



GUILFORD COUNTY CONTINUUM OF CARE

Working to End Homelessness in Guilford County

July 31, 2017

Dear Housing and Services Providers in the Guilford County Continuum of Care (NC-504 – Greensboro, High Point CoC):

The Department of Housing and Urban Development (HUD) released the Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2017 Continuum of Care (CoC) Program Competition on Friday, July 14, 2017. The HUD CoC Program provides federal funds to help local organizations and governments deliver housing and services to people who have been experiencing homelessness.

The Guilford County Continuum of Care (GCCoC) issued a Public Solicitation for new Project Applications and held a technical assistance workshop on June 8, 2017, and is issuing this updated Public Solicitation on July 31, 2017, to inform the community of changes in this year's CoC Program Competition per the FY2017 NOFA. We encourage agencies that do not currently receive CoC Program funds, as well as current recipients, to consider applying for a **new** permanent supportive housing project, a **new** rapid re-housing project, and/or a **new** transitional housing/rapid rehousing hybrid project.

Both new and renewal project applicants, who submitted letters of intent by June 30, 2017, should take these updates under consideration when completing and submitting their project applications in *e-snaps*.

For more information, please find attached a summary of the FY2017 CoC Program Competition NOFA.

Like the June 8, 2017 Public Solicitation, this updated Public Solicitation will be posted in the following virtual and physical locations:

- Guilford County Continuum of Care Website (guilfordcoc.org)
- Partners Ending Homelessness Website (pehgc.org)
- Guilford County Continuum of Care weekly newsletter
- Partners Ending Homelessness bulletin board (1500 Yanceyville Street, Greensboro, NC)

Please forward this Public Solicitation to any interested parties, listservs, and public bulletin boards.

Inquiries about this process may be directed to Gwen Dale Taylor, representative of the Collaborative Applicant of the Guilford County Continuum of Care (GCCoC) at gwen@partnersendinghomelessness.org.

SUMMARY OF THE NOFA FOR THE FY2017 CoC Program Competition (FR-6100-N-25)

This summary includes highlights from the FY2017 CoC NOFA, the HUD email announcement announcing its release, and a Change Log that HUD published the same day. Some of the information included below is not included in the NOFA, but will be apparent in *e-snaps*, the Detailed Instructions, and/or other application resources.

BACKGROUND

The CoC Program (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States, and local governments to quickly re-house homeless individuals, families, persons fleeing domestic violence, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless; and to optimize self-sufficiency among those experiencing homelessness.

Each year the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding Availability (NOFA), signifying the beginning of a funding competition among approximately 450 Continuums of Care (CoC), the community stakeholder groups that guide local responses to homelessness. The FY2017 CoC NOFA was released on July 14, 2017, opening the competition making available **approximately \$2 billion** to serve homeless people nationally. The information in the NOFA sets forth the competition rules and processes for 2017. This summary includes the highlights of the NOFA; additional guidance will be shared as it is made available.

Before the application is submitted to HUD, the CoC is required to hold a local competition to determine which projects will be included in the consolidated application, along with their relative priority. The results of the local competition dictate for which projects the CoC will seek funding. Additional details about anything in this summary can be found in the NOFA, available at:

<https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/>

KEY ELEMENTS OF THIS YEAR'S NOFA

As described in more detail below, HUD has created new project types and expanded project eligibility for some project types. These changes should allow communities to have more flexibility in how CoC funding is used.

HUD has also made some administrative changes that will streamline the application process, especially for renewal projects.

DETAILS

IMPORTANT HUD-REQUIRED DATES (Please see our local timeline previously distributed via email and attached here for local deadline dates.)

- **Friday, July 14, 2017:** FY2017 CoC NOFA release date
- On or after **Tuesday, July 18, 2017:** *e-snaps* will be available
- On or before **Tuesday, August 29, 2017** (30 days prior to submission deadline): All project applications are required to be submitted to the CoC.
- On or before **Wednesday, September 13, 2017** (15 days prior to submission deadline): The CoC is required to notify all project applicants who submitted their project applications to the CoC by the CoC-established deadline whether their project application(s) will be accepted and ranked on the CoC Priority Listing, rejected, or reduced by the CoC.
- On or before **Tuesday, September 26, 2017** (2 days prior to submission deadline): CoCs must post on their website (or a partner's website) all parts of the CoC Consolidated Application, including the CoC Application attachments and the completed Priority Listing (but not project applications), and notify community members and key stakeholders that the Consolidated Application is available.
- **Submission Deadline: Thursday, September 28, 2017 at 8:00 PM EDT/6:00 PM CDT/5:00 PM PDT**
- HUD may issue up to two conditional funding announcements.
- **September 30, 2019:** All conditional funds awarded in this competition must be obligated.
- **September 30, 2024:** Obligated funds must be expended.

