Cleveland/Cuyahoga Continuum of Care

2023 HUD NOFO Renewal Applications

Agenda

- Welcome
- Timeline
- New and Notable
- Introduction to E-snaps
- Applicant Profile
- Renewal Project Applications
- Resources

OH-502 CoC Competition Timeline

Event	Deadline
Local competition starts	July 14, 2023
Renewal scores issued to grantees	August 4, 2023
Renewal applications must be submitted in e-snaps	August 18, 2023
Project Ranking released – applicants notified whether projects are included in RICoC's collaborative application to HUD	September 8, 2023
Any required project application edits completed in e-snaps	September 8, 2023
CoC project ranking released, notification to all applicants re: inclusion in collaborative application	September 8, 2023
CoC application and project priority lists publicly posted	September 22, 2023
Complete application submitted to HUD by RICoC	September 26, 2023
Final HUD Deadline	September 28, 2023

Funding Availability Cleveland/Cuyahoga CoC

Category	Amount
Annual Renewal Demand	$35,379,983
Tier 1	$33,253,994
Renewal funds in Tier 2	$2,502,989
Bonus	$2,502,989
DV Bonus	{awaiting HUD report}
Planning (5% of FPRN or $1.5 million – whichever is less)	$1,500,000

New and Notable

New/Big Changes

Tier 2 is larger – 7% of ARD

Bonus is equally larger

New Eligible Activity: VAWA Costs – Facilitating and coordinating activities to ensure compliance with emergency transfer plan requirement and monitoring compliance with confidentiality protections
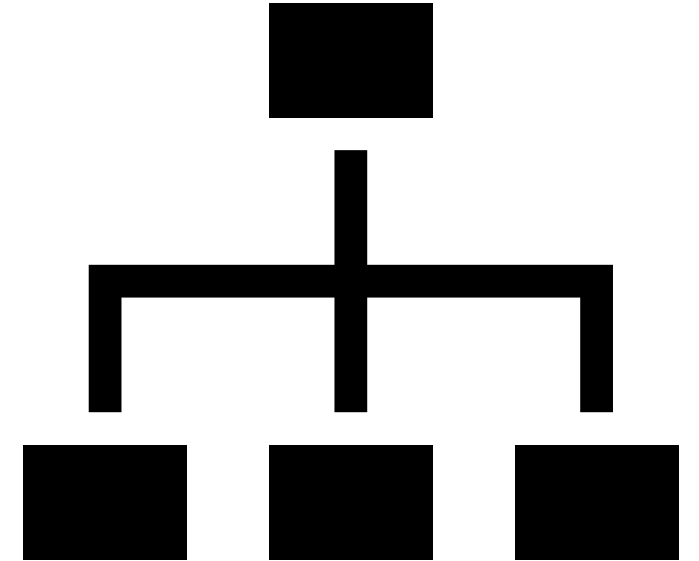
New and Notable

