



# Renewal Application Training for Part II

FY2018 Continuum of Care  
Competition  
July 31, 2018



# Agenda

1. E-snaps Application
2. Timeline
3. Resources
4. Questions
5. NOFA Overview
6. Process Overview



# New in 2018

- Transition Grants
  - Option to transition an existing renewable project type to a new eligible project type(ex. TH to RRH) through the allocation process.
  - Provider must remain the same
  - Allows for shift to new type over the course of the grant year.
  - No more than 50% of the funding can be used for costs of eligible activities of the original project type.



# New in 2018

- Consolidation
- Project applicants can consolidate two or more eligible renewal projects into one project application.
- Must be the same recipient and same project type
- Must receive approval from HUD field office prior to consolidating to assure project is eligible
- Multiple project applications are required – renewal for each project to be submitted plus new application for consolidated project
- If interested, contact Tarra McFadden to discuss logistics
- You can also refer to the following resources for more information:
  - Consolidating Eligible Renewals During the FY 2018 CoC Program Competition:  
<https://www.hudexchange.info/resource/5723/consolidating-eligible-renewalsduring-the-fy-2018-coc-program-competition/>
  - e-snaps FAQs, keyword "consolidation:"  
<https://www.hudexchange.info/esnaps/faqs/>



# New in 2018

- Expansion
  - A CoC funded project can submit a new project application to expand its current program
  - A non-CoC funded project can submit a new project application for CoC funds to expand operations but funds cannot be used to replace existing funding.



# Renewal Projects

- Project applications are eligible for renewal if the current grant term expires during calendar year 2019.
- All renewals are for a one year term.
- All applicants should closely review the renewal project detailed instructions, instructional guides and supporting materials to confirm that applications are completed correctly.
  - Reference the GIW for renewal grant characteristics, if you look at last year's contract you will miss increases to rental assistance, leasing and operations dollars!!!



# **E-SNAPS APPLICATION OVERVIEW**



# Accessing E-Snaps


Front Office Portal


Username:  
CaHarris

Password:  
.....

Login

[Forgot your password?](#)

 Create Profile

 Contact Us

<https://esnaps.hud.gov/grantium/frontOffice.jsf>

Log in on left hand column of page:  
Can log in or make a new profile from this login page.





# Adding and Deleting Registered Users

| Children | Registrants | Parent | Open | Applicant Name | Applicant Number | Number of Projects | Last Submission |
|----------|-------------|--------|------|----------------|------------------|--------------------|-----------------|
|          |             |        |      |                | 0                |                    |                 |

CaHarris

Front Office Portal

Profile

My Account  
Change Password

Workspace


**Applicants**

Opportunity  
Registrations

Projects  
Submissions

Contact Us

- From home page click the **'Applicants'** button in the left hand column.
- This brings you to the Registrants screen.
- Click the 'people' icon

- Click the 'link' icon to add registrants 
- Fill out Information

\* User Name:

\* Email Address:

