New Application Training

FY2021 Continuum of Care Competition

September 28, 2021
Agenda

1. NOFO Overview
2. Process Overview
3. Project Types
4. Local Application Content
5. ZoomGrants Application
6. E-snaps Application
7. Timeline
8. Resources
9. Questions
Acronyms

- ARD: Annual Renewal Demand
- CH: Chronic Homelessness
- CoC: Continuum of Care
- FPRN: Final Pro Rata Need
- NOFO: Notice of Funding Opportunity
- PSH: Permanent Supportive Housing
- RRH: Rapid Re-housing
- TH-RRH: Joint Transitional-Housing-Rapid Rehousing
HUD CoC Competition 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.
Salt Lake Valley Coalition to End Homelessness

• System Structure
2021 CoC Program NOFO

• NOFO Released on: August 18, 2021
• CoC Application Deadline: November 16, 2021
• Funding Available: Approximately $2.6 billion
• Bonus Funding Available: 5% of FPRN
• DV Bonus Funding $102 Million
Funding for our CoC

• Annual Renewal Demand: $8,609,563
  – 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: $ 8,609,563 (100% of ARD)

• Estimated Tier 2 Funding: $430,478
  – Tier 2 is the difference between Tier 1 and the maximum amount of renewal, reallocation, and CoC Bonus funds that a CoC can apply for, CoC planning projects, or projects selected with DV Bonus funds.

• Estimated Bonus Funding: $430,478

• Estimated DV Bonus Funding: $910,300
  – 15% of Preliminary ProRata Need
NOFO Overview

POLICY PRIORITIES
• End homelessness for all people
• Use a Housing First approach
• Reduce unsheltered homelessness and the criminalization of homelessness
• Improve system performance
• Partner with housing and health agencies, in part to leverage and coordinate American Rescue Plan resources
• Advance racial equity and address racial disparities
• Engage people with lived experience in decision-making
NOFO Overview

• 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.
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
    • Youth & DV
  – City, County & State ESG funders
  – Other funding organizations
  – Mental health & substance abuse coordinators
  – Person with lived experience
Reallocation Process

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

CoC Coordination and Engagement, 96, 59%

Project Capacity, Review, and Ranking, 30, 18%

HMIS, 11, 7%

PIT Count, 3, 2%

System Performance, 23, 14%

2021 Points
Importance of Collaborative Application

• Tier 2 Scoring:
  – 50 points for CoC application score (Collaborative Score)
  – 40 Points for CoC’s ranking
  – 10 points for Housing First commitment
HUD Process –
Final Funding Decision

**Tier 1**
- 100% of GIW amount
- Fund in order of Collaborative Application Score

**Tier 2**
- Bonus amount
- Assign score to each project based on 100 point scale
- May be funded
- HUD has directed CoC’s to be strategic about Tier 2
HUD Process –
Amount of Funding Available Nationally

- Renewals, Reallocated, and Bonus are all funded using the same process; depending on Tier placement
DV Bonus Ranking Process

• 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.
Local Process – CoC Recommendations to HUD

- Renewals
- Reallocated
- Bonus
Eligible Applicants

- Nonprofit organizations
- States
- Local governments
- Instrumentalities of State and local governments
- Indian Tribes and TDHE
- Public housing agencies
- **For-profit entities are not eligible to apply for grants or to be subrecipients of grant funds.**
- Projects are limited to serving persons in Salt Lake County.
New Projects – Bonus/Reallocation

• Any eligible organization can apply, whether or not they have previously received HUD funding.
• All applicants should closely review the new project detailed instructions, instructional guides and funding announcements to ensure that applications are complete.
• New Project applicants will be assessed both on the Applicant’s organizational capacity, community need and the HUD project application.
• Expansion
  – A CoC funded project can submit a new project application to expand its current program.
New Projects