DV Bonus renewals may

- include requests to add eligible activities to a project, and
- shift up to 10% of funds from one approved activity to another
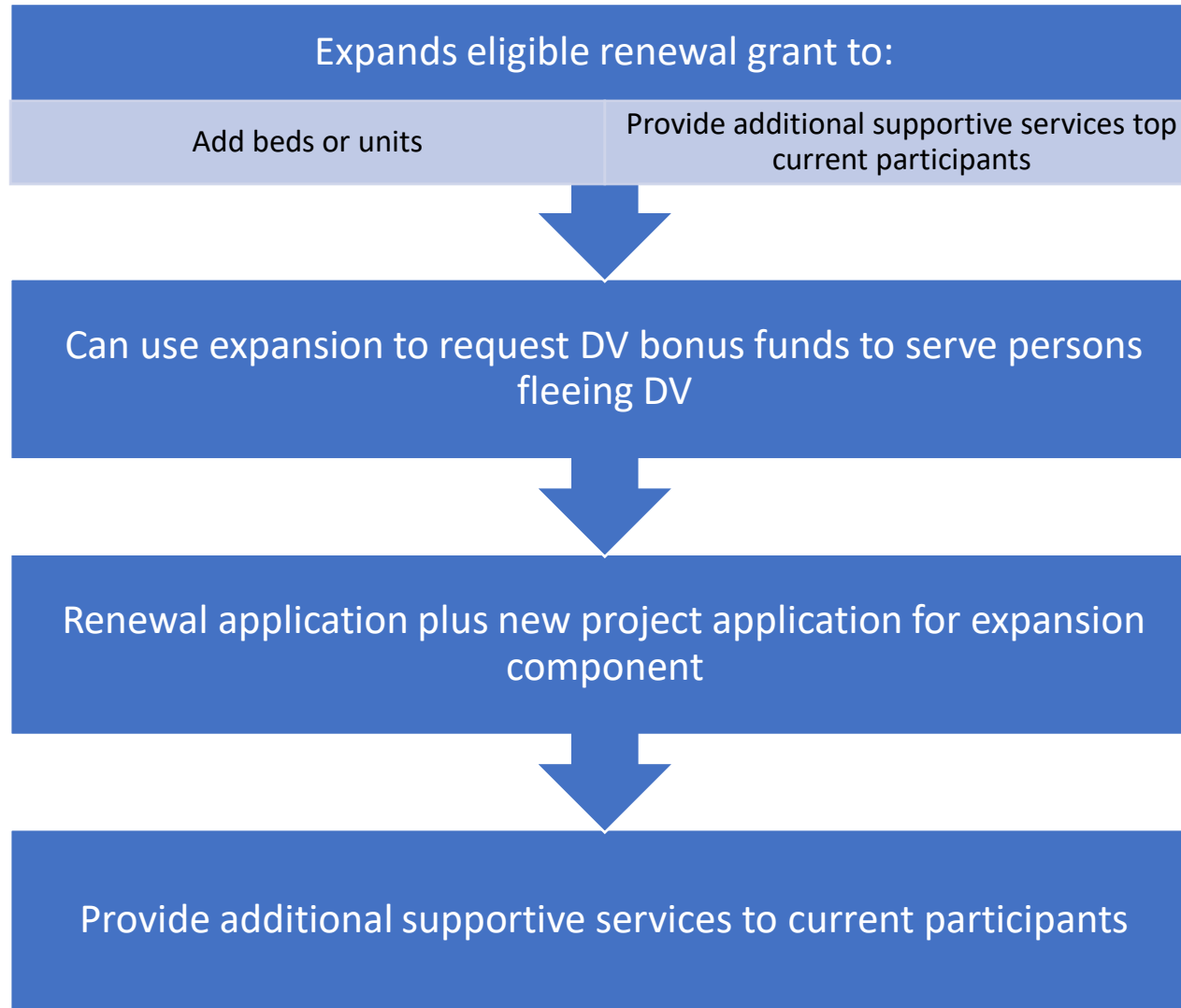
CoC Renewals may

- include requests to add eligible activities to a project,
- shift up to 10% of funds from one approved activity to another, and/or
- change subpopulation served.
  - Must continue to serve currently enrolled participants

Consolidations

- Current renewal projects where the projects are the same component (PSH for example) and same grantee are encouraged by HUD to consolidate

- Can have different budget lines and forms of housing subsidy

- Renewal grant applications

- Up to 10 grants

- Must submit a separate renewal application for each grant
  - Grant with earliest start date is the ''surviving grant''

- Budget Line Items (BLI) must match GIW Totals

- Projects are in good standing with HUD

- New project date will = date of earliest expiring grant

Expands eligible renewal grant to:

Add beds or units	Provide additional supportive services top current participants

↓

Can use expansion to request DV bonus funds to serve persons fleeing DV

↓

Renewal application plus new project application for expansion component

↓

Provide additional supportive services to current participants

Expansion Grants – includes new and renewal apps

Admin and Indirect Costs

Providers may request admin fees of up to 10% for new projects

- Admin costs charged to grant cannot exceed 10% of grant funds

Providers may request Indirect Costs

- Will not change total grant amount or budget lines
- Federally approved rate or 10% de minimis
  Cognizant Agency = N/A for de minimis
- Must indicate intent to claim indirect in project application
- Must show direct cost base that indirect will be charged on – MTDC for de minimis
  Indirect Cost Toolkit: https://files.hudexchange.info/resources/documents/Indirect-Cost-Toolkit-for-CoC-and-ESG-Programs.pdf

Scoring

01

Renewal Grants will be scored based on the Performance Evaluation Renewal scoring criteria based on 2022 performance

02

New grants will be scored using the CoC New Project Rating tool

Ranking based on Scores

All projects ranked based on score – except HMIS and CE and first-time renewals

Renewal Projects ranked first

New projects

Scored on a 100-point scale

CoC Ranking Policy

Renewal Grants

Renewal grants – may import their data from the prior renewal grant

- Responses should be reviewed to be sure it is accurate and that any issue or condition from HUD that needed to be resolved prior to grant execution has been addressed

To make any changes in a grant with imported data – you must open the screens by checking the appropriate box on the Submission without Changes screen

- Once a screen has been opened, it must be saved for the application to be complete

New to E-snaps

What is [E-snaps](#)?

