

Dear Delaware County Continuum of Care funded Grantees-

Please read this important message about submission of Renewal Project Applications for the FY2022 CoC NOFO Competition.

As part of the Delaware County CoC's Consolidated Application for the 2022 CoC Competition, on behalf of the CoC, DMA (CoC Consultant) will review all renewal project applications prior to the submission of these applications into the e-snaps system by grantees. ***E-snaps is now open, so grantees can access their renewal applications.*** Instructions for submitting this information are provided below.

- **By August 30th at 5pm:** All agencies with renewal project applications are being asked to provide a PDF of your completed Renewal Project Application(s) exported from e-snaps.
- The PDF of your Renewal Project Application should be submitted via email to pa502coc@gmail.com.
- **Please DO NOT SUBMIT your Renewal Project Application(s) in e-snaps.** If you accidentally submit the application, please contact us at pa502coc@gmail.com and we will release the application back to you.
 - The PDF file name should be: 2022 Renewal App – Agency Name – Project Name
 - Prior to submitting your application, check the Submission Summary to make sure ALL sections have been completed.
- **By September 9th:** You will receive a project review form with required corrections.
- **By September 15th or within 5 working days of receipt of your review:** You must make corrections and submit your final application(s) in e-snaps.

DOCUMENTS ATTACHED TO THIS EMAIL - The following documents are attached to this email to assist with completing the above steps:

- **Slides providing a brief overview of the 2022 CoC NOFO**
- **CoC Project Applications & e-snaps: 2022 Tips and Troubleshooting Guide** - We are releasing this guide because e-snaps is open and we are all short on time. If we notice any changes once HUD's detailed instructions are out, we will send an updated version.
- **NOTE:** HUD has not yet provided the Actual Rents report. If we receive that information from HUD, we will forward it to any grantee who uses actual rent, to assist in entering the updated rent amounts in e-snaps.

CONSOLIDATION - If you are considering consolidating projects:

- Please let us know.
- Please follow the instructions above to submit the individual applications in e-snaps for each renewal project that you would like to consolidate. Be sure to make no substantive changes to the budget or units, beds or households served.

If you have questions regarding completing your renewal project application(s), please first review the attached document “CoC Project Applications & e-snaps: 2022 Tips and Troubleshooting Guide” and the HUD instructions/guides referenced within the document.

After reviewing these resources, if you are still unable to resolve your issue, send DMA an email at pa502coc@gmail.com. We will work to assist you as quickly as possible.

Thank you for your continued participation in the CoC application process and the work you and your agencies do to end homelessness every day!

2022 CoC Competition

COMPILED BY: DMA - DIANA T. MYERS AND ASSOCIATES, INC.
- FOR DELAWARE COUNTY COC



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Webinar Agenda

1. Funding Priorities
2. Key Changes from FY21
3. Funding and Tiering Information
4. Scoring of the CoC Application
5. New Projects
6. Consolidations, Transitions, Expansions, DV Bonus
7. Renewal Projects
8. Appeals
9. E-snaps submissions
10. Resources
11. Q&A

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Highlights of the 2022 CoC NOFO

POLICY PRIORITIES

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HUD Policy Priorities

- 1) Ending homelessness for all persons
- 2) Using a Housing First Approach
- 3) Reducing Unsheltered Homelessness
- 4) Improving System Performance
- 5) Partnering with Housing, Health and Service Agencies
- 6) Racial Equity (*expanded*)
- 7) Improving Assistance to LGBTQ+ Individuals (*new*)
- 8) Persons with Lived Experience (*expanded*)
- 9) Increasing Affordable Housing Supply (*new*)

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1) Ending Homelessness for all Persons:

- **Identify, engage and effectively serve** all persons experiencing homelessness;
- **Measure performance** based on local data that consider the **challenges faced by all subpopulations** experiencing homelessness in the geographic area;
- **Partner with housing, healthcare, and supportive services providers** to expand housing options;
- Use local **data to determine the characteristics** of individuals and families with the **highest needs and longest experiences of homelessness** to develop **housing and supportive services tailored** to their needs.

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2) Using a Housing First Approach

- Housing First prioritizes **rapid placement** and stabilization in permanent housing and does not have **service participation requirements or preconditions**.
- CoC Program funded projects **should help individuals and families move quickly** into permanent housing, and the CoC should measure and help projects reduce the length of time people experience homelessness.
- CoCs should **engage landlords and property owners to identify an inventory** of housing available for rapid rehousing and permanent supportive housing participants, **remove barriers** to entry, and adopt **client-centered service methods**.
- HUD encourages CoCs to **assess how well** Housing First approaches are being implemented in their communities.

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3) Reduce Unsheltered Homelessness

- In recent years, the number of people experiencing unsheltered homelessness has risen significantly.
- **CoCs should explore all available resources**, including CoC and ESG funded assistance, housing subsidized, and supportive services to provide permanent housing options for people who are unsheltered.

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4) Improving System Performance

- Use system performance measures (e.g., average length of homeless episodes, rates of return to homelessness, rates of exit to permanent housing destinations) to **determine how effectively they are serving people experiencing homelessness**.
- Use Coordinated Entry process to **promote participant choice**, coordinate homeless assistance and **mainstream housing**, and services to ensure people experiencing homelessness **receive assistance quickly**, and make homelessness assistance **open, inclusive, and transparent**.
- Review all projects eligible for renewal to determine their **effectiveness** in serving people experiencing homelessness, including **cost-effectiveness**.
- Look for opportunities to implement **continuous quality improvement** and other process improvement strategies.
- NOTE: HUD recognized the effects of COVID-19 on CoC performance and data quality and reduced the points available for rating factors related to system performance in the FY 2021 CoC NOFO. This FY 2022 CoC NOFO significantly increases the points available for system performance rating factors.

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5) Partnering with Housing, Health & Service Agencies

- Using cost performance and outcome data, CoCs should improve how all available resources are utilized to end homelessness. To maximize mainstream and other resources, HUD encourages CoCs to:
 - a) **Work closely with healthcare organizations**
 - b) **Partner closely with PHAs and other housing organizations**
 - c) Partner with local workforce development centers
 - d) Work with tribal organizations to ensure that tribal members can access CoC-funded assistance (where applicable)

6) Racial Equity

- In nearly every community, Black, Indigenous, and other **people of color are substantially overrepresented** in the homeless population.
- Responses to preventing and ending homelessness should **address racial inequities to ensure successful outcomes** for all persons experiencing homelessness using proven approaches, such as:
 - **developing a coordinated community response** created in partnership with a racially diverse set of stakeholders and people experiencing homelessness
 - **partnering** with organizations with experience serving underserved populations.
- CoCs should review local policies, procedures, and processes with attention to **identifying barriers that result in racial disparities, and taking steps to eliminate barriers** to improve racial equity and to address disparities

7) Improving Assistance to LGBTQ+ Individuals (new)

- CoCs should **address the needs of LGBTQ+, transgender, gender non-conforming, and non-binary individuals and families** in their planning processes.
- CoCs should **ensure privacy, respect, safety, and access** regardless of gender identity or sexual orientation in projects.
- CoCs should also consider **partnering with organizations** with expertise in serving LGBTQ+ populations.

