For SCEH New and Renewal CoC Program Funding Applicants:

This message is to provide information and a timeline for any agencies interested in submitting a new or renewal application for CoC Program funding through the Siouxland Coalition to End Homelessness Continuum of Care program for homeless services.

<p style="text-align:center; color:red;">***New and Renewal CoC Project Applications Due in eSnaps
by 5:00 p.m. Monday, August 13, 2018***</p>

First, some background information about the Continuum of Care (CoC) program: This is a program of the U.S. Department of Housing and Urban Development (HUD). HUD released new interim regulations on the program in the summer of 2012; the new regulations combine the old Supportive Housing Program and Shelter Plus Care program into the new CoC program. The regulations can be found at this [link](#).

Second, about the Siouxland Coalition to End Homelessness CoC: This includes Sioux City, Woodbury County, Iowa, and Dakota County, Nebraska. Any agency or unit of local government within the SCEH that is interested in receiving CoC Program funding must submit an application for review by the Project Development and Monitoring Committee of the SCEH.

Third, about this CoC competition: This CoC Consolidated Application to be submitted to HUD consists of the FY2018 CoC application (the Co C plan with all charts and narratives completed as applicable), the Priority Project Listing, the FY2018 New and Renewal Project Applications, as well as any required forms and attachments. The SCEH Grant Committee provides support for this process, and eventually our CoC Collaborative Applicant, the City of Sioux City, submits the application that is recommended by the SCEH Project Monitoring and Development Committee and approved by the SCEH Board of Directors.

HUD has released the Notice of Funding Availability for this competition, which can be found at https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf. All potential applicants are encouraged to read the NOFA in its entirety. The NOFA lists eligible applicants and activities as well as information regarding the CoC ranking process and HUD scoring. Pay special attention to HUD's priority to serve the chronically homeless and to provide rapid rehousing for families coming from the street or an emergency shelter. HUD also provides a number of resources to assist applicants with their application and navigating the system. They can be found on the Continuum of Care (CoC) Program page of HUD Exchange which can be found at https://www.hudexchange.info/programs/coc/.

New Projects may be created through reallocation, bonus, or a combination of reallocation and bonus, new DV Bonus projects, and Co C Planning Project.

New Projects created through the reallocation or bonus are limited to the following types of projects:
- PH-PSH projects that meet the requirements of Dedicated PLUS or where 100% of the beds are dedicated to CH individuals and families.
- PH-RRH projects for homeless individuals and families, including unaccompanied youth.
- Joint TH and PH-RRH component projects to better serve homeless individuals and families, including those fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking who meet the following criteria:
  - Residing in a place not meant for human habitation;
  - Residing in an emergency shelter;
  - persons who meet the criteria of paragraph (4) of the homeless definition, including persons fleeing or attempting to flee DV, dating violence, sexual assault, or stalking;
  - Residing in a TH program that is being eliminated;
  - Residing in TH funded by a Joint TH and PH-RRH component project; OR
  - Receiving services form a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

- Dedicated Homeless Management Information System (HMIS) project for the costs that can only be carried out by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant, and that is listed on the HMIS Lead form in the *CoC Applicant* profile in *e-snaps*.
- SSO project to develop or operate a new centralized or coordinated assessment system.

New Projects created through the DV Bonus are limited to the following types of projects:
- PH-RRH projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3.
- Joint TH and PH-RRH component projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined at 24 CFR 578.3.
- SSO – Coordinated Entry project o 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.

Outside of reallocation, bonus, DV Bonus, and CoC Planning Projects, there are no new funds available for new projects.

While HUD's final *CoC Program Application* deadline is Tuesday, September 18, 2018, the internal deadline for all new and renewal Project Applications and required attachments and supplemental documentation is **5:00 p.m., Monday, August 13, 2018.** This will ensure the Project Monitoring and Development Committee has enough time to review, prioritize, and rank the project applications before submitting the entire *CoC Program Application* to HUD by the September 18 deadline.