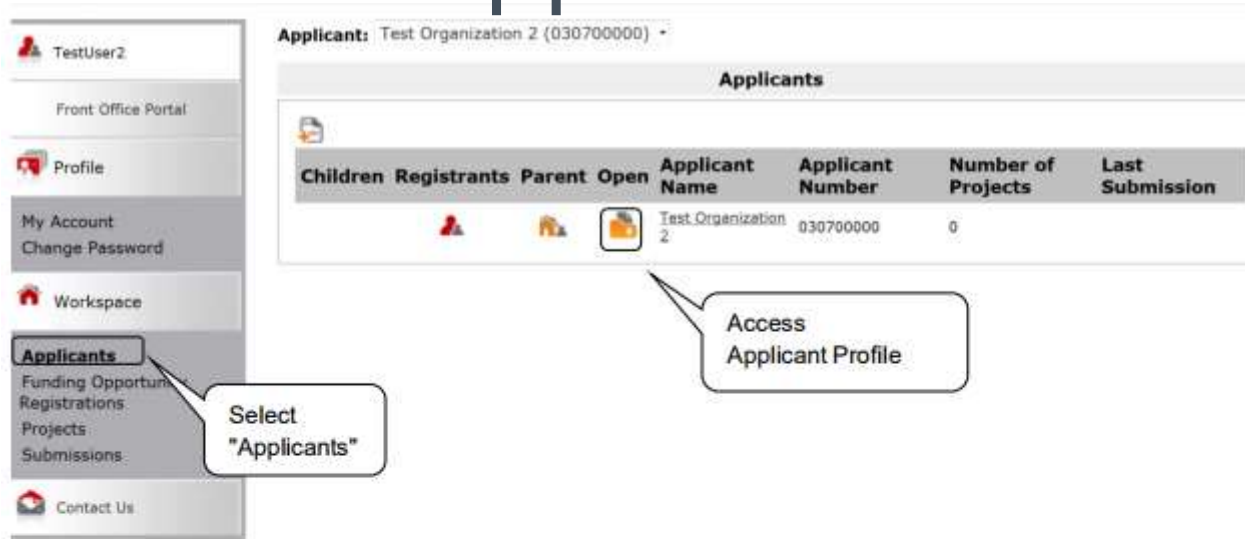
\* Group: Administrator ▼

\*Registrant needs to create account before you can add them

- To delete a registrant use the 'delete' icon next to the individual's name. 





# Updating Contact Info in Applicant Profile



Applicant: Test Organization 2 (030700000) ▾

**Applicants**

| Children | Registrants | Parent | Open  | Applicant Name      | Applicant Number | Number of Projects | Last Submission |
|----------|-------------|--------|---|---------------------|------------------|--------------------|-----------------|
|          |             |        |  | Test Organization 2 | 030700000        | 0                  |                 |

| Step | Description  |
|------|--|
| 1.   | After logging in, select the Project Applicant name from the "Applicant" dropdown at the top of the screen.  |
| 2.   | Select "Applicants" on the left menu.  |
| 3.   | On the "Applicants" screen, locate the "Applicant Name" column. <ul style="list-style-type: none"> <li>Confirm the Applicant for which you should complete the Applicant Profile by reviewing the Applicant Number column. It should have your Project Applicant DUNS Number.</li> </ul> |
| 4.   | Select the "Open Folder" icon  next to the Applicant Name.  |



# Updating the Applicant Profile

- Putting the Applicant Profile in "edit-mode"
  - When the CoC Program Competition period opens and e-snaps users log in who already have a complete Applicant Profile, the Applicant Profile may be marked as complete and an "Edit" button will appear on the "Submission Summary" screen, as shown in the screenshot below. You need to put your Applicant Profile in edit-mode.
- The "Complete" button must be selected within the timeframe of the competition period.
- Attachments that were uploaded to the Applicant Profile prior to the opening of the competition may not be available. All required attachments must be uploaded before the Project Applicant will be able to access the Project Application once it becomes available in e-snaps.



# Renewal Project Application Navigational Guide

- <https://www.hudexchange.info/resources/documents/FY-2018-Renewal-Project-Application-Navigational-Guide.pdf>
- Provides screen shots for working through the application
- Also review the detailed instructions available on the CoC Program Competition page



# Things to Remember

- Project Name
  - Standard naming convention for project applications
    - Agency Acronym, Project Name, HUD Competition Year
    - EX: SLCO CH Housing Project FY2018
- All attachments must be accurate and complete and dated between May 1, 2018 and September 18, 2018.



