HUD CONTINUUM OF CARE (CoC) 2017

Renewal Project Guidance Document:
Overview of 2017 CoC NOFA and Process for Completing Renewal Project Applications
REVISED 8/7/2017

This guidance document provides summary information and links for CoC grantees to complete the 2017 CoC renewal application process. HUD has released comprehensive documentation of the step-by-step renewal application process, available through HUD's website at the 2017 CoC Program Competition Resources page. We strongly encourage you to review those documents thoroughly.

This document highlights:

A. Contact information:

For questions about your application, contact Erin Pidot at 503-988-2524 or Erin.Pidot@multco.us. You can go directly to HUD to find answers related to *e-snaps* through HUD guidance and instruction guides found here: 2017 CoC Program Competition Resources; or by submitting your question(s) via the HUD Exchange Ask A Question at www.hudexchange.info/get-assistance. During the FY 2017 CoC Competition, submit all inquiries to the e-snaps AAQ for the fastest response.

B. Overview of 2017 CoC NOFA process:

The 2012 CoC Interim Rule and FY 2017 CoC Program NOFA (released on July 14) set the rules and application process for the NOFA on a national level. HUD requires each CoC to submit renewal projects in two "tiers" (Tier 1 and Tier 2)—monetary thresholds based on a percentage of our CoC's total renewal amount. This year, Tier 1 is equal to 94% of our total CoC eligible renewal award amount (about $19.8 million), and Tier 2 is equal to the remaining 6% plus the amount our CoC is eligible to apply for in new bonus project(s) (a total of about $2.5 million).

In awarding 2017 project funding, HUD will first fund all projects in Tier 1 and then competitively allocate the remaining money to fund projects in Tier 2. In addition to this tiered process, HUD requires CoCs to rate and rank renewal and new project applications using a set of nationally and locally-defined performance measures. We will keep you posted throughout the process on Tier 1/Tier 2 placement and rating and ranking. You can find an overview of this year's rating and ranking process and criteria online at ahomeforeveryone.net/cocresources.

Renewal projects

The process for renewing project applications in 2017 is fairly similar to prior years, with some important changes (outlined in Part E of this document). Applicants that have renewed at least once in a previous CoC Program Competition can import their 2016 project applications via *e-snaps* and will have the opportunity to update or submit without changes (after answering a few new questions and completing the Standard Forms and Certifications). Projects renewing for the first time cannot import data and must complete the entire renewal project application.

HUD will conduct a basic threshold review of all renewal projects, and likely approve and award renewal projects relatively quickly after the full CoC application is submitted by the Joint Office for Homeless Services (JOHS) on September 28.

New and expanded projects

New and expanded projects can be funded through reallocation and the permanent housing bonus.

Our community can submit bonus project(s) applications for up to $1,265,404 and is reallocating at least $117,941. New and expanded project applications for both bonus and reallocated funding are limited by HUD to:

- *Permanent Supportive Housing* (PSH) projects serving families and/or individuals who either *meet HUD's definition of chronically homeless or meet the requirements of a new eligible client pool that HUD calls "DedicatedPLUS". For details about who these projects can serve, see Section III.A.3.d. of the* 2017 CoC NOFA *(pages 21 – 22).*
- *Rapid Re-Housing* (RRH) projects serving families and/or individuals staying in places not meant for human habitation, emergency shelters or a new eligible project type: Joint Transitional Housing and Rapid Re-Housing projects; fleeing domestic violence; or receiving services from a VA-funded homeless assistance program who met one of the other criteria at initial intake.
- *Joint Transitional Housing and Rapid Re-Housing* (Joint TH and RRH) a new combined project type serving families and/or individuals who meet HUD's definition of homeless.

You can find the solicitation for new and expanded permanent housing projects online at ahomeforeveryone.net/cocresources. Responses are due by August 28 at 5:00 PM. A separate document with new project guidance will be available when new projects are selected.