• New Project Grant Terms
  – 1 year of funding with a longer initial grant term not to exceed 18 months
  – Any new projects requesting capital costs (i.e., new construction, acquisition, or rehabilitation) are not eligible for 1-year requests. If 1-year of funding is requested for new projects with capital costs, HUD will increase the grant term to 3-years and the new project will be required to spend the funds requested over a 3-year period, assuming the project is conditionally selected for award.
Transition Grants

• Option to transition an existing renewable project type to a new eligible project type (ex. TH to RRH) through the application 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 PH-PSH projects must serve one of the following:

- (i) persons eligible to be served by DedicatedPLUS projects as described in Section III.B.2.g of the NOFO in which case all units funded by the project must be used to serve program participants who meet the qualifications for DedicatedPLUS; or
- (ii) persons experiencing chronic homelessness at the time they initially enroll in the project.

Funding request can be for rental assistance, leasing, operations, supportive services, acquisition, new construction, rehabilitation, and admin.

Not eligible for DV Bonus Funds.
DedicatedPLUS

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:

• (1) experiencing chronic homelessness
• (2) 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;
• (3) 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;
• (4) 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;
• (5) 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
• (6) 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.
PH-RRH

• Permanent housing-rapid rehousing (PH-RRH) projects which serve
  – Homeless individuals
  – Families
  – Unaccompanied youth

• Funding request can be for rental assistance, leasing, supportive services and admin
TH – RRH Joint Component

• Combined transitional housing and rapid rehousing in a single project designed to:
  – provide a safe, crisis housing
  – with financial assistance and wrap-around services determined by program participants
  – to help them move to permanent housing as quickly as possible

• Allow for the client to choose when they use the RRH resources to move into PH, not the program

• Funding request can be for rental assistance, leasing, operations, supportive services and admin
Dedicated HMIS Project

- Add or expand HMIS capacity
- Only the HMIS Lead is eligible to apply
- Not eligible for DV Bonus Funds
New Projects for DV Bonus

• Dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking
  – PH-RRH
  – Joint TH and PH-RRH
  – SSO-CE project to implement policies, procedures, and practices that equip the CoC’s coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.

• Projects funded by the DV Bonus are limited to 1-year requests
• CoCs can apply for only 1 SSO-CE project for the DV Bonus.
  – Can submit any number of other projects (minimum of $50,000)
Collaboration / Leveraging

• HUD is encouraging new or expansion projects that leverage existing housing resources and/or partner with healthcare organizations. For more information, please see pages 77-78 of the 2021 NOFO.

• HUD is encouraging at least one permanent supportive housing or rapid re-housing project that utilizes housing subsidies or subsidized housing units not funded through the CoC or ESG programs.
  – (i) in the case of a permanent supportive housing project, provide at least 25 percent of the units included in the project; or
  – (ii) in the case of a rapid re-housing project, serve at least 25 percent of the program participants anticipated to be served by the project.

• Leveraged resources coming from Private organizations; State or local government, including through the use of HOME funding provided through the American Rescue Plan; Public Housing Agencies, including through the use of a set aside or limited preference; Faith-based organizations; or Federal programs other than the CoC or ESG programs.
LOCAL APPLICATION CONTENT
Scoring Guidelines

• From ZoomGrants Application
  – Capacity & Need
• From E-snaps Application
  – Need
  – Project Description and Budget
• All scored by Ranking Committee
• Part of ZoomGrants Reference Library

CATEGORY & WEIGHT

- Capacity 30%
- Need 70%
Threshold Certifications

• **Budget**
  – Match at 25% for eligible activities

• **Data Collection**
  – As applicable, participate in the most recent PIT, HIC, and AHAR/LSA as applicable

• **Compliance**
  – Meet all requirements listed in FY2021 HUD CoC NOFO (part of E-snaps review)

• **Local Review Process**
  – 1) ZoomGrants & 2) E-snaps
Application Questions

• Correspond to Scoring Guidelines
  – Capacity
  – Need
Capacity (All Applications)