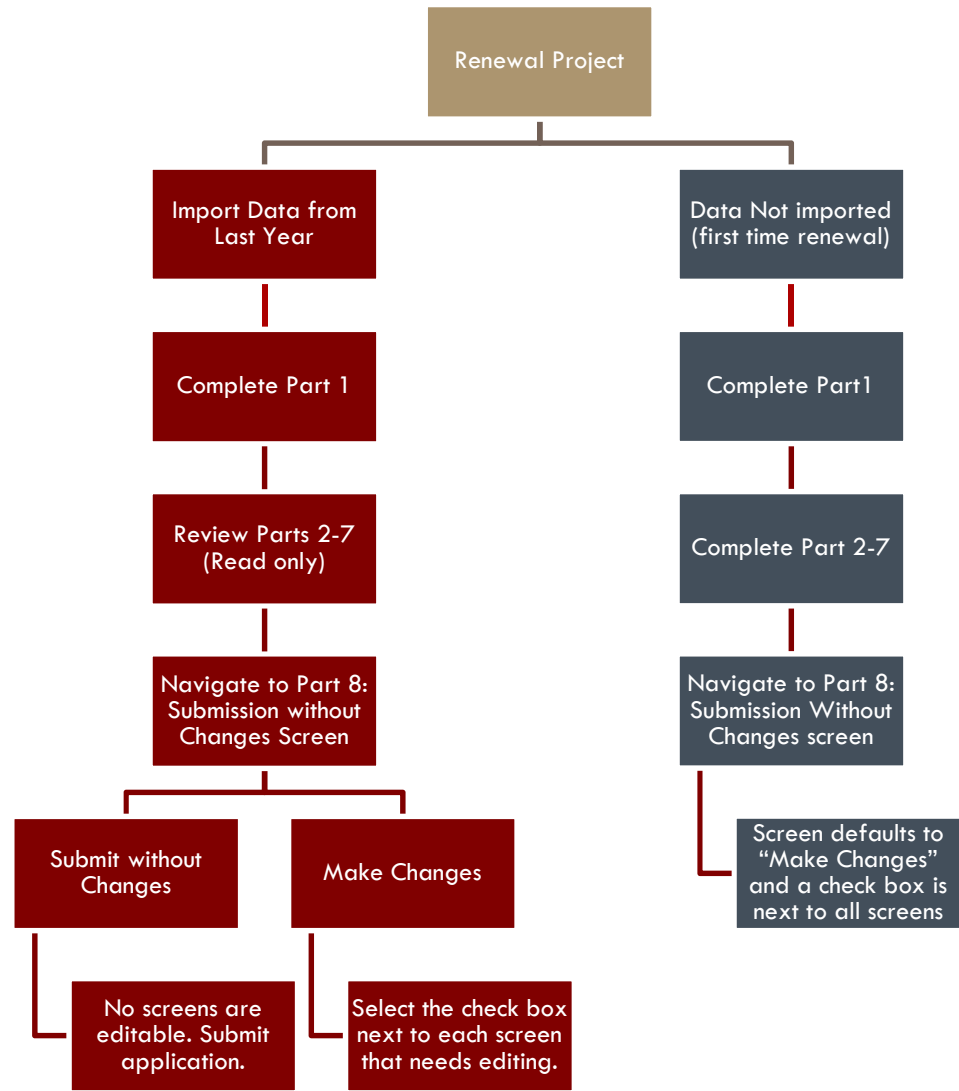
## Submission without changes CAUTION

- Thoroughly review ALL aspects of the application
- Double-check Housing First designation



# Submission without changes possible

- Make sure to edit any outdated references





## Part 6D: Sources of Match

- Program income can be counted as match funds
  - Because match can be challenging to understand, HUD strongly encourages applicants to review the 12 FAQs posted at; [www.hudexchange.info/coc/faqs/](http://www.hudexchange.info/coc/faqs/), by searching for the keyword “match.”
- Regulations require all grant funds, except for leasing funds, to be matched with no less than 25 percent of funds or in-kind contributions from other sources





## Part 7: Attachments

- Nonprofit documentation for ***subrecipients*** (as applicable)
- CoC Rejection Letter (For Appeal Projects)
  - Applicants appealing the local CoC decision and applying to HUD directly as a solo applicant



## Part 7B: Certification

- The Project Applicant must certify that the proposed program will comply with the various laws as outlined in the CoC Program Competition NOFA.
- The Project Applicant should carefully review all of the items carefully.