C.   Timeline & important dates:

HUD's timeline for the 2017 CoC competition requires a relatively quick turn-around. This year's timeline is as follows:

Application Step	Date (2017)
HUD released 2017 CoC NOFA	Tuesday, July 14
The Joint Office of Homeless Services (JOHS) releases local guidance to renewing projects	Monday, August 7
All renewal project applications completed & submitted in *e-snaps*	**5:00 PM, Friday, August 25**
JOHS reviews all renewal Project Applications and sends requested changes	August 28 – September 8
A Home for Everyone (AHFE) Resource Advisory Committee finalizes CoC project rating & ranking results and Tier 1/Tier 2 placements	Tuesday, September 12
Renewal projects incorporate all requested changes to their Project Applications into *e-snaps*	**Friday, September 15**

Application Step	Date (2017)
JOHS reviews and gives final approval to all Project Applications	September 18 - 22
JOHS consolidates and completes all elements of the CoC's 2017 application, makes available for review online	Tuesday, September 26
JOHS submits full 2017 Application to HUD	Wednesday, September 28

D. Getting Started: *e-snaps*, **HUD links and the 2017 Grant Inventory Worksheet (GIW):**

Accessing *e-snaps*: You can access *e-snaps* at www.hud.gov/esnaps. Instructions for adding or deleting users to *e-snaps* are available in the Adding and Deleting Registrants in e-snaps Resource. Instructions for creating a user profile or updating passwords are available on pages 4-8 of the Project Applicant Profile Instructional Guide.

Important! HUD Links: HUD has made available several detailed guidance documents to assist us in completing our renewal project applications. You are strongly encouraged to review them:

- Adding and Deleting Registrants in e-snaps Resource: Instructions on how to add and delete registrants from the organizations' e-snaps account.
- Project Applicant Profile Instructional Guide: Instructions for updating your Applicant Profile – this is the required first step before you can access your Project Application.
- How to Complete the HUD Form 2880 in e-snaps: HUD Form 2880 (Applicant/Recipient Disclosure/Initial Report) is now incorporated both into the Project Applicant Profile and the individual Project Applications. This resource provides instructions on completing the form in both places.
- Process for completing FY 2017 Renewal Project Application Screens: A useful two-page overview of the renewal project application process. Also included on pages 5-6 of the Renewal Project Application *e-snaps* Instructional Guide.
- Renewal Project Application Instructional Guide, and CoC Renewal Project Application Detailed Instructions: Instructions to access your Project Application, and navigate Part 1 through 8 of your Project Application.
- Project Application Part 6: Budgets: Instructions for completing the budget section of your Project Application.

HUD's published documents are a comprehensive resource for completing your project applications in *e-snaps*. Section E of this document summarizes the steps to submit your Project Application and useful tips for the application process.

FY 2017 Grant Inventory Worksheet (GIW): Throughout the renewal application process, you will need to refer to our CoC's final approved FY 2017 GIW, which was distributed via email along with this guidance and is available online at ahomeforeveryone.net/cocresources. When opening the GIW in Excel, make sure the "FY 2017 GIW" tab is selected. A couple of steps that make it easier to reference:

- Filter the list for your projects by clicking on the filter tool in the "Applicant Name" column header:

- Uncheck the "Select All" box and then check the box for your agency:

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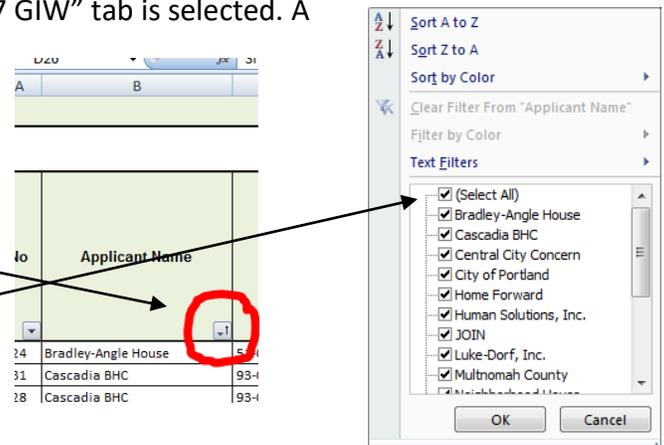
E. What's new this year:
HUD has made a number of changes this year to streamline the process. These changes include:

- **Forms and Certificates:** three forms that were previously uploaded as attachments are now part of the project application: HUD-2880: Applicant/Recipient Disclosure/Update Report; HUD-50070: Certification for a Drug Free Workplace; and Certification Regarding Lobbying and SF-LLL: Disclosure of Lobbying Activities
  - Form HUD-2880 is now part of the project Applicant Profile so applicants only need to fill out most of the form's fields once
- **Project PIN:** Screen 1A now asks for the project PIN (the first 6 digits of the grant number), instead of the complete 16-digit grant number. The PIN remains the same for each project year-to-year, and must match the first 6 characters of the grant number listed in the [FY 2017 GIW](#).
- **DedicatedPLUS Project:** renewal PSH projects are now required to select "DedicatedPLUS", "100% Dedicated" or "N/A" on Screen 3C. A DedicatedPLUS project is a project where 100% of beds are dedicated to serve a broadened criterion of individuals with disabilities and families in which one adult or child has a disability. Renewal PSH projects, including those where 100% of beds are currently dedicated to individuals and families experiencing chronic homelessness, can change their classification of their project to DedicatedPLUS. See page 8 of this document for more details.
- **Dedicated and prioritized PSH beds:** HUD has combined the beds described as "dedicated" and beds described as "prioritized" in previous CoC Program Competitions into a single field on Screen 4B. PSH projects should include beds in this calculation that currently serve persons who are chronically homeless and those that do not currently serve but will serve persons who are chronically homeless at turnover.
- **"Submission without Changes":** project applicants that have renewed at least once in a previous CoC Program Competition can import data from their 2016 project application in *e-snaps* and either select screens to update or submit without changes (after completing the Standard Forms and Certifications section in Part 1, along with Screen 3C about DedicatedPLUS (PSH only) and Screen 6D about sources of match). If you are making no changes to your project, choosing "submit without changes" should save you significant time and effort, as well as improve the accuracy of your response. We encourage you to use this option if it applies to your project.
- **Budget:** renewal projects will no longer list detailed descriptions and quantities for lease structures, supportive services, operating, or HMIS budget line items. HUD expects the current grant agreement budget (or the grant agreement as amended) to remain the same for renewal application grant amounts.

F. Steps for accessing and completing your application:
There are six steps to complete your Renewal Project Application.

1. **Complete your Applicant Profile:** You first need to complete your project Applicant Profile if you haven't already done so. HUD's [Project Applicant Profile Instructional Guide](#) provides step-by-step instructions. Additional tips on completing your Applicant Profile are in Section G (pages 6-7) of this document.

2. **Register for the funding opportunity and create your Project Application in *e-snaps*:** Once your Project Applicant Profile is updated and completed, you need to follow the instructions on HUD's [Renewal Project Application Instructional Guide](#) (pages 11 – 15) to register for the funding opportunity and create your project application in *e-snaps*. After

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completing the Project Applicant Profile, registering for the funding opportunity, and creating the Renewal Project Application, you can complete the application itself.

VERY IMPORTANT: When creating a Renewal Project Application, you will see an "Import Data From:" field. To import the data from last year's project application, select the project that is being renewed. This will ensure your project information is imported and will decrease the amount of information that must be entered. If you are renewing for the first time, you will not be able to import from your previous project application.

3. **Complete your Project Application:** Now that you have registered for the appropriate funding opportunity and created a project, follow HUD's [Renewal Project Application Instructional Guide](#) and [Budgets – Project Application Instructional Guide](#) to complete and submit your application. Begin by navigating to the Submission screen on the left menu bar, selecting the orange folder next to your project, and starting the Project Application. Note that there may be several orange folders with similar project names. Make sure to select the project with "Renewal Project Application FY2017" listed in the "Funding Opportunity Name/Step Name" column. Some additional notes:
    - Some data may pre-populate from the Project Applicant Profile. If any of this information is incorrect, you must go back and correct it in the Project Applicant Profile itself.
    - Within the Project Application, you must complete Part 1 (SF-424) in its entirety before the rest of the application screens appear on the left menu bar. Directions for Part 1 are on pages 19 – 36 of the [Renewal Project Application Instructional Guide.](#)
    - If data was imported, most of the screens will be in "Read Only" mode. The only editable screens are the following: 3C (DedicatedPLUS for PSH), 6D (Sources of Match), 7A (Attachments), 7B (Certification). On Part 8, "Submission Without Changes", you can select screens to edit or submit the imported application as is. See page 93 of the [Renewal Project Application Instructional Guide](#) for instructions.