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8) Persons with Lived Experience

- CoCs should **include in the local planning process people who are currently experiencing or have formerly experienced homelessness**.
- People with lived experience should determine how local policies may need to be revised and updated to improve the effectiveness of homelessness assistance programs, including participating in **planning and oversight** activities and **developing local competition processes**.
- CoC leaders and stakeholders should also prioritize **hiring people who have experienced homelessness** in areas where their expertise is needed (e.g., peer outreach and support).

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9) Increasing Affordable Housing Supply (new)

- CoCs play a critical role in **educating local leaders and stakeholders about the importance of increasing the supply of affordable housing** and the specific consequences of the continued lack of affordable housing.
- CoCs should engage local leaders about steps such as **zoning and land use reform** that would increase the supply of affordable housing.

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Highlights of the 2022 CoC NOFO

GENERAL CHANGES FROM FY21

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Parts of the CoC Consolidated Application Submission

CoC Application

- Completed by the Collaborative Applicant. Questions relate to how the CoC planning body, governance structure, overall performance, and the strategic planning process. This part of the application is scored and will determine the order in which CoCs are funded.

Project Applications

- Completed by renewal project recipients and new project applicants. These are the applications that describe what each project is requesting funding to do.

Priority Listing

- Completed by the Collaborative Applicant. This list includes all project applications, including the Planning Project. This is also how the CoC tells HUD if it is planning to reallocate funds (take funds from an existing grant and put toward new projects). The CoC must rank all projects except the Planning project and YHDP projects, if applicable.

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Key Changes

- **Due September 30, 2022, at 8pm**
- Increased points for CoC System Performance
- Increased points for leveraging housing/healthcare partners to create new housing
 - Leveraging housing/healthcare is no longer a bonus. It is part of base points.
- Changed how DV Bonus projects are scored
- New questions added, or questions expanded related to:

▪ Addressing needs of DV survivors	▪ Coordinated entry
▪ Public housing coordination	▪ Addressing needs of LGBTQ+ individuals
▪ Utilizing non-congregate sheltering	▪ Promoting racial equity
▪ Partnerships with public health agencies	▪ Involving individuals with lived experience

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Funding & Tiering Information

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Funding & Tiering of Projects

- Tier 1 = Tier 1 is equal to 95 percent Annual Renewal Demand (ARD)
- Tier 2 = Tier 2 is the difference between Tier 1 and the maximum amount of renewal, reallocation, and CoC Bonus funds that a CoC can apply for but does not include YHDP renewal or YHDP replacement projects, CoC planning projects
- CoC Bonus = 5% of Final Pro Rate Need (FPRN), which is the higher of ARD and Preliminary Pro Rata Need (PPRN)
- In addition, HUD is awarding an additional \$52M in bonus projects specifically for survivors of domestic violence.
 - DV Bonus = 10% of PPRN

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Tier 2

- Tier 2 projects will be competitively funded based on a maximum score of 100 points:
 - CoC Score = Up to 50 points
 - Project Ranking = Up to 40 points
 - Commitment to Housing First= Up to 10 points
- Tier 2 projects may be:
 - Renewals or
 - New projects created through reallocation or
 - New CoC Bonus projects or
 - New DV Bonus projects

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What does this mean for you?

The Delaware County CoC may apply for up to \$6,133,604. This includes the ARD + CoC Bonus + DV Bonus + CoC Planning grant.

CoC Number and Name	PPRN	Estimated ARD	Tier 1	CoC Bonus	DV Bonus	CoC Planning
Delaware County PA-502	\$4,928,651	\$5,222,906	\$4,961,761	\$261,145	\$492,865	\$156,687

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Scoring of 2022 CoC Application

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Scoring of CoC Application

Comparison of Scoring Categories, 2017-2022	2017 NOFA	2018 NOFA	2019 NOFA	2021 NOFO	2022 NOFO
Project Ranking, Review, and Capacity	29	29	29	30	30
System Performance	49	56	60	23	59
Homeless Management Information System	13	13	9	11	9
Point-in-Time Count	6	6	6	3	5
Performance and Strategic Planning	60	48	40	-	-
CoC Coordination and Engagement	43	48	56	96	83
Housing & Healthcare Coordination	-	-	-	10 Bonus	14
TOTAL	200	200	200	163 + 10	200

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Significant Scoring Changes

- System performance points were significantly reduced in 2021 due to impact of COVID-19. However, HUD has returned the system performance points to their prior levels.
- Housing and healthcare coordination (leveraging housing and healthcare resources to create new housing) is no longer a bonus, but is part of base points
- The Performance and Strategic Planning section appears to be phased out.
- Points for COVID-19 response were removed.

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CoC Coordination and Engagement

Up to **83 points** to be awarded to CoCs

- that demonstrate **coordination with other systems of care** that serve homeless individuals and families, including **sources of funding other than the CoC Program;**
- **an inclusive and outcome-oriented community process**, including an organization structure(s) and decision making process for developing and implementing a CoC strategy that is **inclusive of representatives from both the private and public sectors;**
- has a **fair and impartial project review and selection process;** and
- has created, maintained, and built upon a **community-wide inventory of housing** for homeless individuals and families

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CoC Coordination and Engagement

Rating Factor	Max Points
Inclusive Structure and Participation	5*
Coordination with Federal, State, Local Private, and other Organizations	3
Ensuring Families are Not Separated	1
CoC Collaboration Related to Children and Youth	3
Addressing the Needs of DV Survivors	5
Addressing the Needs of LGBTQ Individuals	7*
Public Housing Authorities	10
Discharge Planning	2
Housing First	10
Street Outreach	3
Criminalization	2
Rapid Rehousing	10
Mainstream Benefits and Other Assistance	2
Utilizing Non-Congregate Sheltering (<i>new</i>)	1
Partnerships with Public Health Agencies (<i>new</i>)	5
Coordinated Entry	3
Promoting Racial Equity in homelessness	7
Involving Individuals with Lived Experience	3*
Section 3 Requirements for CoCs	-2
Increasing Affordable Housing Supply (<i>new</i>)	1

* = point increase from FY21

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Project Capacity, Review & Ranking

Up to **30 points** to be awarded to CoCs that demonstrate:

- the existence of a **coordinated, inclusive, and outcome-oriented community process** for the solicitation, objective review, ranking, and selection of project applications, and
- a **process by which renewal projects are reviewed for performance and compliance.**

Rating Factor	Max Points
Objective Criteria	8
Using System Performance Measures	8
Use of a Comparable Database to Evaluate DV Providers	1
Rapid Return to Permanent Housing and Severity of Barriers Experienced by Participants	4
Promote Racial Equity in the Local CoC Process	2*
Reallocating Projects	4
Ranking and Selection Process	3

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Project Capacity, Review & Ranking

Objective Criteria: up to 8 points

The CoC must demonstrate it publicly notified applicants and used local competition criteria based on objective criteria:

- Up to 2 of the 8 points for attaching the CoC's local scoring and rating criteria, including point values, that was publicly posted at the time the CoC notified the public it was accepting applications.
- Up to 2 of the 8 points based on the CoC's use of objective criteria (e.g., cost-effectiveness, type of population served, type of housing proposed; commitment to Housing First);
- Up to 2 of the 8 points where the **use of the objective criteria accounted for at least 33 percent of the total points** available for project applications; and
- Up to 2 of the 8 points for use of more than one objective criterion.

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Project Capacity, Review & Ranking

Using System Performance Measures: up to 8 points

The CoC must demonstrate it publicly notified applicants and used local competition criteria based on SPMs:

- Up to 2 of the 8 points for attaching the CoC's local scoring and rating criteria, including point values, that included outcome measures related to CoC SPMs;
- Up to 2 of the 8 points based on the CoC's use of measures related to SPMs (e.g., returns to homelessness, first-time homeless, jobs and income growth) in its local review, selection, rating process;
- Up to 2 of the 8 points where **the use of the measures related to system performance accounted for at least 20 percent of the total points** available for project applications; and
- Up to 2 of the 8 points for use of more than one measure related to system performance criteria, including rapid returns to permanent housing

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Homeless Management Information System (HMIS)

Up to **9** points will be awarded to CoCs that demonstrate the existence of a **functioning HMIS, including a comparable database used by DV providers**, that facilitates the collection of information on homelessness using residential and other homeless services and stores that data in an electronic format.

Rating Factor	Maximum Points
Housing Inventory Count	1
Comparable Database for DV Providers	2
Bed Coverage	4
Longitudinal Systems Analysis (LSA)	2

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Point-in-Time Count

Up to **5** points will be awarded to CoCs that **collect, use and submit 2022 PIT Count data**.

Rating Factor	Maximum Points
PIT Count and Data Submission	3*
Effectively Count Youth	2*

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System Performance

Up to **59** points will be awarded to CoCs that have CoC systemwide performance related to reducing homelessness.

Rating Factor	Maximum Points
Reducing the Number of Homeless Individuals and Families	10*
Reduction in the Number of First-time Homeless	3*
Length of Time Homeless	13*
Successful Permanent Housing Placement or Retention	13*
Returns to Homelessness	8*
Jobs and Income Growth	7*
HMIS Performance Measures (removed FY21; added back in)	5

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Coordination with Housing and Healthcare

Up to **14** points will be awarded to CoCs that **submit new permanent supportive housing and rapid rehousing project applications demonstrating coordination with housing providers and healthcare organizations.**

Rating Factor	Maximum Points
Leveraging Housing Resources	7*
Leveraging Healthcare Resources	7*

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Leveraging Housing Resources up to 7 points

- CoCs will receive full points by demonstrating that they have applied for at least one permanent supportive housing or rapid re-housing project that utilizes housing subsidies or subsidized housing units not funded through the CoC or ESG programs. Must document these agreements with letter of commitments or formal contracts/documents.
- In the case of PSH, must leverage housing resources for at least 25% of the units included in the project
- In the case of RRH, must serve at least 25% of program participants with leveraged housing resources

Leveraging Healthcare Resources up to 7 points

- These points are available for CoCs that demonstrate through a written commitment from a health care organization that:
 - In the case of a substance abuse treatment or recovery provider, it will provide access to treatment or recovery services for all program participants who qualify and choose those services; OR
 - The value of assistance being provided is at least an amount that is equivalent to 25% of the funding being requested for the project, which will be covered by the healthcare organization.

New Projects

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New Projects

Eligible **Bonus & Reallocation** projects:

- Permanent Supportive Housing (PH-PSH)
- Rapid Re-Housing (PH-RRH)*
- Joint TH and PH-RRH (Joint TH/RRH)*
- Dedicated HMIS project
- SSO to develop or operate a coordinated entry system (SSO-CE)*
- Expansion project
- Transition Grant

All new projects will be reviewed by HUD to determine if they meet project quality threshold requirements

*Project types also eligible for the DV Bonus

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Permanent Supportive Housing (PSH)

- Permanent Supportive Housing (PSH) is permanent housing with indefinite leasing or rental assistance paired with supportive services to assist persons experiencing homelessness and have a disability or families with an adult or child member with a disability achieve housing stability.
- New **PH-PSH projects** must serve one of the following:
 - Persons who meet the definition of **DedicatedPLUS** (see Section III.C.2.g of this NOFA) in which case all units funded by the project must be used to serve program participants who meet the qualifications for DedicatedPLUS; **or**
 - Persons experiencing **chronic homelessness** at the time they initially enroll in the project.

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PSH

HUD **project quality threshold** for Permanent Supportive Housing. One point for each of the following and must receive at least **3 out of 4 points to pass threshold**.

- The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (e.g., two or more bedrooms for families).
- The type of supportive services that will be offered to program participants will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source.
- The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply meets the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).
- Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing).

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PSH: Chronic Dedicated

Beds Dedicated to Chronically Homeless Individuals and Families: A permanent supportive housing bed that is dedicated specifically for use by chronically homeless individuals and families within a CoC's geographic area, as reported in the CoC's HIC and the FY 2022 permanent housing project applications. When a program participant exits the project, the bed must be filled by another chronically homeless participant unless there are no chronically homeless persons located within the CoC's geographic area.

- **Reminder:** While the disability of a child may qualify the household for PSH, a household does not meet the chronic definition if the child is the household member with the qualifying disability.