• No/minor past audit or monitoring findings or concerns (fiscal or program) from HUD or independent auditors
• Grant management system in place for complying with government grants
• Involvement in the local homeless housing and services system or local low-income housing and services system
• Effective record of administering government funded housing programs for homeless persons or housing for low-income persons
Need (All Applications)

- Impact on community performance related to HUD system performance measures
- Timeline for project implementation
- Plan to fully expend HUD funds
- Addressing racial disparities to ensure equity
Need
(All Housing Applications)

- Demonstrate need using data from Housing Inventory Chart and Point in Time Count
- Rapidly securing housing for clients
- Assisting clients with employment/other income
- Target population
  - (DV) Trauma-informed and client-centered policies
- Utilization of Housing First
Housing First

Three Part Process:

1. Quickly moving into housing
2. Minimal entry barriers
3. Tenancy only contingent on meeting standard lease agreement requirements
Need

*(Coordinated Assessment)*

- Inclusive plan for coordination with stakeholders
- System design that is accessible for all persons seeking information regarding homelessness assistance
  - (DV) Trauma-informed and client-centered policies
- Strategy for advertising the program to reach homeless persons with the highest barriers
- Standardized assessment process
- Ensuring that program participants are directed to appropriate housing and services
Need

*(HMIS Expansion)*

- Demonstrate need using data related to current HMIS staffing and ability to meet current demands
- Detailed work plan for use of funds
Attachments

1. Complete copy of your most recent independent financial audit (not just the management letter)
2. Copy of recent HUD monitoring letters-for any CoC funded program
3. Copy of agency’s accounting policy and procedures
4. For new housing projects: Copy of program’s eligibility and termination policies and procedures
ZOOMGRANTS TRAINING
Accessing ZoomGrants Website:

Access ZoomGrants via a link provided from the program administrator.

The Application cannot be accessed from the ZoomGrants homepage

https://www.zoomgrants.com/zgf/2021_Continuum_of_Care-New_Application
Creating an Account and Logging In

The Zoom Grants account and login box is on the right hand side of the webpage.

If you’ve already made an account, login using the boxes on the upper right corner of the page.
Accessing the Application

Once you’ve created an account and logged on, click the **Apply button** next to the appropriate program to create your first application for that program.
Inviting Others to Collaborate

A: Enter their email address

B: Indicate which sections they are allowed to collaborate on

C: Click the Invite Button

*Found under Contact Information tab*
Filling Out the Application

My Little Nonprofit Agency

Our Application

$5,000.00 requested

Summary

(answers are saved automatically when you move to another field)

Application Title/Project Name

Our Application

Amount Requested

$5,000

Additional Contacts for this Application

(ONLY Email addresses separated by comma. No names. No titles. No phone numbers.)
Click on the ‘Upload’ button next to each document request.

A file Upload Window for that request will open.

Follow the instructions in the window to upload a link or file (or multiple) in that slot.

**After uploading all documents refresh the page before submitting the application**
Previewing, Printing & Submitting the Application

Click the grey ‘Submit Now’ button on the top of the application.

Once fully completed type initials and click ‘Submit Now’ to officially submit the application.
Creating Multiple Applications

After logging in using the login box on the top left ZoomGrants Application page…

Click the ‘Apply Again’ Button and begin the application with a new program
E-SNAPS APPLICATION
Accessing E-Snaps

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

- 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
- *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 Agency Profile

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.
   - 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.
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.
New Projects Application Detailed Instructions and Navigational Guide

- **New Project Application Detailed Instructions and Navigational Guide**
  - All applicants should closely review the new project detailed instructions, instructional guides and supporting materials to confirm that applications are completed correctly.
  - Navigational Guide: Provides screen shots for working through the application
  - Detailed Instructions: Detailed information about what responses should contain, updates to this year’s application
Things to Remember

