



2022 COC SUPPLEMENTAL NOFO TO
ADDRESS UNSHELTERED
HOMELESSNESS

Technical Assistance Package

Part I

COC APPLICATION REQUIREMENTS and SCORING

This package is provided by Urban Initiatives to assist in preparing a
2022 Special NOFO for Unsheltered Persons Funding Opportunity #

FR-6500-N-25S CFDA # 14.267

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2022 CoC UNSHELTERED NOFO

APPLICATION AND SUBMISSION INFORMATION

Official NOFO

Although the Unsheltered and Rural Homeless NOFO will be submitted via *e-snaps*, **the version of this NOFO posted on Grants.gov is the official HUD Application**. If there is a discrepancy in the Program NOFO posted on Grants.gov and other information provided in any other copy or version or supporting documentation, the Program NOFO located on Grants.gov prevails.

If discrepancies are found, notify HUD immediately as indicated in Section XI, pages 64-65 of the NOFO, SpecialCoCNOFO@HUD.gov. Persons with hearing, or speech impairments, may use the Federal Relay Service's teletype service at 1-800-877-8339. HUD will post any corrections or changes to a Program NOFO on Grants.gov.

Eligible Activities

Under the Unsheltered NOFO, Applicants may apply for:

- (1) CoC Planning Projects
Maximum of 3% to be used over a 3-year grant term
- (2) Permanent Supportive Housing (PSH)
Rapid-rehousing (RRH)
- (3) Joint Transitional and Rapid Rehousing (TH- PH-RRH)
- (4) Supportive Services Only
- (5) HMIS

Restricted Activities

Applications for Unsheltered Homelessness funds cannot include requests for new construction and rehabilitation activities. These activities are restricted to Rural Applications only.

Applications for Unsheltered Homelessness funds cannot propose to serve persons defined as homeless under Category 3 of the HUD definition.

All projects and units must be new. HUD will not fund projects that duplicate other funded programs or activities from prior year awards or other selected applicants.¹

Submitting the Application

The submission summary in *e-snaps* provides the list of elements required to complete each type of project application. A Collaborative Applicant will not be able to submit an application to HUD until all required parts are completed:

- **CoC Application:** the CoC's plan for ending homelessness, its system-level performance, and response to criteria specified on the CoC Application Scoring Chart, found at in this document.
- **Priority Listing:** list of projects that have been reviewed and either accepted and ranked or rejected and not being submitted.
- **Project Applications:** attached to the Priority Listing

¹ Pg. 57 of NOFO

- **Certificates of Consistency with Local Consolidated Plan(s) (Form HUD-2991):** Form signed by local jurisdiction showing the proposed project is consistent with the local Consolidated Plan.
- **Access to Application:** CoC Application, Project Applications, and the CoC Priority Listing will be accessed at <https://esnaps.hud.gov/>.
- **Required Attachments:**
 - CoC Review, Scoring, and Ranking Procedures /Tool
 - Longitudinal System Analysis Report (LSA)
 - Plan for Serving Individuals and Families with Severe Service Needs
 - Letter of Commitment/Contract – Dedicated Housing
 - Letter of Commitment – Health Care Services
 - Letter of Concurrence – Working Group of Persons with Lived Experience
 - Letter of Commitment – Public Housing Authority
 - Certificates of Consistency with Consolidated Plan
 - Regulatory Assurances and Compliance Forms (included in on-line application)
 - Agency Code of Conduct, if not identified as already on file (HUD List dated 4.14.22)
 - Evidence of Public Postings as identified in Scoring Chart

Time Line

HUD established certain dates related to the local rating and review processes HUD’s basic dates are listed below, however, a more detailed time-line meeting HUD’S requirements is included in the Unsheltered NOFO Technical Assistance Package prepared by Urban Initiatives. All CoCs must implement an internal competition to ensure transparency and fairness.²

