycle, which is eligible to renew in the current competition cycle.

During the CoC Competition, HUD will release the total amounts that the CoC can apply for. The official amounts that the CoC can seek will be posted on the San Mateo County CoC website:

<https://www.smcgov.org/hsa/continuum-care-nofanofo>.

Eligible current CoC grant recipients may apply to renew the grants they currently receive. Organizations that do not currently receive CoC funding, and current grantees, may apply to create new projects or expand current projects to serve more households or provide more services. Please review [III. Eligible Applicants and Project Types](#) for more information.



II. FEDERAL AND LOCAL FUNDING PRIORITIES

Local applications for CoC funding in the 2026 competition will be evaluated for alignment with both local and federal priorities. The 2026 CoC NOFO places a strong emphasis on self-sufficiency, service participation requirements, substance use treatment and recovery, and funding non-permanent housing programs.

All applicants should thoroughly review this local Review and Ranking policy and the 2026 CoC NOFO to ensure the project proposed is aligned with the HUD and San Mateo County priorities and requirements. A high-level overview of the 2026 CoC NOFO is included in [B. Overview of the 2026 CoC NOFO](#). The 2026 CoC NOFO can be found here: <https://www.hud.gov/hud-partners/community-coc>

Locally, the San Mateo County CoC aims to preserve as many Permanent Supportive Housing (PSH) units and as much PSH as possible for people who are currently in housing and unable to transition to self-maintained housing. To do this, the CoC's 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 defunded, and the timing of potential funding gaps when making project selection and ranking decisions in their determination of the final ranking.

III. ELIGIBLE APPLICANTS AND PROJECT TYPES

The CoC NOFO establishes eligibility requirements for applicants and project types that may receive CoC program funding. Only eligible organizations may apply for funding, and all funded projects must operate in accordance with HUD regulations governing eligible activities, project design, and program participant eligibility.

This section outlines the types of organizations that may apply for CoC funding and the project types that may be funded through the CoC program. Applicants are encouraged to review all federal eligibility requirements carefully, as failure to meet eligibility requirements may result in an application being deemed ineligible for funding consideration. Federal eligibility requirements are detailed in the CoC NOFO: <https://www.hud.gov/hud-partners/community-coc>

A. Eligible Applicants

Eligible applicants may apply for new projects through the local competition process. Typically, new projects are funded through CoC or DV Bonus funding made available by HUD or the reallocation of funding from renewal projects that cannot be renewed.

Eligible applicants include nonprofit organizations, states, local governments, instrumentalities of state and local governments, Indian Tribes, and TDHE. Faith-based organizations and public housing agencies are eligible to apply. Applicants must submit documentation of eligibility, i.e., nonprofit documentation, with their applications.



Any applicant with outstanding, unresolved judgments against them for violations of civil rights laws must resolve them before the application submission deadline.

B. Eligible Project Types

HUD has established specific project types that may be funded through the CoC NOFO. Eligible applicants can submit the following project types in the local competition to create new projects or expand existing projects:

- Transitional Housing (TH) for adults or families with children experiencing homelessness.
- Supportive Services Only (SSO) for adults or families with children experiencing homelessness; these programs can provide standalone services (including services within another program serving eligible households), street outreach, or coordinated entry.
- Homeless Management Information System (HMIS)¹

DV Bonus applicants are limited to submitting these project types:

1. Transitional Housing for survivors of domestic violence, dating violence, sexual assault, or stalking.
2. SSO projects for coordinated entry 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.

The CoC is not accepting new DV Bonus applications for RRH at this time.

All currently funded projects may seek renewal of their funding regardless of project type, as long as the applicant is still eligible to receive HUD funding. The CoC is not currently accepting new project applications for RRH and PSH. The CoC will only select and submit renewal applications for Permanent Housing (PH) projects, including Rapid Rehousing (RRH) and Permanent Supportive Housing (PSH) projects (see [VI. Renewal Project Applications](#) for more information on the limit).

Types of Applications

Depending on the applicant and project type, providers might submit one or more of the following applications:

- **Renewal** – Any applicant currently receiving CoC funding and would like to continue to receive funding for the same project.
- **New** – Any applicant seeking funding for a new project, including the expansion of a project currently not funded through the CoC and projects seeking DV Bonus funding.
- **Consolidation** – Any applicant who is currently receiving funding for more than one project of the same type, would like to continue receiving funding for the same project, and would like to only have one grant instead of more than one, may seek to consolidate their grants to one. Applicants wishing to consolidate grants must submit all relevant *Renewal Project Applications* and one *New Project Application* reflecting the consolidated project.

¹ Only the HMIS Lead Agency, San Mateo County Human Services Agency (HSA), can apply for HMIS projects.



