

SAN ANTONIO/BEXAR COUNTY COC, NOFA 2018

Instructions for submitting New and Renewal applications for the 2018 HUD NOFA competition

Renewal Applications

- All applicants must submit a full renewal application in E-SNAPS by the submission deadline: **Monday, July 30th at 5pm CDT.**
- In addition, for renewal projects, the following information must be submitted to SARA in the format specified. This information must also be submitted by the submission deadline

- **Renewal of projects that have already been renewed at least once and have a full 12 months of performance data reported in HMIS:**
 - All renewal applications must be submitted to SARA as a single PDF file in the following order:
 1. The CoC Performance Scorecard for the project covering the calendar year 2017 (from Jan. 1 to Dec. 31, 2017) generated from the HMIS (feel free to attach a page of notes explaining any performance issues)
 2. Expenditure/close-out report from HUD on most recently completed grant year
 3. Housing First self-questionnaire completed for relevant project (see website)
 4. A completed CoC Wellness Checklist (see website)

- **Renewal of projects that have not yet been renewed and/or those that do not have a full year of performance data**
 - These renewal applications must be submitted as a single PDF file in the following order:
 - Part 1 – Fiscal
 - Provide documentation that the required matching funds are in place
 - Submit the organization’s written fiscal policies and procedures
 - Provide the organization’s conflict of interest policy
 - Provide a copy of the most recent outside fiscal audit of the agency
 - If, the grant has been executed, provide evidence that drawdowns through LOCCS have occurred at least quarterly.
 - Part 2 – Program
 - Complete and include the Housing First self-questionnaire
 - Provide a copy of the written policies and procedures for the project including policies regarding:
 - Equal access compliance
 - Client confidentiality protections
 - Intake policies

- Termination policies
- Provide evidence of project readiness:
 - Provide a plan to document how the entire grant will be expended by the contract end date
 - Complete and attach the CoC wellness checklist
 - Provide a plan for conducting outreach to engage owners of real property in renting to project participants

New Applications

- All new project applications must be submitted in the E-SNAPS grants management system by the submission deadline: **August 3rd, 2018 at 8pm CDT.**
- New projects are limited to:
 - Permanent Supportive Housing for chronic homeless single adults
 - Rapid Rehousing for literally homeless individuals and families (Category 1 and 4 homeless)
 - Joint TH-RRH projects for literally homeless individuals and families (Category 1 and 4 homeless)
 - HMIS Project Expansion
 - Coordinated Entry Project Expansion
 - DV Bonus Projects may be submitted for:
 - RRH for homeless individuals and families who are survivors of domestic violence, dating violence and stalking
 - Joint TH-RRH for homeless individuals and families who are survivors of domestic violence, dating violence and stalking
 - SSO – Coordinated Entry to address special needs of DV survivors in accessing homeless assistance
- Renewal projects seeking to voluntarily reallocate to an authorized new project activity may submit Transition applications, which are new project applications.
 - These applications must be submitted in E-SNAPS by the new project submission deadline (August 3, 2018)
 - Transition projects that meet project threshold and project quality criteria will receive 50 bonus points

Application submission instructions:

- **Renewal applications**
 - The full renewal application must be submitted in e-snaps by the application deadline.
 - Renewal applicants must also provide the additional information as indicated above.
 - Renewal applicants must submit an electronic version of their application **for each project/grant**. The electronic version must consist of a single PDF file assembled in accordance with the instructions above (scorecard, close-out report, hf questionnaire, wellness checklist). Each section should be labeled with a cover page.

- In addition to the electronic version, applicants must submit five (5) copies of a printout of the entire application to the SARAH offices 4100 E. Piedras Dr. by Monday, July 30th at 5pm CDT.
- **New applications**
 - New applications are to be submitted in e-snaps.
 - New applicants must export to PDF and submit one electronic version of the PDF and five (5) printed copies of the entire PDF document to the SARAH offices 4100 E. Piedras Dr. by Friday, August 3rd at 8pm CDT.
- **Special Instructions for HMIS and Coordinated Entry Expansion applications**
 - HMIS expansion
 - Provide documentation of the last update of HMIS governance, privacy, and data quality plans
 - Provide documentation of expenditures in last complete program year. HUD grant close-out report requested.
 - Provide statement from ED that there are no outstanding audit or HUD monitoring findings for any organizational grants.
 - Complete the CoC wellness score
 - Prepare a five minute presentation for the IRT to cover at a minimum
 - Provide a comprehensive budget showing the current HMIS funding and requested expansion
 - Explain why the additional funds are necessary and whether the requested increase will maintain the current level of HMIS services or, if it will increase HMIS services, please specify the additional services that will be provided.
 - Please describe the benefits that will accrue to the CoC from the expanded project.
 - Coordinated Entry Expansion
 - Provide a brief description of the current coordinated entry services in terms of the efficiency/accuracy of referrals, engagement/participation of CoC providers, and whether coordinated entry referrals are leading to housing placement
 - Provide documentation regarding the most recent update of coordinated entry policies.
 - Provide documentation of expenditures in last complete program year. HUD grant close-out report requested.
 - Provide statement from ED that there are no outstanding audit or HUD monitoring findings for any organizational grants.
 - Complete the CoC wellness score
 - Prepare a five minute presentation for the IRT to cover at a minimum
 - Provide a comprehensive budget showing the current coordinated entry funding and requested expansion
 - Explain why the additional funds are necessary and the additional coordinated entry services that will be provided.

- Explain how the additional funding could lead to improvements in the CoC system performance measures.

E-Mail ContactSARAH@sarahomeless.org with any questions about the application or submission instructions. A webinar with more details will be held on July 19th at 1pm CDT.