Item	Rule	Date based on October 20 due date**
All projects due to local CoC for review	At least 30 days in advance of NOFO due date	September 20, 2022
CoC Notification to Applicants	At least 15 days before NOFO due date. Must be outside e-Snaps and give reason for projects reduced or rejected	September 26, 2022
Project – level Certificates of Consistency with Consolidated Plan(s)	HUD Form 2991, signed by jurisdiction(s) where project is located	Signed between June 22 and October 20, 2022 and submitted with Priority Listing
Public Posting of Scoring Criteria or Tool, Completed CoC Application, Priority Listing, and all attachments	Posted on public website at least 2 days prior to NOFO due date.	October 16, 2022
Submittal of Consolidated Application, Priority Listing and all required attachments	Submittal of all required documents via <i>e-snaps</i> .	No later than October 18, 2022 at 8:00 PM (7:59:59 Eastern Time; 4:59:59 Pacific Time)
<i>** CoCs are encouraged to create a local timeline that allows for submittal at least 48 hours</i>		

² Pg. 37 of NOFO

KEY CONCEPTS IN THE UNSHELTERED NOFO

There are many core concepts in the Unsheltered NOFO. Critical concepts include the following:

Severe Service Needs

For purposes of this Special NOFO, severe service means any combination of factors:

- facing significant challenges or functional impairments, including any physical, mental, developmental or behavioral health disabilities regardless of the type of disability, which require a significant level of support in order to maintain permanent housing. This factor focuses on the level of support needed and is not based on disability type.
- high utilization of crisis or emergency services to meet basic needs, including but not limited to emergency rooms, jails, and psychiatric facilities
- currently living in an unsheltered situation or having a history of living in an unsheltered situation, including encampments
- experiencing a vulnerability to illness or death
- having a risk of continued or repeated homelessness
- being vulnerable to victimization, including physical assault, trafficking or sex work

Persons with Lived Experience

Persons with first-hand knowledge of homelessness, especially unsheltered homelessness, who can share their perspective on how social, economic, and political situations affect homelessness and who can provide insight, training, and voice from persons who have experienced unsheltered homelessness.

Underserved Communities

Groups sharing a particular characteristic, or geographic communities, that have been systematically denied full opportunity to participate in certain aspects of economic, social, or civic life. These groups include: Black, Latino, Indigenous, and Native American persons, Asian Americans, Pacific Islanders, other persons of color, and LGBTQ+, persons with disabilities, persons living in rural areas, and others adversely affected by persistent poverty or inequality.

The NOFO also acknowledges communities which have historically had little or no access to housing dedicated for homeless households, or where the CoC has not been able to identify units.

SCORING AND CRITERIA

CoC Consolidated Applications for Unsheltered Homelessness funds will be assessed on a 100-point scale. HUD considers “all relevant subpopulations” to mean families, youth, veterans, persons fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking, persons who are unsheltered, and chronically homeless individuals and families.

CoC Application Scoring Chart

CoCs must receive at least 50 points, not including bonus points, to receive funding of any of its projects.

UNSHELTERED HOMELESS NOFO		100 Points Possible	50 Points Required to be eligible for funding
Rating Factor	Maximum Points	Criteria	Data / Notes

