

FY21 Continuum of Care Program Grant Notice of Funding Opportunity (NOFO) and Application Instructions

TX-500 San Antonio and Bexar County

**South Alamo Regional Alliance for the
Homeless (SARAH)**



FY21 Continuum of Care Program Grant NOFO and Application Instructions

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CoC Program Grant NOFO Details

The South Alamo Regional Alliance for the Homeless (SARAH), as the designated Collaborative Applicant for TX-500, invites eligible organizations to apply for the U.S. Department of [Housing and Urban Development's \(HUD\) Continuum of Care \(CoC\) Program Grant](#). Recommended applications will be included in the 2021 TX-500 San Antonio and Bexar County Consolidated Application to HUD. For more information regarding local policies related to the CoC Program Grant, please visit [SARAH's website](#).

The CoC seeks applications from organizations that have not previously received HUD CoC Program Grant funding. Organizations without CoC Program Grant experience are invited to reach out to the CoC to request assistance in understanding program requirements and the application process. To contact the CoC regarding this NOFO, email grants@sarahomeless.org.

SARAH will conduct a Bidders' Conference/Information Session regarding this NOFO in accordance with the timeline posted on our website. Note this session is required for all applicants.

Important Application Resources

Application resources related to this NOFO can be found on SARAH's [website](#).

- **HUD FY21 Continuum of Care Competition NOFO**
 - Explains the CoC Program Grant and provides instructions on the role of the CoC, eligibility, project details, HUD priorities, required application materials to be submitted in *e-snaps*, and the Consolidated Application process.
- **FY21 TX-500 Continuum of Care Program Grant NOFO and Application Instructions**
 - Describes local funding availability, submission deadlines, and detailed application instructions.
- **TX-500 Continuum of Care Program Grant Policies and Procedures**
 - Community policies for the CoC Program Grant funding competition process and CoC Program Grant recipient monitoring and evaluation.
 - Includes details regarding priority projects, project ranking, and scoring rubrics.
- **FY21 San Antonio/Bexar County Continuum of Care Program NOFO Competition Timeline**
 - Details important deadlines regarding the local competition.
- **e-snaps Application Resources**
 - A guide for applicants as they submit their required documents through HUD's *e-snaps* portal.
- **Grant Inventory Worksheet (GIW)**
 - Renewal applicants are eligible to apply for the amount listed on the GIW.
- **Continuum of Care Written Standards**
 - Local Written Standards for operating a CoC Program project.
- **Homelink Policies and Procedures**
 - CoC Program grantees are required to utilize Coordinated Entry, known locally as Homelink.
- **HUD Exchange Website**
 - HUD's resource for the CoC Program NOFO.

Notable Changes from FY19

- Change in terminology from Notice of Funding Availability (NOFA) to Notice of Funding Opportunity (NOFO).
- Description of Youth Homelessness Demonstration Program (YHDP) renewal process, which is noncompetitive.
- Focus on COVID-19 impacts and response, including coordination of Emergency Solutions Grant – Coronavirus Aid Relief and Economic Security (ESG-CARES).
- Increased emphasis on:
 - Housing First
 - Engaging persons with lived experience
 - Coordination with health care and public housing agencies
 - Racial equity

Eligibility Requirements

See Section V of the HUD FY21 CoC Program NOFO for detailed eligibility requirements.

Funding Amounts

HUD sets funding amounts for each CoC in their [Annual Renewal Demand \(ARD\) Report](#). There is an estimated **\$667,809*** available in CoC Bonus funding and **\$2,003,427*** in Domestic Violence (DV) Bonus funding for new Permanent Housing (PH) projects, including Permanent Supportive Housing, Rapid Rehousing, and Joint Transitional Housing to Rapid Rehousing.

The total of all renewal grants in the CoC is equal to the Annual Renewal Demand (ARD), which is estimated at **\$12,611,512***. Only projects that currently have a CoC or YHDP Program grant are eligible to apply for the renewal funding amount outlined in the [Grant Inventory Worksheet](#).

