

2021 CoC NOFO

New Project Application and Opportunities
Cleveland-Cuyahoga County
Continuum of Care

Important Dates

Start of Local CoC Competition	Sept. 1, 2021
Webinar for Renewal Applicants	September 9, 2021
Webinar for New Project Applicants	September 13, 2021
DEADLINE: Renewal and New Project Applicants in E-SNAPS	October 1, 2021
Ranking and Review Scores new projects and ranks applications	October 15, 2021
CoC Advisory Board approves scores and ranking	October 21, 2021
Notification to applicants regarding whether project will be ranked – no later than	October 22, 2021
Appeals period on ranking/scoring	October 22-27, 2021
Final Ranking Released	October 28, 2021
Full CoC application and project priority list publicly posted	November 1, 2021
Application submitted to HUD	November 8, 2021

[How to Access the Project Application](#)

Navigational Guides

- <https://www.hud.gov/sites/dfiles/CPD/documents/FY-2021-New-Project-Application-Navigational-Guide.pdf>
- <https://www.hud.gov/sites/dfiles/CPD/documents/FY-2021-Renewal-Project-Application-Navigational-Guide.pdf>

Detailed Instructions

- <https://www.hud.gov/sites/dfiles/CPD/documents/FY-2021-Renewal-Project-Application-Detailed-Instructions.pdf>
- <https://www.hud.gov/sites/dfiles/CPD/documents/FY-2021-New-Application-Detailed-Instructions.pdf>

HUD NOFO Assistance Resources

https://www.hud.gov/program_offices/comm_planning/coc/competition

Local Resources

Competition Website

- <https://hhs.cuyahogacounty.us/programs/detail/coc-program-competition/>

For email inquiries:

- Melissa Sirak (msirak@cuyahogacounty.us)
- Howard Burchman (Hburchman@housinginnovations.us)

Funding Availability Cuyahoga CoC

Category	Amount
Annual Renewal Demand	\$31,092,866
Tier 1	\$31,092,866
Bonus	\$1,554,643
DV Bonus	\$3,830,507
Planning	\$932,786

Priorities for New Projects

Housing Expeditors (shelters and special populations) (CE-SSO)

HMIS

Expansion of existing permanent housing

Expansion of RRH to provide aftercare support to EHV's

New Project Opportunities – Regular Bonus

PSH

- *Must serve 100% chronic homeless or DedicatedPLUS*

Rapid Rehousing

- *May serve Category 1, 2, or 4 PEH*

Joint TH-RRH

- *May serve Category 1, 2, or 4 PEH*

HMIS

Coordinated Entry – SSO-CE

New Project Opportunities DV Bonus

Rapid Rehousing – DV Survivors only

Joint TH/RRH – DV Survivors only

SSO-CE for DV survivors

All DV Bonus projects must follow Housing First, be trauma-informed, and person-centered

Bonus Points to CoC for Specific New Projects

Apply for at least one PSH or RRH project that utilizes housing subsidies or subsidized units from a source other than CoC or ESG

- For PSH, at least 25% of units in project or
- For RRH, at least 25% of participants
- Are funded with other than CoC or ESG (private, state/local, HOME-ARP, PHAs, faith based)

Apply for at least one PSH or RRH that utilizes health care resources to help PEH

- Direct contributions from health care provider
- Provide health care services to participants
- Health care provider agrees to cover 25% of the funding being requested for the project

Expansion Process

Renewal applicant can submit an Expansion application to:

Provide more units of housing

Provide additional services to current participants

Bring existing facilities up to government health or safety standards

To expand, must indicate in renewal application and must submit a new application to cover expanded portion

Indicate on Screen 3C

- Provide PIN and project name for renewal being expanded



May request one year of funding



May request in initial year the one year of funding be used for a period of up to 18 months



Indicate grant term requested on screen 6A, question 6

Grant Term for New Projects



Transition Grants

Fully reallocate
renewal grant

Submit new project
application –
Indicate on Screen
3A, Q 7

Any eligible new
project type can be
transitioned to

Grants being
transitioned cannot
be consolidated or
expanded

Application Tips

For PSH projects, 100% of the units must be shown to be dedicated to Chronic Homeless or Dedicated PLUS (screen 3B, Q 8)