- **Expansion** – Any applicant currently receiving CoC funding and would like to expand the project to serve more households or provide more services may seek an expansion. Applicants wishing to expand a grant must submit the relevant *Renewal Project Application* and a *New Project Application* for the amount and plan for the expansion of the project.
- **Transition** – Any applicant currently receiving CoC funding and would like to change their project from one type to another can pursue a transition grant. Transition grants allow a one-year transition period where the grantee can transition from the original project type to the new project type (at the end of the one year, the project must be fully transitioned). Applicants seeking a transition grant must submit the relevant *Renewal Project Application* reflecting the current project type and a *New Project Application* reflecting the new project type.

A single applicant may submit multiple application types for different projects. An applicant with an eligible renewal that they wish to change in some way may only make one change in an application cycle – i.e. an applicant may not seek to both consolidate multiple renewals and expand the grant in the same competition, nor could they also seek a transition grant to change project types.

Eligible Program Participants

Projects funded through the CoC NOFO must serve households who are homeless per categories 1 and 4 in 24 CFR 578.3:

- Category 1: Literally Homeless² - An individual or family who lacks a fixed, regular, and adequate nighttime residence.
- Category 4: Fleeing/Attempting to Flee Domestic Violence³ - An individual or family who is fleeing, or attempting to flee domestic violence, has no other residence, and lacks the resources or support networks to obtain other permanent housing.

IV. LOCAL COMPETITION PROCESS AND TIMELINE

The CoC Lead Agency (HSA) will release an announcement of available funding and solicit project applications for CoC funding. The funding announcement will include information about the process and materials for submitting project applications. The announcement will be distributed broadly via email to the provider community and CoC membership and posted on the HSA website.

A. Applicant Information Session and Technical Assistance

HSA, the CoC Lead Agency, will convene an informational meeting for potential applicants to provide information on the competition timeline, application process, and materials. Interested applicants are strongly encouraged to attend this session to receive information about the available funding directly and early in the competition process.

² <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-esg-homeless-eligibility/four-categories/category-1/>

³ <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-esg-homeless-eligibility/four-categories/category-4/>



Additional technical assistance may be available throughout the process from HSA for technical issues and questions about the applications and process.

B. Submission of Applications

All applicants will complete and submit their respective project application(s) by emailing the materials to HSA_Homeless_Programs@smcgov.org.

All application materials are posted on the HSA website: <https://www.smcgov.org/hsa/continuum-care-nofanofa>.

For more information about what applications to submit for a specific project or project type, please review: [B. Eligible Project Types](#) and [V. Application Requirements](#).

C. Review, Scoring, and Ranking Process

All applications will be reviewed, scored, and ranked by a non-conflicted Review Panel, established by HSA.

HSA will provide the Review Panel with all application materials for review from the local competition. The Review Panel will review the applications and provide preliminary scores for any subjective criteria. They will then convene to finalize all scores for all applications, accept or reject each application, and determine the preliminary ranking of the projects based on the scoring factors for renewal and new applicants (See [Attachment A](#) and [Attachment B](#) for more information on scoring factors).

Ranking Process

The CoC is required to rank all selected projects into two tiers on a Priority Listing, reflecting to HUD that the projects ranked higher, in Tier 1, are higher priority for funding. The Review Panel will determine the final project ranking to support the CoC to submit strong applications as part of an overall competitive package to try to maximize the opportunity for the CoC to receive funding from HUD. Following the Review Panel meeting, all applicants will be notified of whether their application was included in the application, as well as their rank on the Priority Listing.

Under specific circumstances, CoC applicants may appeal the decisions made by the Review Panel. For more information on the appeal process and what constitutes an eligible appeal, please review [IX. Appeals Procedures](#).

D. CoC Approval and Submission to HUD

The CoC Steering Committee will review and approve the completed Consolidated Application, including the CoC Application and Priority Listing. The CoC Steering Committee's review of the Priority Listing will be cursory. The CoC Steering Committee will not be able to change the Priority Listing except for any technical issues (misspellings, miscalculations, etc.).



V. APPLICATION REQUIREMENTS

All applicants must submit the appropriate application materials for their type of application. The following table summarizes what needs to be submitted for each application type:

Application Type	Required Application Materials
Renewal	<ul style="list-style-type: none"> • Renewal Project Application, including Project Performance Report • CoC Project Budget Form
New	<ul style="list-style-type: none"> • New Project Application • CoC Project Budget Form
Consolidation	<ul style="list-style-type: none"> • Renewal Project Application for the relevant consolidating renewals • New Project Application reflecting the consolidated grant information • CoC Project Budget Forms for both the renewals and new project applications
Expansion	<ul style="list-style-type: none"> • Renewal Project Application for the relevant renewal to be expanded • New Project Application reflecting the expanded grant • CoC Project Budget Forms for both the renewal and new applications
Transition	<ul style="list-style-type: none"> • Renewal Project Application for the relevant renewal to transition • New Project Application reflecting the transitioned grant • CoC Project Budget Forms for both the renewal and new applications

All applicants should review the individual application instructions and submit the relevant additional attachments as needed based on the unique application.

Additional information about the eligible application types and what materials are required for each can be found in [B. Eligible Project Types](#).