1. Project Capacity, Review, and Ranking	4	<i>Two areas (a) and (b)</i>	
<i>a) Objective Criteria and Past Performance</i>	2	<p>a) Objective Rating (Scoring). Process used objective data & past performance for evaluation</p> <p>Attach written process or tool that shows:</p> <ul style="list-style-type: none"> • Objective criteria • Cost effectiveness • Performance data, similar project type (such as housing outcomes, increased income, data quality, fiscal management) • Population served • Housing type appropriate to client type (best practices) • Prioritization 	
<i>b. Public Posting of Ranking and Selection Process</i>	2	<p>b) Publicly announce ranking process results and order of priority.</p> <ul style="list-style-type: none"> • Establish a deadline for project applications that is no later than 30 days submission date (i.e. by 9.20.22) • Notify Project Applicants in writing outside of <i>e-snaps</i> if the project is accepted, or accepted with reduced budget, or rejected for submittal to HUD; identify reasons for the decision (15 days prior to due date) (i.e. 10.5.22) • Publicly post criteria and tool at least 2 days before NOFO due date (i.e. 10.18.22) • Publicly post: CoC Application and attachments, CoC Priority Listing and attachments • Notify community and stakeholders CoC Application is available. 	<p>Local Application Date:</p> <p>Local Notice Date:</p> <p>Local Public Posting Date:</p> <p>Community Notice Date:</p>
Rating Factor	Maximum Points	Criteria	Data/Notes
2. System Performance	18	<p><i>6 areas (a)-(f): System performance measures</i></p> <p>System wide performance between <u>2020 and most recent previous point in time count</u> (2018 or 2019)</p>	
<i>(a) Reduction in unsheltered homelessness</i>	3	(a) 5%+ overall reduction in <u>unsheltered</u> persons	<p>2020:</p> <p>2018/19:</p> <p># _____ % _____</p>
<i>(b) Reduction in first-time homelessness</i>	1	(c) Reduction in first time homeless as reported in HDX	<p>2020:</p> <p>2018/19:</p>

	2	<ul style="list-style-type: none"> • Process for identifying risk factors • Strategies in place to address risk of becoming homeless • Identify the organization or position that is responsible. 	# _____ Responsible:
<i>c. Length of Time Homeless</i>	1	(c) 5%+ Reduction in length of time homeless <ul style="list-style-type: none"> • Strategy to reduce length of time homeless 	2020: 2018/19: # _____ % _____ Responsible:
	2	<ul style="list-style-type: none"> • How CoC identifies and houses persons with the longest length of time homeless • Identify the organization or position that is responsible for CoC's strategy 	
<i>d. Successful Permanent Housing Placement or Retention</i>	2	(d) 5%+ increase in housing placement and retention	2020: 2018/19:
	1	CoC strategy to increase permanent housing placement/retention	# _____ % _____
<i>e. Returns to Homelessness</i>	2	(e) 5%+ Reduction in returns to homelessness (6 -12 months) <ul style="list-style-type: none"> • Current <u>implemented</u> strategy to identify who returns to homelessness 	2020: 2018/19: # _____ % _____
	1	<ul style="list-style-type: none"> • New strategies • Identify the organization or position that is responsible. 	Responsible:
<i>f. Jobs and Income Growth</i>	2	<ul style="list-style-type: none"> • Increase in cash income • Current strategy to increase cash income 	2020: 2018/19: # _____ % _____
	1	<ul style="list-style-type: none"> • CoC work with mainstream employment organizations • Identify the organization or position that is responsible. 	Responsible:

3. CoC Coordination and Engagement	8	<i>5 areas (a) – (e)</i>	
<i>(a) Inclusive Structure and Participation</i>	1	<p>(1) Wide array of stakeholders, <u>must</u> include:</p> <ul style="list-style-type: none"> • victim service providers • youth providers • homeless or formerly homeless • tribal organizations for CoCs where a tribal organization is present <p>Others: agencies serving special needs (behavioral health), diversity (LGBTQ, over-represented groups, seniors, veterans), community partners (education, employment, law enforcement, jails, health care, funders, etc.</p>	
	1	<p>(2) Transparent, open invitation for new members</p> <ul style="list-style-type: none"> • At least annually • Public communication (website) • Invitation promotes equity: invites Black, Latino, Indigenous, persons with disabilities, non-binary gender 	<p>Date(s)</p> <p>Where posted:</p>
	1	<p>(3) Solicits and considers opinions about priority-setting from knowledgeable individuals and organizations</p>	
	1	<p>(4) Publicly posted, transparent process to promote, accept and consider proposals from organizations that have not previously received CoC Program funding.</p>	
<i>b. Coordination with Federal, State, Local, Private, and Other Organizations</i>	1	<ul style="list-style-type: none"> • Coordinate with other federal, state, local, private, and other organizations are included in the planning or operation of projects • Consult with ESG recipients for planning and allocation of ESG • Provide PIT and HIC data to Consolidated Plan process(s) and ensure homelessness is included in Consolidated Plan 	

