Renewal Application Training

FY2021 Continuum of Care Competition
September 17, 2021
1. NOFO Overview
2. Process Overview
3. Local Scoring Guidelines
4. Renewal Application Content
5. Timeline
6. ZoomGrants Training
7. eSNAPS Overview
8. Resources
9. Contact Information
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, but does not include YHDP renewal or YHDP replacement projects, CoC planning projects, and if applicable, UFA Costs 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.
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/recipient of HUD funding.
Competition Overview

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

• Serves as the rank and review committee for the Continuum

• Members
  – Faith-based and non-profit providers of homeless services and housing
    • Youth & DV
  – City, County & State ESG funders
  – Other funding organizations
  – Mental health & substance abuse coordinators
  – Person with lived experience
CA Scoring Breakdown

2021 Points

- CoC Coordination and Engagement, 96, 59%
- Project Capacity, Review, and Ranking, 30, 18%
- System Performance, 23, 14%
- PIT Count, 3, 2%
- HMIS, 11, 7%
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.
Local Process – CoC Recommendations to HUD

- Renewals
- Reallocated
- Bonus
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
More on Tier 2

• Tier 2 Points will be awarded as follows:
  • 50 points for CoC application score (collaborative score)
  • 40 points for CoC’s ranking (project)
  • 10 points for commitment to Housing First
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.
Renewal Projects

• Project applications are eligible for renewal if the current grant term expires during calendar year 2022.
• All renewals are for a one year term.
• All applicants should closely review the renewal project detailed instructions, instructional guides and supporting materials to confirm that applications are completed correctly.
  – Reference the GIW for renewal grant characteristics, if you look at last year’s contract you will miss increases to rental assistance, leasing and operations dollars!!!
Consolidations

• Project applicants can consolidate two or more eligible renewal projects into one project application.
• Must be the same recipient and same project type
• Renewal for each project to be submitted, HUD will do the consolidation at award if eligible and awarded
• If interested, contact Tarra McFadden to discuss logistics
• You can also refer to the following resources for more information:
  – Consolidating Eligible Renewals During the FY 2021 CoC Program Competition: https://www.hudexchange.info/programs/e-snaps/#general-resources
Post-NOFO Activities for Renewal Applicants
(preliminary dates, subject to SLCO adjustment)

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

**SLCO**
- Release Renewal Application (9/10)
- Release RFP for New Projects (no later than 9/23)
- Coordinate Rank and Review Process (Through 10/28)

**Ranking Committee**
- Sept. 7-Approve Scoring Guidelines for Renewals
- Review ZoomGrants and E-snaps Applications (10/1-10/12)
- Complete Rank and Review Process (10/28)

- Complete Collaborative Application and Priority Project Listing (11/10)
- Submit to HUD (11/12)
Scoring Guidelines

- Part of ZoomGrants Reference Library
  - And posted to Coalition website

- Project Effectiveness, Budget, Data Quality (50%)
  - Scored by Ranking Committee

- Performance & Need (50%)
  - Scored by SLCO
Changes from 2019 Scoring

• Integrated Network: Partnerships
  – Question added about participation in Coordinated Entry

• Question added about addressing racial disparities to ensure equity

• Need & Performance
  – Removed percentage of clients homeless at entry
Eligible Applicants

• Projects Awarded Funding in the FY2020 CoC Process
  – Transitional Housing
  – Permanent Housing
    • Rapid Re-Housing
    • Permanent Supportive

A separate process will be released for renewal HMIS projects, CoC Planning projects and applicants seeking NEW funding through the Continuum of Care.
ZOOMGRANTS RENEWAL APPLICATION CONTENT
Contact Information

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

• Expiring Grant Number (ZoomGrants only)
Threshold Certifications

• Data Collection
  – HIC, PIT, LSA
  – Submit APRs for review to meet HUD and local policies

• Budget
  – Match at 25%

• Compliance
  – HEARTH Act and NOFO Requirements
  – Participation in Coordinated Entry

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

• Correspond to Scoring Guidelines
  – Project Effectiveness
  – Budget
  – Data Quality
  – Need
  – Performance
Project Effectiveness

Program Best Practices and HUD Policy Priorities

• Housing First
  – Moving quickly to housing
  – Low-barrier entry/terminations

• Compliance
  – Homeless or formerly homeless person on agency’s board
  – HUD Monitoring / Inspection Requirements

• Ending Homelessness
  – Capacity
  – Target Population
Project Effectiveness

• Housing Placement Process
  – current process/time from prioritization to voucher
  – current process/time from voucher to housing placement

• Integrated Network
  – Partnerships
    • Involvement with Salt Lake Valley Coalition to End Homelessness
  – Case Management coverage
  – Utilizing Coordinated Entry
  – Address racial disparities to ensure equity
Budget

• Drawdowns
  – Quarterly?