A. Budget and Match Requirements

All projects are required to submit a detailed budget using the form provided by the CoC. The budget form can be found on the Center on Homelessness Website [here](#). This budget must also include a commitment of Match to the project. HUD requires CoC projects to match 25% of the funds they request/receive (except for leasing funds) from other eligible cash or in-kind sources.

Renewal projects may move no more than 10% of funds between budget line items from their current grant agreement in their renewal application.

All projects must have no more than 10% of the total budget requested committed to the Admin line.

More information about Match requirements and eligible sources can be found here:

<https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-match/coc-match-overview/>



B. Required Certifications and Assurances

All projects submitted in the local competition will have to make certifications in their application per the HUD CoC NOFO. If these certifications cannot be made, the application may not be eligible. Please review the required certifications carefully before applying.

Required certifications include:

- The project is willing to participate in Coordinated Entry.
- The project is willing to use HMIS (or, for DV providers, a comparable data system).
- 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 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.”

VI. RENEWAL PROJECT APPLICATIONS

Renewal projects are evaluated on their current performance and alignment with the CoC NOFO requirements. The CoC is required to ensure that all applicants seeking renewal are still eligible and that the project and applicant are in good standing. The CoC is responsible for ensuring that they are renewing well-performing projects. Review of renewal project applications includes exploration of the projects' HMIS data, monitoring history, and other information.

Renewal project applications will include three main components:

1. Project Performance Report (PPR) – Reflection of the project's performance based on HMIS data.
2. Renewal Project Application – Narratives and attachments reflecting additional key information about the renewal project's performance.
3. CoC Project Budget Form – Reflecting the budget in alignment with the current grant agreement and no more than 10% change between budget line items.

In the case of a Consolidation, Expansion, or Transition grant application, the applicant must submit the renewal applications and materials for the respective renewal project(s). These applicants must also submit a new project application, see [VII. New Project Applications](#).

For more information on what and how to submit the renewal application, please review [B. Eligible Project Types](#), [D. Submission of Applications](#), and [V. Application Requirements](#).

For more information on the review, scoring, and ranking process, please review [VII. Review, Scoring, and Ranking Procedures](#). Additionally, the Renewal Project Scoring Criteria is included in [Attachment A](#), which also includes information on how each factor is calculated.



A. Project Performance Report (PPR)

All renewal applicants are expected to maintain their data actively. However, to ensure that the data used for the local competition is up-to-date and accurate, renewal projects are afforded an opportunity to review and update their data in HMIS prior to it being pulled for the local competition.

HSA will pull performance data from HMIS for all renewal projects for the metrics outlined in [Attachment A](#) for April 2025 – March 2026. DV Providers will extract the performance data from their HMIS comparable database and send it to HSA to help them to complete the PPR. This data will be compiled into the Project Performance Report (PPR) that will summarize their performance on the metrics. The renewal applicant will review the PPR and provide narrative responses explaining any areas where they did not meet the standards or were not performing well.

B. Reallocation of Renewal Project funding

Renewal project applications may not be fully or partially renewed for the following reasons:

1. The applicant chose not to renew all or part of the project.
2. The applicant is no longer eligible to receive CoC funding.
3. The permanent housing project submitted for renewal exceeds is less competitive than other permanent housing projects submitted and falls in Tier 2, and a portion of those submitted must be rejected.
4. The project is underperforming or misaligned with the local and federal priorities for CoC funding.

When renewal applications are not renewed (fully or partially), the funding is then available to be reallocated to the expansion of current projects or new projects proposed.

VII. NEW PROJECT APPLICATIONS

New projects are evaluated against factors that reflect the applicant's capacity to operate the project and the project's alignment with the HUD and local priorities. The CoC is responsible for ensuring that they are selecting projects that meet the federal requirements and fill a need within the homelessness response system. Review of new project applications includes reviewing the project application and supporting materials. Whenever possible, the CoC will take into consideration any applicant's history of operating programs and federal funding.

New project applications will include two main components:

1. New Project Application – Narratives and attachments reflecting additional key information about the new project proposal and the applicant's capacity.
2. CoC Project Budget Form – Reflecting the budget for the proposed new project.

In the case of a Consolidation, Expansion, or Transition grant application, the narratives, attachments, and budget must reflect the consolidated, expanded, or new project type (transition) proposed. These applicants must also submit a renewal project application, see [VI. Renewal Project Applications](#).



For more information on what and how to submit the new application, please review [B. Eligible Project Types](#), [D. Submission of Applications](#), and [V. Application Requirements](#).

For more information on the review, scoring, and ranking process, please review [VII. Review, Scoring, and Ranking Procedures](#).

Additionally, the New Project Scoring Criteria is included in [Attachment B](#).

A. How a New Project Application May be Funded

New project proposals may be funded through CoC Bonus funding, Domestic Violence Bonus funding, or reallocated funding from renewal projects that are no longer eligible or not selected for funding.

The amount of funding available for new projects each year is determined by HUD and may vary based on the CoC's Annual Renewal Demand (ARD), federal funding limits, and local funding decisions.