To learn more about eligible project types, see the HUD FY21 Continuum of Care Competition NOFO.

To review funding priorities and how projects are scored and ranked, see the CoC Program Grant Policies and Procedures.

*These numbers are estimated and subject to change.

Application Instructions

APPLICATION TYPES

Eligible organizations may submit one or more of the following application types:

- **Renewal Project Application.** Any organization with a CoC-funded grant that expires in calendar year 2022 may submit a renewal application that is consistent with project information submitted in the Grant Inventory Worksheet (GIW) and the expiring grant.
- **First-Time Renewal Project Application.** Any organization with a CoC or YHDP-funded grant that has not yet been renewed and/or those that do not have a full year of performance data.

- **New Project Application.** New project applications may be for any of the eligible new project categories as outlined in the HUD FY21 Continuum of Care Competition NOFO.

SPECIAL RENEWAL APPLICATION TYPES

With CoC approval, eligible applicants may submit one or more of the following application types: Expansion, Transition, YHDP Replacement, and Consolidated. Detailed information on these application types begins on page 25 of the HUD FY21 CoC NOFO. Applicants must email grants@sarahomeless.org and submit a formal request on letterhead with an authorized agency representative's signature to SARAH to obtain approval.

APPLICATION MATERIALS – INSTRUCTIONS AND NOTES

Before completing an application, read these important notes:

- It is highly suggested that applicants read through the materials posted on SARAH's website prior to starting the application.
- Applicants must submit two (2) applications: one (1) through *e-snaps* and one (1) through Survey Monkey. Instructions on how to submit in *e-snaps* can be found on the [HUD Exchange](#).
- DV Projects will submit a regular application. Notice there are DV-specific questions and certain questions DV Projects will mark, "N/A".
- CE and HMIS projects will utilize a separate Survey Monkey link from other applicants.
- For Survey Monkey application:
 - The question numbers may look out of order depending on which type of application you are submitting. This is because Survey Monkey has logic built into it so you are only answering the questions you need for that specific project type. Refer to the question numbers below.
 - Pay close attention to the narrative requirements.
- To view the scoring rubrics, refer to the CoC Program Policies & Procedures.
- If you need technical assistance regarding *e-snaps*, please email e-snaps@hud.gov. If you need technical assistance regarding Survey Monkey, please email grants@sarahomeless.org.

APPLICATION MATERIALS – NEW PROJECTS

1. New Project applications (including DV Projects) include the materials outlined in the HUD CoC Program NOFO that must be submitted into **e-snaps**.
2. New Project applications also include local community materials that must be submitted to **SARAH via Survey Monkey**:

Question	Description	Scoring Rubric* Category
1 – 5	<i>Applicant will complete information regarding their organization’s information, contact information, project name, project type, and if it is a DV project.</i>	Application Submission & Funding Priority
6	<p><i>Applicant will download their e-snaps application submission in PDF format and upload to Survey Monkey.</i></p> <p>Part 1 – Forms: Confirms applicant eligibility.</p> <p>Part 2 – Recipient and Subrecipient Information: Describes applicant grant experience and plan for subrecipients.</p> <p>Part 3 – Project Information: Includes description, milestones, population focus, and commitment to Housing First and low-barrier.</p> <p>Part 4 – Housing, Services, and HMIS: Describes services provided, connections to housing and mainstream services, activities related to job income growth, and the number of units and beds available.</p> <p>Part 5 – Participants: Number of clients served with subpopulation description.</p> <p>Part 6 – Funding Request: Type of funding, supportive services and operating budgets, sources of match, and summary budget.</p>	<p>Application Submission & Funding Priority</p> <p>Applicant Experience</p> <p>Project Description</p> <p>Fiscal Management</p>
7	Upload the agency’s fiscal policies and procedures.	Fiscal Management
8	Upload the agency’s most recent audit, if available.	Fiscal Management
9	Upload Policies & Procedures document for operating this program. Must include policies describing client confidentiality, intake, termination, and the Violence	Policies and Procedures