AVAILABLE FUNDING FOR GUILFORD COUNTY CoC

HUD determines the maximum award for which each CoC is eligible, determined by a combination of factors. This year, in our CoC, our eligible application amounts are as follows, based on PPRN of \$1,928,084:

- Estimated CoC's Estimated Annual Renewal Demand (ARD): **\$1,950,669**
 - Estimated Tier 1 (94% of ARD): **\$1,833,629**
 - Estimated Tier 2 (remainder of annual renewal demand plus Bonus amount): **\$234,080**
- Estimated Permanent Housing Bonus Amount (6% of FPRN): **\$117,040**
- Estimated CoC Planning Amount: **\$58,520** (Planning grants are not ranked again in 2017.)

<https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Estimated-ARD-Report.pdf>

FY2017 HUD CoC POLICY PRIORITIES

CoCs will be evaluated based on the extent to which they further HUD's policy priorities. The policy priorities listed this year are:

1. Ending homelessness for all persons.

CoCs should:

- a. identify, engage, and effectively serve all persons experiencing homelessness.
- b. measure their performance based on local data taking into account challenges faced by subpopulations.
- c. have a comprehensive outreach strategy to identify and continuously engage all unsheltered individuals and families.
- d. use local data to determine the characteristics of individuals and families with the highest needs and longest experiences of homelessness to develop housing and supportive services tailored to their needs.
- e. use the reallocation process to create new projects that improve their overall performance and better respond to their needs.

2. Creating a systemic response to homelessness.

CoCs should be using:

- a. system performance measures such as the average length of homeless episodes, rates of return to homelessness, and rates of exit to permanent housing destinations to determine how effectively they are serving people experiencing homelessness.
- b. their Coordinated Entry process to promote participant choice, coordinate homeless assistance and mainstream housing and services to ensure people experiencing homelessness receive assistance quickly, and make homelessness assistance open, inclusive, and transparent.

3. Strategically allocating and using resources.

- a. Using cost, performance, and outcome data, CoCs should improve how resources are utilized to end homelessness.
- b. CoCs should review project quality, performance, and cost effectiveness.
- c. HUD also encourages CoCs to maximize the use of mainstream and other community-based resources when serving persons experiencing homelessness.
- d. CoCs should review all projects eligible for renewal in FY2017 to determine their effectiveness in serving people experiencing homelessness as well as their cost effectiveness.

4. Use a Housing First approach.

- a. CoC Program funded projects should help individuals and families move quickly into permanent housing, and the CoC should measure and help projects reduce the length of time people experience homelessness.
- b. CoCs should engage landlords and property owners, remove barriers to entry, and adopt client-centered service methods.

APPLICATION STRUCTURE

The CoC Consolidated Application is comprised of the following parts:

- **CoC Application:** Describes the CoC's plan for ending homelessness, its system-level performance, and addresses the NOFA's selection criteria. This part of the application is scored and will determine the order in which CoCs are funded.
- **Project Applications**
- **CoC Priority Listing:** Ranks all project applications in order of priority

PROJECT REVIEW AND RANKING DETAILS

HUD requires CoCs to review and rank projects submitted by project applicants, except CoC planning projects, having them fall into two Tiers based on a financial threshold. All projects must pass HUD's eligibility and threshold requirements to be funded, regardless of their priority.

TIER 1

- In FY2017, Tier 1 is equal to 94 percent of the CoC's FY2017 Annual Renewal Demand.
- Tier 1 projects will be conditionally selected from the highest scoring CoC to the lowest scoring CoC, provided the project applications pass both eligibility and threshold review. In the event insufficient funding is available under this NOFA to award all Tier 1 projects, Tier 1 will be reduced proportionately, which could result in some Tier 1 projects falling into Tier 2. Therefore, CoCs should carefully determine the priority and ranking for all project applications in Tier 1 as well as Tier 2.

