



FY2018 HUD CoC Competition Beginner Training

Presented by
Karen Kowal & Christophe Valcourt
July 9, 2018 – 12:30pm-2:30pm

Learning Objectives

- Understand context around the Renewal Project Application and the CoC Competition process
- Introduction to HUD Exchange resources and resources needed to complete the Renewal Project Application
- Understand how to complete the Renewal Project Application for FY2018 HUD CoC Competition



Welcome

- Our staff:
 - Dave Thomas, Vice President of Community Partnerships
 - Karen Kowal, CoC Director of Programs
 - Elizabeth Perez, Program Manager
 - Renee Crolus, Senior Program Manager
 - Christophe Valcourt, Program Associate
- You:
 - Name
 - Agency
 - Title or Role
 - How familiar are you with the HUD CoC Competition?
 - Type of HUD CoC funded project



Agenda

- Common Terms & Acronyms
- Today's funding environment
- Process, Deadlines and Resources
- Intro to e-snaps
- Accessing the Project Application
- How to Submit



Common Terms and Acronyms

- U.S. Dept. of Housing and Urban Development (HUD)
- Continuum of Care (CoC)
- Notice of Funding Availability (NOFA)
- Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act
- Collaborative Applicant (CA)
- Grant Inventory Worksheet (GIW)
- Homeless Management Information System (HMIS)
- Agency Technical Administrator (ATA)
- Annual Performance Report (APR)



Common Terms and Acronyms

- HUD Component Types
 - Permanent Housing (PH)
 - Permanent Supportive Housing (PSH)
 - Rapid Rehousing (RRH)
 - Joint TH PH-RRH
 - Safe Haven (SH)
 - Transitional Housing (TH)
 - Supportive Service Only (SSO)
 - Coordinated Assessment SSO



Additional Context

Opening Doors: Federal Strategic Plan to Prevent and End Homelessness

- End Chronic Homelessness by 2017
- End Homelessness for Families and Youth by 2020

Plan 2.0: Chicago's Plan to End Homelessness

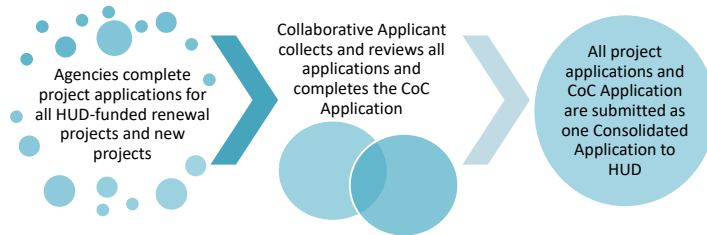


Today's Environment

- HEARTH Act
 - CoC Interim Rule or [24 CFR Part 578](#)
- Federal Appropriations
- National CoC Program Competition
- Emphasis on system performance



Process



Deadline for project applications to be in eSnaps: August 15th
Deadline for consolidated application for HUD: September 18th



Important Process Note

- The Project Applications are due in e-snaps 30 days prior to deadline
- The CoC Consolidated Application is due to HUD on September 18, 2018.
- HUD may issue up to two conditional funding announcements.
 - Similar to last year, if you have a start date in the first quarter of the year, you may need to plan ahead to continue operating your grant without drawing down money from HUD for a few months.

Deadlines

- **July 18th by 12pm – Applicant Profile and Project Application First Drafts Due via Survey Gizmo**
- **August 3rd by 12pm – Project Application Second Drafts Due in e-snaps**

This timeline has been established based on HUD requirements.

No deadline extensions will be granted.



Important Changes

- The Renewal Project Applications this year functions the same as in FY 2017
 - Ability to import data from FY 2017
 - Screens will look differently depending on whether project chooses to import data or not
- Prepopulating Forms
 - HUD 2880
 - HUD 50070 - Certification for Drug-Free Workplace
 - SF LLL Disclosure of Lobbying
- Permanent Supportive Housing Projects
 - DedicatedPLUS
 - CoC Board Approval
- Eligibility Requirement Changes – RRH

Important Changes

Transition Grants

- The FY 2017 Appropriations Act established the ability of renewal projects to transition from one CoC Program component to another during the CoC Program Competition.
- Opportunity is available in FY 2018 NOFA
- Up to 50% of Grant towards costs under the previous grant for the first year.
- Good option for projects that are underperforming based on the local evaluation tool.
- Q&A Session on July 10th.



Important Changes

Who should consolidate?