• Expenditure
  – Percentage of Funds Expended (2018-2020)

• Cost per positive outcome
  – divide your HUD $ Amount by the number of leavers to Permanent Housing (plus those retaining PH for PH programs)
Data Quality, Need, and Performance

• Determine which year represents best performance
  – Use single year APR data throughout application
• Reporting period: 10/1/18 to 9/30/19 or 10/1/19 to 9/30/20
• Data from HMIS/Comparable Database information using the CSV-APR 2020 Export
  – Uploaded to Sage as test report
  – Calculations completed by SLCO staff; verified by agency staff
    • Questions requiring a response that is a percentage should be expressed as a number with no more than two decimal points.
    • Do not include the "%" symbol in your response.
Data Quality

- Reference: CSV-APR 2020 Report as uploaded to Sage, Q06 a, b, & c percent of error rate column
- Report the percent of errors for the following data elements.
  - Name
  - Social Security Number
  - Date of Birth
  - Race
  - Ethnicity
  - Gender
  - Veteran Status
  - Project Start Date
  - Relationship to Head of Household
  - Client Location
  - Disabling Condition
  - Destination
  - Income and Sources at Start
  - Income and Sources at Annual Assessment
  - Income and Sources at Exit
Data Quality Timeliness:

- Reference: CSV-APR 2020 Report as uploaded to Sage, Q06e: Data Quality: Timeliness
- Report the number of project entry and exit records for each data entry period

<table>
<thead>
<tr>
<th></th>
<th>Number of Project Entry Records</th>
<th>Number of Project Exit Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 days (entry)</td>
<td>29</td>
<td>8</td>
</tr>
<tr>
<td>1-3 days (entry)</td>
<td>43</td>
<td>10</td>
</tr>
<tr>
<td>4-6 days (entry)</td>
<td>15</td>
<td>2</td>
</tr>
<tr>
<td>7-10 days (entry)</td>
<td>14</td>
<td>0</td>
</tr>
<tr>
<td>11+ days (entry)</td>
<td>97</td>
<td>28</td>
</tr>
</tbody>
</table>

- 0 days (exit)
- 1-3 days (exit)
- 4-6 days (exit)
- 7-10 days (exit)
- 11+ days (exit)
Data Quality Narrative

• Please state your plan for improving data quality for all of the above data elements that are noted as having an error rate of 10% or higher and/or records entered more than 5 days after entry/exit.
  – Include the name or title of the person within your agency that will be responsible for executing the plan.
Need & Performance (All Projects)

– Occupancy / Unit Utilization
– % Entries with no income
– % of adults who gained or increased earned income
– % of adults who gained or increased non-employment income
Need and Performance (All Projects)

- % Occupancy / Average Daily Unit Utilization

- Reference:
  - Q08b PIT Count of Households
  - 4B. Total Units from e-snaps application from reporting period renewal
  - Calculate the average (divide each PIT by Units to get utilization, add all utilization and divide by 4)

### Q08b: Point-in-Time Count of Households on the Last Wednesday

<table>
<thead>
<tr>
<th>Month</th>
<th>PIT Count (Q08b)</th>
<th>Total Units (4B)</th>
<th>Utilization</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>30</td>
<td>30</td>
<td>100%</td>
</tr>
<tr>
<td>April</td>
<td>28</td>
<td>30</td>
<td>93%</td>
</tr>
<tr>
<td>July</td>
<td>28</td>
<td>30</td>
<td>93%</td>
</tr>
<tr>
<td>October</td>
<td>30</td>
<td>30</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Average</strong></td>
<td><strong>96.50%</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Need and Performance (All Projects)

• % of adults with zero income at entry (Reference: Q16, no income at start/total adults)