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PSH: DedicatedPLUS

A permanent supportive housing project where 100 percent of the beds are dedicated to serve individuals, households with children, and unaccompanied youth that at intake are:

- (1) experiencing chronic homelessness as defined in 24 CFR 578.3;
- (2) residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
- (3) residing in a place not meant for human habitation, emergency shelter, or safe haven and had been admitted and enrolled in a permanent housing project within the last year but were unable to maintain a housing placement and met the definition of chronic homeless as defined by 24 CFR 578.3 prior to entering the project;
- (4) residing in transitional housing funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3 prior to entering the project;
- (5) residing and has resided in a place not meant for human habitation, safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions and the individual or head of household meet the definition of 'homeless individual with a disability'; or
- (6) receiving assistance through a Department of Veterans Affairs(VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

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Rapid Re-Housing (PH-RRH)

- Rapid Rehousing provides supportive services and short or medium-term tenant-based rental assistance to help an individual or family experiencing homelessness, with or without disabilities, move as quickly as possible into permanent housing and achieve stability in that housing.
- New **PH-RRH projects** may serve persons who qualify as homeless under paragraphs (1), (2), or (4) of 24 CFR 578.3. Additionally, these projects may serve persons who qualify as homeless under paragraph (3) of 24 CFR 578.3 if the CoC is approved to serve persons in paragraph (3)
(Continued on next slide)

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Rapid Re-Housing (PH-RRH)

- Persons who qualify as homeless under paragraphs (1), (2), or (4) of 24 CFR 578.3 (HUD Homeless Definition) include:
 - **Category 1:** persons residing in a place not meant for human habitation; residing in an emergency shelter or coming directly from the streets;
 - **Category 4:** persons fleeing or attempting to flee domestic violence, human trafficking, sexual assault and stalking situations
 - ***Note regarding category 2** (Individuals or family who will imminently lose their primary nighttime residence within 14 days and no subsequent residence has been identified and lacks the support to obtain other permanent housing): *Serving individuals who are homeless under paragraph 2 in RRH and TH/RRH programs will depend on CoC policy, Written Standards and Coordinated Entry Policies/Procedures*

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PH-RRH

HUD **project quality threshold** for Rapid Rehousing projects. One point for each of the following and must receive at least **3 out of 4 points to pass threshold**.

- The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (e.g., two or more bedrooms for families).
- The type of supportive services that will be offered to program participants will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source.
- The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply meets the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).
- Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing).

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Joint Transitional Housing/ Rapid Re-Housing Component (TH/RRH)

- The Joint TH and PH-RRH component project (also known as TH-RRH) combines two existing program components—transitional housing and permanent housing-rapid rehousing—in a single project to serve individuals and families experiencing homelessness.
- Funding limited to:
 - Leasing of a structure or units, and operating costs to provide transitional housing;
 - Short- or medium-term tenant-based rental assistance on behalf of program participants to pay for the rapid rehousing portion of the project
 - Supportive Services
 - HMIS
 - Admin
- Grantee must be able to provide both components, TH and RRH
- Participants may choose to receive only one of the components

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Joint TH/RRH

Most appropriate for:

- Locations with large number of people living in unsheltered locations – provide temporary low-barrier housing while helping to quickly move to permanent housing.
- Communities that lack safe crisis housing for people fleeing domestic violence to access while searching for a safe permanent place to reside.
- Youth have high rates of unsheltered homelessness – it provides a tool to develop projects tailored to the unique developmental needs of youth and help them move quickly to permanent housing with available supportive services to help them maintain that housing.

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Joint TH/RRH

Eligibility follows PH-RRH guidelines.

HUD project quality threshold for Joint TH and PH-RRH: 1 point for each of the following – project must receive 4 out of 6 to pass threshold.

- The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (e.g., 2 or more bedrooms for families)
- **Provide enough RRH to ensure that at any given time a program participant may move from TH to PH. This may be demonstrated by identifying a budget that has 2x resources for the RRH portion of the project than the TH portion, by having 2x as many PH-RRH units at a point in time as TH units, or by demonstrating that the budget and units are appropriate for the population being served by the project.**
- Supportive services offered will ensure successful retention or help to obtain permanent housing
- Plan for ensuring access to /connection with mainstream benefits
- Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs
- Adheres to a housing first model (updated wording)

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New Projects: Funding

- “Screen 6A. Funding Request” Question 2 is where you will select the source of funds.
- There are various options regarding funding for new projects depending upon the project type for which you are applying.

	Reallocation	Bonus	Reallocation + Bonus	DV Bonus
PH-PSH	YES	YES	YES	NO
PH-RRH	YES	YES	YES	YES
Joint TH and PH-RRH	YES	YES	YES	YES
SSO-CE	YES	YES	YES	YES
HMIS	YES	YES	YES	NO

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Match

- **25% match requirement** (except for leasing costs)
- Project applications that include **third-party in-kind match** commitment on the “Sources of Match” screen have a separate “7A Attachments” screen that should be used to attach Memorandum of Understand (MOU) or Memorandum of Agreement (MOA) documentation between the applicant’s organization and the organization providing the in-kind match.

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New Projects - Timelines

- CoC release new project RFP on 8/12
- RFP responses (preliminary applications) due by 8/30
- New projects selected by the CoC notified by 9/9
- New projects selected must submit esnaps draft application by 9/15
- New projects selected will receive feedback from DMA (CoC consultant) on esnaps draft application, and must submit final esnaps application in esnaps by 9/23

New Projects: Guides

- **USE THE GUIDES AND DETAILED INSTRUCTIONS.**
- HUD has yet to post the updated instructions.
- You should be able to access them here when they are posted:
<https://www.hudexchange.info/programs/e-snaps/#Project>
- There are various options, including Transition Grants, Expansion and DV Bonus, that may apply to new projects.
- Applicants should carefully review the instructional guides in order to answer questions appropriately.

Consolidation

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Consolidation

- Eligible renewal project applicants will have the ability to **consolidate two or more** eligible renewal projects - **but no more than ten projects** - into one project application during the application process
- Applicants can pursue multiple consolidations
- The projects being combined during a grant consolidation will continue uninterrupted. There is a formula to determine the time period during which the new consolidated project will run.
- Projects must have the **same recipient** and be for the **same component**

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Consolidation

- HUD **will not permit** projects with the following characteristics to consolidate:
 - outstanding audit or monitoring findings;
 - outstanding obligation to HUD that is in arrears;
 - unresolved construction delays;
 - history of poor financial management/drawdown issues;
 - history of low occupancy levels, or lack experience in administering the project type; or
 - or other capacity issues.

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Consolidation

- Not allowed:
 - HUD will **not permit a transitional housing and a permanent housing project to consolidate** to form a Joint TH/RRH component project
 - HUD will **not permit a transition grant to be consolidated** with any other project
- Project applications for the grants that are proposed to be consolidated **will be ranked with a unique rank number for each project, and if all those grants are selected**, HUD will award the single surviving grant based on its ranked position to include the amount of funding of all consolidated grants.
 - If one of the grants proposed to be consolidated is found to be ineligible for consolidation or is not selected, HUD will award all grants that are eligible for renewal and selected as separate grants

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Consolidation

- Additional considerations:
 - BLIs for the consolidated project application submitted **exactly match the sum of the BLIs for each of the individual projects** as they appear on the GIW posted to the HUD Exchange;
 - expiring grant numbers and operating start and end dates for the projects that are consolidating are provided;
 - Current operating end dates end in CY 2023

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Consolidation

- To apply, do the following in e-snaps:
 - must **submit separate renewal project applications** for each of the grants that are proposed to be consolidated
 - You do not submit a combined application anymore (yay!)

