

FY23 Local Continuum of Care Program Grant Notice of Funding Opportunity (NOFO) and Application Instructions

TX-500 San Antonio and Bexar County

Version ii – August 1, 2023



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CoC Program Grant NOFO Request for Proposals

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 2023 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 new project applications from organizations that have not previously received HUD CoC Program Grant funding. Eligible applicants are described on page 33 of the [HUD NOFO](#). Organizations applying for a new or expanded project are required to attend a meeting with the CoC to discuss their proposed project. SARAH will conduct a Grant Conference regarding this NOFO in accordance with the timeline in **Appendix B**.

New project funding is listed in the chart below. Applicants may apply for the full amount listed for any eligible funding type. Renewal projects (including Youth Homelessness Demonstration Program projects) are eligible to apply for the amount listed on the [FY23 Grant Inventory Worksheet](#). See the HUD NOFO for further eligibility and project requirements.

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

Funding Type	Funding Amount Available	Eligible Project Types	Eligible Populations Served
CoC Bonus*	\$1,168,982	<ul style="list-style-type: none"> • Permanent Supportive Housing (PSH) • Rapid Rehousing (RRH) • Joint Transitional Housing-Rapid Rehousing (TH-RRH) • SSO-Coordinated Entry (CE) • Homeless Management Information System (HMIS) 	See page 13 of HUD NOFO
DV Bonus*	\$1,608,758	<ul style="list-style-type: none"> • Rapid Rehousing (RRH) • Joint Transitional Housing-Rapid Rehousing (TH-RRH) • SSO-Coordinated Entry (CE) 	See page 16 of HUD NOFO

Renewal Projects (not including YHDP)	\$13,275,425	<ul style="list-style-type: none"> Any current CoC grantee that is listed on the Grant Inventory Worksheet (GIW) is eligible to renew their project 	See page 15 of HUD NOFO
YHDP Renewal Projects	\$3,424,318	<ul style="list-style-type: none"> Any current YHDP grantee that is listed on the Grant Inventory Worksheet (GIW) is eligible to renew their project 	Youth and Young Adults Only See page 3 of HUD NOFO
CoC Planning Grant	\$834,987	<ul style="list-style-type: none"> Administrative funds for the Collaborative Applicant to manage the CoC Program 	N/A

*Applicants wanting to apply for any of these project types MUST meet with SARAH staff prior to applying in e-snaps.

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 2023 may submit a renewal application that is consistent with project information included in the Grant Inventory Worksheet (GIW) and the expiring grant. Note: a first-time renewal will not be scored on performance data.
- **New Project Application.** New project applications may be for any of the eligible new project categories as outlined in the HUD FY23 Continuum of Care Competition NOFO.
- **YHDP Renewal Project Application.** Any organization with a YHDP-funded grant that expires in calendar year 2023 may submit a YHDP renewal application that is consistent with project information included in the Grant Inventory Worksheet (GIW) and the expiring grant.
- **YHDP Replacement Project Application (CoC Board and Youth Action Board approval needed).** Any currently funded YHDP project that wishes to change the project type. This application type requires special approval from the Youth Action Board.

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 can be found in the HUD NOFO. Applicants must email chelseyviger@sarahomeless.org and submit a formal request on letterhead with an authorized agency representative's signature to SARAH to obtain approval.

APPLICATION SUBMISSION INSTRUCTIONS

To apply for the CoC Program NOFO, applicants must:

1. Attend the CoC Program NOFO Grant Conference or review the recording:
 - a. Renewal Applicants – Tuesday, August 1, 2023, at 11:30 – 12:30 pm
 - b. New Applicants – Friday, August 4, 2023, at 10:30 – 11:30 am
2. Attend a Technical Assistance session with SARAH (new or special projects required; renewal project optional).
 - a. August 7, 2023 – August 17, 2023
 - b. [Click here to schedule a time.](#) Feel free to schedule multiple sessions if you will be submitting more than one application.
3. Submit Part I of application (federal questions) into HUD's *e-snaps* portal by the deadline. [Instructions on how to use e-snaps and the detailed instructions for the application can be located here.](#)
4. Submit Part II of application (local questions), located in Appendix A, via Survey Monkey. Scoring rubrics can be located in the CoC Program Policies and Procedures, [found here.](#)

Contact Information

SARAH: Chelsey Viger, chelseyviger@sarahomeless.org

HUD: CoCNOFO@hud.gov

E-snaps: e-snaps@hud.gov

Appendix A: Application Part II – Local Questions

Applicants are required to submit the local questions and attachments through the corresponding Survey Monkey link. **Applicants must submit Part I of the application first through e-snaps.**

NEW PROJECT APPLICATIONS

[Click here to submit New Project Application through Survey Monkey](#)

Required materials:

- Audit attachment – Upload your agency's most recent audit. If no audit is available, upload the most recent audited financial statements.
- Narratives – Download the [New Project Narrative Attachment Word document](#) and follow the instructions to complete the narratives. It is recommended to use the Chrome browser to download.
- Confirmation – Confirm HUD application (Part I) has been submitted in *e-snaps*.