Fourth, funding amounts*:
SCEH's Annual Renewal Demand (ARD) = $722,532 (amount needed for all current projects to renew for an additional year, pending any ineligible renewal projects)
Tier 1 project ranking amount = $679,180 [94% of SCEH's ARD ($722,532)]
Tier 2 project ranking amount = $125,070 [Remaining ARD ($43,352) + PH Bonus ($81,718)]
SCEH's Planning Funds = $21,675 (3% of ARD or FPRN, whichever is lower)
SCEH's Final Pro Rata Need (FPRN) = $1,361,977
SCEH's DV Bonus = $136,197 (10% of FPRN)
SCEH's PH Bonus = $81,718 (6% of FPRN)
*These amounts subject to change. HUD will publish a report of all final Tier 1, Tier 2, PH Bonus, DV Bonus, and CoC Planning funding amounts.

Fifth, the anticipated timeline:
- Wednesday, June 20, 2018: FY2018 CoC Program Competition opens.
- Thursday, June 28, 2018: New and Renewal Applications are available in eSnaps.
- Monday, August 13, 2018: New and Renewal Applications due to the SCEH in eSnaps; The remaining required reports and documents as outlined below must be e-mailed to Susan McGuire (susan.mcguire@centerforsiouxland.org). Late applications and/or required documents will not be accepted. Incomplete applications and/or documents will not be scored and will be rejected by the CoC.
- Monday, September 3, 2018: Project applicants are notified whether their project applications were accepted or rejected for inclusion in the SCEH CoC Application.
- Wednesday, September 12, 2018 (likely date): SCEH CoC Application is available on SCEH website for review
- Thursday, September 13, 2018 (likely date): SCEH Board votes on and approves SCEH CoC Application
- Monday, September 17, 2018 (likely date): SCEH CoC Application submitted to HUD via eSnaps

Finally, things to help ensure a smooth application process:
1) Review the *CoC Interim Regulations* and the *CoC NOFA* to understand the program, the changes from past years, and how your project may fit. Pay special attention to the following sections of the NOFA:
   a. pp 6-7 HUD's Homeless Policy and Program Priorities
   b. pp 13-20 *CoC Program Requirements/Definitions*
   c. pp 33-40 *Threshold Requirements and Project Scoring*
   d. p 45 *FY 2018 Project Application Requirements/Forms*

  e. pp 49-70 *CoC Consolidated Application Scoring* - If your project is funded, you will be expected to actively participate in the *CoC Consolidated Application* and helping us meet HUD's program requirements and goals.

2) The HUD eSnaps training materials and tutorials can be found at: https://www.hudexchange.info/programs/e-snaps/ under the *CoC Program Competition Resources* heading. Project applicants will be most interested in the "Submitting Applications for Project Funding" resources.

3) Refer to page 45 of the NOFA for a list of *Project Application* requirements. All required forms must be dated between May 1, 2018 and September 18, 2018. Many of the required forms are part of *eSnaps* and found in the Applicant Profile and/or in the Project Application. They are filled in and signed electronically when completed in *eSnaps*. Required forms not in *eSnaps* will have to be uploaded in the Applicant Profile.

4) Make sure your Agency's *Code of Conduct* is on file with HUD at https://portal.hud.gov/hudportal/HUD?src=/program_offices/spm/gmomgmt/grantsinfo/conduct. If your organization is not listed, you will need to attach a copy of your *Code of Conduct* in the Applicant Profile and also forward an electronic copy to askGMO@hud.gov. For more information on *Code of Conduct* requirements see p. 45 of the NOFA.

5) Make sure you have appropriate staff persons identified who have access to and will complete your Project Application in HUD's online E-snaps system.

6) Make sure you have identified the correct *Federal Award Identifier* in question 5b. of section 1A. *Application Type*. You need to verify the first 6 digits of the expiring grant number as identified on the GIW. This should be the same as the grant number of the 2018-2019 grant that was awarded in March 2018. If you have questions, contact Susan McGuire at susan.mcguire@centerforsiouxland.org or 712-252-1861 x17.

7) Identify your sources of match and leverage, and plan to obtain MOU's and commitment letters. These were not required to be uploaded last year, but they have been very important in prior years. **_MOU's and letters must be dated between May 1, 2018 and September 18, 2018._** In the past we have been severely lacking in our amount of leverage. All applicants are encouraged to provide leverage above and beyond their required match to show that the program has funding and support outside of HUD funding. Please consider all sources of funding for your program – agency contributions, cash and in-kind donations, partnerships with other agencies/providers such as SCHC, SMHC, Mercy Medical, local businesses, etc. and ask them to provide a letter committing funds or to sign an MOU in the case of in-kind contributions. Susan McGuire can supply samples of such letters if needed.

