This webinar will begin in 5 minutes

For audio via telephone
United States: +1 (213) 929-4232
Access Code: 599-387-057
Audio PIN: Shown after joining the webinar

FY2019 HUD CoC Competition – Advance Users Training

July 25, 2019 – 1:00 PM – 2:30 PM
Elizabeth Perez

Housekeeping

- All lines have been muted
- Question and Answer will be at the end of the webinar
- If you have any audio or visual issues click the "raise hand" icon
- Use Question / Chat Box to submit questions
- Download handouts
- Webinar will be recorded
Welcome

• Our staff:
  – Dave Thomas, Vice President of Community Partnerships
  – Karen Kowal, Director of Programs
  – Elizabeth Perez, Senior Program Manager
  – Renee Crolius, Senior Program Manager
  – Doug Nichols, Data & Evaluation Manager
  – Jennifer Fabbrini, Senior Program Coordinator
  – Bridget Doveatt, Program Coordinator
  – Max Burns, Program Coordinator
  – Torelen Winbush, Training Coordinator

Welcome

• You:
  – Name
  – Agency
  – Title or Role
  – Type of HUD CoC funded project(s)

Chat Box: Elizabeth Perez – All Chicago – Senior Program Manager - 2

Learning Objectives

• Highlights of the FY2019 HUD CoC NOFA

• Understand the FY2019 HUD CoC NOFA Competition local process

• Understand how to complete the Renewal Project Application for the FY2019 HUD CoC Competition

• Introduction to HUD Exchange resources and other resources for the Renewal Project Application(s)


Agenda

- Today's funding environment
- Process & Deadlines
- Renewal Project Application e-snaps Overview
- Submission Process & Resources

Today's Environment

- FY 2019 NOFA Highlights
  - CoC will be required to rank all projects into Tier 1 and 2
  - Domestic Violence (DV) Bonus - $50,000 to $5 million
  - Emphasize on employment and income
  - Utilizing evidence based approaches & low barriers
    - Housing First is still the primary approach recommended
  - Service participation flexibility
  - Addressing Racial Disparities

- HEARTH Act
  - CoC Interim Rule or 24 CFR Part 578

- Federal Appropriations
  - Focus on reallocation and CoC competitively ranks projects based on performance

- National CoC Program Competition
  - Emphasis on system performance
Agencies complete project applications for all HUD-funded renewal 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

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 30, 2019.

• 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.

FY2019 CoC Competition

• FY2019 CoC NOFA – Project Application Focus Areas:
  – Program participants eligible for the program component type selected.
  – Proposed activities are eligible and consistent with program requirements at 24 CFR part 578.
  – Narrative is fully responsive to the question being asked and meet all criteria.
  – Data provided in various parts are consistent.
  – All required attachments must be dated between May 1, 2019 – September 30, 2019.
Deadlines

ROUND 1  
August 5 by 12:00 PM (noon) – Submit to SurveyGizmo  
– All Chicago staff will return comments via email by August 14

ROUND 2  
August 19 by 12:00 PM (noon) – Submit to e-snaps  
– All Chicago staff will return comments via email by August 23

ROUND 3 (if necessary)  
FINAL DEADLINE August 26 by 12:00 PM (noon)

This timeline has been established based on HUD requirements.  
No exceptions will be granted.

Important Changes

• Renewal Project application has the same functions as FY2018  
  – Ability to information data from FY 2018  
  – Must select box to make changes in Submission changes page  
  – Prepopulating forms

• Expansion  
  – Must submit 3 applications if expanding (approval through local process)

• Consolidation  
  – Must submit individual application(s) and 1 consolidated application

Important Changes  
Transition Grants

• The Appropriation Act allows opportunity to transition from one CoC Program component to another during the CoC program competition
• Up to 50% of grant towards costs under previous grant for the first year
• Good option for projects that are underperforming based on local evaluation tool
• Q&A session on July 31st
Important Changes
Consolidation Grants