4. **Submit your Project Application for review by Multnomah County:** Once you've completed your Project Application in *e-snaps*, follow the instructions on page 96 of the [Renewal Project Application Instructional Guide](#) to submit the application to Multnomah County in *e-snaps*. Please note: you are only submitting the application for review by the county—specifically by Joint Office of Homeless Service (JOHS) staff. Only Multnomah County, as our designated CoC Collaborative Applicant, can submit applications to HUD once all CoC applications are complete. **You must complete this step by 5:00 PM on Friday, August 25.**

5. **JOHS reviews your application(s) and notifies you of any required changes:** JOHS staff will notify you of any required changes to your applications between August 28 and September 8. **You must complete all required changes no later than 5:00 PM on Friday, September 15.**

6. **JOHS submits the full CoC application to HUD:** JOHS staff will submit the full CoC application to HUD by Thursday, September 28. HUD will begin threshold review of renewal applications and will likely make grant awards for renewals late in 2017 or early in 2018.

Publically posted on 8/7/2017 at [ahomeforeveryone.net/cocresources](#)

G. Tips for updating the Applicant Profile:
You will not be able to access your Project Application(s) until you have completed your Applicant Profile.* Each applicant organization completes only one Applicant Profile. Please carefully review the step-by-step instructions found in HUD's Project Applicant Profile Instructional Guide. Here are a few tips regarding the attachments:

☐ **Applicant/Recipient Disclosure/Update Report (HUD Form 2880):** This form is no longer an attachment in e-snaps. It is now included as a screen within the Applicant Profile, and a screen in Part 1 of the Project Application. See Detailed Instructions for Renewal Project Applications (pages 9 – 11), and How to Complete the HUD Form 2880 in e-snaps for additional instructions.

  o Question #4 under Applicant/Recipient Information is left blank in the Applicant Profile, and entered in Part 1 of each Project Application. Within the Project Application, the amount must be <u>exactly equal</u> to that listed on your project application and the FY 2017 GIW.

  o For Part I question #2, select "Yes" if the combined total amount of all your agencies annual CoC Program project applications are more than $200K. If the answer is "Yes", Part II and Part III of the form will appear and must be completed.

☐ **Code of Conduct:** A copy of your Code of Conduct must be attached in *e-snaps* or on file with HUD here. Guidance about what to include in a Code of Conduct is also available at this link. **Check to make sure that your organization is listed.** HUD is refreshing this list and all paper files over 6 years old have been deleted. Also, if the Code of Conduct on file with HUD is no longer accurate (e.g. if the authorized representative has changed), attach an updated Code with your Applicant Profile.

☐ **Nonprofit documentation:** Required for all nonprofit organizations. If you are a nonprofit, upload non-profit documentation unless it already appears on the "Nonprofit Document" screen *and* it has not changed. If it has changed, delete the old documentation and upload the new.

☐ **Survey on Ensuring Equal Opportunities for Applicants (SF-424 Supplement):** Required for all nonprofit organizations, found here. HUD's instructions indicate you must replace an existing survey with a "new current date" version.

☐ **Please note:** The Disclosure of Lobbying Activities (SF-LLL) and Drug-Free Workplace Certification (HUD Form 50070) are no longer part of the Applicant Profile. You will complete both of these as part of each Project Application.

* *E -snaps* doesn't allow you to access your Project Application until you have hit the "Complete" button on the Applicant Profile, including uploads of all required documents. Once you complete the Project Applicant Profile, you can continue to edit it by selecting the "Submission Summary" page on the left menu bar and clicking "Edit". After making edits, select "Save" on the screens where edits were made, and select "Complete" on the "Submission Summary" page.

H. Tips for completing the Project Application:
Please carefully review the step-by-step instructions found in HUD's Renewal Project Application Instructional Guide. HUD also provides detailed instructions within *e-snaps* on each page of the application (accessible by clicking on "Instructions: [show]" at the top of each page).

For projects that have renewed before and import data, all information from your 2016 Project Application will import directly into your 2017 Project Application. If data was imported, most of the screens will be in "Read Only" mode. The only editable screens are the following: 3C (DedicatedPLUS for PSH), 6D (Sources of Match), 7A (Attachments), 7B (Certification). *Review all of the imported information carefully to make sure it is still accurate. If needed, make updates and revisions to the information for the 2017 Project Application.* To make changes to information in "Read Only" mode, navigate to Part 8, "Submission Without Changes", and select screens to edit.

The guidance below addresses questions specific to our CoC:

How do I name my project? Enter the project name exactly as it appears in the FY 2017 GIW (also sent via email along with this guidance). This is the project name that will appear in your grant award letter.

How should I answer each of the specific questions in Part 1: SF-424?