8) If you are a renewal applicant, make sure you have submitted the following items to the SCEH Grant Committee (Susan McGuire @ susan.mcguire@centerforsiouxland.org) by the deadline: the CoC APR report for CY 2017; the ESG/SAF Application Report for CY 2017; and all correspondence from HUD regarding compliance/monitoring visits, findings, etc. during 2017 and 2018. The HUD monitoring correspondence should include letters announcing the visit and what program(s) and information will be reviewed, follow-up letters indicating a successful visit or citing issues and findings, etc. as well as any action the agency has taken to remedy issues and findings. See the following page for instructions on how to pull the CoC APR Report and the ESG/SAF Application Report from ServicePoint.

9) If you are a renewal applicant, the Grant Committee will work with the Project Development and Monitoring Committee and the SCEH Chair to obtain and review each project's required SCEH Quarterly Reporting for the past year and most recently completed APR in the SAGE HMIS Repository.

10) Make sure your organization has a valid DUNS number.

11) Make sure your SAM Registration is active OR Register in the SAM System for Award Management (SAM) system.

12) A complete application consists of the Project Application and all required Application Reports/Materials. Late applications/application materials will not be accepted. Incomplete applications/application materials will not be scored and will be rejected by the CoC.

13) For questions, assistance, and guidance with a new or renewal project or with eSnaps, contact Susan McGuire, the SCEH Grant Committee Chairperson, at susan.mcguire@centerforsiouxland.org or 712-252-1861 x17.

**A complete application consists of the Project Application and all required Application Reports/Materials.

**Incomplete applications/application materials will not be scored and will be rejected by the CoC.

**Late applications/application materials will not be accepted.

Instructions for Accessing Required Reports/Attachments for Renewal Project Applications (see #8 above):

Save all reports to your computer as a PDF and e-mail them to Susan McGuire by the deadline.

1) **CoC APR Report**
   a. Date Range for Report – January 1, 2017 – December 31, 2017
   b. Log in to ServicePoint » Reports » CoC-APR
   c. Enter the following Report Parameters: Provider (Program for which you are applying for funding); Program Date Range – 01/01/2017 to 12/31/2017; Entry/Exit Types – HUD. Then click on "Build Report."
   d. **For example, using Bridges West:** Log in to ServicePoint » Reports » CoC-APR » enter report parameters: Provider: Sioux City – Center For Siouxland Bridges West; Program Date Range – 01/01/2017 to 12/31/2017; Entry/Exit Types – HUD » Build Report

**NOTE: This report refreshes in live time. If you have errors, you can and are encouraged to correct them and then re-run the report before submitting it to the committee in order to have the most complete and accurate data as possible.

2) **ESG/SAF Application Report**
   a. Date Range for Report – January 1, 2017 – December 31, 2017
   b. Log in to ServicePoint » ART » Public Folder » Agency-specific Reports » Sioux City (on 2nd page) » 2019 Sioux City ESG Grant Application Report » Click on magnifying glass to run report. Then click on "View Report."
   c. Enter the following report parameters: Project (Program for which you are applying for funding); Report Start Date: 01/01/2017; Report End Date + 1 DAY: 01/01/2018 » Run Query.
   d. **For example, using Bridges West:** Log in to ServicePoint » ART » Public Folder » Agency-specific Reports » Sioux City (on 2nd page) » 2019 Sioux City ESG Grant Application Report » Click on magnifying glass to run report. Then click on "View Report." Enter the following report parameters: Project: Sioux City – Center For Siouxland Bridges West; Report Start Date: 01/01/2017; Report End Date + 1 DAY: 01/01/2018/ » Run Query.

3) **HUD correspondence regarding monitoring/compliance visits, findings, etc. received during 2017 and 2018** – Scan and e-mail all correspondence from HUD regarding monitoring/compliance visits (letters announcing the visit and what program(s) and information will be reviewed, follow-up letters indicating a successful visit or citing issues and findings, etc.) as well as any action the agency has taken to remedy issues and findings.