TIER 2

- Projects in Tier 2 are less likely to be funded, but HUD's scoring process to determine which projects in Tier 2 are funded has changed in 2017 and does not include any priority for permanent housing projects, HMIS or Coordinated Entry projects. Every Tier 2 project will be scored using a 100-point scale based on three factors:
 - *CoC Score:* Up to 50 of 100 points will be awarded in direct proportion to the score received on the CoC Application.
 - *CoC Project Ranking.* Up to 40 of 100 points for the CoC's ranking of the project application(s). To more evenly distribute funding across CoCs and take into account the CoCs ranking of projects, point values will be assigned directly related to the CoCs ranking of projects. (Additional details are available in the NOFA.)
 - *Commitment to Housing First.* Up to 10 of 100 points for:
 - How a permanent housing project commits to applying the Housing First model, or
 - How a transitional housing project, Joint TH and PH-RRH component project, safe haven project, or SSO project that is not for centralized or coordinated assessment demonstrates that it is low-barrier, prioritizes rapid placement and stabilization in permanent housing, and does not have service participation requirements or preconditions to entry (such as sobriety or a minimum income threshold).
 - An HMIS project or SSO project for a centralized or coordinated assessment system will automatically receive 10 points.

IMPORTANT REMINDERS

- CoCs cannot receive grants for new projects, other than through reallocation, unless the CoC competitively ranks projects based on how they improve system performance.
- HUD is increasing the share of the CoC score that is based on performance criteria.
- CoCs that demonstrate the ability to reallocate resources to higher performing projects will receive priority funding from HUD.

NEW REVIEW AND RANK HUD POLICIES IN FY2017

- CoCs may only reallocate eligible renewal projects that have previously been renewed under the CoC Program or projects funded under the Supportive Housing Program (SHP) or Shelter Plus Care (S+C) Program that are eligible for first-time renewal in the FY 2017 CoC Program Competition. **This indicates that CoC projects renewing for the first time cannot be reallocated. HUD may release more information later in the NOFA process.**
- **NEW THIS YEAR**, HUD will allow project applicants to apply for a new expansion project under the reallocation process or permanent housing bonus in order to **expand existing eligible renewal projects** that will increase the number of units in the project, or allow the recipient to serve additional persons. Project applicants that intend to submit a new reallocation or permanent housing bonus project for the purposes of expanding an eligible renewal project must:
 - o provide the eligible renewal grant number that the project applicant requests to expand on the new project application;
 - o indicate how the new project application will expand units, beds, services, persons served, or in the case of HMIS projects, how the current HMIS grant activities will be expanded for the CoC's geographic area; and
 - o ensure the funding request for the new expansion project is within the funding parameters allowed under the reallocation process or permanent housing bonus (i.e. not a request for transitional housing).
- If both the new expansion project and the renewal it expands are conditionally selected for funding, **one grant agreement incorporating both project applications will be executed**. If the renewal project application is not conditionally selected for funding, the expansion project application will not be selected.
- The CoC is required to notify, in writing and outside of *e-snaps*, **all** project applicants who submitted their project applications to the CoC by the CoC-established deadline whether their project application(s) **will be accepted and ranked on the CoC Priority Listing, rejected, or reduced** by the CoC. Where a project application is being rejected or reduced, the CoC must indicate the reason(s) for the rejection or reduction.

NEW PROJECT TYPES

HUD has created two new eligible project types this year:

- **DedicatedPLUS project** is a permanent supportive housing project where 100 percent of the beds are dedicated to serve individuals with disabilities and families in which one adult or child has a disability, including unaccompanied homeless youth, that at intake are:
 - experiencing chronic homelessness as defined in 24 CFR 578.3;
 - residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
 - residing in a place not meant for human habitation, emergency shelter, or safe haven; but the individuals or families experiencing chronic homelessness as defined at 24 CFR 578.3 had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement;
 - residing in transitional housing funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3 prior to entering the project;
 - residing and has resided in a place not meant for human habitation, a safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions; or
 - receiving assistance through a Department of Veterans Affairs(VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.
- **Joint TH and PH-RRH component** projects may be created to better serve homeless individuals and families. The Joint TH and PH-RRH component project includes two existing program components—transitional housing and permanent housing-rapid rehousing—in a single project to serve individuals and families experiencing homelessness.
 - If funded, HUD will limit eligible costs as follows, in addition to other limitations found in the Interim Rule to:
 - capital costs (i.e., new construction, rehabilitation, or acquisition), leasing of a structure or units, and operating costs to provide transitional housing;
 - short- or medium-term tenant-based rental assistance on behalf of program participants to pay for the rapid rehousing portion of the project;
 - supportive services; HMIS; and
 - project administrative costs.
 - When a program participant is enrolled in a Joint TH and PH-RRH component project, the recipient or sub-recipient must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants.
 - A program participant may choose to receive only the transitional housing unit or the assistance provided through the PH-RRH component, but the recipient or sub-recipient must make both types of assistance available.