Screen 4A – Supportive Services for Participants must align with Supportive Services budget

- In order to include a specific service in the services budget, screen 4A must show that service being provided by the applicant – and if the service is shown on 4A it must budgeted in the supportive services budget

Indirect Costs

Approach to indirect costs must be consistent across all Federal awards

- If you request for new project application, must request for all renewals and all Federal grants that permit it

Indirect cost percentage is always applied to a direct costs base – what can be included in base varies

If your agency has a negotiated indirect cost rate, that must be used

If no negotiated rate, may use de minimis 10%

- De minimis rate is only applied to Modified Total Direct Costs – which excludes many budget line items

If you intend to claim indirect costs

This must be indicated on screen 6A

If you have a negotiated rate, rate information must be attached to application

Any nonprofit can claim the 10% de minimis provided that they do not have and have never had a negotiated rate

If you claim the de minimis, you must claim it on all Federal awards that allow it

Remember the de minimis rate is 10% of Modified Total Direct Costs (MTDC) – which is different than and generally less than total project budget

- Please see Indirect Costs Toolkit for details on calculating MTDC:
<https://files.hudexchange.info/resources/documents/Indirect-Cost-Toolkit-for-CoC-and-ESG-Programs.pdf>

New Project Scoring

Factor	Criteria	Points
Applicant Experience	• Experience with proposed population	10
	• Housing First experience	10
	• Federal grant experience	5
Design of Housing and Services	• Addresses client needs; services appropriate, performance measures	10
	• Plan to rapidly access housing	5
	• Plan to increase income/employment	5
Financial	• Cost-effective	5
	• Budgets correct and costs eligible	5
	• Use of mainstream resources	5
	• Match is documented	5

New Project Scoring – 2

Factor	Criteria	Points
Compliance with CoC Requirements	<ul style="list-style-type: none"> Accept all admissions from Coordinated Entry 	5
Equity Factors:	<ul style="list-style-type: none"> BIPOC individuals in management/leadership 	5
	<ul style="list-style-type: none"> Persons with lived experience on governing board 	5
	<ul style="list-style-type: none"> Obtains feedback from persons with lived experience 	5
	<ul style="list-style-type: none"> Reviewed program outcomes with equity lens 	5
Meets HUD Bonus Point Criteria	<ul style="list-style-type: none"> Leverages housing subsidies or Funding from mainstream health resources 	10
Total Possible Points		100

New Project Scoring Requires Narrative Attachment!!

Compliance with CoC Requirements

- Specify that project will accept all admissions from coordinated entry

Equity Factors – Answer in a narrative

- Applicant has BIPOC individuals in management and leadership positions
- There are persons with lived experience on the governing body
- Applicant has procedures in place to obtain feedback from people with lived experience
- Applicant reviews program outcomes with an equity lens to assess if race, ethnicity, gender identity, and/or age has led to disparate outcomes

Bonus – Indicate how project will meet HUD criteria for bonus

- The project would qualify the CoC for either of the two bonus point categories

e Front Office

Front Office Portal

Welcome to e-snaps

Welcome to **e-snaps**! **E-snaps** is the application and grants management system for the HUD Continuum of Care (CoC) Program. It supports the collaborative application process known as the CoC Program Competition.

The **e-snaps** system is to be used by authorized persons only. If you are an authorized user, please log in by entering a valid user name and password. If you have an account but cannot access please contact the System Administrator. You may also use the Links on the left menu to navigate through the system, and access other related links. If you need assistance in navigating the system please access the Help instructions in each section.

If you are an authorized user, and need access to this system on behalf of your Continuum of Care or as a project applicant, you may request a user name and password.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Selection of applications for funding under the Continuum of Care Program are based on rating factors listed in the Notice of Fund Availability (NOFA), which is published each year to announce the Continuum of Care Program funding round. The information collected in the application form will only be collected for specific funding competitions.