Eligibility for consolidating projects

To be eligible for consolidation, renewal projects must meet all three of the conditions below:

- The grant period must expire in Calendar Year (CY) 2019, as confirmed on the FY 2018 Final GIW on the GIW Reports page
- The projects must be consolidated under the same recipient
- The projects must both have the same component and project type (i.e., PH-PSH, PH-RRH, Joint TH/PH-RRH, TH, SSO, SSO-CE or HMIS)



Important Changes

- Renewal Grant Consolidation <https://www.hudexchange.info/resources/documents/Consolidating-Eligible-Renewals-for-FY-2018-CoC%20Program-Competition.pdf>



Important Changes

- Renewal Grant Consolidation



HUD Resources

- <https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notice>

FY 2018 Continuum of Care (CoC) Program Competition: Funding Availability

Page Description	Supporting Resources	Funding Opportunity	Due Dates
The new version of HUD Form 2880 is available for FY 2018. Download HUD Form 2880 (PDF) (2/1/18)	<ul style="list-style-type: none"> • Continuum of Care (CoC) Application Manual • Continuum of Care (CoC) Application Manual • HUD Form 2880 	<ul style="list-style-type: none"> • FY 2018 CoC Program Competition • FY 2018 CoC Program Competition • FY 2018 CoC Program Competition 	<ul style="list-style-type: none"> • FY 2018 CoC Program Competition • FY 2018 CoC Program Competition • FY 2018 CoC Program Competition

Find by Resource Type	NOFA and Notices
<ul style="list-style-type: none"> • NOFA and Notices • NOFA and Notices • NOFA and Notices 	<ul style="list-style-type: none"> • FY 2018 CoC Program Competition • FY 2018 CoC Program Competition • FY 2018 CoC Program Competition



Project Application Instruction Guides

1. Click Here

Submitting Applications for Project Funding
Resources for project applicant organizations who intend to apply for project funding, including renewals, new projects, CoC Planning funds, and UFA funds.

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)
Project Application Appeal Process Navigational Guide for Solo Projects: (Not yet available)

2. Click on the available Instruction Guides.



e-snaps Resources

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

CoC Program Competition Resources
The CoC Program awards funding primarily based on a competitive process. Grant awards are made to eligible organizations that submit timely and complete applications. HUD provides information and guidance to eligible organizations that represent CoC and submit applications for CoC funding.

Click on the headings in the gray boxes below to expand the resources below them:

- Updating CoC and Project Applicant Information**
Resources for updating applicant profiles, renewal for organizations with funding, those that intend to apply for funding, and Collaborative Applicants.
- Registering the Continuum of Care (only for the CoC)**
Resources for CoC Registration and CoC Renewal, specific for the Collaborative Applicant.
- Submitting the CoC Consolidated Application**
Resources for Collaborative Applicants to assist with the CoC Consolidated Application, which consists of the CoC Application and the CoC Priority Listing.
- Submitting Applications for Project Funding**
Resources for project applicant organizations who intend to apply for project funding, including renewals, new projects, CoC Planning funds, and UFA funds.
- How To: Technical Guides**
Resources for all e-snaps users to assist with e-snaps technical functions.

Login
@ HUDX@EIP
Select this link to access the login page. If you are a Project Applicant, you will need to create a profile. From the e-snaps page, click on the Login link.

Programs, Reports, and Prior Funding
CoC Continuum of Care Program
CoC Program Competition Archive
CoC Funding Awards and Allocations

Project Application Resources

Log-in Link



Resources

- <https://www.allchicago.org/COC/COCProgramCompetition>

FY2018 HUD CoC PROGRAM COMPETITION

NOFA Information

You can download the [FY 2018 NOFA Information](#) document here. Project application deadlines are listed below:

Project Application First Drafts Due: **Wednesday, July 18 by noon**
 Feedback on First Drafts Sent to Agencies: **Tuesday, July 31**
 Project Application Second Drafts Due in e-snaps: **Friday, August 3 by noon**
 Feedback on Second Drafts Sent to Agencies: **Friday, August 10**
 HUD Deadline for Project Applications: **Wednesday, August 15**

Project Application Trainings

FY2018 Project Application Training - Webinar
 This training will provide an overview of the FY2018 Project Application for the HUD CoC Competition. This training is general based **to individuals who have previous experience submitting a CoC Project Application.**

When: Monday, July 9 from 9:30am - 11:30am
[Register here](#)

FY2018 Project Application Training - In Person
 This training will provide a detailed overview of the FY2018 Project Application for the HUD CoC Competition. This training is general based **to individuals who have not previously submitted a CoC Project Application or who are unfamiliar with e-snaps, multi grant management application system.**

When: Monday, July 9 from 12:30pm - 2:30pm
 Where: All Chicago 2651 W. Washington, Suite 504
[Register here](#)

Transition Grant GMA Session
 The FY2018 Appropriation Act established the ability of renewal projects to transition from one CoC Program component to another during the CoC Competition. This GMA is for Transitional Housing HUD CoC grant recipients that wish to pursue this opportunity in the FY2018 HUD CoC Competition. All Chicago will discuss opportunities identified in the NOFA as well as next steps.

When: Tuesday, July 10 from 1pm - 2pm
 Where: All Chicago 2651 W. Washington, Suite 504
[Register here](#)



Resources: All Chicago Staff

When to Use HUD Resource	When to Use All Chicago Resources
(Virtual Help Desk, Training Modules, FAQ's)	(All Chicago Staff)
<ul style="list-style-type: none"> • E-snaps Technical Problems • Being locked out of e-snaps • System running slowly • Accessing problems in e-snaps • Cannot remember how to access the applicant profile or find application in e-snaps 	<ul style="list-style-type: none"> • E-snaps non-technical problems • Unsure about project budget amounts • Unsure about funding policies set by the CoC Board of Directors • Accessing problems in SurveyGizmo • Questions about submitting your applications to All Chicago Staff • Information about deadlines

For assistance from All Chicago staff, email CoCPrograms@allchicago.org.