ELIGIBLE NEW PROJECTS

PERMANENT HOUSING BONUS

The Permanent Housing Bonus, equal to 6% of the Final Pro Rata Need (the higher of Annual Renewal Demand or Preliminary Pro Rata need), is available to all CoCs to apply for funding to create one or more new:

1. DedicatedPLUS projects (**NEW THIS YEAR**)
2. Permanent supportive housing projects where 100 percent of the beds are dedicated to chronically homeless individuals and families
3. Rapid rehousing projects that will serve homeless individuals and families, including unaccompanied youth, who are: **(items d, e, and f listed below are NEW THIS YEAR)**
 - a. residing in a place not meant for human habitation;
 - b. residing in an emergency shelter
 - c. persons meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations
 - d. residing in a transitional housing project that was eliminated in the FY2017 CoC Program Competition
 - e. residing in transitional housing funded by a Joint TH and PH-RRH component project; or
 - f. receiving services through a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.
4. Joint TH and PH-RRH component projects, which will include transitional housing and permanent housing-rapid rehousing in a single project to serve individuals and families experiencing homelessness, including victims of domestic violence (**NEW THIS YEAR**).

ELIGIBLE REALLOCATION PROJECTS

The following types of **new projects** may be created using funds that the CoC has made available through reallocation:

1. Any of those eligible for the Permanent Housing Bonus
2. Dedicated Homeless Management Information System (HMIS) project (can only be carried out by the HMIS Lead)
3. Supportive services only project to develop or operate a new centralized or coordinated assessment system.

IMPORTANT POINTS FOR RENEWAL PROJECTS

- Renewal project applicants (for grants that have renewed at least once) may submit renewal project applications with no changes on select screens. More information is forthcoming. This change should speed application processes for applicants and review by HUD.
- A renewal project that is permanent supportive housing 100% dedicated to chronically homeless people may **either become a DedicatedPLUS project or may continue to dedicate 100 percent** of its beds to chronically homeless individuals and families. If a renewal project that has 100 percent of its beds dedicated to chronically homeless individuals and families elects to become a DedicatedPLUS project, the project will be required to adhere to all fair housing requirements at 24 CFR 578.93.
- A renewal project that is rapid rehousing is not required to continue to serve only those participants who were in a rapid rehousing category when the project was initially funded. Therefore, if a renewing rapid rehousing project was originally funded to serve only families with children, that project, through the FY2017 project application, may indicate it will also serve individuals if it so chooses.

IMPORTANT DETAILS FOR ALL PROJECT APPLICANTS

- **DUNS/SAM Registration:** All project applicants must have a DUNS number and an active SAM registration. Please search and check at <https://uscontractorregistration.com/>.
- **Required Reading:** Project applicants should read the CoC NOFA, CoC Program Interim Rule, and the General Section NOFA.
- **Leverage is not required in the application this year.**
- **Easier Form Completion:** Most of the mandatory attachments in the Applicant Profile (e.g., HUD-2880, SF-LLL, and HUD-50070) have been moved to *e-snaps* as fillable forms that only require a checkbox certification with the project applicant's authorized representative information. More information will be forthcoming.
- **New Lobbying Form:** Federal agencies require the submission of a signed Certification Regarding Lobbying to ensure applicants acknowledge the requirements in Section 319 of Public Law 101-121, 31 U.S.C. 1352, (the Byrd Amendment) and 24 CFR part 87 before receiving a federal award. These statutes and regulation prohibit the use of federal award funds for lobbying the executive or legislative branches of the Federal government in connection with a specific award. This requirement is different and separate from the requirement for applicants to report lobbying activities using the SF-LLL form. The SF-LLL form must still be submitted by applicants that lobby or intend to lobby using non-federal funds. The only applicants excepted from submitting the Certification Regarding Lobbying form are federally-recognized Indian tribes because of each tribe's sovereign power. This form has also been hard-coded in *e-snaps* for project applicants and will need to be completed and certified in *e-snaps* before you have access to the actual project application.
- **Codes of Conduct:** All applicants must have a current HUD-approved Code of Conduct. Most organizations' Codes of Conduct were removed from HUD's website in early 2017, as they did not meet the requirements of 2 CFR part 200, and the organizations were notified by another HUD office that a new Code of Conduct must be submitted. Be sure to review the [Code of Conduct for HUD Grant Programs](#) page on HUD's website to ensure your organization is listed which means you have submitted an approved Code of Conduct.