1. \( \frac{25}{72} = 34\% \)
Need and Performance (All Projects)

- % Leavers who exit to shelter, streets or unknown
- (Reference Q23c (exits to emergency shelter+place not meant for habitation+data not collected)/total leavers(Q22a1))

<table>
<thead>
<tr>
<th>Temporary Destinations</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency shelter, including hotel or motel paid for with emergency shelter voucher</td>
<td>3</td>
</tr>
<tr>
<td>Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Destinations</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Not Collected (no exit interview completed)</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q22a1: Length of Participation – CoC Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

$$\frac{3+0+0}{32}=9.38\%$$
Need and Performance (All Projects)

- % Returns to homelessness (HMIS report from SLCO)

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Total Number of Persons who Exit to Permanent Housing Destination (2 Years)</th>
<th>Number Returning to Homelessness in Less than 6 Months (0 - 180 days)</th>
<th>Percentage of Returns in Less than 6 Months (0 - 180 days)</th>
<th>Number Returning to Homelessness from 6 to 12 Months (181 - 365 days)</th>
<th>Percentage of Returns from 6 to 12 Months (181 - 365 days)</th>
<th>Number Returning to Homelessness from 13 to 24 Months (366 - 730 days)</th>
<th>Percentage of Returns from 13 to 24 Months (366 - 730 days)</th>
<th>Number of Returns in 2 Years</th>
<th>Percentage of Returns in 2 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>
Need and Performance (All Projects)

- % of adults who gained or increased earned income from start to annual assessment
  - (Reference: Q19a1 1st row Adults who gained or increased/Total Adults)
- % of adults who gained or increased other income from start to annual assessment
  - (Reference: Q19a1 3rd row Adults who gained or increased/Total Adults)

### Q19a1: Client Cash Income Change - Income Source - by Start and Latest Status

<table>
<thead>
<tr>
<th>Had Income Category at Start and Did Not Have it at Annual Assessment</th>
<th>Retained Income Category But Had Less $ at Annual Assessment Than at Start</th>
<th>Retained Income Category and Same $ at Annual Assessment as at Start</th>
<th>Retained Income Category and Increased $ at Annual Assessment</th>
<th>Did Not have the Income Category at Start and Did Not Have the Income Category at Annual Assessment</th>
<th>Did Not have the Income Category at Start or at Annual Assessment</th>
<th>Total Adults (Including Those with No Income)</th>
<th>Performance Measure: Adults Who Gained or Increased Income from Start to Annual Assessment; Average Gain</th>
<th>Performance measure: Percent of persons who accomplishes this measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Adults with Earned Income (i.e., Employment Income)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>13</td>
<td>14</td>
<td>1</td>
</tr>
<tr>
<td>Average Change in Earned Income</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>20.00</td>
<td>--</td>
<td>--</td>
<td>20.00</td>
<td>--</td>
</tr>
<tr>
<td>Number of Adults with Other Income</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>8</td>
<td>1</td>
<td>2</td>
<td>14</td>
<td>9</td>
</tr>
</tbody>
</table>
### Need and Performance (All Projects)

- % of adults who gained or increased earned income from start to exit
  
  - (Reference: Q19a2 1st row Adults who gained or increased/Total Adults)

- % of adults who gained or increased other income from start to exit
  
  - (Reference: Q19a2 3rd row Adults who gained or increased/Total Adults)

#### Q19a2: Client Cash Income Change - Income Source - by Start and Exit

<table>
<thead>
<tr>
<th>Had Income Category at Start and Did Not Have it at Exit</th>
<th>Retained Income Category but Had Less $ at Exit than at Start</th>
<th>Retained Income Category and Same $ at Exit as at Start</th>
<th>Retained Income Category and Increased $ at Exit</th>
<th>Did Not have the Income Category at Start and Gained the Income Category at Exit</th>
<th>Did Not have the Income Category at Start or at Exit</th>
<th>Total Adults (Including Those with No Income)</th>
<th>Performance Measure: Adults Who Gained or Increased Income from Start to Exit; Average Gain</th>
<th>Performance measure: Percent of persons who accomplished this measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Adults with Earned Income (i.e., Employment Income)</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>26</td>
<td>30</td>
<td>2</td>
</tr>
<tr>
<td>Average Change in Earned Income</td>
<td>-1000.00</td>
<td>-16.00</td>
<td>--</td>
<td>--</td>
<td>3150.00</td>
<td>--</td>
<td>--</td>
<td>3150.00</td>
</tr>
<tr>
<td>Number of Adults with Other Income</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>6</td>
<td>2</td>
<td>16</td>
<td>30</td>
<td>8</td>
</tr>
</tbody>
</table>
Project Specific Need and Performance (PSH)