- *e-snaps* - electronic platform, containing application forms that are submitted during annual competition under the Continuum of Care (CoC) Notice of Funding Opportunity (NOFO)

- In *e-snaps*
  - CoC Collaborative Applicants (CAs) complete CoC Applicant Profile and submit CoC Registration, CoC Review, and CoC application
  - Homeless Assistance Providers complete the project applicant's Applicant Profile and submit one or more project applications.

Getting Started in E-snaps
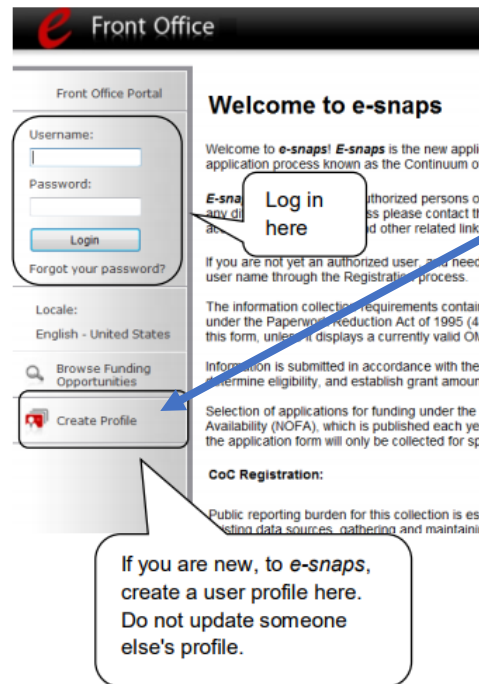
If new to e-snaps, must create a profile (requires a username, valid email, and a password)
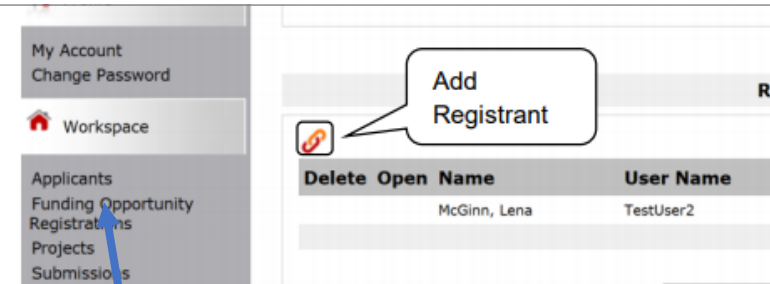
From left-hand menu, choose "Applicant", then click person icon for "Registrants." Click on paperclip to add registrants to organization's e-snaps account.

Getting Started In E-snaps (2)

- Make sure you are linked to the grantee's e-snaps account

  - [Project Applicant Profile Navigational Guide (hudexchange.info)](hudexchange.info)
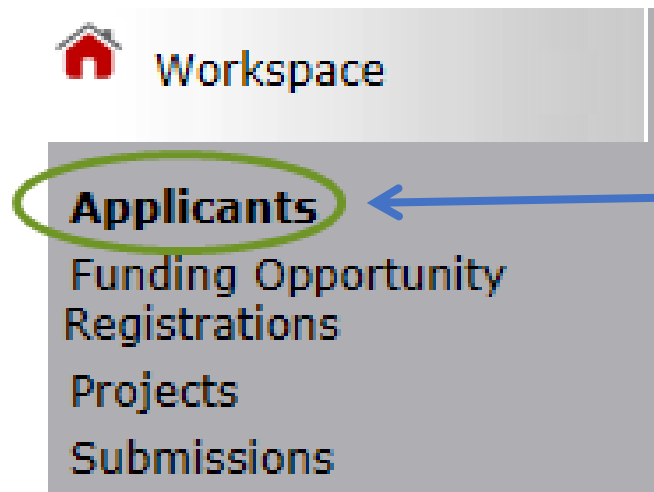
Start by clicking on 'applicants'

