2018 COC NOFA
San Antonio/Bexar County Continuum of Care
SARAH, Collaborative Applicant
## Important Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start of Local CoC Competition</td>
<td>Thursday, June 26, 2018</td>
</tr>
<tr>
<td>Webinar – Information Session on NOFA Project Application Process</td>
<td>Thursday July 19: 1 pm – 2:30 pm</td>
</tr>
<tr>
<td>Deadline for Submission of Renewal Packages</td>
<td>Friday July 27, 5 pm CDT</td>
</tr>
<tr>
<td>Deadline for Submission of renewal applications in E-SNAPS</td>
<td>Friday July 27, 5 pm CDT</td>
</tr>
<tr>
<td>Deadline for Submission of new project applications in E-SNAPS</td>
<td>Friday, August 3, 8 pm CDT</td>
</tr>
<tr>
<td>Notification to applicants regarding whether project will be ranked – no later than</td>
<td>Friday August 31, 2018</td>
</tr>
<tr>
<td>Appeal Process</td>
<td>September 6-10</td>
</tr>
<tr>
<td>Full Draft of CoC application expected to be posted on CoC website</td>
<td>Monday, September 10</td>
</tr>
<tr>
<td>Application submitted to HUD</td>
<td>Wednesday, September 12</td>
</tr>
</tbody>
</table>
HUD NOFA Assistance Resources

https://www.hudexchange.info/programs/e-snaps/

General Project Application Information

How to Access the Project Application

Transferring an Existing Project: Identifies the steps recipients (i.e., grantees) and HUD Field Office staff need to take when projects are being transferred from one organization to another.

FY 2018 CoC Competition Project Application Templates: Not yet available.

How to Complete the HUD Form 2880 in e-snaps: Instructions for completing the HUD Form 2880 in the Project Applicant Profile and the individual Project Applications.

Applications for Housing and Services Project Funding

Renewal Project Application Detailed Instructions and Navigational Guide: (Not yet available)

Process for Completing Renewal Project Application Screens: (Not yet available)

Consolidating Eligible Renewals During the FY 2018 CoC Program Competition

New Project Application Detailed Instructions and Navigational Guide: (Not yet available)
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPRN</td>
<td>$10,985,326</td>
</tr>
<tr>
<td>ARD</td>
<td>$8,867,223</td>
</tr>
<tr>
<td>Tier 1 (94%)</td>
<td>$8,335,190</td>
</tr>
<tr>
<td>Bonus</td>
<td>$659,120</td>
</tr>
<tr>
<td>DV Bonus</td>
<td>$1,098,533</td>
</tr>
<tr>
<td>Reallocated funding</td>
<td>approx. $842,000</td>
</tr>
</tbody>
</table>
Maximum potential new funds for all project types: $2,599,653

Maximum potential funds for DV Dedicated projects: $1,098,533

Maximum potential funds for non-DV Dedicated: $1,501,120
What’s new for 2018

• Transition grants,
• Domestic Violence bonus project(s),
• Consolidation of up to four projects,
• Bonus and reallocation,
• Tier 1/Tier 2,
• Ranking – including bonus process
Transition Grant

- Eliminate whole project(s) to create new PH-PSH, PH-RRH, Joint TH and PH-RRH – grantee does not change
- New project created after transition must be an eligible new project under NOFA
- Change program component without having to close out the prior grant and start up an entirely new grant – ideal for voluntary reallocation
- No more than 50% of each transition grant may be used for costs of eligible activities of the program component originally funded
- Must meet all FY 2018 CoC Program Competition eligibility and threshold requirements
- Project will have 1 year to fully transition from the original component
- Transition grants cannot use the consolidation process
• CoC may apply for up to 10 percent of its Preliminary Pro Rata Need (PPRN)

• Three possible project types:
  • RRH for families and individuals
  • Joint TH-RRH that exclusively serves DV survivors
  • SSO – CE project to provide coordinated entry services specific to needs of DV survivors

• Program must solely serve survivors of domestic violence, dating violence, and stalking and must follow Housing First

• One year grant only

• Scored separately based on need in the CoC for the DV project – shown in CoC application – and experience of applicant in serving DV survivors
2018 CoC Bonus

- Replaces permanent housing bonus
- Any new project type is eligible
  - PSH – dedicated and DedicatedPLUS
  - RRH – serving families and individuals – literally homeless
  - Joint TH-RRH – limited populations
- HMIS expansion
- SSO for Coordinated Entry
- Maximum amount is 6% of FPRN
- Can be one or more projects – ranked according to CoC policy
Expansion Projects