<i>c. Discharge Planning</i>	1	<ul style="list-style-type: none"> • Coordinate to ensure exits from institutions do not enter homelessness or CoC homeless shelter/ housing from: <ul style="list-style-type: none"> Foster care Jails/prisons Mental health & other Institutions • Integrates housing accommodations for persons with disabilities 	
<i>d. CoC Collaboration Related to Children and Youth, especially education</i>	1	<p>CoCs <u>must</u>:</p> <ul style="list-style-type: none"> • Identify formal partnerships with youth education providers, local educational authorities, and school districts. • Demonstrate policies and procedures have been adopted to inform persons who become homeless of their eligibility for educational services. Posting of personal rights regarding education. 	
<i>e. Mainstream Benefits and Other Assistance</i>	1	<p>CoCs <u>must</u>:</p> <ul style="list-style-type: none"> • At least annually, <u>train program staff</u> about the mainstream resources available for CoC participants: <ul style="list-style-type: none"> ○ Food Stamps ○ SSI ○ TANF ○ substance abuse programs, ○ employment assistance programs ○ Other (such as state or other public resources) • Work with projects to collaborate with healthcare organizations (substance abuse treatment and mental health treatment) to assist participants with receiving healthcare services; and • Promotes SOAR certification among program staff 	Date(s) of Training:
4. CoC Plan for Serving Persons with Severe Service Needs	70	<p><i>7 areas (a-g)</i></p> <p>No more than 15 pages, single-spaced Times New Roman 12 point font, ½ inch margins</p>	(see pages Review Plans already adopted for synergy, for example HHAP3

<i>a. Leveraging Housing Resources</i>	18	<ul style="list-style-type: none"> ○ Increase the number of permanent housing units that are not-CoC and not-ESG funded and not already dedicated to homelessness. 	
<i>(1) Development of new units and creation of housing opportunities</i>	10	<p>CoCs <u>must</u>:</p> <ul style="list-style-type: none"> ● Apply for permanent supportive housing or rapid rehousing housing using subsidies or units not funded through the CoC or ESG Programs (examples: Housing Choice Vouchers, HOME-ARP, HOPWA) <ul style="list-style-type: none"> ○ Demonstrate the units will: <ul style="list-style-type: none"> ○ Be at least 50 percent of the units included in the PSH project; or ○ Serve at least 50 percent of the RRH participants to be served by the project. ● Attach letters of commitment, contracts, or formal written agreements with number of dedicated units listed. ● Attach written commitment from Public Housing Authority (PHA) commitment to pair vouchers with CoC services ● Develop a Prioritization Plan for allocation of Stability Vouchers OR General Preference for Housing Choice Vouchers ● Use CES 	<p>Total # Units:</p> <p>Total Not CoC or ESG funded:</p> <p>% _____</p> <p>Written Commitment for Housing Units/Vouchers</p> <p>PHA Written Commitment</p>
<i>(2) Landlord Recruitment</i>	8	<p>CoCs <u>must</u>:</p> <ul style="list-style-type: none"> ● Describe the current strategy for landlord recruitment ● Show outcome for identifying units across their entire CoC, including areas where the CoC has historically not been able to identify units; ● Identify new recruitment practices in the past 3 years ● Identify lessons learned How data is used to update their landlord recruitment strategy. 	