	Against Women Act (VAWA). Must align with CoC Written Standards and Coordinated Entry (Homelink) Policies and Procedures .	
10	<i>Applicant will indicate if applying for a new project, first-time renewal project, or renewal project. The answer to this question will determine which survey questions you will receive next.</i>	N/A
11	Upload job descriptions for positions that will be funded through this project.	Fiscal Management
12	Acknowledgement that the project must participate in the local Coordinated Entry (Homelink) System to include accepting referrals to the project. DV Projects will select N/A.	Project Description
13	Acknowledgement that the project must participate in the local Homeless Management Information System (HMIS) and will be subject to data quality reporting and audits. DV Projects acknowledge use of comparable system.	Project Description
14	Acknowledgement that the project must report data annually to the CoC for federal reporting requirements.	Project Description
15	Acknowledgement that the agency will be required to participate in the CoC, including the Point-in-Time Count, Membership Council, committees, and workgroups. Funded applicants will be required to sign into a Memorandum of Understanding (MoU) with the Collaborative Applicant and pay quarterly dues.	Project Description
16	<p><i>Narratives will be uploaded to Survey Monkey via Word document. Refer to the question number that is being answered in the response. Answer each question on a separate page. Put agency name and project name in header of document.</i></p> <ul style="list-style-type: none"> a. Has the agency ever had grant funding (federal, state, city, or private) reallocated or returned in the last two years? If yes, describe. (1000-character limit) b. Describe experience the agency has administering homeless services. (1000-character limit) c. Detail project's spending plan and timeline with grant execution dates. 	<p>Applicant Experience</p> <p>Project Description</p> <p>Fiscal Management</p> <p>Project Description</p> <p>Bonus</p>

	<p>(1000-character limit)</p> <ul style="list-style-type: none"> d. Describe any unresolved audit findings or deficiencies. If agency did not upload an audit, explain why. (1500-character limit) e. Describe your proposed direct services staff-to-client ratio. Explain how this aligns with best practices of 8-15:1 for PSH and 15-30:1 for RRH. (1000-character limit) f. Describe your budget line item as it relates to direct services staff compensation and how it aligns with a living wage as outlined by the U.S. Bureau of Labor. (1000-character limit) g. Describe barriers to participation in your project faced by persons of different races or those who are over-represented in the local homeless population and identify strategies to eliminate these barriers (1500-character limit) h. Describe how you plan to engage and retain landlords to partner with the program. (1500-character limit) i. DV PROJECTS ONLY: Explain how this project will improve safety for the population served. If non-DV project, write N/A. (1500-character limit). j. BONUS: Describe if your agency is a Homelink Network Partner or Hub and how long you have served in that capacity. (500-character limit) k. BONUS: Describe how your agency operationalizes lived experience into policy and decision-making beyond the HUD requirements. (1000-character limit) l. BONUS: Describe how your agency currently engages with the CoC, to include participation in Point-in-Time Count, CoC Membership Council, committees and/or workgroups. (500-character limit) m. BONUS: Describe how your agency engages in partnerships 	
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	with other homeless service providers and prioritizes a community-wide focus on ending homelessness rather than agency-specific. (1000-character limit)	
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*Scoring rubrics can be found in the CoC Program Policies and Procedures document.