Section 1. In general, complete Section 1 with the same information you provided last year, unless that information has changed or you have received other instruction from HUD. Throughout the Project Application, several fields are intentionally left blank and you will not be able to edit them. Other answers are imported directly from your Applicant Profile and may only be changed by leaving the Project Application and editing your Applicant Profile. It may be helpful to verify these types of details by clicking "Instructions: [show]", found at the top of each page in the Project Application.

Tips relating to specific questions in Section 1:
- **1A. SF-424 Application Type, question 5b –** the Federal Award Identifier is the **first 6 digits** of the Grant Number, known as the PIN. This number must match the first 6 digits of the grant number listed on the FY 2017 GIW.
- **1C. SF-424 Application Details, question 12** – the Funding Opportunity Number for the 2017 application will auto-populate.
- **1D. SF-424 Congressional Districts, question 17 –** enter the day after your current grant end date as the Proposed Project Start Date. For example, if your current grant end date is 06/30/2018, enter 07/01/2018 as your Proposed Start Date. Your Proposed End Date should be one-year later (in this example, 06/30/2019). Confirm your current grant end date in our FY 2017 GIW.
- **1E. SF-424 Compliance, question 19** - "is the Application subject to review by State Executive Order 12372 Process?" You should answer: "Program is subject to E.O. 12372 but has not been selected by the State for review," and leave blank the date the application was made available to the State for review.

Section 3A Project Detail:
- **1. Expiring Grant PIN Number:** This field populates from the "Federal Award Identifier" field on Screen 1A. It is the first 6 digits of the Grant Number as listed in our FY 2017 GIW.
- **2A. CoC Number and Name:** OR-501 Portland/Gresham/Multnomah County CoC
- **2B. CoC Collaborative Applicant Name:** County of Multnomah
- **4. Project Status:** Answer "Standard"
- **5. Component type:** Verify your component type in our FY 2017 GIW.

Section 3B Project Description: This screen and the question numbering may look different depending on your project type (e.g. PH vs. TH) and whether or not the project includes rental assistance:

- **3. Housing First** HUD continues to advance a strong emphasis on the importance and effectiveness of Housing First strategies. In this section, complete all the questions (4a, 4b, and 4c). *E-snaps* will use your response to these questions to auto-populate 4d ("Does the project follow a "Housing First" approach?"). For more information on what HUD defines as a Housing First approach, see pages 19 – 20 of the [FY 2017 CoC NOFA](). HUD recognizes Recovery Housing as an important model for offering client choice, which can be considered Housing First if in line with HUD guidance in the [Recovery Housing Policy Brief]() and the [2017 CoC NOFA]().

Section 3C Dedicated Plus (PSH projects only):
- **1. "100% Dedicated", "DedicatedPLUS", or "N/A":** This is a new, required question for all PSH projects. DedicatedPLUS is a new PSH project designation in which 100% of beds are dedicated to serve a broadened criterion of individuals with disabilities and families in which one adult or child has a disability. For details about who 100% Dedicated and DedicatedPLUS projects can serve, see pages 21 - 22 of the [Renewal Project Detailed Instructions]().

  Renewal PSH projects can change the classification of their project through the project application to be DedicatedPLUS.* This includes projects where 100% of beds are currently dedicated to individuals and families experiencing chronic homelessness. If only a portion of beds are dedicated or prioritized to the chronically homeless, you can select "N/A" and enter the number of beds dedicated/prioritized on Screen 4B.

  Our initial review of the DedicatedPLUS designation suggests that it is a very positive development that will allow PSH projects to more flexibly meet the needs of a broader range of program participants. If your project is currently 100% dedicated to chronically homeless, our current recommendation is that you redesignate it as DedicatedPLUS in order to take advantage of this new flexibility. We have reached out to HUD for further information about the implications of changing 100% Dedicated projects to DedicatedPLUS, and will let you know if we learn anything that suggests otherwise.

  If you currently have PSH beds that are not dedicated to chronically homeless, we encourage you to review the flexibility of the DedicatedPLUS designation and consider designating the project as DedicatedPLUS. Contact Erin Pidot at 503-988-2524 or [Erin.Pidot@multco.us]() with questions.

  *We confirmed through a HUD AAQ Response on August 7, 2017 that the DedicatedPLUS eligibility criteria are required for new participants who enter on or after the grant's operating start date. "HUD does not intend for existing participants who met the eligibility criteria under previous grant to be removed from the project; rather, HUD expects that new participants that enter under the new grant will meet the new eligibility criteria."