Project Applications Steps



4 Steps of the Project Application

1. Project Applicant Profile
2. Funding Opportunity Registration
3. Create Project Application
4. Access Application through Submissions



Step 1: Completing Applicant Profile

- There is a separate set of instructions for creating the Applicant Profile:

<https://www.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf>

- **PLEASE NOTE:** The Applicant Profile must be updated before starting the application process! Only after doing so will a Project Applicant be able to advance successfully to the Project Application in e-snaps.



Step 1: Completing Applicant Profile

- Putting the Applicant Profile in "edit mode"



One of the requirements for the CoC Program Competition is the completion of the Applicant Profile. In order to meet that requirement, the "Complete" button must be selected within the timeframe of the competition period.

Therefore, when you log in for the first time after the CoC Program Competition period opens, even if there is a statement "This e Form has been marked as complete," you MUST put the forms in edit-mode and select the "Complete" button again.

- Edit button will appear on the "Submission Summary" Screen
- For some users, it may already be in "edit-mode", in which case a "Complete" button will appear
- Once edits are complete, select "Complete" button again



Step 1: Completing Applicant Profile

- Review the following sections
 - Profile Type
 - Employer or Tax Identification Number
 - DUNS number
 - Organization Information
 - Contact Information
 - Authorized Representative
 - Alternative Contact
 - Additional Information
 - Congressional districts
 - Code of Conduct

https://www.hud.gov/program_offices/spm/gmom/gmt/grantsinfo/conduct



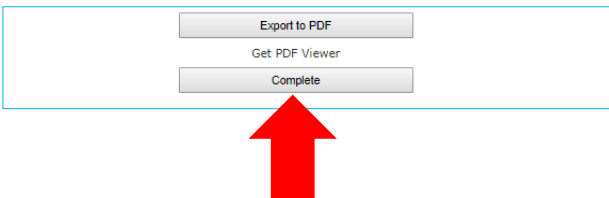
Step 1: Completing Applicant Profile

- Attachments
 - HUD Form 2880 – No longer an attachment
 - This form is an e-snaps section
 - Amount of HUD Assistance Requested/Received will prepopulate once project application(s) are complete
 - Survey on Equal Employment Opportunity
 - For all nonprofit organizations
 - Must submit a new attachment with a new current date
- Attachments previously uploaded prior to the opening of competitions may not be available



Step 1: Completing Applicant Profile

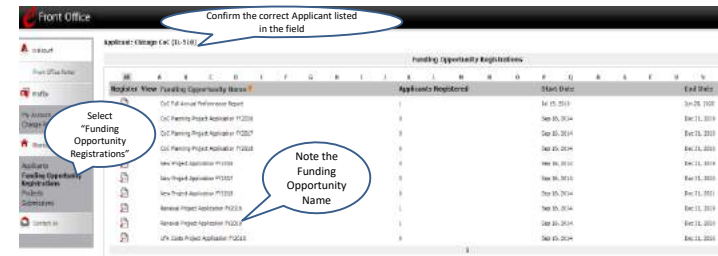
- Submission Summary
 - Ensure "Please Complete" areas are completed
 - Once edits are complete, select "Complete" button again



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Step 2: Funding Opportunity Registration

- Navigate to the "Funding Opportunity Registrants" Workspace
- Click on  next to "Renewal Project Application FY2018"



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Step 2: Funding Opportunity Registration

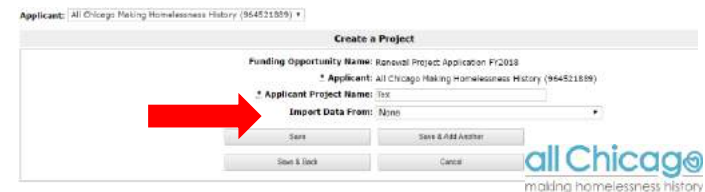
- Click "Yes"
- Wait for the screen to refresh
- Click "back" once the screen refreshes and indicates you are registered



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Step 3: Create Projects

- Move to "Projects" from the left-hand menu
- Select "Renewal Project Application FY2018" from the Funding Opportunity Name dropdown
- Once the screen refreshes, it will appear empty
- Click on the  icon to add your project
- Enter the project name **EXACTLY as it appears on the Grant Inventory Worksheet** and your HUD contracts



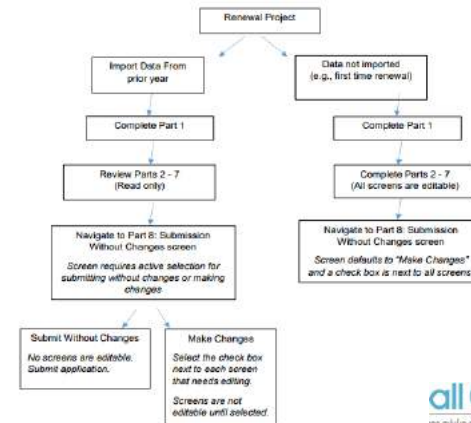
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Step 3: Importing Data