APPLICATION MATERIALS – NEW PROJECTS: HOMELESS MANAGEMENT INFORMATION SYSTEM AND COORDINATED ENTRY

1. New CE and HMIS Project applications include the materials outlined in the HUD CoC Program NOFO that must be submitted into **e-snaps**.
2. New CE and HMIS Project applications also include local community materials that must be submitted to **SARAH via Survey Monkey**:

Question	Description	Scoring Rubric* Category
1 – 5	<i>Applicant will complete information regarding their organization's information, contact information, project name, project type, if it is a DV project, and whether it is a CE or HMIS application.</i>	Application Submission & Funding Priority
6	<p><i>Applicant will download their e-snaps application submission in PDF format and upload to Survey Monkey.</i></p> <p>Part 1 – Forms: Confirms applicant eligibility.</p> <p>Part 2 – Recipient and Subrecipient Information: Describes applicant grant experience and plan for subrecipients.</p> <p>Part 3 – Project Information: Includes description, milestones, population focus, and commitment to Housing First and low-barrier.</p> <p>Part 4 – Housing, Services, and HMIS: Describes services provided, connections to housing and mainstream services, activities related to job income growth, and the number of units and beds available.</p> <p>Part 5 – Participants: Number of clients served with subpopulation description.</p> <p>Part 6 – Funding Request: Type of funding, supportive services and operating budgets, sources of match, and summary budget.</p>	<p>Application Submission & Funding Priority</p> <p>Applicant Experience</p> <p>Project Description</p> <p>Fiscal Management</p>
7	Upload the agency's fiscal policies and procedures.	Fiscal Management
8	Upload the agency's most recent audit, if available.	Fiscal Management
9	Upload Policies & Procedures document for operating this program. For HMIS,	Policies and Procedures

	upload HMIS Policies & Procedures. For CE, upload Homelink Policies & Procedures.	
10	<i>Applicant will indicate if applying for a new project, first-time renewal project, or renewal project. The answer to this question will determine which survey questions you will receive next.</i>	N/A
11	Upload job descriptions for positions that will be funded through this project.	Fiscal Management
12	<p><i>Narratives will be uploaded to Survey Monkey via Word document. Refer to the question number that is being answered in the response. Answer each question on a separate page. Put agency name and project name in header of document.</i></p> <ol style="list-style-type: none"> a. Has the agency ever had grant funding (federal, state, city, or private) reallocated or returned in the last two years? If yes, describe. (1000-character limit) b. Describe experience the agency has administering homeless services. (1000-character limit) c. Detail project’s spending plan and timeline with grant execution dates. (1000-character limit) d. Describe any unresolved audit findings or deficiencies. If agency did not upload an audit, explain why. (1500-character limit) e. CE ONLY: Describe barriers to participation in your project faced by persons of different races or those who are over-represented in the local homeless population and identify strategies to eliminate these barriers (1500-character limit) 	<p>Applicant Experience</p> <p>Fiscal Management</p> <p>Project Description (CE Only)</p>

*Scoring rubrics can be found in the CoC Program Policies and Procedures document.

APPLICATION MATERIALS – FIRST-TIME RENEWAL PROJECTS

1. First-Time Renewal Project applications (including DV Projects) include the materials outlined in the HUD CoC Program NOFO that must be submitted into **e-snaps**
2. First-Time Renewal Project applications also include local community materials that must be submitted to **SARAH via Survey Monkey**:

Question	Description	Scoring Rubric* Category
1 – 5	<i>Applicant will complete information regarding their organization's information, contact information, project name, project type, and if it is a DV project.</i>	Application Submission
6	<p><i>Applicant will download their e-snaps application submission in PDF format and upload to Survey Monkey.</i></p> <p>Part 1 – Forms: Confirms applicant eligibility.</p> <p>Part 2 –Subrecipient Information: Describes plans for subrecipients, if applicable.</p> <p>Part 3 – Project Information: Includes description, milestones, population focus, and commitment to Housing First and low-barrier.</p> <p>Part 4 – Housing, Services, and HMIS: Describes services provided, connections to housing and mainstream services, activities related to job income growth, and the number of units and beds available.</p> <p>Part 5 – Participants: Number of clients served with subpopulation description.</p> <p>Part 6 – Funding Request: Type of funding, supportive services and operating budgets, sources of match, and summary budget.</p>	Application Submission Applicant Experience Project Description Fiscal Management
7	Upload the agency's fiscal policies and procedures.	Fiscal Management
8	Upload the agency's most recent audit, if available.	Fiscal Management
9	Upload Policies & Procedures document for operating this program. Must include policies describing client confidentiality, intake, termination, and the Violence	Policies and Procedures