If you do not see your organization on the list, be sure to attach a current and complete Code of Conduct to your Project Applicant Profile in *e-snaps*. More information will be provided about requirements of Code of Conduct during the Review and Rank process.

- **Estimate Amount of Program Income as Match:** Project applicants that intend to use program income as match must provide an estimate of how much program income will be used for match.
- **Program Regulation Apply When Amended:** The grant agreements will be subject to the program regulation as it may be amended from time to time. Recipients will be subject to regulatory revisions as they come into effect, without having to wait until the grant is renewed in a future competition.
- **2017 FMRs Will Apply:** Because the CoC Consolidated Application is due prior to the publication of the final FY2018 FMRs, the FY2017 FMRs will be used for funding amounts.
- **Housing First:** Any housing project application that indicates it will use a Housing First approach, that is awarded FY2017 CoC Program funds will be required to *operate* as a Housing First project.
- **Environmental Requirements:** Two important changes for projects categorized or Categorically Excluded from review under the National Environmental Policy Act and not subject to 24 CFR 58.5 (CENST):
 - All scattered-site projects where program participants choose their own unit and are not restricted to units within a pre-determined specific project site or sites are categorized in 24 CFR 58.35(b)(1) as CENST. This now includes both tenant-based rental assistance and tenant-based leasing projects where program participants choose their own unit. Previous guidance included only Tenant Based Rental Assistance as eligible CENST projects.
 - The [Exempt/CENST](#) form is only required for each project, not every unit. Previous guidance instructed recipients to complete an Exempt/CENST form for each unit.

COMMUNITY-LEVEL CHANGES AND REMINDERS

- **GIW Loses Relevance:** Annual Renewal Demand (ARD) is no longer calculated based on the final GIW for each CoC posted on the HUD Exchange. The NOFA defines ARD as, “The total amount of all the CoC’s projects that will be eligible for renewal in the FY2017 CoC Program Competition, before any required adjustments to funding for leasing, rental assistance, and operating budget line items based on FMR changes. The ARD will be calculated by combining the total amount of funds requested by eligible renewal projects on the Renewal Project Listing combined and the eligible renewal project amount(s) that were reallocated.”
- **Compliance with Violence Against Women Act (VAWA) Rule:** On November 16, 2016, HUD published its VAWA final rule (81 FR 80798), which provides various protections to victims of domestic violence, dating violence, sexual assault, and stalking under the CoC Program and other HUD programs. The grants to be awarded under this NOFA will be the first CoC Program grants that will be required to comply with the VAWA rule as provided in 24 CFR 578.99(j)(3). To enable full compliance with this rule, **each CoC must establish an emergency transfer plan under 24 CFR 578.7(d) and make related updates to the written standards** for administering CoC program assistance under 24 CFR 578.7(a)(9)(ii), (iii) and (v). These tasks must be completed by the time the local CPD Field Office issues the first FY2017 grant agreement for a project in the CoC’s geographic area.