E-snaps users

Applicant Profile

All providers Review

Applicant Profile
Open & Review: All must update

Applicant: Rhode Island Housing Mortgage Finance Corporation (63903314)

Front Office Portal

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity
Registrations
Projects
Submissions

Contact Us

Applicants

Children	Registrants	Parent	Open	Applicant Name
				Rhode Island Housing Mortgage Finance Corporation

1. Click on Applicants

2. Click on orange folder to open applicant profile. All applicant profiles MUST be updated during competition period.

3. Click on Submission Summary

4. Click Edit to complete 2880 and update profile

Applicant Profile

1. **Profile Type**
2. Organization Information
3. Contact Information
   Authorized Representative
   Alternate Contact
4. Additional Information
5. Forms & Attachments
   HUD Form 2880
   Code of Conduct
   Other Attachment
6. Submission Summary

6. Submission Summary

Complete	Page	Last Updated	Mandatory
✓	1. Profile Type	07/18/2017	Yes
✓	2. Organization Information	07/18/2017	Yes
--	3. Contact Information	No Input Required	No
✓	Authorized Representative	07/18/2017	Yes
✓	Alternate Contact	07/18/2017	Yes
✓	4. Additional Information	07/18/2017	Yes
--	5. Forms & Attachments	No Input Required	No
✗	HUD Form 2880	Please Complete	Yes
--	Code of Conduct	No Input Required	No
✓	Other Attachment	07/18/2017	Yes

Back	Next

Export to PDF

Get PDF Viewer

Edit

This e.Form has been marked as complete

Applicant Profile
HUD Form 2880

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? [Yes ∨]
   (For further information, see 24 CFR Sec. 4.3).

* 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of $200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9. [-- select -- ∨]

| Back | Next |

This e.Form has been marked as complete

If applying for more than $200,000 in this NOFO must indicate 'yes'

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/Local Agency Name and Address	Type of Assistance	Amount Requested / Provided	Expected Uses of the Funds

Note: If additional sources of Government Assistance, please use the "Other Attachments" screen of the project applicant profile.

Note: If there are no other people included, write NA in the boxes.

Amounts must be consistent with all project applications submitted under NOFO.

Applicant Profile Completion

- Review and Confirm that all information is up to date
  - Contact information
  - Applicant's Congressional Districts
  - HUD Form 2880
  - Confirm that Code of Conduct is on file with HUD
- Nonprofit applicants must attach 501c3 to applicant profile
- After verifying all information is correct, go to Submission Summary page and click 'complete'

Renewal Project Applications

Creating Renewal Application

Complete section only once per applicant, regardless of number of renewal applications applicant has

2. Confirm the correct Applicant listed in the field.

1. Click on Funding Opportunity Registrations.

3. Click on CoC renewal project application FY 2023 for **CoC Applications.**

4. Click on YHDP renewal/replacement project application FY 2023 for **YHDP Applications.**

Create Renewal Project

2. Filter for correct project type, new or renewal project application 2023

1. Click on Projects

3. Click on the paper with + icon to open new project screen

- Verify that all imported information is current and correct.
- Click save and/or save and next in order to save content and move forward.
- If nothing to change, click next.

Create Project Screen
Import Last Year's Data

1. Name new project here

Applicant: Indiana Housing and Community Development Authority (086870479)

Create a Project

Funding Opportunity Name: Renewal Project Application FY2017

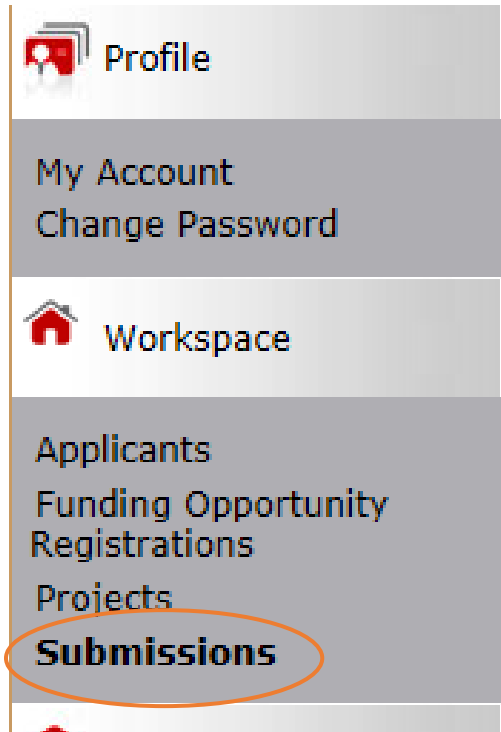*** Applicant:** Indiana Housing and Community Development Authority (086870479)