	Against Women Act (VAWA). Must align with CoC Written Standards and Coordinated Entry (Homelink) Policies and Procedures .	
10	<i>Applicant will indicate if applying for a new project, first-time renewal project, or renewal project. The answer to this question will determine which survey questions you will receive next.</i>	N/A
11 – 16	<i>N/A – Due to Survey Monkey logic</i>	
17	Upload quarterly eLOCCS draws from the previous grant term. If not available, upload proof of attempt to set up eLOCCS or re-authorize access with HUD representative.	Fiscal Management
18	<p><i>Narratives will be uploaded to Survey Monkey via Word document. Refer to the question number that is being answered in the response. Answer each question on a separate page. Put agency name and project name in header of document.</i></p> <ol style="list-style-type: none"> a. Detail project’s spending plan and timeline with grant execution dates. (1000-character limit) b. Describe any audit findings regarding the previous grant term. If agency did not upload an audit, explain why. (1500-character limit) c. Describe your proposed direct services staff-to-client ratio. Explain how this aligns with best practices of 8-15:1 for PSH and 15-30:1 for RRH. (1000-character limit) d. Describe your budget line item as it relates to direct services staff compensation and how it aligns with a living wage as outlined by the U.S. Bureau of Labor. (1000-character limit) e. Describe barriers to participation in your project faced by persons of different races or those who are over-represented in the local homeless population and identify strategies to eliminate these barriers (1500-character limit) f. Describe how you engage and retain landlords to partner with the program. (1000-character limit) g. DV PROJECTS ONLY: Explain 	<p>Fiscal Management</p> <p>Project Description</p> <p>Policies and Procedures</p> <p>CoC Participation</p> <p>Bonus</p>

	<p>how this project improves safety for the population served. (1000-character limit)</p> <ul style="list-style-type: none"> h. Describe how your project utilized the Coordinated Entry/Homelink System to accept referrals from the previous grant year. Applicant may also detail plan to adhere in upcoming grant year. DV Projects write “N/A”. (1000-character limit) i. Describe your agency’s adherence to reporting deadlines for HUD reporting from the previous grant year, including Housing Inventory Count and sheltered Point-in-Time Count (if applicable). Applicant may also detail plan to adhere in upcoming grant year. (500-character limit) j. Describe your agency’s adherence to HMIS data quality and audit requirements from the previous grant year. Applicant may also detail plan to adhere in upcoming grant year. DV Projects detail how database is comparable. (500-character limit) k. Describe your agency’s participation in the CoC’s Membership Council, workgroups, and committees from the previous grant year. Applicant may also detail plan to participate in upcoming grant year. (500-character limit) l. BONUS: If your project voluntarily reallocated to a project type listed as a funding priority, please explain why this will be beneficial to the CoC and clients served. (1000-character limit) m. BONUS: Describe how your agency incorporates lived experience into policy and decision-making beyond the HUD requirements. (500-character limit) n. BONUS: Describe if your agency is a Homelink Network Partner or Hub and how long you have served in that capacity. (500-character limit) o. BONUS: Describe how your agency engages in partnerships 	
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	with other homeless providers and prioritizes a community-wide focus on ending homelessness. (1000-character limit)	
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*Scoring rubrics can be found in the CoC Program Policies and Procedures document.