- May be applied for under Bonus, DV Bonus or reallocation
- Can only be 1 year grants
- Expand existing project to increase – must demonstrate expansion
  - Number of units
  - Persons served
  - Services provided to existing program participants
  - Add activities to HMIS and SSO-CE
- Cannot apply for capital funds as an expansion of an existing project
- Must identify with grant #, project that is being expanded
- Not replacing other funding source
Consolidations

- Current renewal projects where the projects are the same component (PSH for example) and same grantee are encouraged by HUD to consolidate
- Must submit a separate renewal application for each grant as well as a single, NEW, consolidated application
- Budget Line Items (BLI) for the consolidated project must exactly match the sum of the BLIs for each individual project
- Projects are in good standing with HUD
- New project date will = date of earliest expiring grant
- Confirm eligibility for consolidation with HUD Field Office
Reallocated Funds

Any eligible organization may apply

Eligible activities:

- Groups new to CoC funding are encouraged to apply

- New Permanent Supportive Housing
  - Dedicated to chronic or DedicatedPLUS
  - Rapid Rehousing for families, individuals, unaccompanied youth
    - Expanded eligibility pool
  - Joint TH-RRH Projects
    - Same eligible population as RRH
Eligible New Projects – Permanent Supportive Housing

Population:
- 100% must meet definition of DedicatedPLUS or
- All units must be dedicated to Chronic Homeless
- CoC need is for PSH for single adults

Program:
- Referrals from coordinated entry
- Housing First

Allowable Activities
- Acquisition/ Rehabilitation/New Construction
- Operations Costs
- Leasing
- Rental Assistance – tenant, sponsor, project
- Supportive Services
- Administration
- HMIS
Note on Rental Assistance

- Actual funded amount will be adjusted based on changes in FMR.
- Must apply for 100% of the FMR for each unit requested.
Eligible Populations DedicatedPLUS

- Chronic homeless
- Residing in TH being eliminated and were CH on entry
- Literally homeless now but were in a PH project within the last year and were CH on entry to that PH project
- In TH component of Joint TH/RRH and were CH on entry to that project
- Has been homeless for 12 months in last 3 years but has not had 4 separate occasions
- Participant in VA homeless programs and met one of above criteria on entry into VA program
Permanent Housing – Rapid Rehousing

- Population
  - Homeless families and individuals – including unaccompanied youth
  - Referral through coordinated entry

- Eligible groups:
  - Category 1 – Streets/shelters
  - Category 4 – DV
  - Residing in TH project being eliminated
  - Residing in TH component of joint TH-RRH
  - Participant in VA program and met above on entry to VA
Eligible populations:

- Category 1 – Streets/shelters
- Category 4 – DV
- Residing in TH project being eliminated
- Residing in TH component of joint TH-RRH
- Participant in VA program and met above on entry to VA

Program:

- Ensure sufficient RRH assistance by allocating twice as many units/resources to RRH
- Must follow Housing First

Eligible activities:

- Leasing or operating costs for TH
- Short or medium term tenant based rental assistance
- Supportive Services
- HMIS
- Admin
Describe

• Population/sub-population to be served
• Type of housing to be provided [meets needs of participants]
• Services to be provided [will ensure successful housing placement and retention]
• Plan to access mainstream benefits
• Budget activities requested – MUST provide description of budget line items
Admin and Indirect Costs

- Providers may request admin fees of up to 10% for new projects; renewals should renew with existing admin level
- Providers may request Indirect Costs
  - Will not change total grant amount or budget lines
  - Federally approved rate or 10%
- If chosen, this methodology must be used consistently for all federal awards until the entity chooses to submit an indirect cost rate proposal and negotiate for a rate
- Applicant seeking indirect costs funding must assure that costs charged to the indirect rate are not double billed as direct costs.
Renewals Grants Scored based on:
- CoC scorecard
- Housing First Expenditures, CoC Participation, and CoC Wellness Checkup
- Renewals may receive up to 150 points

First time renewals scored based on:
- Fiscal – policies and procedures, audit, and drawdowns
- Program: Housing First, written P&P
- Readiness: spending/start-up plan, CoC wellness, outreach plan and plan for engaging property owners

Rating and Ranking Tool – new projects may receive up to 100 points – Transition/Voluntary
Tool can be found here: https://www.hudexchange.info/resource/5292/project-rating-and-ranking-tool/
## Eligible applicant

- Active SAM registration
- Valid DUNS number
- No outstanding delinquent Federal debts
- No debarments or suspensions
- Provided evidence of eligibility – nonprofit status