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Renewal Projects: Consolidation

- HUD has yet to post the updated instructions.
- You should be able to access them here when they are posted:
<https://www.hudexchange.info/programs/e-snaps/#Project>

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Transition Grants

(RENEWAL REALLOCATES TO CREATE NEW)

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Transition Grants

- A grant to fund a **new project to transition an eligible renewal project** being eliminated through **reallocation** from one program component to another **over a 1-year period**
- A Transition Grant cannot also be an Expansion.
- Reallocate the existing eligible renewal component to one of the **eligible new project components**: PSH, RH, Joint TH/RRH, dedicated HMIS, or SSO-CE
- Must be the **same recipient** for the eligible renewal grant(s) being eliminated

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Transition Grants

- Will have **one year to fully transition** from the original component to the new component and this will take place during the transition grants normal operating year
- To create a Transition Grant, the CoC must **wholly eliminate** one or more projects and use those funds to create the single, new transition grant.
- Transition grants in this Competition are **eligible for renewal** in subsequent fiscal years for eligible activities of the new program component
- To be eligible to receive a transition grant, the renewal project applicant must have the consent of its Continuum of Care and meet the standards
- **New this year, CoCs will not be limited to only 50 percent of awarded funds to be used for the costs of eligible activities of the program component originally funded.** Instead, recipients may use as much of the awarded grant funds on the costs of eligible activities of the program component originally funded; however, **by the end of the operating year, the recipient must be fully operating the new program component.**

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Transition Grants

- To apply, do the following in e-snaps:
 - Provide the grant number(s) of the project(s) being eliminated to create the new project
 - Attach a copy of the most recently awarded project application
- Screen 3A, Question 7 –indicate that your project is a Transition Grant if this applies to you. You will then need to list all of the projects that will be “expiring” under the Transition Grant. There is also a space for a brief description.
- Screen 3A, Question 7B- Include the following in your narrative on how the transition will occur:
 - a. how you will reduce activities in the old renewal component as it transitions to the new component, including the plan for ensuring existing program participants do not become homeless;
 - b. estimated date the project will be fully operating as the newly awarded component within the one-year grant term.

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Transition Grants

- Other than Question 7 on Screen 3A, fill out the application describing the **details of the new project only**.
- Budget charts, housing units, households served, dedicated beds, Housing First, etc., should be filled out according to **how the new project will run once it is fully operating**.
- Upon conditional award, the project will be allowed to adjust up to 50% of the new project budget for costs that were eligible for the eliminated project.

Instructions:

- HUD has yet to post the updated instructions.
- You should be able to access them here when they are posted:
<https://www.hudexchange.info/programs/e-snaps/#Project>

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Expansion Projects

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Expansion Projects

- HUD will allow project applicants to apply for a new expansion project under DV Bonus, reallocation, and CoC bonus processes.
- A renewal project applicant may submit a new project application to expand current operations **by adding units, beds, persons served, services** provided to existing program participants, or in the case of HMIS, increase the current HMIS grant activities within the CoC's geographic area.
- Under this type of request, for the new expansion project to be selected for conditional award the renewal project application must also be selected for conditional award.
- HUD will not fund capital costs (i.e., new constructions, rehabilitation, or acquisition) and HUD will only allow a 1-year funding request.

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Expansion Projects

- To apply, do the following in e-snaps:
 1. Submit **Renewal** project application that mirrors the current project eligible for renewal
 - AND**
 2. Submit **New** project application(s) with the expanded activities
- Expansion is covered on esnaps Screen 3C- Project Expansion Information”
- Instructions:
 - HUD has yet to post the updated instructions.
 - You should be able to access them here when they are posted:
<https://www.hudexchange.info/programs/e-snaps/#Project>

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DV Bonus

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DV Bonus

- \$52 million available. CoC may apply for up to 10 percent of its Preliminary Pro Rata Need (PPRN), or a minimum of \$50,000 to create DV Bonus projects
- A CoC may apply for the following types of projects:
 1. **Rapid Re-housing (PH-RRH) and Joint TH/RRH** projects dedicated to serving survivors of domestic violence, dating violence, **sexual assault** or stalking (*may apply for more than 1 provided that each application is for at least \$50K*)
 2. **SSO Projects for Coordinated Entry (SSO-CE)** to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking (e.g., to implement policies and procedures that are trauma-informed, client-centered or to better coordinate referrals between the CoC's coordinated entry and the victim service providers coordinated entry system where they are different). (*may apply for only 1*)

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DV Bonus

- Projects can be new stand-alone project
- Projects can be new project that is an expansion of an existing project
 - Existing project does not have to be dedicated to DV, but must dedicate beds funded through DV Bonus for DV
- Budget can only use DV Bonus funds; not eligible to combine reallocation or CoC Bonus funding in the new project
- Renewal projects originally awarded under a previous year's DV Bonus must continue to serve survivors of domestic violence, dating violence, sexual assault, and stalking.
- Projects must enter data into their HMIS-comparable database. The project budget may include HMIS funding to cover the cost of the HMIS-comparable database.

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DV Bonus

NEW point structure for scoring DV Bonus projects. Projects to be scored on a 100-point scale:

- Joint TH/RRH & PH-RRH
 - 50 points- in direct proportion to the score received on the CoC Application (was 25)
 - 10 points – how the CoC collaborates with victim service providers (new)
 - 15 points – quality of the project application experience
 - 8 points – demonstration of inclusion of victim-centered practices (new)
 - 7 points – how the program will involve survivors with lived expertise in the policy and program development (new)

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DV Bonus

NEW point structure for scoring DV Bonus projects. Projects to be scored on a 100-point scale:

- SSO-CE
 - 50 points - in direct proportion to the score received on the CoC Application
 - 10 points – how the CoC collaborates with victim service providers (new)
 - 25 points – need for the project
 - 15 points – how the program will involve survivors with lived expertise in the policy and program development (new)

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Renewal Projects

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Renewal Projects: Review/Update

- The Detailed Instructions (once available) will include a list of the screens that you should review or update.
- Throughout the application, an asterisk (*) is an indication that you may need to provide a response or update information. Look for the symbol * to ensure that you have not missed providing a required response.
- Screens that require annual updates:
 - Recipient Performance Screen
 - Renewal Expansion Screen
 - Renewal Grant Consolidation Screen
 - Screen 3A. Project Detail
 - Screen 6I. Sources of Match
 - All of Part 7: Attachments and Certification
 - All of Part 8: Submission Summary

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Renewal Projects: Submit Without Changes

- Submit Without Changes is an option.
- The Submit Without Changes screen is at the end of the application.
- If you want to make any changes in your application, you will need to navigate to the Submit Without Changes screen. Once there, you will be able to indicate whether you want to make changes by answering question 2.
- If you indicate that you want to make changes in question 2, you will be able to select the screens that you would like to edit.
- You must also provide a description of the change you have made on this screen.