- **Meaningful Participation:** HUD encourages all applicants to HUD’s competitive programs to ensure, where applicable, public decision making and meaningful participation throughout the visioning, development, and implementation of funded projects, by residents of affected areas and especially communities traditionally marginalized from planning processes. In seeking public participation, applicants and grantees must ensure that all communications are provided in a manner that is effective for persons with hearing, visual, and other communications-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973 and, as applicable, the Americans with Disabilities Act. In addition, Title VI of the Civil Rights Act of 1964, 42 U.S.C.2000(d) and Executive Order 13166 require that grantees take responsible steps to ensure meaningful access to services, programs, and activities by persons with Limited English Proficiency.
- **CoC Mergers:** To encourage CoC mergers and mitigate the potential adverse scoring implications that may occur when a high performing CoC merges with one or more lower performing CoC(s), HUD is awarding up to 25 bonus points to CoCs that completed a merger in the period between the final funding announcement for FY2016 and the FY2017 CoC Program Registration deadline. CoCs may want to consider undertaking mergers next year prior to the Registration deadline.
- **Category 3:** As in past years, CoCs may request that up to 10 percent of funding for the fiscal year awarded under this NOFA be approved to serve homeless households with children and youth defined as homeless under other federal statutes who are unstably housed (paragraph 3 of the definition of homeless found at 24 CFR 578.3). Additional details are available in the NOFA.
- **Major Disasters:** If your CoC’s geography has had a recent major disaster, review the NOFA for potential scoring leniencies.
- **All Relevant Subpopulations:** HUD is defining “all relevant subpopulations” to mean families, youth, veterans, persons fleeing domestic violence, persons who are unsheltered, and chronically homeless individuals and families.

HUD CoC RESOURCES:

- FY2017 CoC NOFA: <https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/>
- General Section NOFA: https://portal.hud.gov/hudportal/documents/huddoc?id=2017nofa_gensec.pdf
- CoC Program Interim Rule (24 CFR part 578): <https://www.hudexchange.info/resource/2035/coc-program-interim-rule-formatted-version>
- HUD Websites:
 - www.hud.gov
 - www.hudexchange.info
- Funding Application: www.hud.gov/esnaps
- Training and Resources: www.hudexchange.info/homelessness-assistance/
- HUD Exchange Ask A Question (AAQ): www.hudexchange.info/get-assistance
- Listserv: www.hudexchange.info/maillinglist

2017 GUILFORD COUNTY CONTINUUM OF CARE TIMELINE

(This timeline is the same as the timeline distributed via email on 7/19/2017.)

This timeline document should be used as a *guide* for Partners Ending Homelessness staff, as well as for HUD CoC project applicants/grantees. Updates to this document will be provided to project applicants after the NOFA is released and/or as needed.

June 5, 2017

- Partners Ending Homelessness submits CoC System Performance Measures in HUD HDX.

June 8, 2017

- **HUD CoC NOFA Information Meeting** at 10:30 am, Unitarian Universalist Church of Greensboro
- **PEH Issues RFP**

June 9, 2017

- Jackie Hundt to send CoC NOFA tentative timeline to all renewal project applicants (CoC Grants email group created by PEH).
- Project applicants can begin reviewing and updating their Applicant Profiles in *e-snaps*.

June 30, 2017 – RENEWAL PROJECTS & NEW PROJECTS (from Bonus or Reallocated Funds)

- Please follow any local PEH application instructions and guidelines. Submit your Letter of Intent to PEH per the issued RFP.
- Make sure SAM (formerly CCR) registration status is active (www.sam.gov). Make sure your agency has its DUNS.
- Make sure your Code of Conduct is on file with HUD.
(https://portal.hud.gov/hudportal/HUD?src=/program_offices/spm/gmomgmt/grantsinfo/conduct)
- In addition to the Letter of Intent, provide PEH with the following hard-copy paper documents, 3-hole punched, in the order listed below, by **June 30 at 5PM (Greensboro or High Point office)**. If you have any questions regarding this, please contact Brian Hahne or Gwen Taylor:
 - Most recent IRS 990, as submitted to the IRS
 - Most recent audit report and auditor's management letter
 - By-Laws

- Articles of Incorporation
- IRS 501(c)3 designation letter (status in place for at least one year prior to application deadline)
- Current Board roster
- Copies of organizational (not CoC project) budgets for last year, current year, and next year (if available)
- Copies of Code of Conduct, Personnel Policies, Procurement Policies, Accounting Procedures for the Organization, and Conflict of Interest Policy (as applicable)
- NC Solicitation license or exempt letter
- Notarized statement of no overdue taxes
- Most current APR on file with HUD (*e-snaps* prior to April 1, 2017, or SAGE after April 1, 2017) Please indicate the date the APR was submitted.