## Part 8: Submission

- Review all items/note any errors and correct
- Press “Submit” in e-snaps



# Submission Instructions

- **Deadline:**
  - 5 pm on Thursday, August 9, 2018**
- 1. Submit via E-snaps (this releases the application to the CoC, not to HUD)
- 2. Send a PDF export of the application to Tarra McFadden ([tmcfadden@slco.org](mailto:tmcfadden@slco.org))



# Ranking Committee

- Ranking Committee will review application and compare with ZoomGrants application for consistency



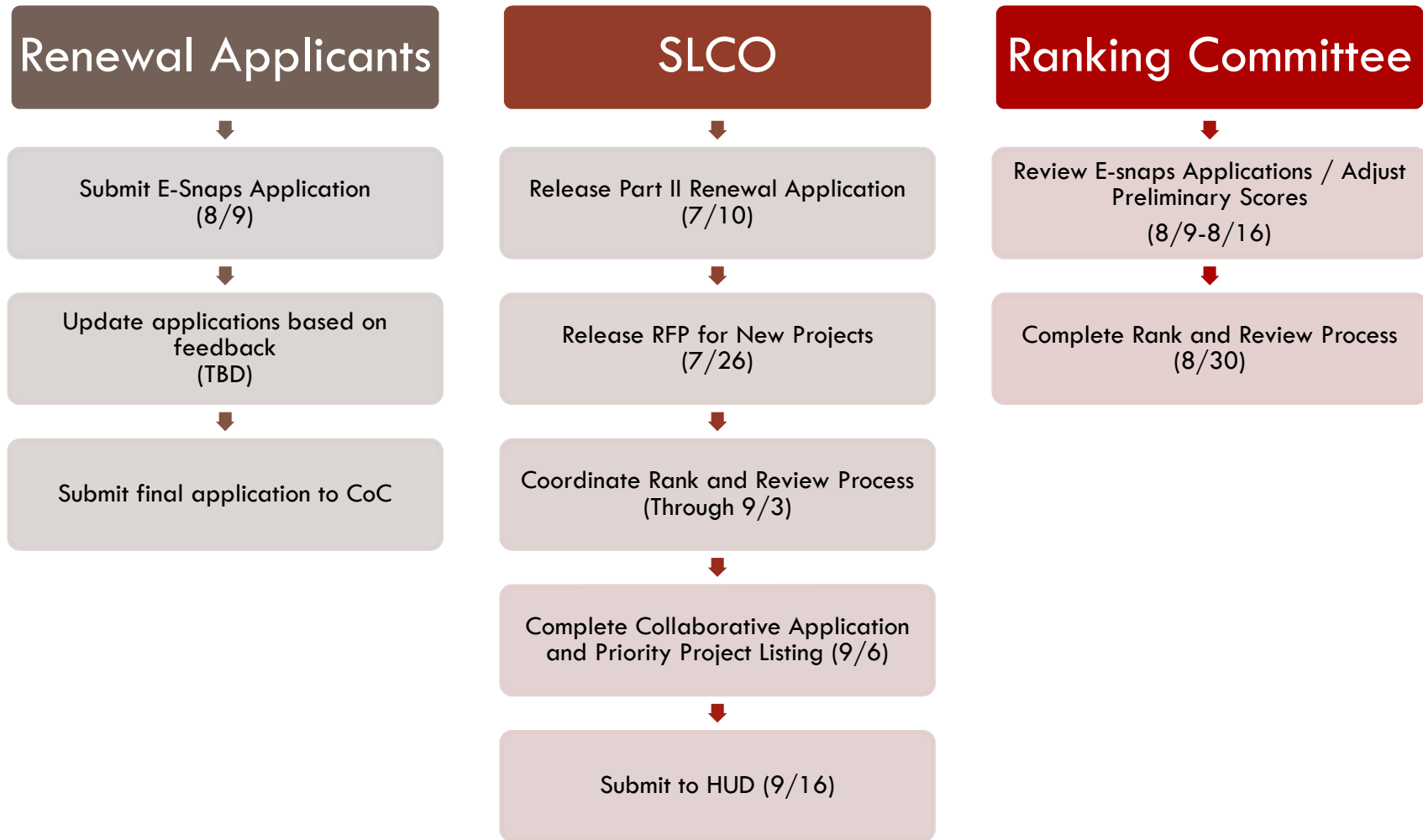
# Timeline Pre-NOFA





## Post-NOFA Activities for Renewal Applicants

(preliminary dates, subject to SLCO adjustment)