* Applicant Project Name:

Import Data From: None

[Save] [Save & Add Another]

[Save & Back] [Cancel]

2. Import previous data here.

Begin Renewal Application

Before Starting

Part 1 - Forms

   1A. SF-424 Application Type

   1B. SF-424 Legal Applicant

   1C. SF-424 Application Details

   1D. SF-424 Congressional District(s)

   1E. SF-424 Compliance

   1F. SF-424 Declaration

   1G. HUD-2880

   1H. HUD-50070

   1I. Cert. Lobbying

   1J. SF-LLL

   IK. SF-424B

- Click Submissions, and then choose newly created app from menu
- Many of 1st screens are "certify" – e.g., lobbying disclosure, drug free workplace, etc.
- 1A: Application Type – PIN# in 5b. Is first 6 digits of Grant Number
- 1D: Congressional District – 17. Ensure start and end dates correct
  - Start in 2024, End in 2025, except if start in 1/1/24

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Submission without changes

01
First time renewals may not submit without changes

02
Check **only** those screens that need changes.

- HUD notes to only change what needs changing. Note changes made (bullets are preferable).

03
Once checked must go to that screen and click 'save'

Submit with Changes (2)

Applies only for CoC Renewal Application. YHDP Renewal Applications do not have this page.

Select "No" for any project not reallocating some funds to the CoC this year.

Submission Without Changes

* 1. Are the requested renewal funds reduced from the previous award as a result of reallocation? `-- select -- ▼`

* 2. Do you wish to submit this application without making changes? Please refer to the guidelines below to inform you of the requirements. `Make changes ▼`

3. Specify which screens require changes by clicking the checkbox next to the name and then clicking the Save button.

Part 2 - Subrecipient Information
2A. Subrecipients ☐

Part 3 - Project Information
3A. Project Detail ☑
3B. Description ☐
3C. Dedicated Plus ☐

Part 4 - Housing Services and HMIS
4A. Services ☐
4B. Housing Type ☐

Part 5 - Participants and Outreach Information
5A. Households ☐
5B. Subpopulations ☐

Part 6 - Budget Information
6A. Funding Request ☐
6D. Match ☐
6E. Summary Budget ☐

Part 7 - Attachment(s) & Certification
7A. Attachment(s) ☑
7B. Certification ☑

* The applicant has selected "Make Changes" to Question 2 above. Please provide a brief description of the changes that will be made to the project information screens (bullets are appropriate):

Projects that Submit with No Changes

Must Complete:
- Recipient Performance
- Renewal Expansion
  - New projects selected for expansion must submit both renewal and expansion project applications
- Renewal Grant Consolidation Screen
- 6D – Sources of Match
- Review Part 7 to ensure nothing to add
- All of Part 8
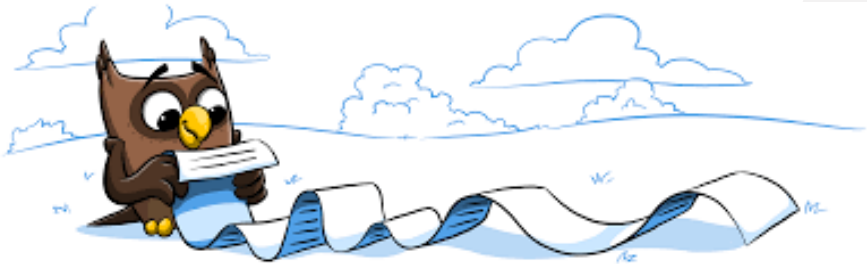
Consolidations

Benefits:

- Fewer administrative responsibilities (e.g., APRs, project applications)
- Increased funding flexibility (e.g. moving 10% of increased budget line items)

- Consolidations must have same grantee and be of the same project type
- May consolidate 2 – 10 grants at a time
- Must submit separate applications for each individual Contract
- Each renewal application will be ranked – if all are funded by HUD, HUD will issue a combined award including all funding in a single grant

Housing First

* 3a. Does the project quickly move participants into permanent housing [Yes ▼]

* 3b. Does the project enroll program participants who have the following barriers? Select all that apply.