<p><i>b. Leveraging Healthcare Resources</i></p>	<p>10</p>	<p>CoC <u>must</u> have:</p> <ul style="list-style-type: none"> ● Direct contributions from public or private health insurance provider; and /or ● Health care services, mental health services, tailored to meet the needs of participants (can include FQHC, state or local health departments); and/or ● Direct partnership with healthcare services. ● Have PSH or RRH projects with a written commitment from a health care organization, including organizations that serve people with HIV/AIDS ● Show that the value of the healthcare assistance is at least: ● 50% of the funding being requested for the project OR ● Substance abuse or recovery services will be provided to all participants who qualify and choose the services ● Have formal written agreements and must include: <ul style="list-style-type: none"> ● value of the commitment ● dates the healthcare resources will be provided ● Value in-kind resources at local rates consistent with the amount paid for services not supported by grant funds. ● Comply with HUD program and Fair Housing requirements ● Health care provider cannot further restrict eligibility for services 	<p>Total project request _____</p> <p>Value of Written Commitments _____</p> <p>% _____</p>
<p><i>c. CoCs Current Strategy to Identify, Shelter, and House Unsheltered Homeless Persons</i></p>	<p>9</p>	<p>Regularly engage persons in unsheltered homelessness and connect to low barrier shelter or housing.</p>	

<p>(1) Current Street Outreach Strategy</p>	<p>3</p>	<p>CoCs <u>must</u>:</p> <ul style="list-style-type: none"> • Ensure that outreach teams are coordinated • List the days and times outreach is conducted each week • Help people exit homelessness and unsheltered homelessness • Ensure specific strategies engage those with the highest vulnerabilities • Use culturally appropriate strategies • Use the outreach teams to connect unsheltered homeless persons to permanent housing • Use evidence-based practices and strategies based on data and performance • Hire people with lived experience to conduct outreach 	
<p>(2) Current Strategy to Provide Immediate Access to Low- Barrier Shelter and Temporary Housing for People Experiencing Unsheltered Homelessness (who wish to live in temporary housing prior to permanent housing)</p>	<p>3</p>	<p>CoCs <u>must</u>:</p> <ul style="list-style-type: none"> • Describe the current strategy • Show how it performs at providing low- barrier culturally appropriate access to temporary accommodations <ul style="list-style-type: none"> ○ emergency shelter ○ especially non-congregate shelter ○ transitional housing • Identify new practices implemented over the past three years • Describe the lessons learned from implementing those practices 	
<p>3) Current Strategy to Provide Immediate Access to Low Barrier Permanent Housing People Experiencing Unsheltered Homelessness</p>	<p>3</p>	<p>CoCs <u>must</u>:</p> <ul style="list-style-type: none"> • Describe the current strategy • Use a Housing First Approach • Demonstrate success at providing low-barrier and culturally appropriate access to permanent housing • Give evidence to support your strategy • Identify new practices it has implemented over the 3 three years • Cite lessons learned from implementing those practices. • Connect response to resources identified in 4.A.1. 	

<p><i>d. Updating the CoCs Strategy to Identify, Shelter, and House People in Unsheltered Homelessness with Data and Performance</i></p>	<p>8</p>	<p>CoC <u>must</u>:</p> <ul style="list-style-type: none"> ● Continuously review of data and best practices and use to update their strategies ● Identify specific data points to expand / improve performance of: <ul style="list-style-type: none"> ○ Street outreach ○ Connect street outreach to coordinated entry or HMIS ○ Incorporate new partners (e.g., business owners, law enforcement, healthcare providers) into its street outreach strategies; ○ Provide access to low-barrier shelter and temporary accommodations, including any new practices and activities that would be funded through an award under this NOFO ○ Rapidly house persons who have histories of unsheltered homelessness in permanent housing. 	<p>I</p>
<p><i>e. Identify and Prioritize Households Experiencing or with Histories of Unsheltered Homelessness</i></p>	<p>12</p>	<p>CoC <u>must</u>:</p> <ul style="list-style-type: none"> ● Have a comprehensive method to identify and offer street outreach to unsheltered / history of unsheltered homelessness ● Describe strategy for how the NOFO Assistance will reduce unsheltered homelessness ● Adopt program eligibility and coordinated entry processes that reduce unsheltered homelessness ● Use street outreach to connect unsheltered people with housing resources ● Ensure that people who are unsheltered or have histories of unsheltered homelessness are able to access housing and other resources in the community ● Increase access to identification ● Provide housing navigation services ● Provide access to health care and other supportive services 	