Submission of a new project application does not guarantee that a project will be selected for funding. All new project applications are reviewed through the local competition process and evaluated based on the criteria established by the CoC (see [VII. Review, Scoring, and Ranking Procedures](#) for more information).

The CoC may receive more requests for funding than are available through CoC Bonus, DV Bonus, or reallocated funding opportunities. In these situations, the CoC may recommend only a portion of the proposed projects for inclusion in the CoC Consolidated Application submitted to HUD. Projects not selected through the local competition process will not be submitted to HUD for funding consideration.

The Review Panel will develop funding recommendations based on project scores, the availability of funding, HUD requirements, and the CoC's strategic priorities.

Projects recommended through the local competition are not guaranteed funding. HUD conducts a separate federal review of all project applications and retains final authority regarding funding awards.

B. Leveraged Resources and Partnerships

New projects may be supplemented with resources from other public or private sources, including mainstream health, social, and employment programs such as Medicare, Medicaid, SSI, and SNAP. These projects are also encouraged to leverage other resources to support the implementation of the project, including but not limited to other housing subsidies, subsidized units, healthcare resources, and treatment or recovery services.

VIII. REVIEW, SCORING, AND RANKING PROCEDURES

The San Mateo County CoC conducts a local review, scoring, and ranking process each year to evaluate project applications and determine which projects will be recommended for inclusion in the CoC



Consolidated Application submitted to HUD. Through this process, the CoC seeks to ensure that available funding is directed toward projects that demonstrate strong performance, align with federal and local priorities, address identified community needs, and contribute to an effective and coordinated homelessness response system.

All submitted projects are reviewed by HSA and the Review Panel. The Review Panel then scores and selects the eligible and appropriate applications and then ranks the selected projects in priority order for submission to HUD.

The review process generally consists of four stages: (1) an initial eligibility and threshold review conducted by HSA staff; (2) review and scoring of eligible applications by the Review Panel; (3) development of funding recommendations and project rankings based on scores, funding availability, and CoC priorities; and (4) approval of the final priority listing for submission to HUD by the CoC Steering Committee. Projects recommended through this process are included in the CoC Consolidated Application; however, HUD retains final authority regarding all funding decisions.

A. Establishing the Review Panel

HSA will convene an unbiased and non-conflicted Review Panel composed of representatives from neutral (non-applicant) organizations.

The Review 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.

B. Review and Scoring of Applications

HSA will conduct a preliminary review of project applications, then pass along eligible applications to the Review Panel for full review and scoring. During the preliminary review, HSA will score any objective criteria and provide the scores for those criteria to the Review Panel for confirmation. The Review Panel will review all project application materials and provide scores for the subjective criteria included in [Attachments A](#) and [B](#). If new or renewal applications are deemed materially deficient or non-competitive, the Review Panel reserves the right to reject the project application.

Review Panelists will bring their scores to the Review Panel meeting. Panelists are not required to agree on scores; however, they are encouraged to discuss them if they have any questions or are concerned about any components of an application. Review Panel scores will then be averaged to create a single score for each criterion for the project applications.

Requests for Clarification

If at any point during the review process, clarification of the intention or design of a proposed new project, or changes to a renewal project, is 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.

Application Revisions

The Review Panel may request amendments to a project application, including a reduction or expansion of the funding requested, if it is necessary to submit a competitive and complete package of applications to HUD for funding.

Review of HMIS and Coordinated Entry Projects

Any renewal of HMIS or Coordinated Entry dedicated projects will not receive scores.

C. Ranking Project Applications

Once all project scores are finalized by the Review Panel, they will proceed to rank the projects in order of priority for funding, creating the priority listing. The priority listing will be created by the Review Panel based on a combination of both the project application scores and the [II. Federal and Local Funding Priorities](#) to ensure that the CoC has the strongest application package possible.

HUD requires that projects be ranked in two Tiers:

- Tier 1 projects are higher on the priority list and include 60% of the CoC's ARD.
- Tier 2 projects are below Tier 1 projects and include the rest of the CoC's ARD and any bonus funding available to the CoC.

The projects included in Tier 1 are generally considered more likely to be funded by HUD than those in Tier 2. Tier 2 projects are at higher risk of losing funding as HUD evaluates them on a combination of the project and the CoC's Score on the CoC Application, including system-level performance and coordination factors.

Ranking of HMIS and Coordinated Entry Projects

As critical infrastructure for the CoC, renewal projects dedicated to HMIS and/or Coordinated Entry will be placed at the top of Tier 2, subject to final approval by the Review Panel.

IX. APPEALS PROCEDURES

Applicants who believe the CoC Review and Ranking policy was not followed by the Review Panel may appeal the decision.

Appeals to the scoring or ranking decisions made by the Review Panel are limited to the following criteria:

- Verifiable conflicts of interest seen during the rating and ranking process
- Misapplication of published Review and Ranking Policy by HSA staff, CoC Review Panel, or CoC Steering Committee
- Violation of Rating and Ranking Policies set forth by HUD in the CoC NOFO



- Technical errors in the scoring of the objective scoring criteria

A. Submission of Appeals

Projects must submit their appeals in writing by the date published on the San Mateo County CoC website: <https://www.smcgov.org/hsa/continuum-care-nofanofo>.