Section 4B Housing Type and Location (PSH projects):

3. Beds dedicated to the chronically homeless: HUD has combined the beds described as "dedicated" and "prioritized" in previous CoC Program Competitions into a single field. Include beds in this calculation that currently serve persons who are chronically homeless and those that do not currently serve but will serve persons who are chronically homeless at turnover. If the project is 100% Dedicated, the total number of beds in the project should match the number of beds dedicated to the chronically homeless. If you designate your project as DedicatedPLUS, our current recommendation is that you enter "0" in "Total Dedicated CH Beds" in order to take full advantage of the DedicatedPLUS designation's flexibility. We have reached out to HUD for further guidance on this and will let you know if we learn anything that suggests otherwise.

Sections 5A and 5B Program Participants:

- Data entered in these sections should reflect your estimate of the number of participants in the program when the program is at full capacity (at a point in time, *not* over the course of the year). Unless you anticipate significant changes in populations served between your 2016 and 2017 grant, you should repeat the values from your 2016 grant application. If you do anticipate significant changes in populations served, you should estimate this based on your project's past performance and in light of any changes to your project budget.

Sections 5C Outreach for Participants:

- Make sure to note any client eligibility restrictions associated with your project type and original CoC grant application. For instance, if it is a PSH project originally funded under the Permanent Housing Bonus, you will generally be restricted to serving only clients who come from the street, shelter or Safe Haven (unless the project is designated as DedicatedPLUS). See more about eligible client populations in Section V.G.2.b(4) (page 30-31) of the FY 2017 CoC Program NOFA.

I. **Tips for Project Application Part 6: Budget Information:**

For step-by-step guidelines on completing your Project Application budget, see HUD's Budgets – Project Application Instructional Guide. It is important to carefully review your project budget application to make sure it exactly matches the budget listed in our FY 2017 GIW. All of the individual budget line items, as well as your total project budget, *must exactly match* those included in the GIW.

Section 6A Funding Request:

- **3.** Most projects bill directly for actual costs incurred, but some may use an indirect cost rate (particularly for admin). Consult your accounting staff on how you bill. For more on eligible indirect costs, see Section 578.63 of the CoC Interim Rule. *If you answer "yes", you will be prompted to complete an indirect cost rate schedule table in e-snaps, and will be required to attach a copy of your approved indirect cost rate plan.* Note that using an approved indirect rate does not change how much admin funding you are eligible to receive – only how you bill for it.

Section 6I Sources of Match:

How do I enter match in the project budget?

Match must be equal to or greater than 25% of the total grant request for all eligible costs including Admin costs but excluding leasing costs (i.e. funds identified for Leased Units and

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Leased Structures). Match must be cash or in-kind resources dedicated to eligible activities under the Subpart D of the [CoC Interim Rule](). It may be from public (not statutorily prohibited by the funding agency from being used as match) or private sources. Since the FY 2016 CoC Program Competition, HUD has allowed organizations to use program income as a source of match. You are strongly encouraged to include only 25% of the total grant request as match to minimize your documentation burden.

Additional FAQ's can be found by doing a search for keywords "match" at: https://www.hudexchange.info/e-snaps/faqs/

How do I have to document the match that I include in my Project Application?
Match letters need to be based on the current commitments for the requested grant term at the time of project application and NOT based on projections. HUD has not specified when match letters need to be dated. However, it is recommended that letters be dated within 60 days of the 2017 NOFA deadline (July 14, 2017 to September 28, 2017).

You do not need to upload commitment letters to *e-snaps*. However, you must have your letters completed and in-hand by September 28, 2017, the date the CoC application will be submitted to HUD. These letters need to be readily available when HUD requests them.

The written commitment must be documented on letterhead stationery; signed and dated by an authorized representative; and, at a minimum, contain the following elements:
- the name of the organization providing the contribution,
- the type of contribution (e.g., cash, child care, case management, etc.),
- the value of the contribution,
- the name of the project and its sponsor organization to which the contribution will be given, and
- the date the contribution will be available.

Written agreements could include signed letters, memoranda of agreement, and other documented evidence of a commitment. The value of commitments of land, buildings and equipment are one-time only and cannot be claimed by more than one project or by the same project in another year. For example, the value of donated land claimed by a project in FY2016 cannot be claimed by that or any other project in FY2017. Eventually, all in-kind commitments of match must be documented with a memorandum of understanding (MOU) completed prior to your renewal grant execution.