• Eligibility for consolidating
  – Consolidate 2 or more projects (up to 4 projects)
  – Same recipient and same component
  – HUD will not permit projects with the following to consolidate
    • Outstanding audit or monitoring findings
    • Outstanding obligations to HUD that is in arrears
    • Unresolved construction delays
    • History of poor financial management or drawdown issues
    • History of low occupancy levels, or lack of experience in administering the project type
    • Other capacity issues

Q&A session will be held on July 31st for more information!

e-snaps Refresher

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 are 2 separate set of instructions for creating the Applicant Profile: [https://www.hudexchange.info/resource/2958/instructions-for-updating-the-project-applicant-profile/](https://www.hudexchange.info/resource/2958/instructions-for-updating-the-project-applicant-profile/)
- **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”
  - 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 2: Funding Opportunity Registration**

1. Navigate to the “Funding Opportunity Registrants” Workspace
2. Click on ![](next to “Renewal Project Application FY2019”

---
Step 3: Create Projects

- Select “Projects” from the left-hand menu
- Select “Renewal Project Application FY2019” 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
- Carefully REVIEW the imported information
  - FY2018 project applications were tagged with an issue or conditional funding given till issues resolved
  - Ensure responses are compliant with the FY2019 CoC competition
- 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

- Renewal Project
- Import Data
  - Complete Part 1
    - Navigates to Part 1 Submission without Changes screen
    - Updates responses after selection for addressing initial changes or making updates
  - Submit Without Changes to submit application
  - Make Changes to work on issues identified in the previous screen
    - Must select “Make Changes” to navigate to “Submission Summary” screen

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 2019”
- Click on  to access submission. One per project

Project Application

1. SF-424
   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

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

Part 1: SF-424 – Application Type

- 1A. Application Type
  - Be sure to check off confirmation of Federal Award Identifier and enter first 6 digits of expiring grant number (located on GIW)
- 1D. Congressional Districts
  - Proposed Dates: State date must be the first day of the month and in CY2020
    - End date must be the last day of the month and in CY2021
    - Must match GIW
    - e.g. 7/1/2020-6/30/2021
- 1E. Compliance
  - Must select “b. Program is subject to E.O 12372 but has not been selected by the State for review”
- 1G. HUD 2880
  - HUD released guide to assist with completion
Renewal Expansion

- New – applied for a new project to expand eligible renewal
- Select Yes only for projects approved for expansion through local new project process
- Select No if were not approved for expansion

Renewal Expansion

If Renewal - requesting funds for expansion
- Select Yes
- Q2. Stand Alone vs Combined
  - Stand Alone Renewal – means project application is for the original renewal project
  - Combined Renewal Expansion – project application is for the renewal project that will combine the original renewal project with the expansion project. If approved HUD will sue this combined application for the grant agreement

Renewal Grant Consolidation

- Renewal project application must be submitted individually
- Single, fully consolidated project application must be submitted as well
Part 2A: Project Subrecipients

2A. Only applicable to projects that has subrecipients – agency receives funds and then re-grants the funds to other agencies

Part 3A: Project Detail

3A. Project Detail

2a. CoC Name and Number
   IL S10-Chicago

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

4. Project Status
   Standard

5. Component Type
   TH, SH, SSO, Joint TH/RRH or PH
   – If PH – must select PSH or RRH

6. Title V: Select Yes or No

Part 3B: Project Description

• Project Description: Describe the project at full operational capacity. Narrative must describe ALL of the following:
  – Identify target population – who are you serving?
  – Project plan for identified housing and supportive service need
  – Anticipated project outcomes
  – Coordination with other providers – linkages, services, etc. (federal and non-profit)
  – Reason why HUD dollars are needed
  – If implementing service participation requirements – state what they are, how plan to implement and rational for implementation
  – Joint projects – if funds not used for both TH and RRH units. Must state what funding source and unit numbers will be utilized
  – Can reference other parts of application to meet character limit
  • Make sure information does not conflict with other parts of the application (i.e. population served remains consistent)
  • HUD recommends general data reference – eg. will serve 10 over the term of the grant vs 10 persons in FY2019
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

• Doesn’t mean project exclusively serves that subpopulation but rather that project is uniquely equipped to serve them

• Make sure information does not conflict with other parts of the application

Part 3B: Project Information

• Housing First

  1. Does the project quickly move participants into permanent housing?
  2. Does the project ensure that participants are not assessed and placed based on the following
     factors? (Select all that apply. The first four items list the demographic factors, the last four items list the mental health
     factors, and the rest list other factors. All four items are required. A project may be considered for
     “Housing First” if it meets the following criteria. Grade all on the table.)