<p><i>f. Involving Individuals with Lived Experiencing of Homelessness in Service Delivery and Decision Making</i></p>	<p>5</p>	<p>CoC <u>must</u>:</p> <ul style="list-style-type: none"> • Integrate persons experiencing homelessness, particularly unsheltered homelessness meaningfully and intentionally into the CoC decision-making structure • Encourage projects to involve persons with lived experience of unsheltered homelessness in the delivery of services (hire them) • Clearly describe outreach efforts working group street outreach social media • Engage people with lived homelessness experience to develop an advisory committee, subcommittee) • Attach a signed letter of support for the <u>priorities</u> in the application from a working group comprised of at least 3 individuals with lived experience of homelessness. • Describe how working group is intentionally used in the CoC decision making: <ul style="list-style-type: none"> ○ voting authority do the members have on policy, ○ ability to influence local policy ○ influence priorities impacting homelessness 	
<p><i>g. Supporting Underserved Communities and Supporting Equitable Community Development</i></p>	<p>8</p>	<p>CoC <u>must</u>:</p> <ul style="list-style-type: none"> • Support and serve underserved communities • Offer equitable housing interventions to meet their needs • Identify populations that have not been served by the homeless system at the same rate they are experiencing homelessness. • Describe underserved communities • Discuss how underserved groups interact with the homeless system • Provide outreach, engagement, and housing interventions to serve populations that have not previously been served by the homeless system at the same rate they are experiencing homelessness 	<p>Underserved group name:</p> <p>% in Census or American Communities data</p> <p># in local homeless PIT count</p> <p>% of count _____</p> <p>Disparity_____</p>

5. Unsheltered Homelessness Bonus Points	0-30 points	Bonus points: 2019 Unsheltered Count 10,000 + = 30 pts 5,000 – 9,999 = 20 points 1,000 – 4,999 = 10 points 0-999 = 0 points	2019 Unsheltered # _____ Bonus Points _____
Standard Threshold Items	0	All applications must meet the minimum standards for match as described <ul style="list-style-type: none"> • 25% of request, except leasing costs • Provide Letters of commitment for cash match • Provide Memorandum of Understanding (MOU) for third-party In Kind match 	Total HUD Request _____ Required Match _____ In-Kind MOU(s) _____

Other Selection Considerations

Geographic Diversity

No more than ten (10) Consolidated Applications will be selected for funding in any state. If more than 10 CoCs from a single state qualify, HUD will fund the 10 highest scoring CoCs.

Tied-Scores

In the event of tied scores, HUD will fund the CoC that had the highest number of unsheltered persons in the 2019 Point-In-Time Count.

Environmental Justice

HUD may consider environmental justice in evaluating applications. Under E.O.12898, each Federal agency is directed to identify and address disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations. For purposes of this NOFO, HUD has made a Finding of No Significant Impact (FONSI) related to the National Environmental Policy Act. The Finding is available on the HUD Funding Opportunities webpage.

Adjustments to Funding

HUD reserves the right to fund less than the amount requested in an application. HUD reserves the right not to award funds to an applicant and to make those funds available in the next competition.

Additional funds may become available for award under this NOFO pursuant to section 231 of the FY2020 Appropriations Act. Use of these funds is subject to statutory constraints.

Funding amounts may also be impacted by Appeals. HUD provides processes for Appeals under three conditions:

- Applicant was denied opportunity to participate in the local process and submits a solo application.
- Denied or decreased funding where the Applicant provides evidence of an error made by HUD.
- Jurisdiction refused to sign a Certificate of Consistency with the Consolidated Plan.

Appeals

Solo Applicant Outside the CoC Submittal

The Interim Rule at 24 CFR 578.35 provides for appeal process options for Applicants denied or decreased funding. Applicants who believe they were not given an opportunity to participate in the local process. For HUD to consider an appeal under 24 CFR 578.35(b) or (c), the solo project applicant must follow the applicable process set forth in the NOFO. The written appeal and all evidence must be submitted to HUD Snapsappeal@HUD.gov and the Collaborative Applicant within 30 days, and the Collaborative Applicant must respond within 30 days.