APPLICATION MATERIALS – FIRST-TIME RENEWAL PROJECTS: HOMELESS MANAGEMENT INFORMATION SYSTEM AND COORDINATED ENTRY

1. First-Time CE & HMIS Renewal Project applications (including DV Projects) include the materials outlined in the HUD CoC Program NOFO that must be submitted into **e-snaps**
2. First-Time Renewal Project applications also include local community materials that must be submitted to **SARAH via Survey Monkey**:

Question	Description	Scoring Rubric* Category
1 – 5	<i>Applicant will complete information regarding their organization’s information, contact information, project name, project type, if it is a DV project, and if it is a CE or HMIS project.</i>	Application Submission
6	<p><i>Applicant will download their e-snaps application submission in PDF format and upload to Survey Monkey.</i></p> <p>Part 1 – Forms: Confirms applicant eligibility.</p> <p>Part 2 –Subrecipient Information: Describes plans for subrecipients, if applicable.</p> <p>Part 3 – Project Information: Includes description, milestones, population focus, and commitment to Housing First and low-barrier.</p> <p>Part 4 – Housing, Services, and HMIS: Describes services provided, connections to housing and mainstream services, activities related to job income growth, and the number of units and beds available.</p> <p>Part 5 – Participants: Number of clients served with subpopulation description.</p> <p>Part 6 – Funding Request: Type of funding, supportive services and operating budgets, sources of match, and summary budget.</p>	Application Submission Applicant Experience Project Description Fiscal Management
7	Upload the agency’s fiscal policies and procedures.	Fiscal Management
8	Upload the agency’s most recent audit, if available.	Fiscal Management
9	Upload Policies & Procedures document	Policies and Procedures

	for operating this program. For HMIS, upload HMIS Policies & Procedures. For CE, upload Homelink Policies & Procedures.	
10	<i>Applicant will indicate if applying for a new project, first-time renewal project, or renewal project. The answer to this question will determine which survey questions you will receive next.</i>	N/A
11 – 12	<i>N/A – Due to Survey Monkey logic</i>	
13	Upload quarterly eLOCCS draws from the previous grant term. If not available, upload proof of attempt to set up eLOCCS or re-authorize access with HUD representative.	Fiscal Management
14	<p><i>Narratives will be uploaded to Survey Monkey via Word document. Refer to the question number that is being answered in the response. Answer each question on a separate page. Put agency name and project name in header of document.</i></p> <ul style="list-style-type: none"> a. Detail project’s spending plan and timeline with grant execution dates. (1000-character limit) b. Describe any audit findings regarding the previous grant term. If agency did not upload an audit, explain why. (1500-character limit) c. CE ONLY: Describe barriers to participation in your project faced by persons of different races or those who are over-represented in the local homeless population and identify strategies to eliminate these barriers. HMIS project write “N/A”. (1500-character limit) 	<p>Fiscal Management</p> <p>Project Description (CE Only)</p> <p>Policies and Procedures</p>

*Scoring rubrics can be found in the CoC Program Policies and Procedures document.

APPLICATION MATERIALS – RENEWAL PROJECTS

1. Renewal Project applications (including DV Projects) include the materials outlined in the HUD CoC Program NOFO that must be submitted into **e-snaps**
2. Renewal Project applications also include local community materials that must be submitted to **SARAH via Survey Monkey**.

Question	Description	Scoring Rubric* Category
1 – 5	<i>Applicant will complete information regarding their organization’s information, contact information, project name, project type, and if it is a DV project.</i>	Application Submission
6	<p><i>Applicant will download their e-snaps application submission in PDF format and upload to Survey Monkey.</i></p> <p>Part 1 – Forms: Confirms applicant eligibility.</p> <p>Part 2 –Subrecipient Information: Describes plan for subrecipients, if applicable.</p> <p>Part 3 – Project Information: Includes description, milestones, population focus, and commitment to Housing First and low-barrier.</p> <p>Part 4 – Housing, Services, and HMIS: Describes services provided, connections to housing and mainstream services, activities related to job income growth, and the number of units and beds available.</p> <p>Part 5 – Participants: Number of clients served with subpopulation description.</p> <p>Part 6 – Funding Request: Type of funding, supportive services and operating budgets, sources of match, and summary budget.</p>	<p>Application Submission</p> <p>Applicant Experience</p> <p>Project Description</p> <p>Fiscal Management</p>
7	Upload the agency’s fiscal policies and procedures.	Fiscal Management
8	Upload the agency’s most recent audit, if available.	Fiscal Management
9	Upload Policies & Procedures document for operating this program. Must include policies describing client confidentiality, intake, termination, and the Violence	Policies and Procedures