Part 3C: DedicatedPLUS

• PSH Component
  – Based on local priorities, Chicago PSH renewal projects must select DedicatedPLUS option that have not been previously
    100% CH dedicated funded

• DedicatedPLUS: Convert the project to serving only those individuals and families meeting the criteria listed in the DedicatedPLUS definition as listed in Section III.C.2.g
Part 3C: DedicatedPLUS

Renewal PSH projects where 100% of the beds are dedicated to CH in current grant, have the opportunity to select their project to be

- 100% Dedicated: Convert project to serving only those individuals and families meeting the criteria listed in the chronic homelessness definition
- DedicatedPLUS: Convert the project to serving only those individuals and families meeting the criteria listed in the DedicatedPLUS definition

Projects originally awarded as 100% to CH are prohibited from changing to "N/A".

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
- Must enter at least one type of service
Part 4: Housing, Services, & HMIS

4B. Housing Type and Location

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

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

• 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 FY18)
Part 5: Participation & Outreach Information

Part 5 Notes

• Two screens – one for Households and the other for subpopulation

• 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

• If ADA is unable to resolve issue, please contact the HMIS team at hmis@allchicago.org

---

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
   2. adult between the ages of 18 and 24
   3. children

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

---

Part 5: Participation & Outreach Information

These 3 columns are mutually exclusive.

Total of these 3 columns cannot exceed the "Total Persons" field on SA for the corresponding Household type (example: cannot exceed 2)

Columns 4 – 9 are not mutually exclusive. People can be in more than one subpopulation.

People counted in column 10 cannot be counted in columns 1-9.
See Note: Field Calculations below.
Part 6: Funding Request

- Review Final Grants Inventory Worksheet (GIW) posted for details on budget amounts
  - If grant contract or amendment made after GIW, please upload documentation in attachments

- Reallocation – projects which indicated a voluntary reduction during the local evaluation period must submit budget based on reduced amount

- Indirect rate – approved agreement must be attached. More information in section V.B.2.h of the NOFA or contact local HUD office

Part 6: Budget Information

6A. Funding Request

- Select the costs for which your funding is being requested

- Operating BLI – replacement reserve need to submit documentation

- All budget items must match GIW
  - If grant execution/amendment occurred after GIW, please upload in attachments

- 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-C. Leased Unit Budget Detail

- Select “IL-Chicago-Joliet-Naperville…” as the Metropolitan fair market rent area
- Be sure to list the number of units for appropriate bedroom configurations
- FMR – must match GIW unless reducing project due to reallocation
- HUD Paid Rent = Actual Rent

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
- Based on current commitment – NOT on projections
- NOTE: 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 FY19

<table>
<thead>
<tr>
<th>Eligible Costs</th>
<th>Total Assistance Requested for 3 year Grant Time Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 1st Year</td>
<td></td>
</tr>
<tr>
<td>1a. 1st Year</td>
<td>$0</td>
</tr>
<tr>
<td>1b. 2nd Year</td>
<td>$0</td>
</tr>
<tr>
<td>2. 3rd Year</td>
<td>$0</td>
</tr>
<tr>
<td>3. 4th Year</td>
<td>$0</td>
</tr>
<tr>
<td>4. 5th Year</td>
<td>$0</td>
</tr>
<tr>
<td>5. 6th Year</td>
<td>$0</td>
</tr>
<tr>
<td>6. Sub Total Costs Requested</td>
<td>$12</td>
</tr>
</tbody>
</table>