Applicants wishing to appeal the Review Panel's decision must complete and sign an appeal form ([Attachment C](#)). Applicants must send the signed form and any supplemental documents required to [HSA Homeless Programs@smc.gov](mailto:HSA_Homeless_Programs@smc.gov).

All information pertaining to an appeal should be communicated via the appeal form and the supplemental documents from the applicant. Applicants will not be invited to the Appeals Panel meeting.

B. Establishing the Appeals Panel

Appeals will be heard by a panel of three non-conflicted members selected by HSA. Appeals Panel Members must be individuals who did not serve on the Review Panel for the current CoC NOFO.

C. Review of Appeals

HSA shall first review the appeal form to ensure that the appeal aligns with the allowable criteria for an appeal as described in [IX. Appeals Procedures](#). If the appeal aligns with the allowable grounds for an appeal, then HSA will share all appeal materials with the Appeals Panel for review ahead of the Appeals Panel meeting. The Appeals Panel will meet to deliberate, and a decision will be made based on a simple majority.

If the appeal is successful and it affects the Priority Listing, the Appeals Panel will adjust the Priority Listing accordingly, the new Priority Listing will be published, and all affected applicants will be notified.

If the appeal is unsuccessful or deemed ineligible based on the grounds for appeal, the applicant will be notified.

All decisions made by the Appeals Panel will be final.

X. POST-SELECTION REQUIREMENTS

After the Priority Listing is solidified and applicants are informed of their selection and ranking, there are several steps that follow before submission to HUD.

A. E-Snaps and HUD Submission Requirements

All projects selected onto the Priority Listing must submit a completed e-snaps application by the deadline determined by HSA and published on the CoC website:



<https://www.smcgov.org/hsa/continuum-care-nofanofa>. The e-snaps application must align with and reflect the project application accepted by the Review Panel.

Technical Review of Applications in E-Snaps

E-snaps applications will be reviewed by HSA for technical accuracy and completeness. All Match Letters required as part of the project application will also undergo a technical review for adherence to the HUD requirements.

Requests for Technical Feedback

After submission of the CoC Application and Priority Listing to HUD, any applicant may submit a written request to HSA for technical feedback as it relates to the strength of the proposal for insight to support future submissions.

B. Approval of Consolidated Application

After the CoC Application is completed, the CoC Steering Committee will be presented with the full CoC Application and Priority Listing. The CoC will review and approve the completed CoC Application for submission to HUD.

The Priority Listing is finalized by the Review Panel or the Appeals Panel. The CoC will be able to review the Priority Listing and the results of any appeals. While the CoC Steering Committee may not make any changes to the Priority Listing, they may ask questions and correct any technical issues, such as misspellings, miscalculations, or other errors.



ATTACHMENT A: SCORING CRITERIA FOR RENEWAL PROJECTS

Renewal Projects are scored based on objective criteria, including consideration of past performance as demonstrated by HMIS data, expenditures, and information from the project application, and subjective criteria, including consideration of information from the project application.

To be eligible for renewal funding, the applicant must:

- Have a current CoC grant expiring in calendar year 2027.
- Be in good standing and eligible to receive HUD funding.
- Serve eligible households and participate in required Coordinated Entry and HMIS systems.
- Be willing to commit to the following upon grant agreement with HUD (as indicated in the project application):
 - The project applicant will not engage in illegal racial discrimination.
 - The project applicant will not operate drug injection sites or “safe consumption sites,” knowingly distribute drug paraphernalia on or off property under their control, or conduct any of these activities under the pretext of “harm reduction.”

For projects applying for consolidation, the renewal project applications will be scored and ranked separately, per HUD requirements.

Transition grant applications will be scored based on the renewal project application and considered for acceptance and placement on the priority listing based on the new project application for the new project type.

Scoring Factor	Renewal Project Scoring			
	SSO	TH	RRH	PSH
1. Permanent Housing Outcomes (PH) <i>Up to 12 pts</i>	Allocate points based on the proportion of exits to PH destinations , up to a maximum of 10 pts. <i>(e.g., if 90% of exits are to PH, 90% of points will be awarded, or 9 pts)</i>			Allocate points based on the proportion of exits to PH destinations or people who retain the PSH placement , up to a maximum of 12 pts. <i>(e.g., if 50%, 50% of points will be awarded, or 6 pts)</i>
2. Returns to Homelessness <i>Up to 10 pts</i>	<i>Not Applicable</i>	≤ 11% = 10 pts > 11% = 0 pts	≤15% = 10 pts >15% = 0 pts	
3. Increased Employment Income <i>Up to 10 pts</i>	> 20% = 10 pts 15-20% = 6 pts 10-14% = 3 pts <10% = 0 pts			