Note: Since the APR in e-snaps (not sure about SAGE) is lots of pages, you can simply export the first screen ("Confirmation of CoC APR Requirement"), all of the financial screens (the financial pages should appear on screen Q3 and screen Q30a1-a4 OR Q31a1-a4), and the last screen ("Submission Summary") of the APR in e-snaps and print just those pages for your eligibility document submission.

July 7, 2017 – Applicant Profile Updated/Completed in e-snaps

- Renewal Projects: Submit any HUD project amendments or grant adjustments that took place in the past 12 months to Jackie Hundt (ghundt@triad.rr.com).
- Review your Applicant Profile (424) folder in *e-snaps* and update details as necessary. This must be done before you create a project application. New Project Applicants can contact Jackie Hundt about getting set up in *e-snaps* and completing the Applicant Profile (424) folder.
- Links to the attachments/forms will be sent in a separate email.
- Please submit a PDF of the Applicant Folder (424) and all attachments in 424 and Project Application to Jackie Hundt (ghundt@triad.rr.com) for review.
- IMPORTANT NOTE: With regards to the attachments in the Applicant Profile (424) folder, please attach all necessary documents per HUD requirements with appropriate details and dates. (In 2016, the NOFA stated documents should be dated between May 1 and the CoC deadline. For 2017, it should be safe to date attachments between July 1, 2017, and the deadline of September 28, 2017.) In the past, project applicants must have something attached in each upload spot in order to move forward in *e-snaps* and create a project application. Last year HUD required CoC Collaborative Applicants to certify that all attachments are accurate. Please review last year's attachments and any corrections I emailed you, so all forms are consistent. Final budget amounts as approved by the CoC's System Performance and Evaluation Committee and the CoC Board will be released as soon as available. Please proceed as

usual, but expect that you may need to edit your attachments closer to the deadline. More details will follow. (Note: If there are corrections to any attachments, the Applicant Profile can be put in edit mode and new attachments can be uploaded.)

CHANGES ARE BEING MADE THIS YEAR BY HUD REGARDING THE FORMS FOR PROJECT APPLICANTS. STAY TUNED FOR NEW INSTRUCTIONS FROM HUD ONCE THEY ARE POSTED ON THE HUD EXCHANGE.

July 14-31, 2017 – Review of HUD Details on CoC Project Application Process (*This is an estimate as some materials are not yet published.*)

- Review HUD details of CoC Project Application Procedures and Changes. See HUD links:
 - CoC Program and 2017 Program Competition: <https://www.hudexchange.info/programs/coc/> and <https://www.hudexchange.info/programs/e-snaps/fy-2017-coc-program-nofa-coc-program-competition/>
 - e-snaps training for project applicants: General information is located at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/> . **As soon as HUD publishes the resources (not available as of July 17, 2017)**, you will need to select Project Applicants on the lefthand side of this webpage to get to the Project Applicant resources. There are several resources that are useful – *Accessing the Project Application Resource, Budgets – Project Application Instructions*, etc. Also, you should find links to *Detailed Instructions* for both new and renewal projects on this page as well. Scroll through the entire page to see all of the resources and which ones apply to your project.
 - Typically, there are also detailed instructions for project applications in e-snaps on the lefthand gray bar.
 - e-snaps web address: <https://esnaps.hud.gov/grantium/frontOffice.jsf>
 - **Please begin working on your match letters. The letters must be dated within 60 days of the September 28, 2017 deadline.** *Notes from 2016:* *There are some important updates regarding Match documentation. Please consult the page 36-37 of the attached HUD Detailed Renewal Project instructions. The instructions first say: "Match funds are acquired from sources outside of this grant's funding request. The match information entered in e-snaps should be based on the **current commitments at the time of project application, covering the requested grant operating period (i.e., grant term), and NOT based on projections.** HUD expects the amount(s) listed on this screen to be accurate, with a commitment letter(s) in place that includes the amount(s) listed." As further indicated on page 36, "Because match can be challenging to understand, HUD strongly encourages applicants to review the 12 FAQs posted at; www.hudexchange.info/coc/faqs/, by searching for the keyword "match." Applicants should also review 24 CFR 578.73 and the FY2016 CoC Program Competition NOFA for detailed information concerning Match." You can provide a letter to document cash, in-kind goods/equipment, and in-kind property. You MUST provide an MOU to document in-kind services. The formatting of the letters and/or MOUs is important.*

[Please refer to the NCCIH BOS match/leverage explainer document if you need further guidance and make sure you follow the instructions on formatting. \(You will need to scroll down the page to locate the pdf.\)](http://www.nccih.org/bos/2016cocapplication/)

<http://www.nccih.org/bos/2016cocapplication/>

Lastly, the letters/MOUs MUST be attached to your *e-snaps* project application.