	Against Women Act (VAWA). Must align with CoC Written Standards and Coordinated Entry (Homelink) Policies and Procedures .	
10	<i>Applicant will indicate if applying for a new project, first-time renewal project, or renewal project. The answer to this question will determine which survey questions you will receive next.</i>	N/A
11 – 18	<i>N/A - Due to Survey Monkey logic</i>	
19	Upload quarterly eLOCCS draws from the previous grant term.	Fiscal Management
20	Upload the most recent final grant close-out agreement from HUD.	Fiscal Management
21	Upload project's most recently submitted Annual Performance Report (APR).	Project Performance
22	Upload project's CoC Scorecard Report from HMIS. The reporting dates are January 1, 2020 – December 31, 2020. DV Projects will submit relevant data to SARAH from comparable database and will receive a scorecard to upload.	Project Performance
23	<p><i>Narratives will be uploaded to Survey Monkey via Word document. Refer to the question number that is being answered in the response. Answer each question on a separate page. Put agency name and project name in header of document.</i></p> <ol style="list-style-type: none"> a. Detail project's spending plan and timeline with grant execution dates. (1000-character limit) b. Describe any unresolved HUD Monitoring and/or audit findings regarding the previous grant term. If agency did not upload an audit, explain why. (1500-character limit) c. Describe your proposed direct services staff-to-client ratio. Explain how this aligns with best practices of 8-15:1 for PSH and 15-30:1 for RRH. (1000-character limit) d. Describe your budget line item as it relates to direct services staff compensation and how it aligns with a living wage as outlined by the U.S. Bureau of Labor. (1000-character limit) e. Describe barriers to participation in your project faced by persons of different races or those who are 	<p>Fiscal Management</p> <p>Project Description</p> <p>Policies and Procedures</p> <p>CoC Participation</p> <p>Bonus</p>

	<p>over-represented in the local homeless population and identify strategies to eliminate these barriers. (1500-character limit)</p> <p>f. Describe how you engage and retain landlords to partner with the program. (1000-character limit)</p> <p>g. DV PROJECTS ONLY: Explain how this project improves safety for the population served. (1000-character limit)</p> <p>h. Describe ways your organization plans to improve performance on the CoC Scorecard and APR (if applicable). (1500-character limit)</p> <p>i. Are there any areas on the CoC Scorecard that are inaccurate and should be overridden? Explain. (1000-character limit)</p> <p>j. Describe how your project utilized the Coordinated Entry/Homelink System to accept referrals from the previous grant year. Applicant may also detail plan to adhere in upcoming grant year. DV Projects write "N/A". (1000-character limit)</p> <p>k. Describe your agency's adherence to reporting deadlines for HUD reporting from the previous grant year, including Housing Inventory Count and sheltered Point-in-Time Count (if applicable). (500-character limit)</p> <p>l. Describe your agency's adherence to HMIS data quality and audit requirements from the previous grant year. DV Projects detail how database is comparable. (500-character limit)</p> <p>m. Describe your agency's participation in the CoC's Membership Council, workgroups, and committees from the previous grant year. (1000-character limit)</p> <p>n. Describe your agency's participation during the 2019 Point-in-Time Count. (500-character limit)</p> <p>o. BONUS: If your project voluntarily reallocated to a project type listed as a funding priority, please explain why this will be beneficial to the CoC and clients served. (1000-</p>	
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	<p>character limit)</p> <p>p. BONUS: Describe how your agency incorporates and operationalizes lived experience into policy and decision-making beyond the HUD requirements. (500-character limit)</p> <p>q. BONUS: Describe if your agency is a Homelink Network Partner or Hub and how long you have served in that capacity. (500-character limit)</p> <p>r. BONUS: Describe how your agency engages in partnerships with other homeless providers and prioritizes a community-wide focus on ending homelessness. (1000-character limit)</p>	
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*Scoring rubrics can be found in the CoC Program Policies and Procedures document.