Scoring Factor	Renewal Project Scoring				
	SSO	TH	RRH	PSH	
4. CoC Grant Spending <i>Up to 10 pts</i>	≥95% = 10 pts 90-94% = 5 pts <90% = 0 pts				
5. Grants Compliance/ Monitoring <i>Up to 8 pts</i>	<i>Project/Applicant has:</i>			Yes	No
	Submitted Project APR on time			4 pts	0 pts
	Drew down from LOCCS for executed contract at least quarterly			4 pts	0 pts
	<i>If the applicant has serious unresolved compliance findings from HUD, the applicant will lose up to 8 pts. If the findings are serious enough, the applicant may lose eligibility.</i>				
6. Cost Effectiveness for PH exits or PSH units <i>Up to 10 pts</i>	<i>Not applicable</i>	Cost per exit to PH is reasonable for project type = 10 pts Cost per exit to PH is not reasonable for project type = 5 pts	Cost per unit served is reasonable for project type = 10 pts Cost per unit served is not reasonable for project type = 5 pts		
7. Supportive Service Requirements <i>Up to 10 pts</i>	Project requires or will require participation in services and provides a participation agreement to demonstrate the services are required ⁴ = 10 pts Project does not and will not require participation in services = 0 pts				
8. On-Site Substance Use Treatment <i>Up to 5 pts</i>	<i>Not applicable</i>	Project provides or will provide on-site substance use treatment services = 5 pts Project does not and will not provide on-site substance use treatment services = 0 pts			
9. Funding for Supportive Services <i>Up to 10 pts</i>	<i>Funding for the project includes:</i>			Yes	No
	The project's CoC budget includes funds in the supportive services line.			5 pts	0 pts
	The project's required match is for supportive services and/or the project has leveraged funds for supportive services committed to the project.			5 pts	0 pts

⁴ Assistance may not be denied on the basis or as a direct result of the act that a participant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the participant otherwise qualifies for admission, assistance, participation, or occupancy.



Scoring Factor	Renewal Project Scoring			
	SSO	TH	RRH	PSH
10. Strategies to Support Self-Sufficiency <i>Up to 10 pts</i>	The project will receive up to 10 points for providing an explanation of their strategies to support participants' self-sufficiency ⁵ depending on the strength of the explanation and the strategies.			
11. Local Policy Priorities <i>10 pts</i>	<i>Not applicable</i>			Project will receive 10 points for aligning with local policy priorities, including serving chronically homeless households and providing permanent supportive housing.
Max. Points Available	68	93	93	105

C. Methodology for Renewal Scoring Factors

Factors 1 through 3 will be informed by data from HMIS (Clarity) data, pulled in APRs and Looker reports, for projects for the period of April 1, 2025, to March 31, 2026.

Factor 1: Permanent Housing Outcomes:

- Exits to Permanent Housing (SSO, TH, RRH): Calculated by dividing the number of households who 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 (10 pts.) and round to one-tenth of a point.
- 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 (12 pts.) and round to one-tenth of a point.

Factor 2: Returns to Homelessness: 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.

⁵ Self-sufficiency, as described in the CoC NOFO and the McKinney-Vento Act, 42 U.S.C. 11381(4), means “the ability to meet basic needs, including a place to live, without public or private assistance.”



Factor 3: Increased Employment Income: 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 employment income from any source in tables 19a1 and 19a2). Changes in income are measured between the latest documented statement of income in the performance period and the earliest documented statement of income for the household.

Factor 4: CoC Grant Spending: 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: Supportive Services Requirements: Applicants will be scored based on information provided in the project application regarding whether participation in supportive services is required as a condition of program participation. To receive points under this factor, applicants must describe the project's service participation requirements and submit documentation demonstrating that participation in services is required. For renewal projects, the CoC may verify service participation requirements through review of current program policies, participant agreements, monitoring materials, and information provided in the project application.

Factor 8: On-Site Substance Use Treatment: Applicants will be scored based on information provided in the project application regarding the availability of on-site substance use disorder treatment services. To receive points under this factor, applicants must demonstrate that participants have access to substance use disorder treatment services that are physically delivered at the project site on a regularly scheduled basis. Services may be provided directly by the applicant organization or through a formal partnership with a licensed treatment provider.



Factor 9: Funding for Supportive Services: Applicants will be scored based on information submitted in the CoC Project Budget Form and supporting documentation included with the project application. The CoC will review the proposed project budget to determine whether supportive services funds are included within the CoC funding request. The CoC will also review documentation demonstrating that supportive services are supported through required match contributions and/or leveraged resources committed to the project.

Factor 10: Strategies to Support Self-Sufficiency: Applicants will be scored based on their narrative response describing the project's strategies to support participant self-sufficiency, independence, and long-term housing stability. Applications will be evaluated on the extent to which the project demonstrates a clear and intentional approach to helping participants increase income, improve employment outcomes, connect to mainstream benefits, develop life skills, strengthen social supports, and progress toward self-defined goals. Projects will receive between 0 and 10 points based on the overall quality and comprehensiveness of the narrative response.