# Community Application Workgroup

- Meetings will be held from 12:00 – 1:00 pm
- 2001 South State Street, North Building, Mayor's Finance Conference Room in N4-200.
- Lunch will be provided.
  - Aug-7
    - System Performance
  - Aug-16
    - Performance and Strategic Planning
  - Aug-21
    - Engagement, Coordination and Discharge Planning
  - Aug-28
    - Review and Future Considerations
  - RSVP here:
    - <https://goo.gl/forms/2VFfT4aSXv1XxbOE3>





# Resources

- CoC Program Competition: e-snaps : *CoC Program Applications and Grants Management System*
  - <https://www.hudexchange.info/programs/e-snaps/#general-resources>
  - E-snaps training materials, detailed instructions
- FY 2018 Continuum of Care (CoC) Program Competition: Funding Availability
  - <https://goo.gl/B5iQLG>
  - NOFA, Policy Documents, Links to AAQ
- FY 2018 CoC Competition Focus: Serving Survivors of Domestic Violence
  - <https://goo.gl/pBfsTx>
- SLCO Competition Information:
  - <https://slco.org/homeless-services/fy2018-coc-competition/>
  - RFPs/Notices, Trainings, Policies, Drafts of Application materials for community review



## *e-snaps*: CoC Program Applications and Grants Management System

### CoC Program Competition Resources

The CoC Program awards funding annually based on a competitive process. Grant awards are made to recipient organizations that operate housing and services for persons experiencing homelessness and to recipient organizations that represent a CoC and conduct planning or Unified Funding Agency (UFA) activities.

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

#### Updating CoC and Project Applicant Information

Resources for updating Applicant Profiles, intended 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 Review, specifically 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.



# QUESTIONS



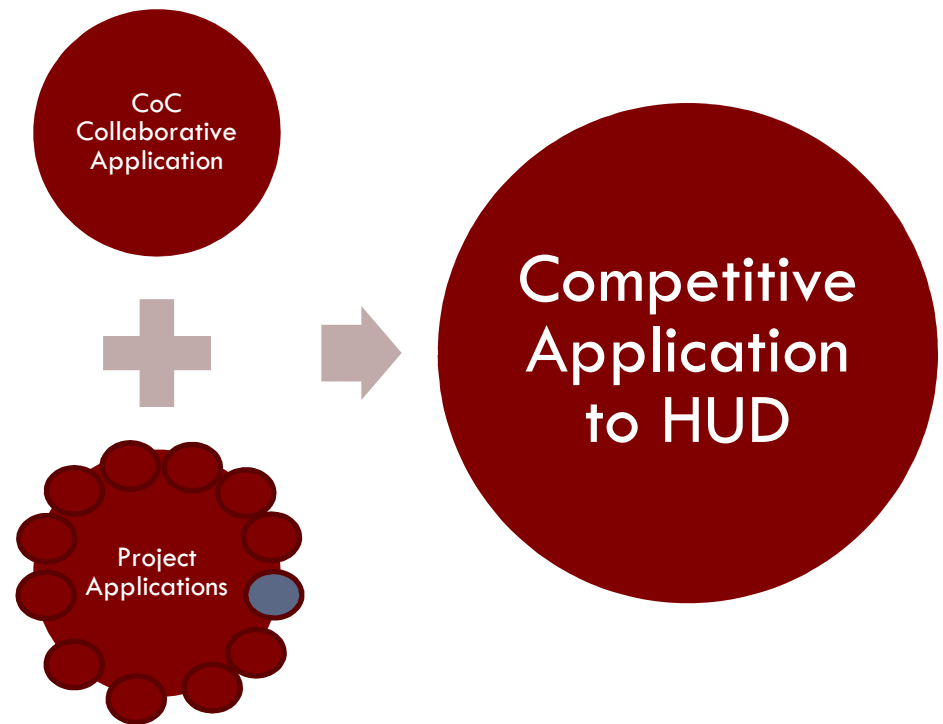
# Acronyms

- ARD: Annual Renewal Demand
- CH: Chronic Homelessness
- CoC: Continuum of Care
- FPRN: Final Pro Rata Need
- NOFA: Notice of Funding Availability
- PSH: Permanent Supportive Housing
- RRH: Rapid Re-housing
- TH-RRH: Transitional-Housing-Rapid Rehousing



# Collaborative Application Structure

- HUD Application is composed of two parts:
  1. Collaborative Application- describes community planning efforts and performance
  2. Community Project Applications
    - The Collaborative Applicant (Salt Lake County) submits the application to HUD. Once awarded, project applicants are direct grantees/recipients of HUD funding.