Solo Applicant appeals impact HUD's signing of grant agreements for Special NOFO funds preliminarily awarded. If HUD receives one or more Solo Applicant appeals from a CoC for NOFO funds, HUD will determine the amount of funding that the Solo Applicant(s) has requested; and HUD may delay signing grant agreements for the awarded project(s) listed at the bottom of the CoC Priority Listing that have requested funding under this Special NOFO equal to double the amount requested by the Solo Applicant(s).

All evidence from a Solo Applicant must be sent to the CoC, the CoC must respond to evidence. All correspondence to the CoC must be addressed to the CoC Board or the CoC-designated Collaborative Applicant and all correspondence to HUD from the CoC must be from the CoC's designated Collaborative Applicant. Refer to the Solo Applicant appeal process in Section X.C of this NOFO for additional information about the Solo Application appeal process.

Applications Denied or with Decreased Funding

Collaborative Applicants and project applicants that submitted an application that were either not awarded funds by HUD, or that requested more funds than HUD awarded, may appeal HUD's decision within 45 days after the conditional awards of funding announcement. Only those applicants with projects that were ranked within the CoC's maximum amount available will be considered for funding or additional funding.

To appeal HUD's decision, the applicant must submit a written appeal to HUD, with a copy to the authorized representative from the CoC's designated Collaborative Applicant. The written appeal must include evidence demonstrating HUD error and follow the instructions in Section X.F of the NOFO. HUD can only consider information submitted with the CoC Application. HUD will not consider additional information in support of the CoC Application.

The applicant must submit its written appeal by email to snapsappeals@hud.gov, from the organization's email address on the organization's letterhead and signed by the authorized representative.

Appeal Jurisdiction's Refusal to Sign the Certificate of Consistency with Consolidated Plan

This NOFO also provides guidance to CoCs and applicants regarding appeals of when a jurisdiction refuses to sign the Consolidated Plan certification for a project under 24 CFR 578.35(c). An applicant may appeal to HUD a jurisdiction's refusal to provide a certification of consistency with the Consolidated Plan. The process includes:

A written appeal in e-Snaps that is submitted with the Project application in e-snaps by the application deadline. The appeal must include: _

- a copy of the applicant's request to the jurisdiction for the Certification of Consistency with the Consolidated Plan;
- a copy of the jurisdiction's response stating the reasons for denial, including the reasons the proposed project is not consistent with the jurisdiction's Consolidated Plan in accordance with 24 CFR 91.510(c); and
- a statement of the reasons why the applicant believes its project is consistent with the jurisdiction's

Consolidated Plan. (Cite the applicable sections of the Con Plan)

The appeal may also include:

- any additional communication between the applicant and the jurisdiction regarding the request for certification of consistency; and
- documentation that identifies to whom within the jurisdiction the evidence was sent and date on which it was sent.

The applicant must also email a copy of this appeal to the jurisdiction that denied the certification of consistency and send a copy to the authorized representative from the CoC's designated Collaborative Applicant, unless it is the Collaborative Applicant that is filing the appeal. Otherwise, the project applicant or Collaborative Applicant may submit the appeal to HUD using one of the methods in Section X.F.

Jurisdiction Response.

The jurisdiction will have 10 days after the receipt of the applicant's written appeal to submit a written response to HUD. The response must be sent by email to snapsappeals@hud.gov on the organization's letterhead, with a copy to the project applicant and the authorized representative of the CoC's designated Collaborative Applicant. The response must include the following information:

- an explanation of the reasons originally given for refusing to provide the Certification of Consistency with the Consolidated Plan; and
- written rebuttal to any claims made by the applicant in the written appeal.