Factor 11: Local Policy Priorities: Applicants will be scored based on the extent to which the project aligns with local priorities established by the San Mateo County Continuum of Care. For the 2026 CoC competition, local priorities include preserving and sustaining Permanent Supportive Housing resources for people experiencing chronic homelessness and individuals with the highest barriers to housing stability.

Domestic Violence Provider Note:

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 CRITERIA FOR NEW PROJECTS

New Project proposals are scored based on objective criteria and subjective criteria based on information from the project application. If the applicant currently operates a CoC project, the performance of their CoC projects may also be used to inform the selection and ranking decisions the Review Panel makes.

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.

To be eligible for new funding, the applicant must:

- Be eligible to receive CoC funds and be applying or an eligible project type, including Transitional Housing (TH), Supportive Services Only – Standalone (SSO), and Supportive Services Only – Street Outreach (SSO-SO)
- Be proposing to serve eligible households and an eligible population
- Be willing to participate in Coordinated Entry and HMIS (or, for providers serving domestic violence survivors, use a comparable data system)
- Be willing to commit to the following upon grant agreement with HUD (as indicated in the project application):
 - The project applicant will not engage in illegal racial discrimination.
 - The project applicant will not operate drug injection sites or “safe consumption sites,” knowingly distribute drug paraphernalia on or off property under their control, or conduct any of these activities under the pretext of “harm reduction.”

Rating Factor	New Project Scoring
1. System Performance Measures and Advancing System Performance <ul style="list-style-type: none"> a. <i>Up to 13 points</i> - The project identifies clear performance targets and how they will achieve them, including: <ul style="list-style-type: none"> i. Successful exits from assistance ii. Reducing returns to homelessness iii. Increasing employment income for participants b. <i>Up to 13 points</i> - The project identifies how it will fill a need in the community and advance system performance and objectives, including: <ul style="list-style-type: none"> i. Reducing the number of homeless individuals and families ii. Reducing encampments iii. Reducing first-time homelessness iv. Reducing the length of time homeless 	26



Rating Factor	New Project Scoring
<p>2. Applicant Experience</p> <ul style="list-style-type: none"> a. <i>Up to 10 points</i> – Applicant (and subrecipient, if applicable) demonstrates relevant experience in providing housing or services to people experiencing homelessness.⁶ <ul style="list-style-type: none"> i. <i>TH Only</i> – The applicant must demonstrate it has: (1) prior experience operating transitional housing, or other projects that have helped people exit homelessness within 24 months, and has a plan to ensure households will exit within 24 months, and (2) has operated or currently operates TH or another project or has a plan to ensure that at least 50% of households exit to a positive destination within 24 months, and at least 50% of households exit with employment income. ii. <i>SSO-SO Only</i> – The applicant must demonstrate it has: (1) a history of, or a plan for, partnering with and assisting first responders and law enforcement to engage unsheltered people to access programs and will cooperate, and not interfere or impede with the enforcement of local laws around public camping and drug use, and (2) experience providing outreach or a plan for providing outreach services consistent with the activity description and has a plan for or demonstrated effectiveness at helping people successfully exit unsheltered homelessness. 	10
<p>3. Supportive Services and Addressing Barriers</p> <ul style="list-style-type: none"> a. <i>Up to 5 points</i> - The type, scale, and location of supportive services fit the needs of the program participants, are readily accessible, reduce barriers, and advance positive outcomes. b. <i>Up to 5 points</i> - The project is seeking CoC funding in its application or includes match or other leverage to provide supportive services to households. c. <i>Up to 5 points</i> – the project includes on-site substance use treatment services. d. <i>Up to 5 points</i> – the project has service participation requirements⁷ 	20

⁶ If the applicant does not have a recent or current CoC project in San Mateo County, the applicant must submit supporting documentation reflecting project information and outcomes.

⁷ Assistance may not be denied on the basis or as a direct result of the act that a participant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the participant otherwise qualifies for admission, assistance, participation, or occupancy.



Rating Factor	New Project Scoring
<p>4. Applicant Capacity to Operate HUD Funding</p> <ul style="list-style-type: none">a. <i>Up to 10 points</i> - Applicant demonstrates sufficient organizational and financial capacity to track funds and meet all of HUD's reporting and fiscal requirements. If the application has a subrecipient, the proposal must also demonstrate the subrecipient's relevant capacity.b. <i>5 points if no issues and 2 points if sufficient, reasonable explanation</i> - Applicant must transparently share any outstanding monitoring or audit issues and explain them sufficiently.	15
<p>5. Project Timing and Financial Feasibility</p> <ul style="list-style-type: none">a. <i>Up to 5 points</i> - Applicant has a clear plan to begin operations when the contract is executed. 5 points will be awarded if within six months of contract execution and 2.5 points if within one year of contract execution.b. <i>Up to 5 points</i> - Project budget appears adequate and reasonable to support the proposed program.c. <i>Up to 5 points</i> – Required Match is provided and additional resources are leveraged.	15
<p>6. Opportunity Zone Preference</p> <ul style="list-style-type: none">a. 50% or more of the award will be used in an Opportunity Zone	4
Max. Points Available	90



ATTACHMENT C: APPEALS FORM

Instructions: Please complete all sections of this 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 this form.