- Renewal Projects have the option to import data OR not import
- HUD recommends importing data, but must REVIEW
- Different screens will show depending on what is selected
- Import Data
 - Will be unable to edit most of the application screens until navigate to “Submission without changes” screen
 - Must select “Make Changes”
 - Shown above “Submission Summary” screen in the project application

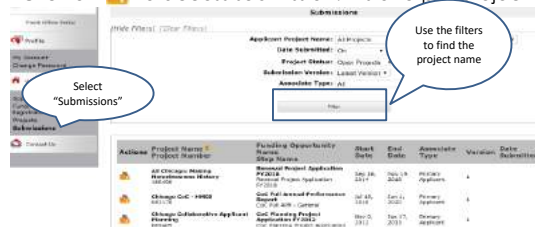


Step 3: Importing Data



Step 4: Submission

- Navigate to the “Submissions” Workspace
- Can utilize the filter OR sorting functions to find the correct submission
- Search for **“Renewal Project Application FY 2018”**
- Click on to access submission. It's one per project



Project Application

Before Starting

Part 1 - Forms

- 1A. SF-424 Application Type
- 1B. SF-424 Legal Applicant
- 1C. SF-424 Application Details
- 1D. SF-424 Congressional District(s)
- 1E. SF-424 Compliance
- 1F. SF-424 Declaration
- 1G. HUD-2880
- 1H. HUD-50070
- 1I. Cert. Lobbying
- 1J. SF-LLL

The Project Application is divided into 8 parts

1. Prepopulated Forms
 - a. SF-424 Application Type
 - b. SF-424 Legal Applicant
 - c. SF-424 Application Details
 - d. SF-424 Congressional Districts
 - SF-424 Compliance
 - SF-424 Declaration
 - HUD 2880
 - HUD 50070
 - Certification of Lobbying
 - SF-LLL



- Part 2 - Recipient and Subrecipient Information
 - 2A. Subrecipients
 - 2B. Recipient Performance
- Part 3 - Project Information
 - 3A. Project Detail
 - 3B. Description
- Part 4 - Housing, Services, and HMIS
 - 4A. Services
 - 4B. Housing Type
- Part 5 - Participants and Outreach Information
 - 5A. Households
 - 5B. Subpopulations
 - 5C. Outreach
- Part 6 - Budget Information
 - 6A. Funding Request
 - 6D. Match
 - 6E. Summary Budget
- Part 7 - Attachment(s) & Certification
 - 7A. Attachment(s)
 - 7B. Certification
- Part 8 - Submission Summary
 - Submission Without Changes
 - 8B Summary

Project Application

The Project Application is divided into 8 parts

2. Recipient and Subrecipient Information
3. Project Information
4. Housing Services and HMIS
5. Participants and Outreach Information
6. Budget Information
7. Attachments & Certification
8. Submission Summary



Project Application Part 1: SF-424 – Application Type

- Verify Fields 1, 2 and 3 – Prepopulated and cannot be changed
- Federal Award Identifier (5b): the first 6 digits of the grant number listed in the GIW
- Be sure to check off confirmation of Federal Award Identifier

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

This is the first 6 digits of the Grant Number, known as the FDI, that will also be indicated on Screen 2A Project Detail. This number must match the first 6 digits of the grant number on the HUD approved Grant Inventory (Attachment GIW).

Check to confirm that the Federal Award Identifier has been updated to reflect the most recently awarded grant number



Project Application Part 1: SF-424

- Verify Fields 9, 10, 11, and 12
- Field 9 is pre-populated from the Applicant Profile
- Fields 10, 11 and 12 are pre-populated and cannot be edited
- Leave field 13 blank



Project Application – Part: SF-424

1D. Congressional District(s)

- Field 14: Select State → Illinois
- Field 15, 16a: Pre-populated
- Field 16b: Select Congressional Districts in which project operates
- Field 17: Enter project's operating start and end dates
- **NOTE:** A project renewing **must** have a proposed **start date in CY 2019** and **end date in CY 2020.**



17. Proposed Period

18. State (dropdown)

19. End State (dropdown)

14. Congressional District(s)

15. Applicant

16. Address

17. Start Date

18. End Date

19. Program Area(s)

20. Title



Project Application – Part: SF-424

1E. Compliance

- Question 19. Must select "b. Program is subject to E.O 12372 but has not been selected by the State for review"
- Question 20. Please answer "Yes" or "No"

The screenshot shows a form titled "1E. SF-424 Compliance". Question 19 asks: "Is the Application Subject to Review By State Executive Order 12372 Process?" with a dropdown menu. Question 20 asks: "Is the Applicant delinquent on any Federal debt?" with a dropdown menu and a text box for explanation. Navigation buttons "Back & Save", "Save", "Save & Exit", "Done", "Next", and "Check Saving" are visible at the bottom.