OMB Approval No. 2506-0182 (exp. 01/31/2018)

Response time is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

OMB Approval No. 2506-0112 (exp. 11/30/2018)

Public reporting burden for this collection of information is estimated to average 190 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The reporting burden for Continuums of Care is estimated to average 204 hours and the reporting burden for applicants is expected to average 30 hours.

Technical Submission: OMB Approval No. 2506-0183 (11/30/2018)

Callout 1: Log in here (points to Username, Password, and Login fields)

Callout 2: If new to e-snaps, create a user profile here (points to Create Profile and Contact Us links)

Accessing E-SNAPS and new project application

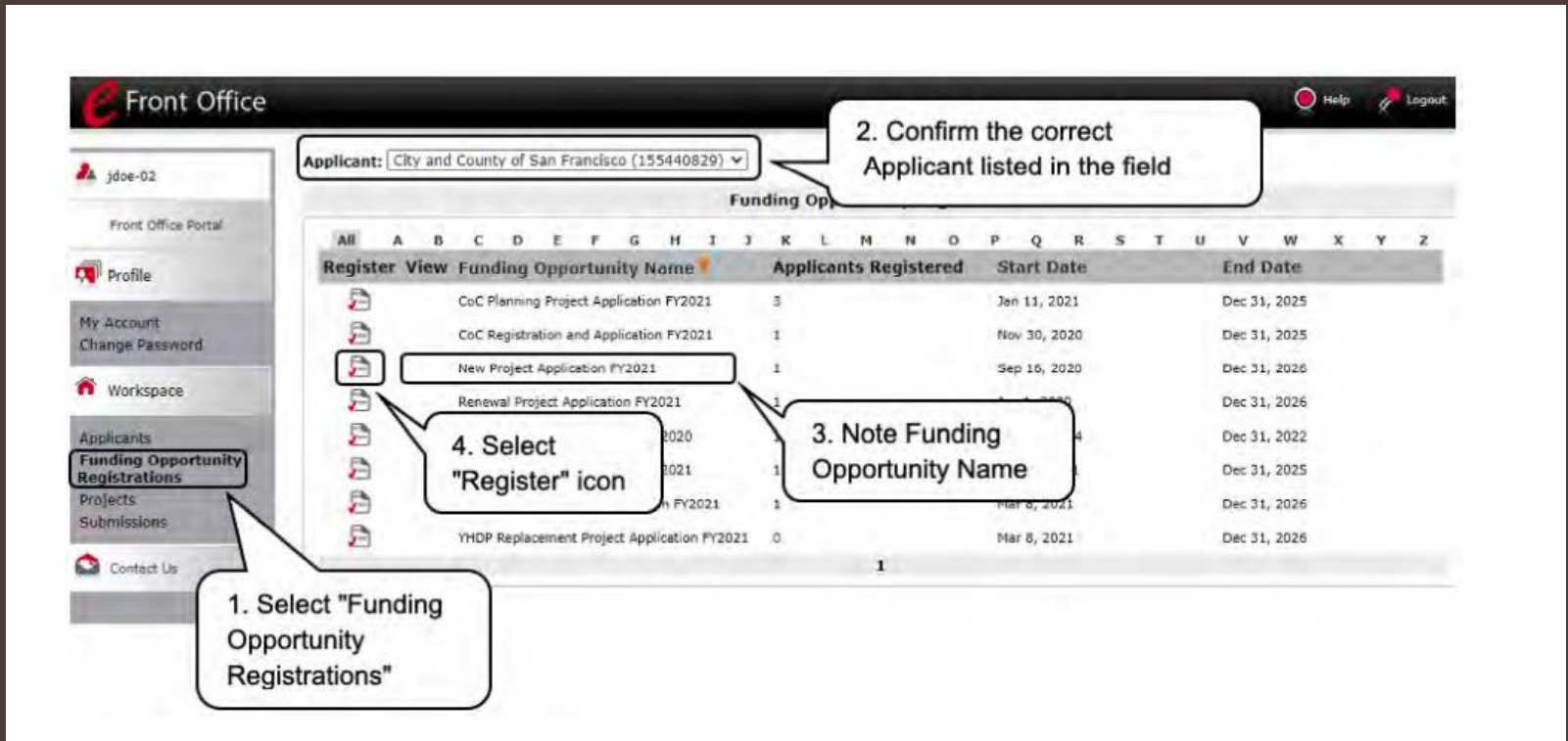
<https://esnaps.hud.gov>



Applicant Profile

All new and renewal applicants must update the applicant profile and complete HUD 2880