## Project

- Demonstrated cost effective – similar to other projects in locality
- Demonstrate HMIS participation
- Can meet timeliness and other requirements
- Is consistent with Consolidated Plan

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**New Project Threshold Review**
### Scoring Factors for New Projects

<table>
<thead>
<tr>
<th>Experience</th>
<th>Design of Housing and Supportive Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working with proposed population</td>
<td>Understands needs of homeless people served</td>
</tr>
<tr>
<td>Experience with Housing First</td>
<td>Proposed housing meets needs of people to be served</td>
</tr>
<tr>
<td>Experience in effectively using Federal Funds</td>
<td>Type and scale of supportive services meet participant needs</td>
</tr>
<tr>
<td></td>
<td>Show how clients will access mainstream benefits</td>
</tr>
<tr>
<td></td>
<td>Establish performance measures that are objective and meet or exceed HUD standards</td>
</tr>
<tr>
<td></td>
<td>Shows how participants will be able to increase income and employment</td>
</tr>
<tr>
<td></td>
<td>Has a plan to rapidly secure and maintain permanent housing</td>
</tr>
</tbody>
</table>
New Project Scoring (2)

- **Timeliness**
  - Provide schedule of activities for first 60, 120, and 180 days after grant execution

- **Financial**
  - Cost-effective compared to CoC average for program type
  - Audit – no findings, agency is ‘low-risk’, no exceptions to standard practices
  - Match is documented
  - Budgeted costs are reasonable, allocable and allowable

- **Effectiveness**
  - Referrals come from coordinated entry
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renewal grants</td>
<td>Ranked according to renewal evaluation score – 150 possible points</td>
</tr>
<tr>
<td>First time renewals and those</td>
<td>Scored with separate factors – 150 possible points – project readiness</td>
</tr>
<tr>
<td>without a full year operations</td>
<td></td>
</tr>
<tr>
<td>New projects</td>
<td>Scored on a 100 point scale</td>
</tr>
<tr>
<td></td>
<td>High quality new projects may be ranked above renewals</td>
</tr>
</tbody>
</table>
HUD Resources to Assist

- [https://www.hudexchange.info/programs/e-snaps/](https://www.hudexchange.info/programs/e-snaps/)


Important Dates

- **Renewal application packages due:**
  - July 30, 2018

- **Renewal applications submitted in esnaps:**
  - July 30, 2018

- **New project applications submitted in esnaps:**
  - August 3, 2018

- **Written notification provided to all applicants**
  - No later than August 31, 2018
New Application Process

• Create organizational profile in esnaps
• Register for the new project application FY 2018
• Complete a new project application in esnaps
• Submit to the TX-500 CoC by the posted deadline
• IRT will review applications, highest scoring will be included in CoC application
• Accepted and rejected applicants will be informed by deadline
• HUD will make final selection – based on compliance and ranking
Getting Started In Esnaps – esnaps.hud.gov

Welcome to e-snaps

Welcome to E-snaps! E-snaps is the application for... The E-snaps system is to be used by an Administrator. You may also use the links in each section.

If you are not yet an authorized user, and the information collection requirements of the agency may not collect this information, it will be submitted in accordance with...

Selection of applications for funding under Program funding round. The information

CoC Program Registration:

Create profile on esnaps home screen
Requires:
- Valid email address
- User name
- Password
Organizations New to ESNAPS

- To establish a new applicant in ESNAPS you need: Name of Organization, DUNS Number for the organization. All Project Applicants are required to have a Data Universal Numbering System (DUNS) Number and registration with the System for Award Management (SAM).
Users new to Esnaps

If new to Esnaps, must create a profile (requires a username, valid email, and a password)

Click on paperclip to add registrants to organization’s esnaps account
All Applicants should have at least two persons who can access Esnaps account
Applicant Profile

- All projects will need to update or complete applicant profile
- If more than $200,000 in total funding in this competition, must list each project on the SF 2880 in applicant profile

1. Click on Applicants

2. Click on orange folder to open applicant profile. All applicant profiles MUST be updated during competition period.

For detailed instructions, see the Project Applicant Profile Navigational Guide on the CoC Program Competition Resources page at https://www.hudexchange.info/programs/e-snaps/.
To Edit Applicant Profile

1. Click on Submission Summary

2. Click ‘edit’ to complete 2880 and update profile
Complete Applicant Profile

Click 'complete' to finish applicant profile
Funding Opportunity Registration

1. Select "Funding Opportunity Registrations"

2. Confirm the correct Applicant listed in the field

3. Note Funding Opportunity Name

4. Select "Register" icon
To Create a Project for 2018

1. Click on ‘Projects’

2. Filter for correct project type, new 2018

- Click on ‘Projects’
- Filter for correct project type, new 2018
- Click on ‘+’ button to open up new project screen
Adding a New Project in Esnaps

Click on ‘add’ icon to create and name new project
New Project appears here

Enter the Project Name. e-snaps will assign a Project Number.