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Renewal Projects: Match

Match:

- On the **7A Attachment screen**, project applications that include third-party **in-kind** match commitment on the “Sources of Match” screen have a **requirement for a Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) to be attached.**
- Match letters – not referenced in the instructions but based on previous years we suggest that you ensure they are updated in your files and that the dates and amounts on the Match letters are updated. This will be needed for contracting.

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Process: Renewal Applications

By August 30th:

Submit the following via email to the email address provided :

- PDF(s) of each of your **completed** Project Application(s), exported from e-snaps
- Check the Submission Summary to make sure **ALL sections** have been completed
- FILENAME: 2022 Renewal App – Agency Name – Project Name

*****REMINDER:** If planning for grant consolidation, please request approval from HUD Rep ASAP.

DO NOT SUBMIT THE APPLICATION ON ESNAPS (YET)

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Deadlines: Renewal Applications

By September 9th:

You will receive a project review form with required corrections.

By September 15th:

Or within 5 working days of receipt of review, whichever is sooner, you must **submit** your corrected application **on e-snaps**.

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Renewal Projects: Guides

- **USE THE GUIDES AND DETAILED INSTRUCTIONS.** These documents will provide you with the information you need.
- HUD has yet to post the updated instructions.
- You should be able to access them here when they are posted:
<https://www.hudexchange.info/programs/e-snaps/#Project>
 - **Tip:** Just focus on the few pages assigned to your project type!
- First-time renewals will need to set up the application. Use the information from the new project application that was submitted last year.
- Other renewals will be able to import information.

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Resources

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Resources for e-snaps

- Visit HUD's e-snaps 101 Toolkit page: <https://www.hudexchange.info/resource/6170/es-naps-101-toolkit/>
 - Glossary & icons explanations
 - Checklist for getting started
 - Creating an e-snaps user profile
 - Requesting access to e-snaps
 - Giving access to e-snaps to staff
- Visit HUD's e-snaps 201 Toolkit page: <https://www.hudexchange.info/resource/6171/es-naps-201-toolkit/>
 - Updating the Applicant Profile
 - Accessing project applications
 - Video
 - Written Guide
 - Common e-snaps issues

HUD has provided both “Detailed Instructions” and “Navigational Guides” – be sure to review those documents:

- Main e-snaps CoC application page: <https://www.hudexchange.info/programs/e-snaps/>
- Renewal Application, New Project, Consolidation, and Transition Project Detailed Instructions and Navigational Guides will be posted here when available: <https://www.hudexchange.info/programs/e-snaps/#Project>

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Applicant Profile

- Must complete the Applicant Profile
- Check the Submissions Summary page – if there are any red **Xs**, go back and fix those
- After you make your edits/corrections, click “Complete” on the Submission Summary page. If you don't click on “Complete” you will not be able to access your renewal application.
- Visit this page for the Project Applicant Profile Navigational Guide and instructions for filling out HUD Form 2880: <https://files.hudexchange.info/resources/documents/Updating-the-Applicant-Profile.pdf>
- HUD Form 2880 is in the Applicant Profile – the grant amounts will auto-fill from the application.
- Code of Conduct: Check your profile to see if it is attached. Can also check the HUD list of approved Codes of Conduct. https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants

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Getting Help from HUD SNAPS Team/TA

- Questions about the CoC Program Competition must be submitted to the appropriate HUD.gov email address, either:
cocnofo@hud.gov
or
e-snaps@hud.gov
- Starting 2 days prior to the application deadline for FY 2022 funds, this email will respond only to emergency technical support questions up to the deadline of 8:00 PM EST.

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HAPPY
2022 NOFO
SEASON!!



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COC PROJECT APPLICATIONS & E-SNAPS:

2022 TIPS & TROUBLESHOOTING GUIDE

DMA understands that e-snaps is not a particularly intuitive or user-friendly system and that even those with many years of e-snaps experience may encounter difficulties in completing project applications. We also understand that it may be difficult to find HUD's guides and instructions, so **this handout provides links to the documents we have found to be most useful** for project applicants, along with **tips** for navigating through some of the typical challenges that applicants come across. We have included information on the following:

- HUD Exchange e-snaps Guides and Instructions
- Troubleshooting
- Updating the Applicant Profile (including HUD Form 2880)
- Changing the Project Name
- About Submission Without Changes
- Housing First Section Completion
- Completing the Program/Project Participants Screens
- Budget Changes
- FMR and Actual Rent
- Match
- Submission Summary

DO YOU NEED TECHNICAL ASSISTANCE WITH YOUR APPLICATION??

There is still no AAQ for NOFO and esnaps related questions!

DMA asks that you follow these steps:

STEP 1: REVIEW AVAILABLE HUD RESOURCES

If you are having trouble in e-snaps and haven't tried reviewing HUD's instructions and navigational guides, **this should be your first step** in trying to troubleshoot. See the links below for more information on accessing the appropriate instructions and guides.

- ✓ You can find all of HUD's instructions and navigational guides related to e-snaps (Including e-snaps 101 and 201 Toolkits) [here](#).
- ✓ **Applicant Profile Navigational Guide** - Provides helpful screenshots and an overview of how to make edits to the Applicant Profile can be found [here](#). More on this can also be found further below.
- ✓ **Renewal Project Application Detailed Instructions and Navigational Guide** –Even seasoned users of e-snaps can get tripped up in completing the renewal project application because there are changes made every year. **It's worth having the Detailed Instructions and Navigational Guide on hand** and reviewing them carefully if you are having trouble completing an application. **These are also go-to guides for the CoC & DMA. When we receive a question, we always look here first. The answer is almost always there!** Although the documents can seem challenging to sort through, each project type is given its own section. **Tip:** Just focus on the few pages assigned to your project type! Find the detailed instructions and guide [here](#).