HUD guidance on applicant profile is found here:
[Project Applicant Profile Navigational Guide \(hudexchange.info\)](http://hudexchange.info)



Once you click on icon, Funding Opportunity Registration Screen will open, answer 'yes' to 'Are you sure you wish to register the project applicant?'

Funding Opportunity Registration

e Front Office Help Logout

jdoo-02
Front Office Portal
Profile
My Account
Change Password
Workspace
Applicants
Funding Opportunity Registrations
Projects
Submissions
Contact Us

Applicant:

Projects
Project Status:
Funding Opportunity Name:

All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Edit	Project Name		Project Number	Funding Opportunity Name		Applicant Number	Step Status																			
1075 La Concha	CA110819T011200	New Project Application FY2012	Renewal Project Application FY2012	15440829	In Progress																					
15-yrtest	136453	Renewal Project Application FY2012	Renewal Project Application FY2013	15440829	In Progress																					
2015updateSS	CA000000022	New Project Application FY2015	Renewal Project Application FY2014	15440829	In Progress																					
2016	033	New Project Application FY2017	Renewal Project Application FY2015	15440829	In Progress																					
2016	42	Renewal Project Application FY2015	Renewal Project Application FY2016	15440829	In Progress																					
2016	20	Renewal Project Application FY2016	Renewal Project Application FY2017	15440829	In Progress																					
2016	20	Renewal Project Application FY2017	Renewal Project Application FY2018	15440829	In Progress																					
2016mra2	CA1532L9T011851	Renewal Project Application FY2018	Renewal Project Application FY2019	15440829	In Progress																					
2019_new_all	CA1431L9T11962	New Project Application FY2019	Renewal Project Application FY2020	15440829	In Progress																					

Select New Project Application FY 2021





Click on 'projects' on left hand menu

Creating New Project

Click on add project icon to set up new project;

when Create a Project Screen opens, enter project name

The screenshot shows the 'Front Office' web application interface. The top navigation bar includes the 'Front Office' logo and 'Help' and 'Logout' links. The user profile 'jdoe-02' is visible in the top left. A sidebar menu on the left contains options like 'Front Office Portal', 'Profile', 'My Account', 'Workspace', 'Applicants', 'Funding Opportunity Registrations', 'Projects', 'Submissions', and 'Contact Us'. The main content area is titled 'Projects' and features a filter for 'Project Status' set to 'Open Projects' and a 'Funding Opportunity Name' dropdown set to 'New Project Application FY2021'. Below this is a table with columns for 'Edit', 'Funding Opportunity Name', 'Applicant Name', 'Applicant Number', and 'Step Status'. The table contains three rows of data. A callout box with a pointer to the 'Add' icon in the 'Edit' column of the first row contains the text: "Add" icon appears after selection in dropdown menu.

Edit	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status		
	New Project Application FY2021	City and County of San Francisco	155440829	In Progress		
	New Project Application FY2021	City and County of San Francisco	155440829	In Progress		
	New Project Application FY2021	City and County of San Francisco	155440829	In Progress		
	FY2021_New_Assess_7	137107	New Project Application FY2021	City and County of San Francisco	155440829	In Progress

To open new project application:

Select submissions in left menu bar

Locate the new project name using the 'submissions filters'

Once you have identified the correct project, click on orange folder to open

The screenshot shows the 'Front Office' web application interface. The top navigation bar includes the 'Front Office' logo, a user profile 'jdoe-02', and links for 'help' and 'Logout'. The main content area is titled 'Submissions' and features a filter section with the following options:

- Applicant: City and County of San Francisco (155440829)
- Applicant Project Name: New Project Application Test FY2021
- Date Submitted: On
- Project Status: All Projects
- Submission Version: Latest Version
- Associate Type: All

A 'Filter' button is located below these options. Below the filter section is a table with the following data:

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	New Project Application Test FY2021 137110	New Project Application FY2021 New Project Application FY2021	Sep 16, 2020	Sep 1, 2021	Primary Applicant	1	

Four callout boxes provide instructions: 1. Select 'Submissions' in the left menu bar; 2. Confirm the correct Project Applicant; 3. Use the Filters to find the correct project; 4. Access the Project Application.

Project Number:
137110

New Project Application
FY2021

FY2019 New Detailed
Instructions

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
- 8B. Summary

View Applicant Profile

order to apply for funding under the Fiscal Year (FY) 2021 Continuum of Care (CoC) Program Competition. For more information see FY 2021 CoC Program Competition NOFO.

- To ensure that applications are considered for funding, applicants should read all sections of the FY 2021 CoC Program NOFO and the FY 2021 General Section NOFO.
- Detailed instructions can be found on the left menu within e-snaps. They contain more comprehensive instructions and so should be used in tandem with navigational guides, which are also found on the HUD Exchange.
- New projects may only be submitted as either Reallocated, Bonus Projects, Reallocated + Bonus or DV Bonus. These funding methods are determined in collaboration with local CoC and it is critical that applicants indicate the correct funding method. Project applicants must communicate with their CoC to make sure that the CoC submissions reflect the same funding method.

Before completing the project application, all project applicants must complete or update (as applicable) information in e-snaps, particularly the Authorized Representative and Alternate Representative (AR) information (AR information is used by HUD to contact you if additional information is required for project efficiency).

HUD will not approve or reject any new project that fails to adhere to (24 CFR part 578 and 579) set forth in FY 2021 CoC Program Competition NOFO.

Back Next

Next

Only Part 1 and screen 8B appear. The rest will appear when you complete ALL of Part 1.

You must complete Part 1 – before full application opens in esnaps

jdoh-02

New Project Application
FY2021

Applicant Name:
City and County of San
Francisco

Applicant Number:
155440829


Project Name:
New Project Application
Test FY2021

Project Number:
137110

New Project Application
FY2021

1E. SF-424 Compliance

* 19. Is the Application Subject to Review By State Executive Order 12372 Process? -- select --

If "YES", enter the date this application was made available to the State for review: 

* 20. Is the Applicant delinquent on any Federal debt? -- select -- v

If "YES," provide an explanation:

Save & Back

Save

Save & Next

Back

Next

Instruction for screen
1-E SF-424
Compliance

In field 19, click on: "Program is subject to E.O. 12372 but has not been selected by the State for review"

e.Forms

jdoo-02

3A. Project Detail

* 1. CoC Number and Name: CA-501 - San Francisco CoC

2. CoC Collaborative Applicant Name: -- select --

3. Project Name: New Project Application Test FY2021

* 4. Project Status: Standard

* 5. Component Type: PH

* 5a. Select the type of PH project: -- select --

* 6. Is your organization or expected subrecipient a victim service provider defined in 24 CFR 578.3 and uses a comparable HMIS database? -- select --

* 7. Is this new project application requesting to transition from eligible renewal project(s) that were awarded to the recipient and fully eliminated through reallocation in this CoC Program Competition? **Yes**

(Attachment Requirement)

* 7a. List all expiring project(s) involved in the transition

Full Grant Number	Operating Start Date	Expiration Date	Component type
			-- select --
			-- select --
			-- select --
			-- select --

Please enter all values for at least one item.

IMPORTANT: For all expiring projects listed above, be sure to attach a copy of the most recently approved e-snaps project application(s) on Screen 7A (e.g., if the project was funded in the FY 2019 CoC Program Competition, a copy of the FY 2019 CoC Program Competition project application).