Project Name: Organization – Project name – FY 2018
Select "Submissions"

Use the Filters to find the project name

Find project you have just named
Must complete SF 424 before Project Application Opens

Provide information on applicant

Complete required Federal declarations and disclosures

Data from SF 2880 prepopulates from applicant profile

Project start date in CY-2019 – End date in CY 2020
Subrecipients must be eligible applicants in the CoC program – nonprofit documentation must be attached to the project application
1a and 1b determine which CoC receives the project application when submitted in e-snaps.

4. Component Type determines questions on other screens.

4a. Only if you selected "PH" as the Component Type, select "PSH" or "RRH".

Transition Projects. If "yes," identify expiring grant(s).
MUST address these issues:

- Target population, plan for meeting housing and service needs, expected outcomes, coordination with other organizations, and why CoC funding is needed.
New PSH projects must select either dedicated or DedicatedPLUS.
Expansion Projects
Identify project being expanded and what the expansion is

If “No,” the fields with the Renewal data do not appear, but question 3 appears.

Depending on which items are selected in question 3, new questions will appear below it.
**Make sure target population is eligible!**

The following chart identifies which categories of participants are eligible for different types of projects.

<table>
<thead>
<tr>
<th>Category</th>
<th>PH-PSH</th>
<th>PH-RRH</th>
<th>Joint TH &amp; PH-RRH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directly from the street or other locations not meant for human habitation</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Directly from emergency shelters</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Directly from safe havens</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Persons fleeing domestic violence</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Directly from transitional housing eliminated in the FY 2018 CoC Program Competition</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Directly from the TH Portion of a Joint TH and PH-RRH Component project</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Persons receiving services through a Department of Veterans Affairs (VA)-funded homeless assistance program (eligible for JOINT projects if from TH or Emergency Shelters)</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Persons at imminent risk of losing their night time residence within 14 days, have no subsequent housing identified, and lack the resources to obtain other housing (TH and SSO projects only)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Directly from transitional housing</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
**New Projects:**
Possible Component Types and Eligible Activities

<table>
<thead>
<tr>
<th></th>
<th>PH (PSH)</th>
<th>PH (RRH)</th>
<th>Joint TH/PH-RRH</th>
<th>SSO-CE</th>
<th>HMIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition/</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rehabilitation/New Constructions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leased Units</td>
<td></td>
<td></td>
<td>Leased Units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leased Structures</td>
<td></td>
<td></td>
<td>Leased Structures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Assistance</td>
<td></td>
<td>Rental Assistance</td>
<td>Rental Assistance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supportive Services</td>
<td></td>
<td>Supportive Services</td>
<td>Supportive Services</td>
<td></td>
<td></td>
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<tr>
<td>Operations</td>
<td></td>
<td></td>
<td>Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HMIS</td>
<td>HMIS</td>
<td></td>
<td>HMIS</td>
<td></td>
<td>HMIS</td>
</tr>
</tbody>
</table>
Indirect Costs

* 3. Does this project propose to allocate funds according to an indirect cost rate? [Yes]

Indirect cost rate proposals should be submitted as soon as the applicant is notified of a conditional award. Conditional award recipients will be asked to submit the proposal rate during the e-snaps post-award process.

Applicants with an approved indirect cost rate must submit a copy of the approval with this application.

* a. Please complete the indirect cost rate schedule below:

<table>
<thead>
<tr>
<th>Administering Department/Agency</th>
<th>Indirect Cost Rate</th>
<th>Direct Cost Base</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The applicant must complete at least one row in the indirect cost rate schedule.

* b. Has this rate been approved by your cognizant agency? [select --]

* c. Do you plan to use the 10% de minimis rate? [select --]
Submitting Project Application

• Screen 8B – Submission Summary

• If submit button is ‘live’, you may submit

• If it is not live, look for ‘x’s’ instead of checkmarks and review notes on bottom of summary screen

• Application is submitted to the CoC NOT HUD.

• Project is submitted to HUD when it is included on the Project Priority list

• All projects must be consistent with the relevant Consolidated Plan