STEP 2: CONTACT HUD DIRECTLY

Questions about the CoC Program Competition must be submitted to the appropriate HUD.gov email address, as follows:

- cocnofo@hud.gov for questions about the NOFO, competition, and applications. Starting 2 days prior to the application deadline for FY 2021 funds, this email will respond only to emergency technical support questions up to the deadline of 8:00 PM EST.
- e-snaps@hud.gov for questions about e-snaps technical issues, including creating an individual user profile, lockouts/password resets, requesting access to a CoC's or project applicant's e-snaps account, navigating e-snaps, updating the Applicant Profile, identifying the funding opportunity, creating a project, and accessing the application on the Submissions screen.

Applicants experiencing technical difficulty should contact the correct email immediately for assistance and document their attempts to obtain assistance. Here are some **tips** for when you reach out to HUD:

- ✓ HUD often requires/prefers to speak to the e-snaps user who is experiencing the issue. For this reason, users should submit questions to HUD directly. The CoC can be contacted if you need assistance in how to best word a question/issue to troubleshoot.
- ✓ Be sure to provide the email address and phone number for the person who will be available for follow up on the issue. The help desk will reach out to this phone number and/or email address for follow up, so please be sure that this is a contact person that will be available and able to get into e-snaps.
- ✓ When emailing for e-snaps technical assistance, be specific regarding the screen you are on, the question(s) your inquiry pertains to for that screen, your project type, and project number.
- ✓ When possible, provide screenshots of error messages or upload a pdf of the application or anything else which may help to demonstrate the issue you are having.
- ✓ You may want to keep a folder or document where you track the questions you have submitted to HUD and any responses you receive.

Note: Questions about policy and program implementation should continue to be submitted to the HUD Exchange [Ask A Question \(AAQ\) portal](#). In Step 2 of the question submission process, select "CoC Program" from the "My question is related to" drop down list. **Do not** submit Competition questions or questions about e-snaps to the CoC Program AAQ.

STEP 3: CONTACT YOUR COC

If, after reviewing the guidance provided, you need further assistance, please contact the CoC through the mechanism established by the CoC. We recommend that applicants provide specifics on the issue(s) they are trying to navigate so the CoC/DMA can more quickly provide technical assistance that addresses specific questions/needs.

UPDATING THE APPLICANT PROFILE, INCLUDING HUD FORM 2880

APPLICANT PROFILE

Information in the Applicant Profile will pre-populate a number of the fields in Part 1 of the Renewal Project Application. If you see incorrect information in Part 1 of the Renewal Project Application which you are not able to edit, you may need to go into the Applicant Profile and update it to ensure that the information in Part 1 is correct.

- ✓ When you have to go back and update the Applicant Profile, it may not automatically sync and populate in the Project Application. ***Please be aware that, in DMA's experience, it can take hours to several days for information from the Applicant Profile to sync with the Project Application.*** Please give yourself enough time to allow for proper troubleshooting.
- ✓ Despite the delayed syncing noted above, every applicant DMA worked with in 2019 had success after following these steps from HUD:
 1. Make sure you are logged out.
 2. Log in and select Applicants in the left menu bar.
 3. Select the orange folder next to the Applicant.

4. Go to the "Submission Summary" screen.
 5. Select the "edit" button at the bottom of the page.
 6. Navigate to a screen in the applicant profile. If the information is incorrect, correct it and select "Save." If the information is correct, then edit it to something that is incorrect, select "Save," then change it back, and select "Save" once more.
 7. Go to the "Submission Summary" screen by selecting it on the left menu bar.
 8. Select "Complete."
 9. Log out.
 10. Log in again.
 11. Navigate to your Project Application. The information should be updated.
- ✓ If you still have a syncing issue after 4 days, please reach out to the e-snaps email provided
 - ✓ Common reasons why the Applicant Profile may change are due to:
 - Part I of HUD 2880 must be updated
 - Due to project exceeding \$200,000, the applicant must now fill out Parts II and III of HUD Form 2880
 - HUD 2880 was completed incorrectly
 - Applicant contact information has changed

COMPLETING HUD FORM 2880

This form, now embedded in the Applicant Profile, is often challenging for agencies to correctly complete. Regardless of whether you are a returning applicant or a new one, it is worth reviewing the instructions and notes to ensure the form is completed properly. It covers all of the grants under that applicant.

- ✓ Guidance on how to complete or edit HUD Form 2880:
 - Full instructions for completing HUD Form 2880 are available [here](#)
- ✓ In HUD Form 2880 in your Applicant Profile, the amount entered in Question 2 "Amount of HUD Assistance Requested/Received" under the Applicant/Recipient Information section is cumulative of all of your grants.
- ✓ If the "Amount of HUD Assistance Requested/Received" across all of your grants exceeds \$200,000, you need to respond "Yes" on Question 2 in Part I Threshold Determinations.
- ✓ If you answer Yes to Question 2 in Part I, a chart will appear with Parts II and III:
 - Part II must be filled in with "Other Government Assistance Provided or Requested" - enter **ONLY non-CoC funding** in this chart
 - Part III must be filled in with Interested Parties

CHANGING THE PROJECT'S NAME

- ✓ To change a project name:
 - Click on "Projects" on the left-side menu
 - Click on the magnify glass to the left of the project's name
 - Edit the Project Name and select "SAVE"
 - Check to make sure the newly named project appears on your Submissions list
- ✓ THE FOLLOWING APPLIES TO PA-509, PA-601, CT-503, VA-604: Project Name should now begin with the six-digit PIN. The project's "six-digit PIN" is the first six digits of your grant number. This is the number that also appears in Question 5b. Federal Award Identifier on Screen 1A of the Renewal Project Application.
For example, for grant number PA0123L3T091811:
 - Project's Six-Digit PIN: PA0123
 - Applicant Name: DMA Homeless Services
 - Project Name: PA0123 - Elkins Park Rapid Re-Housing Project

COMPLETING THE PROJECT/PROGRAM PARTICIPANTS SCREENS

- ✓ You should refer to the Part 5 Participant section of the pertinent project type in the Detailed Instructions (for more on completing 5A Project Participants-Households and 5B Project Participants-Subpopulation tables).
 - **Be sure to note which columns in the charts for screen 5B tables are considered mutually exclusive and which columns may contain duplicate entries.**
 - Generally speaking, the following are considered mutually exclusive and when added up should not exceed to total number to be served by the project:
Chronically Homeless Non-Veterans + Chronically Homeless Veterans + Non-Chronically Homeless Veteran + Persons not represented by listed subpopulations
- ✓ When completing the 5A Project Participants - Households and 5B Project Participants-Subpopulations screens, **use projected participants not actual participants.**
- ✓ **Ensure that the application is internally consistent and makes sense with regard to the project type, the focus population(s) to be served and how they will be served.** Examples:
 - If the project is serving chronic, the project should also be serving those with disabilities.
 - If the project is serving families, other parts of the applications should indicate that there are units with 2+ bedrooms and that there is consistency with the bed count, as well.
 - If screen 3B Project Description indicates that the project has a specific population focus, be sure that the project participants information reflects that focus.