Having too little or little income	☑
Active or history of substance use	☑
Having a criminal record with exceptions for state-mandated restrictions	☑
History of victimization (e.g. domestic violence, sexual assault, childhood abuse)	☑
None of the above	☐

* 3c. Will the project prevent program participant termination for the following reasons? Select all that apply.

Failure to participate in supportive services	☑
Failure to make progress on a service plan	☑
Loss of income or failure to improve income	☑
Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area	☑
None of the above	☐

* 3d. Does the project follow a "Housing First" approach? [Yes ▼]

4A – Supportive Services

- For Provider, "partner" must have a signed formal agreement or MOU
  - If this does not exist, change response to "non-partner"
- All supportive services costs included in the budget in this application, must have applicant or subrecipient listed as provider.
  - For example, if mental health services are included in the supportive services budget in Section 6, then the chart should indicate either recipient or subrecipient as the provider of mental health services.

4B Housing Type & Location

- Units must match 2023 GIW or grant agreement

- **Total units & beds must be consistent with 5A. Households and 5B. Subpopulations and indicate maximum capacity at a point in time.**

- Numbers reported must reflect the units and beds directly supported by CoC Program awarded funds.

  - Includes units supported **only** by supportive services costs without rental assistance, leasing, or operating costs

Budgets

- The total HUD request cannot exceed the annual renewal amount as shown on the GIW*

- Budget changes of more than 10% of BLI are made through amendment not grant renewal
  - Reallocation is an exception

  Additional guidance will be provided related to 10% changes as HUD makes it available

*Projects with reallocated funding would reduce budget line items in section 6E - Summary Budget accordingly.

6D – Match

- Must equal 25% of total assistance requested including admin but excluding leasing costs
  - Do not exceed 25% - HUD monitors on entire amount and documentation will be required
- 1. "Does this project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant?"
  - If yes, enter description of program income source (e.g., tenant rent or occupancy charges paid to recipient or subrecipient)
- For Third Party In-Kind Match – separate screen will appear to attach MOU documentation confirming the commitment
- For more information review the relevant FAQs posted at www.hudexchange.info/coc/faqs by searching for the keyword "match"

Budget Screens

- Renewal projects need not submit detailed budgets for: leased structures, supportive services, operating or HMIS budgets

- Review and update screens for rental assistance (RA) and leasing units (type of RA, FMR area, whether full FMR is requested, unit distribution)

- Admin fees must be added to summary budget

All BLIs must match GIW: Exceptions for reallocation and up to 10% adjustments

Eligible Costs	Total Assistance Requested for 1 year Grant Term (Applicant)
1a. Leased Units	$0
1b. Leased Structures	$0
2. Rental Assistance	$0
3. Supportive Services	$0
4. Operating	$0
5. HMIS	$0
6. Sub-total Costs Requested	$0
7. Admin (Up to 10%)	
8. Total Assistance plus Admin Requested	$0
9. Cash Match	
10. In-Kind Match	
11. Total Match	$0
12. Total Budget	$0

Save & Back   Save   Save & Next

Back   Next

7A. Attachments

<div style="background-color:#E8833A; color:white; padding:10px;">

Required:

</div>

- Non-profit documentation: for projects with non-profit sub-recipients
- Third party in-kind match commitment, if applicable
- Replacement reserve supporting documentation, if applicable
- Federally approved indirect cost rate approved agreement, if applicable

Documents Required

Avoiding Common Pitfalls

- APR Spending – if your grant was underspent, pls note this and provide an explanation
- Budget – must match GIW unless you are moving 10% from one line item to another or reallocating part of the grant. Total budget must match annual renewal amount shown on GIW.
- Make sure you include attachments – for example, 501c3, in-kind match documentation
- Pops and sub-pops need to match from number of units in Section 4 to Persons Served in Section 5.

Questions???

USE HUD Guides and Resources

Renewal/Replacement Resources:

[Accessing the Project Application in e-snaps](#)

[Renewal Application Instructions](#)

[Renewal Application Navigational Guide](#)

[YHDP Renewal Instructions](#)

[YHDP Renewal Navigational Guide](#)

[YHDP Replacement Instructions](#)

Applicant profile:

[Applicant Profile Instructional Guide](#)

[Applicant Profile Navigational Guide](#)