Project Part 7: Attachments & Certification

7A. Attachments

- Subrecipient nonprofit documentation – proof of nonprofit status
- Approved indirect cost rate
- Approved grant amendments (if applicable)
- In-Kind – if listed as match – must provide MOU between recipient or subrecipient of service
- If using operating funds for replacement reserve - documentation must be submitted

7B. Certification – must certify that the program will comply with applicable laws outlined in the NOFA

- Make sure to click the boxes

Submission Without Change

Voluntary Reallocation during Local Evaluation – “Yes”
Submission Summary

Steps to Submit to All Chicago

1. Complete Applicant Profile and Project Application(s). **DO NOT SUBMIT IN E-SNAPS YET**

2. Submit a PDF of the Project Application(s) to All Chicago staff through SurveyGizmo.
   - If project is pursuing consolidation – indicate in SurveyGizmo and must submit a consolidated application plus individual renewal project applications.
   - **PLEASE DO NOT SUBMIT IN E-SNAPS BEFORE ALL CHICAGO REVIEWS A PDF COPY.**

PDF copies due in SurveyGizmo by Monday, August 5, 2019 by 12:00 PM (noon)

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 – will become available on Friday, July 26th

- Complete the following:
  - Agency contact information
  - Agency Name (as listed on the GIW)
  - Upload PDF of Applicant Profile (2MB file size limit)
  - Indicate Number of CoC-funded projects applying for renewal
    - You will be provided additional submission pages based on your response to this question
    - Include any consolidation or expansion applications

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 from e-snaps

- Additional Information Requested:
  - Local HUD representative
  - Upload FY18 Grant Agreement (if executed)
  - Upload FY18 Grant Amendments (if applicable)
  - Consolidated Application Info (if applicable)
  - New Projects without grant execution – anticipated start date

HUD Resources
HUD Resources

All Chicago Resources

Resources
https://www.allchicago.org/COC/COCProgramCompetition
All Chicago Support

• Grant Consolidation Q&A
  – Wednesday, July 31st from 10-11am
  – Discuss the benefits and possible drawbacks of applying for consolidation
  – Project application requirements in e-snaps
  – Ranking considerations

• Transition Grants Q&A
  – Wednesday, July 31st from 11am-12pm
  – Discuss the benefits and possible drawbacks of applying for transition
  – Discuss local CoC consent
  – Project application requirements in e-snaps

Resources: All Chicago Staff

<table>
<thead>
<tr>
<th>When to Use HUD Resource</th>
<th>When to Use All Chicago Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virtual Help Desk, Training Modules, FAQs</td>
<td>All Chicago Staff</td>
</tr>
<tr>
<td>• E-snaps Technical Problems</td>
<td>• E-snaps non-technical problems</td>
</tr>
<tr>
<td>• Being locked out of e-snaps</td>
<td>• Unsure about project budget amounts</td>
</tr>
<tr>
<td>• System running slowly</td>
<td>• Unsure about funding policies set by the CoC Board of Directors</td>
</tr>
<tr>
<td>• Accessing problems in e-snaps</td>
<td>• Accessing problems in SurveyGizmo</td>
</tr>
<tr>
<td>• Cannot remember how to access the applicant profile or find application in e-snaps</td>
<td>• Questions about submitting your applications to All Chicago Staff</td>
</tr>
<tr>
<td>For assistance from All Chicago staff, email <a href="mailto:CoCPrograms@allchicago.org">CoCPrograms@allchicago.org</a></td>
<td></td>
</tr>
</tbody>
</table>

Contact Information

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

Deadlines

ROUND 1
August 5 by 12:00 PM(noon) – Submit to SurveyGizmo
  – All Chicago staff will return comments via email by August 14

ROUND 2
August 19 by 12:00 PM(noon) – Submit to e-snaps
  – All Chicago staff will return comments via email by August 23

ROUND 3 (if necessary)
FINAL DEADLINE August 26 by 12:00 PM(noon)

This timeline has been established based on HUD requirements.

No exceptions will be granted.