- PSH Percentage of clients disabled at entry
  - (Assumes adult in family has disability, calculation may be >100%)
- Reference APR Q13a2; Formula = ((Persons with 1 condition)+(Persons with 2)+(Persons with 3+)) / Total Adults (Q05a)

\[
\frac{(13+15+8)}{40} = 90\%
\]
Project Specific Need and Performance (PSH)

- PSH Percentage of participants who remain in PSH or exited to permanent housing
- Calculation: 1) Determine # of stayers (APR Q22a); 2) Determine leavers to permanent housing destinations (APR 23c); 3) Add stayers (Step 1) and leavers to permanent housing destinations (Step 2) and divide by # of participants (Q05a)-exits excluded destinations.

\[
\frac{257+24}{(289-1)}=97.57\%
\]
Project Specific Need and Performance (RRH)

- PSH Percentage of clients disabled at entry
  - (Assumes adult in family has disability, calculation may be >100%)
- Reference APR Q13a2; Formula = \( \frac{(\text{Persons with 1 condition}) + (\text{Persons with 2}) + (\text{Persons with 3+})}{\text{Total Adults (Q05a)}} \)

\[
\frac{13+15+8}{40} = 90\%
\]
**Project Specific Need and Performance (RRH)**

- RRH Percentage of participants who exited to permanent housing
- Reference: calculations report by SLCO staff; Calculation: 1) Determine # of leavers to permanent housing destinations (APR 23c); 2) Divide by # of leavers (Q22a1) minus excluded destinations.

<table>
<thead>
<tr>
<th>Q22a1: Length of Participation – CoC Projects</th>
<th>Total</th>
<th>Leavers</th>
<th>Stayers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>289</td>
<td>32</td>
<td>257</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q23c: Exit Destination</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Destinations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td>24</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

\[
\frac{24}{(32-1)} = 77.42\%
\]
Project Specific Need and Performance (RRH)

• On average, participants spend XX days from project entry to residential move-in.

• Reference APR Q22c: 1) Review the various time periods 2) Report the mode (most common) time period:
  - <30 = 46+4+5+3 = 58
  - 31-60 = 7
  - >61 = 0+0+0 = 0

• Collapsed categories, add sub categories.

30 days or less
Budget & Project Description

• Summary Budget Information
  – Line-item requests
    • Leasing, Rental Assistance, Operating, Supportive Services, Admin
    • Should match Grant Inventory Worksheet
  – Match
    • Letters may be attached/reviewed at E-snaps stage
  – Project description
    • Target population(s) and meeting their needs
    • Projected outcome(s)
    • Coordination with other sources/partners
Attachments

1. Copy of HUD APR response letter as received from the HUD CPD Denver Field Office (This could be a screenshot/print of the submission status from Sage. If Not Applicable, attach document indicating such)

2. Copy of Monitoring letters from HUD CPD Denver Field Office

3. Copy of program’s eligibility and termination policies and procedures

4. Letters of Support detailing case management and other service commitments/partnerships
Submission Instructions

• Access the application here:
  – https://www.zoomgrants.com/zgf/2021_CoC_Renewal_Application

  – Deadline:
    • The application is due via eSNAPS and ZoomGrants by October 1, 2021 at 5pm (Mountain)
Accessing ZoomGrants Website:

Access ZoomGrants via a link provided from the program administrator. The Application cannot be accessed from the ZoomGrants homepage.

https://zoomgrants.com/gprop.asp?donorid=2204
Creating an Account and Logging In

The Zoom Grants account and log in box is on the right hand side of 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

$5000

Additional Contacts for this Application

(ONLY Email addresses separated by comma. No names. No titles. No phone numbers.)
Uploading Documents

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**
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 OVERVIEW
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 Applicant Profile

Select "Applicants"

