Welcome

- Our staff:
  - Dave Thomas, Vice President of Community Partnerships
  - Karen Kowal, CoC Director of Programs
  - Elizabeth Perez, Program Manager
  - Renee Crolius, 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

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

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
Agencies complete project applications for all HUD-funded renewal projects and new projects.

Collaborative Applicant collects and reviews all applications and completes the CoC Application.

All project applications and CoC Application are submitted as one Consolidated Application to HUD.

**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)

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HUD Resources


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

Find by Resource Type:
- NOFA and Notices

Project Application Instruction Guides

1. Click Here
2. Click on the available Instruction Guides.

Submit Applications for Project Funding
Resources for project applicants and organizations who intend to apply for project funding, including semifinalists, non-profits, CoC planning funds, and FEMA funds.

General Project Application Information
How to Access the Project Application
Transmitting an existing request: Provides a list of current requests, including grants supported by CoC planning funds, and other available resources.

Applications for Housing and Services Project Funding
Resources for project applicants and organizations who intend to apply for project funding, including semifinalists, non-profits, CoC planning funds, and FEMA funds.

e-snaps Resources

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

Log-in Link
Project Application Resources
Updating CoC and Project Application Information
Registering the Completion of Core Facilities for the CoC
Submitting the Finalized CoC Application
Submit Applications for Project Funding
Resources for project applicants and organizations who intend to apply for project funding, including semifinalists, non-profits, CoC planning funds, and FEMA funds.

Via This Technical QA/QC
Resources for project applicants and organizations who intend to apply for project funding, including semifinalists, non-profits, CoC planning funds, and FEMA funds.
Resources

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

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

When to Use HUD Resource | When to Use All Chicago Resources (Virtual Help Desk, Training Modules, FAQ’s)
---|---
E-snaps Technical Problems | E-snaps non-technical problems
- Being locked out of e-snaps | - Unsure about project budget amounts
- System running slowly | - Unsure about funding policies set by the CoC Board of Directors
- Accessing problems in e-snaps | - Accessing problems in SurveyGizmo
- Cannot remember how to access the applicant profile or find application in e-snaps | - Questions about submitting your applications to All Chicago Staff

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

- 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

- Putting the Applicant Profile in “edit mode”

  Use 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

- 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

Step 2: Funding Opportunity Registration

1. Navigate to the “Funding Opportunity Registrants” Workspace
2. Click on next to “Renewal Project Application FY2018”

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
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 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

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
The Project Application is divided into 8 parts:

1. Recipient and Subrecipient Information
2. Project Information
3. Housing Services and HMIS
4. Participants and Outreach Information
5. Budget Information
6. Attachments & Certification
7. Submission Summary
8. SF-424 – Application Type

Part 1: SF-424

- 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

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.
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”

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

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

Project Application
Part 1: SF-LLL

1J. SF-LLL

• Previous years was an attachment
• Select whether this CoC grant participates in federal lobbying activities
  Select “Yes” or “No” to reveal additional questions
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.

Part 2b: Recipient Performance

- Mandatory fields marked with an asterisk (*)

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Part 3A: Project Detail

3A. Project Detail

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

2b. CoC Applicant Name:
   - All Chicago Making Homelessness History

4. Project Status
   - Standard

5. Component Type
   - TH, SH, SSO or PH

6. Title V: Select Yes or No

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3. Project Name:

4. Project Status:
   - Standard

5. Component Type:
   - TH

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 Information**

- **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 Information**

- **Housing First**
Part 3C: DedicatedPLUS

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

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

4B. Housing Type and Location

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

**Note:** Screens 4B have 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: PPR)
- 4B. Housing Type and Location (TH)
- 4B. Housing Type and Location (SH)
- 4B. Housing Type and Location (Joint TH & PH NNA)

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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

**Select Add**

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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(a)
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 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: 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

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 shown if selected

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

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**

Submission Without Change

- **Voluntary Reallocation during Local Evaluation – “Yes”**
  - Once selected, cannot be changed
Steps to Submit to All Chicago

First, download a PDF of your submission from the Submission Summary page

Use the “Export to PDF” button to save a copy of your submission.

Steps to Submit to All Chicago

• Access the SurveyGizmo submission page here:

• Complete the following:
  – Agency Contact information
  – Agency Name
  – Upload PDF of Applicant Profile (2MB file size limit)
  – Indicate Number of CoC-funded projects applying for renewal (NOTE: you will be provided additional submission pages based on your response to this question!)

Submission Summary

8B. Submission Summary

• Ensure areas red “X” are completed

• May click on section to take you directly to screen

Submission Summary

Must complete section before submitting

Will help guide what information is pending
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

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

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.

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