Project Application Part 1: HUD 50070

1H. HUD 50070 – Certification for a Drug Free Workplace

- Previous years was an attachment
- Select the box stating that you certify the information is accurate

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)



Project Application Part 1: HUD 2880

1G. HUD 2880

- Previous years was an attachment
- Prepopulated information from Applicant Profile – ensure accurate
 - If any information is incorrect, must be corrected in Applicant Profile
- Select the box stating that you certify the information is accurate

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional nondisclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

I AGREE:



Project Application Part 1: SF-LLL

1J. SF-LLL

- Previous years was an attachment
- Select whether this CoC grant participates in federal lobbying activities

The screenshot shows a form with a question: "Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (including a political administration or program) in connection with the CoC Program?" with a dropdown menu. A callout box points to the dropdown with the text: "Select 'Yes' or 'No' to reveal additional questions". Below the question is the "Authorized Representative" section with fields for First Name, Middle Name, Last Name, Suffix, Title, Telephone Number, Fax Number, and Email.



Part 2: Recipient/Subrecipient Information

- This section must be completed if your agency receives funds and then re-grants the funds to other agencies
- This may not be applicable for your grant, however, if you need assistance, please contact us

2A. Project Subrecipients

This form lists the subrecipient organization(s) for the project. To add a subrecipient, select the icon. To view or update subrecipient information already listed, select the option.

Total Expected Sub-Awards:

[Show Filters](#) [Clear Filters](#)

Delete	View	Organization	Type	Type	Sub-Award Amount
This list contains no items.					



Part 2b: Recipient Performance

- Mandatory fields marked with an asterisk (*)

Recipient Performance

* 1. Has the recipient successfully submitted the APR on time for the most recently expired grant term related to this renewal project request?

* 2. Does the recipient have any unresolved HUD Monitoring and/or OIG Audit findings concerning any previous grant term related to this renewal project request?

* 3. Has the recipient maintained consistent Quarterly Drawdowns for the most recent grant term related to this renewal project request?

* 4. Have any Funds been recaptured by HUD for the most recently expired grant term related to this renewal project request?



Part 2b: Recipient Performance

- Mandatory fields marked with an asterisk (*)

Recipient Performance

* 1. Has the recipient successfully submitted the APR on time for the most recently expired grant term related to this renewal project request?

Explain why the APR for the most recently expired grant term related to this renewal project request has not been submitted.

* 2. Does the recipient have any unresolved HUD Monitoring and/or OIG Audit findings concerning any previous grant term related to this renewal project request?

Explain why the findings are unresolved.

* 3. Has the recipient maintained consistent Quarterly Drawdowns for the most recent grant term related to this renewal project request?

Explain why the recipient has not maintained consistent Quarterly Drawdowns for the most recent grant term related to this renewal project request.

* 4. Have any funds been recaptured by HUD for the most recently expired grant term related to this renewal project request?

Explain the circumstances that led HUD to recapture funds from the most recently expired grant term related to this renewal project request.



Part 3A: Project Detail

3A. Project Detail

2a. CoC Name and Number
★ **IL 510-Chicago**

2b. CoC Applicant Name:
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4. Project Status
Standard

5. Component Type
TH, SH, SSO or PH

6. Title V: Select Yes or No

3. Project Name:

* 4. Project Status:

* 5. Component Type:

* 6. Does this project use one or more properties that have been conveyed through the Title V process?



Part 3B: Project Description

- Project Description: Describe the project at full operational capacity. Narrative must describe **ALL** of the following:
 - Describe need
 - Identify target population – who are you serving?
 - Project plan – project type, beds/units, setup, etc.
 - Project Outcomes – performance outcomes expected
 - Coordination with other providers – linkages, services, etc.
 - Reason why HUD dollars are needed
- Can reference other parts of application to meet character limit
- **Make sure information does not conflict with other parts of the application (i.e. bed numbers are same or population served remains consistent)**



Part 3B: Project Description

- Specific Population: Select “Yes” if your project has one or more of the following
 - Special capacity in its facilities
 - Program designs
 - Tools
 - Outreach
 - Methodologies for specific populations
- **Make sure information does not conflict with other parts of the application**



Part 3B: Project Description

3B. Project Description

* 1. Provide a description that addresses the entire scope of the proposed project.

* 2. Does your project have a specific population focus? Yes

* 2a. Please identify the specific population focus. (Select ALL that apply)

<input type="checkbox"/> Chronic Homeless	<input type="checkbox"/> Domestic Violence
<input type="checkbox"/> Veterans	<input type="checkbox"/> Substance Abuse
<input type="checkbox"/> Youth (under 25)	<input type="checkbox"/> Mental Illness
<input type="checkbox"/> Families with Children	<input type="checkbox"/> HIV/AIDS
	<input type="checkbox"/> Other
	<small>(Click "Save" to Update)</small>
Others: <input type="text"/>	



Part 3B: Project Information

- Housing First

3. Housing First

* 3a. Does the project quickly move participants into permanent housing?

* 3b. Does the project ensure that participants are not screened out based on the following items? Select all that apply.