August 2, 2017 - estimated

- As in previous years, project applicants will receive a copy of the 2017 CoC project scoring categories and process to be used by the CoC's System Performance and Evaluation Committee and Board.
- All agencies submitting a 2017 CoC Project Application will also be expected to complete a quick form developed by PEH, where they will attest that they are operating low barrier housing first programs and following CoC written standards for Coordinated Assessment and Rapid Rehousing. Project Applicants should also anticipate submitting other information to PEH if required by the 2017 CoC NOFA. More details will follow after NOFA is released.

August 25, 2017 – RENEWAL and NEW Project Applications Due in *e-snaps* (Note: This is specific to the HUD *e-snaps* project application submission process that has been used in prior years. **As of July 17, 2017, the 2017 process resources are still pending publication by HUD, so there may be some changes to the steps indicated below.**)

- Project Applicants must complete three steps to access the Project Application—complete the Project Applicant Profile, register for the correct Funding Opportunity, and create a Project (name the project as it is named in the GIW and import from last year's renewal project). After doing so, the Project Application will appear on the "Submissions" screen.
- Open the "Submissions" folder, to locate your 2017 project application. Update and/or complete Project Applications in *e-snaps* per HUD instructions. Applicants should be able to import data from last year's application, which will make the process go faster. (Note: If your project was new in 2016, then it will not import, so you will have to start from scratch with a 2017 renewal project form.) Please make sure the project name & number matches the name & number in the GIW and that the budget amounts are consistent with HUD-approved amounts (i.e., GIW) and/or CoC-approved amounts. Also, please review any corrections provided via email during the 2016 application review process by Jackie Hundt, so that the same mistakes are not made again. *Note: Remember the old project number imports, so you have to change it to the current one. Remember to edit the operating year is correct too, as the current year is what imports.*
- **Submit the project application in *e-snaps* in order to meet the 30-day before CoC deadline requirement.** If there are corrections, then Jackie Hundt will send the application back to the applicant for edits.
- Email exported PDF of Project Application to Jackie Hundt (ghundt@triad.rr.com) for review.

IMPORTANT NOTE: If the project application requires any data from the HMIS (as it sometimes has in the past), then Debbie Bailey will communicate with all project applicants regarding the necessary steps for running any required reports and/or inputting the HMIS data into the project application.

August 26 - September 8, 2017

- Partners Ending Homelessness, Jackie Hundt, and applicants to review Project Applications, Applicant Folder (424), and any attachments for necessary corrections.

- Project applicants will make corrections as needed and may enter final match amounts in project application. Please attach pdfs of all match letters.

Week of September 5, 2017 (estimated date)

- At least fifteen days prior to CoC NOFA deadline, CoC Board will vote upon and announce the final ranking of projects. As in the recent past, projects will be ranked in two tiers per HUD's instructions, and projects in Tier 2 could possibly lose funding.

September 15, 2017

- Project Applicants submit final Project Applications to CoC in *e-snaps*.
- Email final exported PDFs of *e-snaps* CoC Project Application and *e-snaps* Applicant Profile and all associated attachments for Applicant Profile and Project Applications to PEH.
- Email PDFs of the match letters that are referenced and attached in your project application(s) to PEH.

September 11-18, 2017

- Partners Ending Homelessness staff and Jackie Hundt review and complete all attachments and documents needed for HUD CoC Application.
- Partners Ending Homelessness staff post CoC Application in its entirety on website for public inspection per HUD NOFA requirements.

September 19-22, 2017

- Partners Ending Homelessness staff finalize CoC Application submission.

September 25, 2017 – Internal Continuum of Care Deadline

- Partners Ending Homelessness to submit CoC Application (which includes project priority list and project applications) to HUD at least 2 days prior to HUD deadline.