# Competition Overview

- All applications submitted to the Ranking Committee for rank and review
- All applications are submitted to HUD after being locally ranked
- HUD makes final funding decisions
- Applicants will be direct HUD grantees
  - CoC has responsibilities to monitor local projects
    - Provide training, technical assistance
    - Review reporting to HUD



# Ranking Committee

- Serves as the rank and review committee for the Continuum
- Members
  - Faith-based and non-profit providers of homeless services and housing
  - Banking (CRA) representatives
  - City & State ESG funders
  - County employees
  - Consumers
  - Education specialists
  - Housing advocates
  - Mental health & substance abuse coordinators
  - Veteran's services



# 2018 CoC Program NOFA

- NOFA Released on: June 20, 2018
- CoC Application Deadline: September 18, 2018
- Funding Available: Approximately \$2.1 billion
- Bonus Funding Available: 6% of FPRN
- DV Bonus Funding \$50 Million





# Funding for our CoC

- Annual Renewal Demand: \$7,146,067
  - This funding can be used to fund eligible renewal projects, in whole or in part, or can be reallocated to new projects.
- Estimated Tier 1 Funding: \$6,717,303 (94%)
- Estimated Tier 2 Finding: \$857,528 (6%)
  - Calculated as the difference between Estimated Annual Renewal Demand and Estimated Tier 1 Funding, plus amount available for bonus funding.
  - Estimated Bonus Funding: \$428,764
  - DV Bonus Funding: \$527,268
- Estimated Planning Funding: \$214,382