<input type="checkbox"/> Having too little or little income	<input type="checkbox"/>
<input type="checkbox"/> Active or history of substance use	<input type="checkbox"/>
<input type="checkbox"/> Having a criminal record with exceptions for state-mandated restrictions	<input type="checkbox"/>
<input type="checkbox"/> History of victimization (e.g. domestic violence, sexual assault, childhood abuse)	<input type="checkbox"/>
<input type="checkbox"/> None of the above	<input type="checkbox"/>

* 3c. Does the project ensure that participants are not terminated from the program for the following reasons? Select all that apply.

<input type="checkbox"/> Failure to participate in supportive services	<input type="checkbox"/>
<input type="checkbox"/> Failure to make progress on a service plan	<input type="checkbox"/>
<input type="checkbox"/> Loss of income or failure to improve income	<input type="checkbox"/>
<input type="checkbox"/> Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area	<input type="checkbox"/>
<input type="checkbox"/> None of the above	<input type="checkbox"/>

* 3d. Does the project follow a "Housing First" approach? No



Part 3C: DedicatedPLUS

- PSH Component
 - New in FY2017 – DedicatedPLUS
 - All PSH projects should choose DedicatedPLUS

3C. Dedicated Plus
Dedicated and Dedicated Plus

A "DedicatedPLUS" project is a permanent supportive housing project that converts some of its beds to chronically homeless individuals and families, according to Item 10.1.1.1. A "DedicatedPLUS" project is a permanent supportive housing project where 100% of the beds are dedicated to some individuals with disabilities and families to which one adult or child has a disability, including unaccompanied homeless youth. One of a minimum, meet ONE of the following criteria according to HUD Section 8.3.10:

- 1) Responding to chronic homelessness as defined in the HUD 8.3.1.0.
- 2) Meeting the a transitional housing project that will be converted to provide the dedication of exclusively permanent or partial at the time in which the individual or family entered the transitional housing project.
- 3) Meeting the a project that meets the human habitats, either senior housing, or safe haven, for the individuals of families experiencing chronic homelessness as defined in HUD 8.3.1.0. Such cases are defined as a permanent housing project where the goal was and were intended to transfer a housing assistance.
- 4) Meeting the transitional housing project by a joint the and permanent supportive project and who were experiencing chronic homelessness as defined in HUD 8.3.1.0. Such cases are defined as a project that was intended to a place for transit for recent transition, a safe haven, or emergency shelter for at least 30 months in the last three years, but limited to one of the response to priority.
- 5) Meeting the criteria through a combination of federal HUD 8.3.1.0. Such cases are defined as a project that was intended to provide the dedication of exclusively permanent or partial at the time in which the individual or family entered the transitional housing project.

3. Indicate whether the project is "100% Dedicated", "DedicatedPLUS", or "Not", according to the definitions provided above.

100% Dedicated Not DedicatedPLUS

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Part 3: Project Information

- SSO Component
 - Answer questions accordingly
 - Select the type of SSO project
 - Street Outreach
 - Housing Project or Housing Structure Specific
 - Coordinated Entry*
 - Additional questions will show
 - Standalone Supportive Services



Part 4: Housing, Services, & HMIS

4A. Supportive Services for Participants

- Be sure to include from the list which services are provided, and frequency the service is provided
- Provider may be any of the following
 - Applicant
 - Subrecipient
 - Partner
 - Non-partner



Part 4: Housing, Services, & HMIS

1. For all supportive services available to participants, indicate who will provide them and how often they will be provided. Click "Save" to update.

Supportive Services	Provider	Frequency
Assessment of Service Needs	-- select -- *	-- select -- *
Assistance with Moving Costs	-- select -- *	-- select -- *
Care Management	-- select -- *	-- select -- *
Child Care	-- select -- *	-- select -- *
Education Services	-- select -- *	-- select -- *
Employment Assistance and Job Training	-- select -- *	-- select -- *
Food	-- select -- *	-- select -- *
Housing Search and Counseling Services	-- select -- *	-- select -- *
Legal Services	-- select -- *	-- select -- *
Life Skills Training	-- select -- *	-- select -- *
Mental Health Services	-- select -- *	-- select -- *
Outpatient Health Services	-- select -- *	-- select -- *
Outreach Services	-- select -- *	-- select -- *
Substance Abuse Treatment Services	-- select -- *	-- select -- *
Transportation	-- select -- *	-- select -- *
Utility Deposits	-- select -- *	-- select -- *

Please enter all values for at least one line item.

2. Please identify whether the project includes the following activities:

- 2a. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs? -- select -- *
- 2b. At least annual follow-ups with participants to ensure mainstream benefits are received and renewed? -- select -- *
- 2c. Do project participants have access to SSI/SNED technical assistance provided by the applicant, a subrecipient, or partner agency? -- select -- *



Part 4: Housing, Services, & HMIS

4B. Housing Type and Location

- Screens that appear depend on the selection of the component type on screen 3A



Screen 4B has different versions, depending on which component type was selected on screen 3A. Project Detail and 3B. Project Description.