APPLICATION MATERIALS – RENEWAL PROJECTS: HOMELESS MANAGEMENT INFORMATION SYSTEM AND COORDINATED ENTRY

1. Renewal CE and HMIS Project applications (including DV Projects) include the materials outlined in the HUD CoC Program NOFO that must be submitted into **e-snaps**
2. Renewal CE and HMIS Project applications also include local community materials that must be submitted to **SARAH via Survey Monkey**.

Question	Description	Scoring Rubric* Category
1 – 5	<i>Applicant will complete information regarding their organization's information, contact information, project name, project type, if it is a DV project, and if it is a CE or a HMIS project.</i>	Application Submission
6	<p><i>Applicant will download their e-snaps application submission in PDF format and upload to Survey Monkey.</i></p> <p>Part 1 – Forms: Confirms applicant eligibility.</p> <p>Part 2 –Subrecipient Information: Describes plan for subrecipients, if applicable.</p> <p>Part 3 – Project Information: Includes description, milestones, population focus, and commitment to Housing First and low-barrier.</p> <p>Part 4 – Housing, Services, and HMIS: Describes services provided, connections to housing and mainstream services, activities related to job income growth, and the number of units and beds available.</p> <p>Part 5 – Participants: Number of clients served with subpopulation description.</p> <p>Part 6 – Funding Request: Type of funding, supportive services and operating budgets, sources of match, and summary budget.</p>	Application Submission Applicant Experience Project Description Fiscal Management
7	Upload the agency's fiscal policies and procedures.	Fiscal Management
8	Upload the agency's most recent audit, if available.	Fiscal Management
9	Upload Policies & Procedures document for operating this program. For HMIS,	Policies and Procedures

	upload HMIS Policies & Procedures. For CE, upload Homelink Policies & Procedures.	
10	<i>Applicant will indicate if applying for a new project, first-time renewal project, or renewal project. The answer to this question will determine which survey questions you will receive next.</i>	N/A
11 – 14	<i>N/A - Due to Survey Monkey logic</i>	
15	Upload quarterly eLOCCS draws from the previous grant term.	Fiscal Management
16	Upload the most recent final grant close-out agreement from HUD.	Fiscal Management
17	Upload project’s most recently submitted Annual Performance Report (APR).	Project Performance
18	<p><i>Narratives will be uploaded to Survey Monkey via Word document. Refer to the question number that is being answered in the response. Answer each question on a separate page. Put agency name and project name in header of document.</i></p> <ul style="list-style-type: none"> a. Detail project’s spending plan and timeline with grant execution dates. (1000-character limit) b. Describe any unresolved HUD Monitoring and/or audit findings regarding the previous grant term. If agency did not upload an audit, explain why. (1500-character limit) c. CE ONLY: Describe barriers to participation in your project faced by persons of different races or those who are over-represented in the local homeless population and identify strategies to eliminate these barriers. (1500-character limit) d. Describe ways your organization plans to improve performance on the APR (if applicable). (1500-character limit) 	<p>Fiscal Management</p> <p>Project Description (CE ONLY)</p> <p>Project Performance</p>

*Scoring rubrics can be found in the CoC Program Policies and Procedures document.



Timeline, Deadlines, and Submission Instructions

Refer to the most updated timeline on SARAH's website. **The application is due Monday, September 27th at 12:00PM Central Time.**

To apply for the CoC Program Grant, applicants must submit materials described above into the appropriate portals by the deadline. Instructions on submitting materials into *e-snaps* can be found with the materials listed on [SARAH's website](#).

To submit a local application, [click here](#). To submit a local application for a CE or HMIS project, [click here](#).

Contact Information

Please contact SARAH at grants@sarahomeless.org for assistance or questions.