Applicant and Project Information

Please provide the following information about the project and applicant.

Name of Agency:	
Name of Project:	
Program/Project Address:	
Program/Project Contact:	
Contact Email:	
Project Classification (New, Renewal, Expansion, Consolidation, Transition)	

Grounds for Appeal

Mark an X in the box next to the grounds for the appeal.

<input type="checkbox"/>	Verifiable conflicts of interest seen during the review, scoring, and ranking process
<input type="checkbox"/>	Misapplication of published review, scoring, and ranking policies by HSA staff, CoC Review Panel, or CoC Steering Committee
<input type="checkbox"/>	Violation of CoC review, scoring, and ranking policies put forth by HUD
<input type="checkbox"/>	Technical error in the calculation of score
<input type="checkbox"/>	Other (specify):

Please provide an explanation for the appeal:

Certification

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

Signature: _____ Date: _____



ATTACHMENT D: SAN MATEO COUNTY CONTINUUM OF CARE (CA-512) ADVANCING RECOVERY AND PROHIBITING ILLICIT DRUG ENABLEMENT POLICY

Purpose

The San Mateo County Continuum of Care (CoC) is committed to operating a homelessness response system that supports housing stability, treatment, recovery, self-sufficiency, and participant well-being. Consistent with federal requirements and priorities established in the FY 2026 Continuum of Care Notice of Funding Opportunity (NOFO), the CoC encourages project models that connect participants to substance use disorder treatment, recovery supports, healthcare services, employment opportunities, and other services that promote long-term stability and independence.

This policy establishes requirements for all CoC-funded housing projects submitted by the San Mateo County CoC for funding consideration through the local competition process. This policy reflects guidance provided by HUD in the 2026 Continuum of Care NOFO and applies specifically to CoC-funded projects in San Mateo County.

Policy Statement

All CoC-funded housing projects operating within the San Mateo County CoC shall comply with applicable federal, state, and local laws and shall not:

1. Operate drug injection sites, supervised consumption sites, or "safe consumption sites";
2. Knowingly distribute drug paraphernalia on or off property under the project's ownership, lease, management, or control;
3. Knowingly permit the use, possession, or distribution of illicit drugs on property under the project's ownership, lease, management, or control; or
4. Conduct, permit, encourage, or allow any of the above activities under the pretext of harm reduction or any other programmatic approach.

Nothing in this policy shall be interpreted as requiring sobriety as a condition of receiving housing or assistance, requiring participation in treatment as a condition of receiving assistance, or requiring immediate eviction or termination from assistance for a violation of a drug-related program policy or lease provision.

D. Support for Treatment and Recovery

The San Mateo County CoC recognizes that substance use disorders are complex health conditions that often require a range of interventions and supports. CoC-funded projects are encouraged to connect participants to evidence-based treatment, recovery services, healthcare resources, peer support services, recovery housing, and other community-based supports that promote long-term recovery and self-sufficiency.

Projects are encouraged to establish partnerships with behavioral health providers, substance use disorder treatment providers, recovery organizations, healthcare systems, employment and workforce



development programs, and other community resources that can support participant stability and well-being.

CoC Project Requirements

As part of the local competition process, all project applicants must certify compliance with this policy and any related certifications required by HUD through the CoC NOFO.

Applicants must describe any relevant program policies, participant expectations, and operational practices that support compliance with this policy, when requested by the CoC as part of the application, monitoring, or review process.

Monitoring and Compliance

The CoC reserves the right to review information obtained through project monitoring activities, HUD monitoring findings, participant complaints, audits, corrective action plans, site visits, or other credible sources to assess compliance with this policy.

When the CoC determines that a project may be operating in violation of this policy, the CoC may request additional information from the recipient and conduct a review of the circumstances.

Remedies for Non-Compliance with this Policy

If the CoC determines that a project is operating in violation of this policy, the CoC may take one or more of the following actions, as appropriate:

- Require the recipient to submit and implement a corrective action plan;
- Require additional monitoring, reporting, or technical assistance;
- Consider the violation during the local review, scoring, and ranking process;
- Determine that the project is not aligned with local and federal funding priorities;
- Recommend partial or full reallocation of the project's funding during a future competition cycle, consistent with HUD regulations and local competition policies; and/or
- Take any other action permitted under applicable HUD regulations, grant agreements, or local competition policies.

The nature and severity of any corrective action will be based on the circumstances of the violation, the recipient's response, and any applicable federal requirements.

Relationship to Housing Models

Nothing in this policy shall be interpreted as prohibiting projects from providing participant-centered services, overdose prevention education, substance use disorder screening, referrals to treatment, recovery planning, or other lawful activities intended to support participant health, safety, recovery, and housing stability. Nothing in this policy restricts or prohibits CoC-funded housing projects that require program participants to be sober or to participate in treatment as a condition of assistance in accordance with 24 CFR 578.