See the following pages for instructions:

- 4B. Housing Type and Location (PH: PSH)
- 4B. Housing Type and Location (PH: RRH)
- 4B. Housing Type and Location (TH)
- 4B. Housing Type and Location (SH)
- 4B. Housing Type and Location (Joint TH & PH-RRH)



Part 4: Housing, Services, & HMIS

4B. Housing Type and Location

- PH: PSH
 - Must click on "Add" button
 - Enter all units in the project, regardless of size
 - Enter all Beds, regardless of unit configuration
 - Include **all beds dedicated and prioritized** for chronically homeless individuals and families only



Part 4: Housing, Services, & HMIS

4B. Housing Type and Location

- Housing Type: choose from options that which most closely resembles type
- Enter the number of units and beds available for CH, Veterans, Families and Youth
- Enter address
- Select Geocode **171296 - Chicago**



Part 4: Housing, Services, & HMIS

4B. Housing Type and Location

- PSH ONLY** – must indicate beds dedicated and prioritized upon turnover for chronically homeless
- Dedicated beds are indicated in your grant agreement and should also match what was reported in the Housing Inventory Count (HIC)
- Once beds are dedicated or prioritized, the project must continue to dedicate these beds to CH (e.g. if beds were dedicated in FY18, they must remain dedicated in FY19)



Part 5: Participation & Outreach Information

Part 5 Notes

- Enter data at a point in time, as if the project were at full capacity (**not** over course of a year or term of grant)
- Dark grey = not applicable
- Light grey = auto-calculating
- Chronic substance abuse may constitute a disability
- Utilize HMIS ART reports
- For problems with ART reports, please reach out to your Agency Technical Administrator (ATA) first
- If ATA is unable to resolve issue, please contact the HMIS team at hmis@thechicagoalliance.org



Part 5: Participation & Outreach Information

5A: Project Participants – Households

- Households with and without children
- Total persons

5B: Project Participants – Subpopulations

- Chronically Homeless
 - Projects that selected 100% DedicatedPLUS must include 100% of participants under appropriate Chronically Homeless columns
- Disabilities
 - Households served in PSH project must have at least one household member with a qualifying disability as defined by 42 U.S.C 423(d) and 42 U.S.C 11382(2)



Part 5: Participation & Outreach Information

5B: Project Participants – Subpopulations								
Persons in Households with at least one Adult and one Child								
Characteristics	Chronically Homeless Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Seniors (65+)	Victims of Domestic Violence	#
Adults over age 24								
Adults age 18-24								
Children under age 18								
Total Persons								

Persons in Households without Children								
Characteristics	Chronically Homeless Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Seniors (65+)	Victims of Domestic Violence	#
Adults over age 24								
Adults age 18-24								
Total Persons								

Persons in Households with Only Children								
Characteristics	Chronically Homeless Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Seniors (65+)	Victims of Domestic Violence	#
Unaccompanied Children under age 18								
Total Persons								



Part 5: Participation & Outreach Information

What this one family represents on screens 5A and 5B

Screen 5A
 1 household with at least one adult and one child
 1 adult between the ages of 18 and 24
 2 children

Screen 5B
 1 adult (18 to 24) chronically homeless veteran
 1 adult (18 to 24) with chronic substance abuse
 1 adult (18 to 24) victim of domestic violence
 2 chronically homeless children
 2 children with a developmental disability



Part 5: Participation & Outreach Information

5C. Outreach for Participants –

- Enter the percentage of participants from each location/situation
- Must equal to 100%
- Some options will appear only if certain options were selected in previous screens



Part 5: Participation & Outreach Information

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

	PH-PSH	PH-RRH	TH	SH	SSO	Joint TH & PH-RRH
Directly from the street or other locations not meant for human habitation	X	X	X	X	X	X
Directly from emergency shelters	X	X	X	X	X	X
Directly from safe havens	X	X	X	X	X	X
Persons fleeing domestic violence	X	X	X	X	X	X
Directly from the TH Portion of a Joint TH and PH-RRH Component project		X	X			
Persons receiving services through a Department of Veterans Affairs (VA)-funded homeless assistance program		X	X			X
Directly from transitional housing eliminated in the FY 2018 CoC Program Competition		X			X	
Persons at imminent risk of losing their right time residence within 14 days, have no subsequent housing identified, and lack the resources to obtain other housing (TH and SSO projects only)			X		X	X
Directly from transitional housing			X		X	X



Part 6: Funding Request

- Review Final Grants Inventory Worksheet (GIW) posted for details on budget amounts
- Grant consolidations that have already been processed must reflect the current grant agreement as amended and should have been indicated on the GIW
 - If consolidation amendment has not been executed by 9/18, the project applicant must be submitted separately for each individual renewal grant



Part 6: Funding Request

PH (PSH)	PH (RRH)	SH	TH	SSO	HMIS	Joint TH/PH-RRH
Leased Units		Leased Units	Leased Units			Leased Units
Leased Structures		Leased Structures	Leased Structures	Leased Structures		Leased Structures
Long-Term Rental Assistance	Short-term/Medium-term Rental Assistance		Short-term/Medium-term Rental Assistance			Short-term/Medium-term Rental Assistance
Supportive Services	Supportive Services	Supportive Services	Supportive Services	Supportive Services		Supportive Services
Operations		Operations	Operations			Operations
HMIS	HMIS	HMIS	HMIS	HMIS	HMIS	HMIS