HUD Decision Regarding Appeals and Notification of Decision

- HUD will review the submissions and will provide written notification, by email, of its decision to the applicant and the jurisdiction, with a copy to the authorized representative from the CoC's designated Collaborative Applicant within 45 days of the date of the receipt of the jurisdiction's response.
- If HUD finds that the certifying jurisdiction's refusal to provide a certification of consistency with the Consolidated Plan was reasonable, then HUD will automatically reject the project application.
- If HUD finds that the certifying jurisdiction's refusal to provide a certification of consistency with the Consolidated Plan was not reasonable, then HUD will consider the project application for funding when funds become available in accordance with the review standards set forth in this NOFO.
- If the jurisdiction failed to provide written reasons for refusal, including the reasons why the project is not consistent with the jurisdiction's Consolidated Plan in its initial response to the applicant's request for a certification, HUD will find for the applicant without further inquiry or response from the political jurisdiction.
- HUD will provide written notification of its decision within 45 days of the date of HUD's receipt of the jurisdiction's response. Where the jurisdiction failed to provide a written response, HUD will provide written notification of its decision within 55 days of the date of HUD's receipt of the project applicant's response.

Submission of Appeals by Email

Appeals are submitted at snapsappeals@hud.gov. The subject line of your email must include the CoC Number, "Appeal Notice," and type of appeal, i.e., Participation, HUD Error, or Consolidated Plan Certification.

Sample email Subject Lines are:

Subject: CA-#### – Appeal Notice– Consolidated Plan Certification.

Subject: CA-#### – Appeal Notice– Denied Participation

Subject: CA-### – Appeal Notice– HUD Error in Funding

1. HUD Response. HUD will respond to all appeals via email. HUD will not consider any requests to reconsider funding for Special NOFO funds except for those appeals outlined in this NOFO.

HUD NOFO CONTACTS

Points of Contact for the Special NOFO for Unsheltered persons are:

Name

Brett Esders

Grantor Email Address

SpecialCoCNOFO@hud.gov

Grantor Contact Phone 202-708-4300

Link to Additional Information

https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps

Local HUD Community Planning Development (CPD) Office. Questions regarding specific program requirements should be directed to the local HUD CPD field office, a directory of which can be found at https://www.hud.gov/program_offices/field_policy_mgt/localoffices.

Training and Resources. Collaborative Applicants and project applicants that need assistance completing the applications in *e-snaps* or understanding the program requirements under the CoC Program may access the Rule, training materials, and program resources via https://www.hud.gov/program_offices/comm_planning/coc.

Questions. CoCs, Collaborative Applicants, and project applicants that require information and technical support concerning this NOFO and the application in *e-snaps* may submit an electronic inquiry to SpecialCoCNOFO@hud.gov.

Applicants experiencing technical difficulty should contact SpecialCoCNOFO@hud.gov immediately for assistance and document their attempts to obtain assistance.

Web Resources

- [**Affirmatively Furthering Fair Housing**](#) (See 24 CFR 578.93(c) for specific Affirmatively Furthering Fair Housing requirements that apply to the CoC program.)
- [**Code of Conduct list**](#)
- [**CFDA**](#)
- [**Dun & Bradstreet**](#)
- [**Equal Participation of Faith-Based Organizations**](#)
- [**Federal Awardee Performance and Integrity Information System**](#)
- [**FFATA Subaward Reporting System**](#)
- [**Grants.gov**](#)
- [**HBCUs**](#)
- [**Healthy Homes Strategic Plan**](#)

- [Healthy Housing Reference Manual](#)
- [HUD's Strategic Plan](#)
- [HUD Grants](#)
- [Limited English Proficiency](#)
- [NOFO Webcasts](#)
- [Opportunity Zone](#)
- [Procurement of Recovered Materials](#)
- [Promise Zones](#)
- [Section 3 Business Registry](#)
- [State Point of Contact List](#)
- [System for Award Management \(SAM\)](#)
- [Uniform Relocation Act – Real Property Acquisition and Relocation RequirementsUSA Spending](#)