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.
Renewal Project Application Navigational Guide & Detailed Instructions

- [https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/](https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/)

- 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 FY2019

• All attachments must be accurate and complete and dated between August 18, 2021 and November 16, 2021.
Submission without changes CAUTION

• Thoroughly review ALL aspects of the application
• Double-check Housing First designation
• If using actual rent **DO NOT** select this option
Submission without changes possible

- Make sure to edit any outdated references
- HUD recommends using more general data (e.g., this project will serve 10 persons over the term of the grant) rather than using specific dates (e.g., in FY 2020 this project will serve 10 persons) to reduce the need to change project descriptions for annual renewals.
Application Parts

• Part 1
  – Forms and certifications, must be completed before the rest of the application populates

• Recipient Performance

• Expansion and Consolidation info

• Part 2
  – Recipient and subrecipient information
    • Contact information and subaward (if applicable)
Part 3

• Project Detail
• Verify expiring grant number and component
• Verify CoC
  – UT-500 - Salt Lake City & County CoC
  – Salt Lake County Government
• Project Description
  – Should align with what was submitted in ZoomGrants (Part I Renewal Application)
Part 4 & 5

• Part 4
  – Services for participants
  – Housing Type and location

• Part 5
  – Households and subpopulations
    • Who you expect to serve in the 2022-2023 operating year
Part 6: Budgets

• Reference the GIW for renewal grant characteristics, if you look at last year’s contract you will miss increases to rental assistance, leasing and operations dollars!

• If your project uses “actual rent” reference the email sent to grantees on 9/14/21
Part 6D: Sources of Match

• Program income can be counted as match funds
  – Because match can be challenging to understand, HUD strongly encourages applicants to review the 12 FAQs posted at: www.hudexchange.info/coc/faqs/, by searching for the keyword “match.”

• Regulations require all grant funds, except for leasing funds, to be matched with no less than 25 percent of funds or in-kind contributions from other sources
Part 7: Attachments

• Nonprofit documentation for subrecipients (as applicable)

• CoC Rejection Letter (For Appeal Projects)
  – Applicants appealing the local CoC decision and applying to HUD directly as a solo applicant
Part 7B: Certification

• The Project Applicant must certify that the proposed program will comply with the various laws as outlined in the CoC Program Competition NOFO.

• The Project Applicant should carefully review all of the items.

• A project applicant must certify “Active” System for Award Management (SAM) status.
Part 8: Submission

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

• Deadline:
  
  – 5 pm on Friday, October 1, 2021

  1. Submit via E-snaps (this releases the application to the CoC, not to HUD)

  2. Send a PDF export of the application to Tarra McFadden (tmcfadden@slco.org)
Ranking Committee

• Ranking Committee will review application and compare with ZoomGrants application for consistency
Consolidated (Community) Application

• Some information will be gathered through the Core Function Group Meetings
• Additional work groups will be assembled as needed
• Review meeting will be Late October/Early November
Resources

• CoC Program Competition: *e-snaps: CoC Program Applications and Grants Management System*
  – [https://www.hudexchange.info/programs/e-snaps/#general-resources](https://www.hudexchange.info/programs/e-snaps/#general-resources)
  – E-snaps training materials, detailed instructions
• Notice of Funding Opportunity for FY 2021 Continuum of Care (CoC) Program Competition
• SLCO Competition Information:
  – RFPs/Notices, Trainings, Policies, Drafts of Application materials 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](mailto:CoCNOFO@hud.gov) for questions regarding the FY 2021 CoC Program Competition process.
    • [e-snaps@hud.gov](mailto: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  
Salt Lake County  
2001 South State Street, Suite N4-930  
P.O. Box 144575  
Salt Lake City, UT 84114-4575

<table>
<thead>
<tr>
<th>Tarra McFadden</th>
<th>Katherine Fife</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Projects and Grants Coordinator</td>
<td>Director, Policy and Program</td>
</tr>
<tr>
<td>Phone: 801-923-3080</td>
<td>Phone: 385-468-7143</td>
</tr>
<tr>
<td>Email: <a href="mailto:tmcfadden@slco.org">tmcfadden@slco.org</a></td>
<td>Email: <a href="mailto:kfife@slco.org">kfife@slco.org</a></td>
</tr>
</tbody>
</table>

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