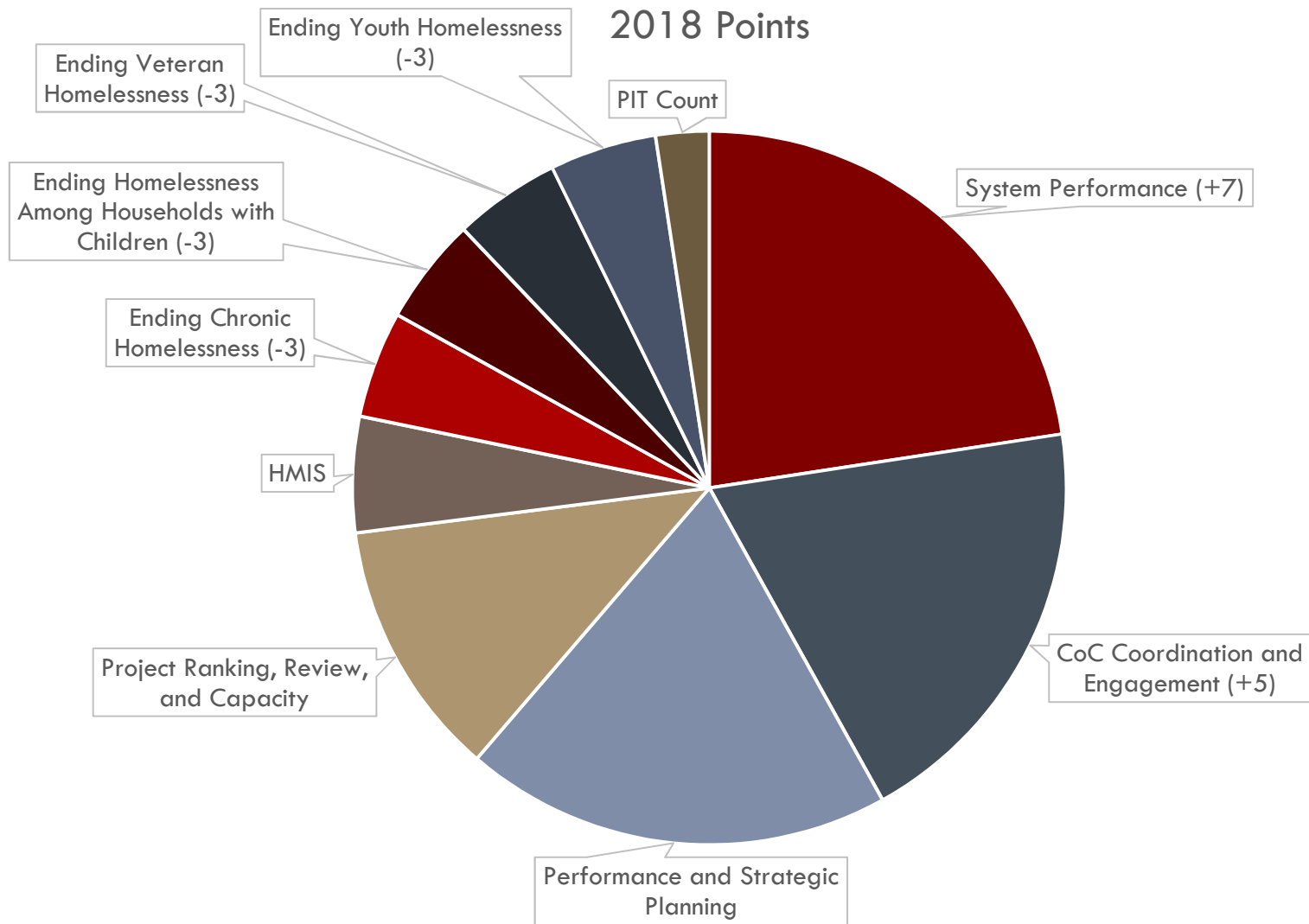


# NOFA Overview

- POLICY PRIORITIES
  - End homelessness for everyone
  - Create a systemic response to homelessness
  - Strategically allocate and use resources
  - Use a Housing First approach
- As in past years, CoCs must prioritize projects into tiers, with projects prioritized in Tier 1 being more likely to be funded than projects of lower priority that fall into Tier 2.
- Communities continue to be expected to have a **performance-based** project review and rank process.



# CA Scoring Breakdown





# Reallocation Process

- Reallocation Options
  - Project applicants can voluntarily reallocate all or part their of project funding.
  - Ranking Committee can reallocate based on CoC need and/or project performance.



# Local Process – CoC Recommendations to HUD



- Renewals
- **Reallocated**
- **Bonus**



# HUD Process – Final Funding Decision

## Tier 1

- 94% of GIW amount
- Fund in order of Collaborative Application Score
- HUD has enough funding

## Tier 2

- 6% of GIW amount
- Bonus
- Assign score to each project based on 100 point scale
- May be funded
- HUD has directed CoC's to be strategic about Tier 2



## More on Tier 2

- Tier 2 Points will be awarded as follows:
- 50 points for CoC application score (collaborative score)
- 40 points for CoC's ranking (project)
- 10 points for Housing First commitment
- *No longer receive points based on project type*



## HUD Process – Amount of Funding Available Nationally

- Renewals, Reallocated, and Bonus are all funded using the same process; depending on Tier placement
- Bonus points available to CoCs that merged may reduce our ability to obtain bonus funding





# DV Bonus Ranking Process (Source: <https://goo.gl/pBfsTx>)



- If a CoC's DV Bonus projects are selected, HUD will remove the selected projects from the CoC's priority listing
- If a CoC's DV Bonus projects are not selected for bonus funding, then the DV Bonus projects will remain on the CoC's priority listing and will be eligible for funding as (non-DV) bonus projects through the CoC Program as shown in Fig. 1.



**QUESTIONS?**



# Contact Information

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Mayor's Initiatives and Special Projects  
Salt Lake County  
2001 South State Street, Suite N4-930  
P.O. Box 144575  
Salt Lake City, UT 84114-4575

Tarra McFadden  
Continuum of Care Coordinator  
Phone: 801-923-3080  
Email: [tmcfadden@slco.org](mailto:tmcfadden@slco.org)

Katherine Fife  
Director, Policy and Program  
Phone: 385-468-7143  
Email: [kfife@slco.org](mailto:kfife@slco.org)

E-mail contact is preferred so that issues may be documented and common issues can be used to create an FAQ document if necessary.

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