NEW PROJECT APPLICATIONS (CE AND HMIS)

[Click here to submit New Project Application \(CE and HMIS\) through Survey Monkey](#)

Required materials:

- Narratives – Download the [New Project \(CE and HMIS\) Narrative Attachment Word](#)

[document](#) and follow the instructions to complete the narratives. It is recommended to use the Chrome browser to download.

- Confirmation – Confirm HUD application (Part I) has been submitted in *e-snaps*.

FIRST-TIME RENEWAL APPLICATIONS

[Click here to submit First-Time Renewal Application through Survey Monkey](#)

Required Materials:

- Narratives – Download the [First-Time Renewal Narrative Attachment Word document](#) and follow the instructions to complete the narratives. It is recommended to use the Chrome browser to download.
- Confirmation – Confirm HUD application (Part I) has been submitted in *e-snaps*.

RENEWAL APPLICATIONS (INCLUDING YHDP)

[Click here to submit Renewal Application through Survey Monkey](#)

Required Materials:

- CoC Scorecard (HMIS and Ending Homelessness Metrics) – Attach project's CoC Scorecard pulled from HMIS from reporting period 1/1/2022 – 12/31/2022 (N/A for YHDP Renewals)
- CoC Scorecard (CE Metrics) – Attach project's CoC Scorecard provided by SARA team for CE metrics from reporting period 1/1/2022 – 10/31/2022 (N/A for YHDP Renewals)
- CoC Scorecard Justification (optional) – Explain any discrepancies in the scorecard by uploading a narrative via Word or PDF. (N/A for YHDP Renewals)
- Download the [Renewal Narrative Attachment Word document](#) and follow the instructions to complete the narratives. It is recommended to use the Chrome browser to download.
- Policies and Procedures – Upload the project's policies and procedures.
- Confirmation – Confirm HUD application (Part I) has been submitted in *e-snaps*.

RENEWAL APPLICATIONS (CE AND HMIS)

[Click here to submit Renewal Application \(CE and HMIS\) through Survey Monkey](#)

Required Materials:

- Narratives – Download the [Renewal \(CE and HMIS\) Narrative Attachment Word document](#) and follow the instructions to complete the narratives. It is recommended to use the Chrome browser to download.
- Confirmation – Confirm HUD application (Part I) has been submitted in *e-snaps*.

Appendix B: FY23 TX-500 CoC Program NOFO Timeline

<p>July 5, 2023</p>	<p>2023 Housing and Urban Development Continuum of Care (CoC) Notice of Funding Opportunity (NOFO) Released Click here to access NOFO & HUD resources</p>
<p>Tuesday, August 1, 2023</p>	<p>Local Application Materials Released Application materials can be found on SARAH's website</p>
<p>Tuesday, August 1, 2023 11:30 – 12:30 pm</p>	<p>*REQUIRED* 2023 CoC Program Grant NOFO Virtual Conference – Renewals Only <i>Note this session is *required* for ALL renewal applicants</i></p>
<p>Friday, August 4, 2023 10:30 – 11:30 am</p>	<p>*REQUIRED* 2023 CoC Program Grant NOFO Virtual Conference – New Applicants <i>Note this session is *required* for ALL new applicants</i></p>
<p>August 7, 2022 – August 17, 2023</p>	<p>New Projects *REQUIRED* and Renewal Project Optional Technical Assistance Hours New project applicants are required to meet with SARAH prior to submitting a proposal. Click here to sign up for a time</p>
<p>Thursday, August 24, 2023 5:00 pm CST</p>	<p>Deadline for SARAH Technical Assistance Technical assistance questions must be submitted to chelseyviger@sarahomeless.org by the deadline, or they will not be reviewed</p>

<p>Friday, August 25, 2023 5:00 pm CST</p>	<p>2023 Local and E-snaps CoC Program Applications Due</p>
<p>Tuesday, September 5, 2023 – Monday, September 11, 2023</p>	<p>Independent Review Team Application Review and Project Ranking Process</p> <p>These sessions are closed to the public.</p>
<p>Tuesday, September 13, 2023 TBD</p>	<p>CoC Board of Directors Meeting Approval</p> <p>Project Applications, Scoring, and Ranking will be presented for approval</p>
<p>Wednesday, September 13, 2023 by 11:59PM CST</p>	<p>Notification Provided to Applicants</p> <p>SARAH will notify Applicants if their project has been included, reduced, or rejected along with changes needed to applications</p>
<p>Wednesday, September 13, 2023 – Monday, September 18, 2023 at 11:59 pm CST</p>	<p>Appeal Period</p>
<p>September 18, 2023 – September 20, 2023</p>	<p>Consolidated Application Public Comment Period</p>
<p>Friday, September 22, 2023</p>	<p>Applicants must resubmit e-snaps applications by this deadline</p>

**September 29, 2023
at 8:00PM CST**

**Final CoC Program Consolidated Application
Submission Deadline to HUD**