• Project Name
  – Standard naming convention for project applications
    • Agency Acronym, Project Name, HUD Competition Year
    • EX: SLCO CH Housing Project FY2021

• All attachments must be accurate and complete and dated between August 18, 2021 and November 16, 2021.
Project Description
(Permanent Housing)

- Should be consistent with ZoomGrants narrative
- PH: community needs, target population(s) to be served, project plan for addressing the identified housing and supportive service needs, projected project outcome(s), coordination with other sources or partners, and the reason why CoC Program support is required
- Any additional requirements outlined in the detailed instructions
Project Description
(-Coordinated Assessment)

- Should be consistent with ZoomGrants narrative
- Community’s approach to coordinated entry
- How outreach, access, assessment, and referrals will be or are conducted and the role that this grant will play in supporting the process’s development or implementation
- Community partners involved in coordinated entry and how other funds will be leveraged to support any CoC Program funds during implementation and operation.
- Any additional requirements outlined in the detailed instructions
Project Description
(HMIS Expansion)

• Should be consistent with ZoomGrants narrative
• Community needs
• Design and implementation of the HMIS system
• Plan for addressing the identified community needs
• Projected project outcome(s)
• Coordination with other sources/partners
• Why CoC Program support is required
• Any additional requirements outlined in the detailed instructions
Budget

• Detailed line-item information
• Instructions available in the Navigational Guides and Detailed Instructions
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.

• Match letters are not required at application time, unless utilizing a third-party in-kind match.
Submission Instructions

• New Application Deadline:
• The application is due via ZoomGrants and e-snaps by
  – 5 pm on Tuesday, October 12, 2021
  – (Renewal Applications due 10/1!)
  1. Submit via ZoomGrants
  2. Submit via E-snaps (this releases the application to the CoC, not to HUD)
  3. Export a PDF copy of the application and email to Tarra McFadden (tmcfadden@slco.org)
### Post-NOFO Activities for Applicants
(preliminary dates, subject to SLCO adjustment)

#### Applicants
- Submit ZoomGrants and E-Snaps Renewal Applications (10/1)
- New Applicants Submit ZoomGrants and E-Snaps Application (10/12)
- Update applications based on feedback (TBD)
- Submit final application to CoC

#### SLCO
- Release Renewal Application (9/10)
- Release Application for New Projects (9/23)
- Coordinate Rank and Review Process (Through 10/28)
- Complete Collaborative Application and Priority Project Listing (11/10)
- Submit to HUD (11/12)

#### Ranking Committee
- Approve Scoring Guidelines for Renewals (9/7)
- Approve Scoring Guidelines for New Projects (9/20)
- Review Renewal ZoomGrants and E-snaps Applications (10/1-10/12)
- Review New ZoomGrants and E-snaps Applications (10/12-10/28)
- Complete Rank and Review Process (10/28)
Consolidated (Community) Application

• Friday, October 1st at 11am-first meeting, other meetings to follow on subsequent Fridays
• Review meeting will be Late October/Early November
• Posted to https://endutahhomelessness.org/salt-lake-valley/salt-lake-continuum-of-care-competition/ for community review
Resources

- **Submitting FY 2021 CoC Program Competition Questions**
  - All questions related to the [Notice of Funding Opportunity (NOFO) competition](#) and YHDP non-competitive process must be sent to:
    - **CoCNOFO@hud.gov** for questions regarding the FY 2021 CoC Program Competition process.
    - **e-snaps@hud.gov** for questions related to e-snaps functionality including password lockout, access to user’s application account, updating Applicant Profile, etc.
# Contact Information

**Mayor’s Initiatives and Special Projects**  
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<tbody>
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<td>Email: <a href="mailto:tmcfadden@slco.org">tmcfadden@slco.org</a></td>
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<td>Email: <a href="mailto:KatZimmerman@slco.org">KatZimmerman@slco.org</a></td>
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E-mail contact is preferred so that issues may be documented and common issues can be used to create an FAQ document if necessary.