ABOUT SUBMISSION WITHOUT CHANGES

Submission Without Changes allows you to carry the application information from the previous year's renewal project application into the current year's application. We suggest carefully reviewing the "Information About Submission Without Changes" screen so you can better understand if this is a good choice for your project.

- ✓ Not all renewal projects will be able to use the "Submission Without Changes" option, including:
 - First year renewals - You will need to fully complete the renewal project application, using the prior year's new project application and the GIW as a guide
 - Renewals that select "Fully Consolidated" on the Grant Consolidation screen
 - Renewals that select "Combined Renewal Expansion" on the Renewal Expansion screen
- ✓ Be aware that even if you use Submission Without Changes, **you should carefully review every screen to make sure the information included is correct.**
 - If information is incorrect on a screen that is locked, you will need to navigate to the "Submission Without Changes" screen which is one of the last screens in the renewal project application. Once there, you will need to choose the screens you want to open by selecting "Make Changes" on Question 2 and then selecting the screens you want to open from the list under Question 3.
 - Be aware that once a box is checked, it can't be unchecked.
 - **Don't forget to provide an explanation in the box for why you are making the change.**
 - The explanation should go beyond stating that you are making a change and should **describe why you are making the change.**
 - If you incorrectly checked a box, unintentionally opened a screen or ended up not making a change to a screen you opened, simply state that in the description box.
- ✓ Even if you use Submission Without Changes, **there are a number of screens for which you will still need to fill in answers and "Save" your answers in order to complete the application.** You will not be able to submit your application if you fail to complete all of the screens.

HOUSING FIRST SECTION COMPLETION

Your CoC may dictate that all projects must have a “Yes” answer to Question “3d. Does the project follow a ‘Housing First’ approach?” on Screen 3B Project Description. However, you will find that you cannot manually change the answer to this question. This is because the answer auto-populates based on the answers provided to Questions 3a, 3b and 3c.

- ✓ To get a “Yes” response to auto-populate in Question 3d you must provide the following answers:
 - 3a - select Yes
 - 3b - check off all boxes except “None of the above”
 - 3c - check off all boxes except “None of the above”

MATCH

There are a few key factors to keep in mind from year to year:

- ✓ As FMRs fluctuate, the overall budget can also fluctuate, which means that match obligations can also change. New match documentation will need to be uploaded each year to cover the new required match amount (25% of the request, minus leasing costs) and to update the period of time for which the match is being offered.
- ✓ Coverage dates for match commitment letters will vary from project to project since contract dates depend on the date the project initially went under contract. Depending on where the project is in its funding cycle, the match commitment letter(s) will likely cover activities delivered sometime during 2023 and into 2024.
- ✓ Match commitment letters should be up-to-date and accurate and dated sometime during the CoC NOFO period, between August 1, 2022 and September 30, 2022, to indicate that the agency had the commitment lined up at the time it submitted the application.

BUDGET CHANGES

These changes are only for amounts which have already been approved by your HUD rep but are not reflected in e-snaps. Any other budget changes (including increasing admin to the allowable max) are not allowed at this time and should be done with the HUD rep outside of the application process, ideally before the preliminary and/or final GIWs are released (next spring/late winter). The budget in e-snaps should match the most recent GIW, which can be found [here](#).

Sometimes, there are legitimate reasons to make a change to the budget in e-snaps:

- A mistake has been made (this is unusual, but it can happen). In this case, the budget should reflect the most recent GIW.
- A recently approved budget change made with your HUD rep is reflected in the GIW but not reflected in e-snaps yet. In this case, documentation should be available to substantiate the discrepancy.
- A recently approved budget change made with your HUD rep isn't reflected in the GIW or e-snaps yet. In this case, documentation should be available to substantiate the discrepancy.

For the above situations, in order to make the appropriate budget changes to e-snaps, you will need to edit the relevant budget screens in the project application. To do so you will need to follow the following steps:

1. Log into e-snaps and navigate to the project application.
2. Navigate to the “Submission Without Changes” screen.
3. Change the answer to Question 2 to “Make Changes”
4. Under Question 3, check off the boxes for “6A. Funding Request” and the BLI(s) that need to be edited. You will need to select “6E. Summary Budget” if you are making a change to the following BLIs: leased structures,

supportive services, operating and/or HMIS. **NOTE: A change cannot be made unless 6A is selected, along with the other relevant screens.**

5. Use the box for Question 4 to provide a description of the changes you are making.
6. Select "Save."
7. Navigate to screen 6A and make sure the eligible costs to be included in the project application are selected and select "Save."
8. Navigate to the budget screen(s) where changes need to be made and edit as needed. Be sure that the edited amounts match what has been approved by your HUD Rep. Select "Save."
9. Navigate to screen 6E and check the summary budget amounts for each eligible cost against what the project has been approved for by the HUD Rep. If any amounts do not match what the project is approved for, go back to the relevant screen, correct the information and select "Save."

FMRS & ACTUAL RENT

- ✓ FMR amounts are pre-programmed into e-snaps and may not reflect the latest FMRs published by HUD. This is fine and not something to worry about. The GIW amounts and the FMRs in e-snaps are aligned so if your GIW rental assistance budget amount is correct, there is nothing you need to update or change in the e-snaps project application rental assistance budget.
 - When the CoC awards are announced, you will see that the amounts for projects with rental assistance are adjusted to reflect the new FMRs (this could be an increase or a decrease).
- ✓ If you are changing from FMRs to Actual Rent, you will need to change the answer to the question "Does the applicant request rental assistance funding for less than the area's per unit size fair market rents" from "No" to "Yes." This will unlock the fields in the chart below the question, allowing you to fill in the amounts under the "HUD Paid Rent" column for each unit size.
- ✓ If your project uses Actual Rents and you have not already heard from the CoC about the updated Actual Rents to use in your application, please reach out to your CoC contact for that information. You will need the HUD provided Actual Rents for you BLIs to match the GIW.

SUBMISSION SUMMARY

The Submission Summary screen will let you know if there are any screens in your project application with incomplete information.

- If there are "Please Complete" comments, go back to the pertinent screen(s), ensure the information needed has been entered and is correct and select "Save." Navigate to the Submission Summary screen and check to see if the "Please Complete" comment was replaced with the date.
 - If you continue to have problems, be sure to review the [Renewal Project Application Detailed Instructions and Navigational Guide](#) to make sure that you are completing the screen properly.
 - If you continue to have issues, consider contacting the CoC or HUD for TA.
- Do not submit your application to the CoC for review if there are red "X" marks and/or "Please Complete" comments unless you have first contacted the CoC to inform as to why you are submitting an incomplete application.