Part 6: Budget Information

6A. Funding Request

- Select the costs for which your funding is being requested
- All budget items must match GIW**
- Budget items in the application will only show up if selected in this section**



Part 6: Funding Requests

6B. Leased Units Budget

- Be sure to click the icon in order to add the number of leased units



Part 6: Funding Requests

6B. Leased Unit Budget Detail

- Select "IL-Chicago-Joliet-Naperville..." as the Metropolitan fair market rent area
- Be sure to list the number units for appropriate bedroom configurations



Part 6: Funding Requests

6C. Rental Assistance Budget

- Select "IL-Chicago-Joliet-Naperville..." as the Metropolitan fair market rent area
- Be sure to list the number of units for appropriate bedroom configurations



Part 6: Funding Requests

6D. Sources of Match

- Match must be included and state the type of source and the value of the match commitment
- NOTE:** Policy Update in CoC Program Implementation – program income may be counted as match
 - New questions will be show if selected

4D. Sources of Match

The following list summarizes the funds that will be used as match for the project. To add a Matching source for the list, select the icon. To view or update a Matching source already listed, select the icon.

Necessary for Match:

Total Value of Cash Commitments:

Total Value of In-Kind Commitments:

Total Value of All Commitments:

1. Does this project generate program income as described in 3A.4.1 & 3.76.8.F that will be used as match for this grant?



Part 6: Funding Requests

6E. Summary Budget

- All items are pre-populated from previous information entered except Admin
- Admin **should match**
GIW Admin amount for FY18

Eligible Costs	Total Assistance Requested for 1 year Grant Term (Applicant)
1a. Leased Units	\$0
1b. Leased Structures	\$0
2. Rental Assistance	\$0
3. Supportive Services	\$0
4. Operating	\$0
5. HMIS	\$0
6. Sub-total Costs Requested	\$0
7. Admin (Up to 10%)	<input type="text"/>
8. Total Assistance plus Admin Requested	\$0
9. Cash Match	<input type="text"/>
10. In-Kind Match	<input type="text"/>
11. Total Match	\$0
12. Total Budget	\$0



Project Part 7: Attachments & Certification

- 7A. Attachments should not be applicable for most projects, unless you have subrecipients
- 7B. Certification – must certify that the program will comply with applicable laws outlined in the NOFA
 - Make sure to click the box**

* I certify that I have been duly authorized by the applicant to submit this Applicant Certification and to ensure compliance. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code Title 28, Section 1001).



Submission Without Change

- Voluntary Reallocation during Local Evaluation – “Yes”

Submission Without Change

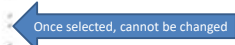
1. Are the requested revised funds total \$0 from the pre-budget as a result of reallocation?

2. Do you wish to submit this application without making changes? Please refer to the guidelines below on how to do so.

3. Specify which sections require changes by clicking the checkboxes next to the name and then clicking the Save button.

- Part 2 - Subrecipient Information
- Part 3 - Project Information
- Part 4 - Matching Services and HMIS
- Part 5 - Participants and Outreach Information
- Part 6 - Budget Information
- Part 7 - Attachments (CA & Certification)

4. The applicant has selected "Make Changes" in Question 3 above. Please provide a brief description of the changes that will be made to the project information screen (which are appropriate).



Steps to Submit to All Chicago

- Complete the following:
 - Project Name (as listed on GIW)
 - Grant Number (as listed on GIW)
 - Upload PDF of Project Application
- **Additional Information Requested:**
 - Local HUD representative
 - Upload FY17 Grant Agreement (if executed)
 - Upload FY17 Grant Amendments (if applicable)
 - Indicate interest in Transitioning or Consolidating Grants



Steps to Submit to All Chicago

1. Complete Applicant Profile and Project Application(s). **DO NOT SUBMIT IN E-SNAPS YET**
2. Download All Chicago review checklist and use to review Applicant Profile and Project Application(s).
3. Submit a PDF of the **Applicant Profile AND Project Application(s)** to All Chicago staff through SurveyGizmo.

PLEASE DO NOT SUBMIT IN E-SNAPS BEFORE ALL CHICAGO REVIEWS A PDF COPY.

**PDF copies due in SurveyGizmo by
Wednesday, July 18, 2018 by 12pm**



Steps to Submit to All Chicago

4. All Chicago will give feedback to agency for each project by **July 31**
5. Agency will be required to make changes per All Chicago feedback by **August 3**
6. Agency will receive 2nd round of feedback from All Chicago by **August 10**
7. Agency will then submit in e-snaps and notify All Chicago staff. **DUE BY AUGUST 15, 2018 by 12pm**



Contact Information

**If you have questions, please email
cocprograms@allchicago.org**



Questions



all Chicago
making homelessness history

Deadlines

- **July 18th by 12pm** – Applicant Profile and Project Application 1st Drafts Due in Survey Gizmo
- **August 3rd by 12pm** – Applicant Profile and Project Application 2nd Drafts Due in Survey Gizmo
- **August 15th by 12pm** – Project Application Final Drafts Due in eSnaps

The timeline has been established based on HUD requirements.

No deadline extensions can be granted.

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