* 7b. Provide a brief description that addresses the scope of the proposed transition during the first year of operation.

1. and 2. determine which CoC receives the project application when submitted in e-snaps

5. Component Type determines questions on other screens

5a. Only if you selected "PH" as the Component Type, select "PSH" or "RRH"

Transition Projects. If "yes," identify expiring grant(s)

3A Project Detail

Make sure correct CoC is identified

Select component

If a 'Transition' application provide required information

Screen 3B Project Description

Include:

- Target population
- Plan for addressing housing and service needs
- Expected project outcomes
- Coordination with other organizations
- How CoC funding will be used

Expansion Projects

eForms Logout

3C. Project Expansion Information

*** 1. Is this a "Project Expansion" of an eligible renewal project?** Yes ▾

Enter the PIN (first 6 characters of the grant number) and Project Name for the grant that is applying for renewal in FY 2021 upon which this project proposes to expand.

*** 1a. Eligible Renewal Grant PIN:**

*** 1b. Eligible Renewal Grant Project Name:**

*** 2. Will this expansion project increase the number of program participants?** -- select -- ▾

*** 3. Will this expansion project provide additional supportive services to program participants?** -- select -- ▾

*** 4. Will this expansion project bring existing facilities up to government health or safety standards?** -- select -- ▾

Buttons: Save & Back, Save, Save & Next, Back, Next, Check Spelling

Note: This formlet contains mandatory fields for which no value has been saved.

Callout 1: Enter the PIN and name of project being expanded.

Callout 2: "Yes" to question 2, 3, and/or 4 will reveal additional questions.

If adding units, specify current and proposed units; if added services, either increase number and/or expand variety or increase frequency/intensity of services

Screen 4A

4A. Supportive Services for Participants (PH and Joint TH and PH-RRH) (continued)

*** 3. For all supportive services available to program participants, indicate who will provide them and how often they will be provided.
Click 'Save' to update.**

Supportive Services	Provider	Frequency
Assessment of Service Needs	-- select --	-- select --
Assistance with Moving	-- select --	-- select --
Case Management	-- select --	-- select --
Child Care	-- select --	-- select --
Education Services	-- select --	-- select --
Employment Assistance	-- select --	-- select --
Food	-- select --	-- select --
Housing Search and Counseling Services	-- select --	-- select --
Legal Services	-- select --	-- select --
Life Skills Training	-- select --	-- select --
Mental Health Services	-- select --	-- select --
Outpatient Health Services	-- select --	-- select --
Outreach Services	-- select --	-- select --
Substance Abuse Treatment Services	-- select --	-- select --
Transportation	-- select --	-- select --
Utility Deposits	-- select --	-- select --

Provider dropdown options: --select--, Applicant, Subrecipient, Partner, Non-Partner

Frequency dropdown options: --select--, Daily, Weekly, Bi-weekly, Monthly, Bi-monthly, Quarterly, Semi-annually, Annually, As needed

Instructions:
You must enter at least one type of service in the "Supportive Services Provided" table.
Funding requests on screen 6F. Supportive Services must have a corresponding entry on this screen 4A.
Please enter all values for at least one line item and leave no incomplete line items.

Eligible Activities by Component Type

**New Projects:
Possible Component Types and Eligible Activities**

PH (PSH)	PH (RRH)	Joint TH/PH-RRH	SSO-CE	HMIS
Acquisition/ Rehabilitation/New Constructions				
Leased Units Leased Structures		Leased Units Leased Structures		
Rental Assistance	Rental Assistance	Rental Assistance		
Supportive Services	Supportive Services	Supportive Services	Supportive Services	
Operations		Operations		
HMIS	HMIS	HMIS		HMIS

Eligible New Projects by Funding Source

	PH-PSH	PH-RRH	Joint	SSO	HMIS	Transition
Reallocation	X	X	X	X	X	X
Bonus	X	X	X	X	X	not eligible
Reallocation and Bonus	X	X	X	X	X	not eligible
DV Bonus	not eligible	X	X	X	not eligible	not eligible



Questions?