

# Renewal Application Training

FY2023 Continuum of Care  
Competition

August 16, 2023

# Renewal Projects

- ▶ Project applications are eligible for renewal if the current grant term expires during calendar year 2024.
- ▶ 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

# 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
- ▶ You can also refer to the following resources for more information:
  - ▶ <https://files.hudexchange.info/resources/documents/Consolidating-Eligible-Renewals-for-CoC-Program-Competition.pdf>

# Reallocation Process

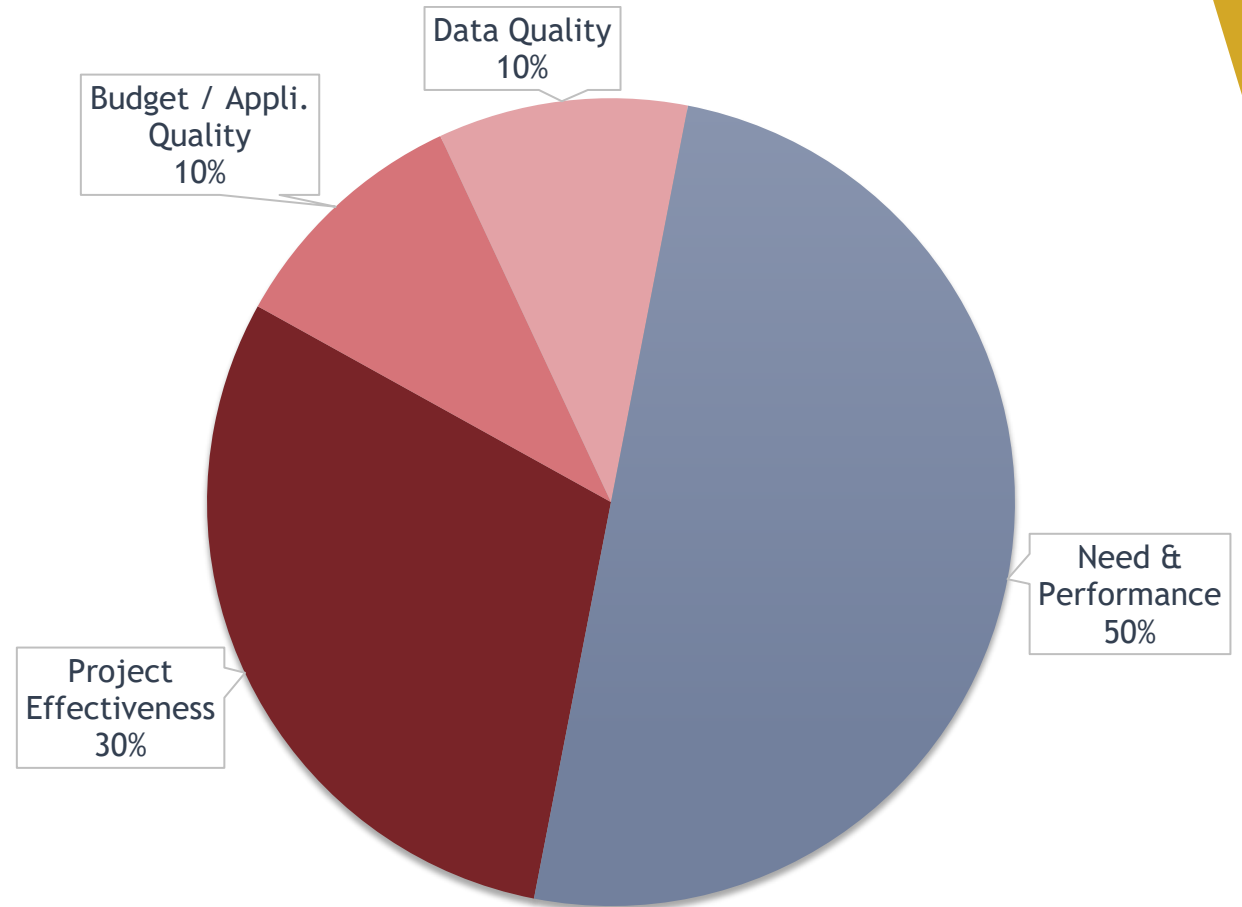
- ▶ Reallocation Options
  - ▶ Project applicants can voluntarily reallocate all or part of project funding.
  - ▶ Ranking Committee can reallocate based on CoC need and/or project performance.

# Post-NOFO Activities for Applicants (preliminary dates, subject to SLCO adjustment)



# Scoring Guidelines

- ▶ Posted to the SLC CoC Competition Website:
  - ▶ <https://endutahhomelessness.org/salt-lake-valley/salt-lake-continuum-of-care-competition/>
- ▶ Project Effectiveness, Budget, Data Quality (50%)
  - ▶ Scored by Ranking Committee
- ▶ Performance & Need (50%)
  - ▶ Scored by SLCO



# Eligible Applicants

- ▶ Projects Awarded Funding in the FY2022 CoC Process
  - ▶ Permanent Housing
    - ▶ Rapid Re-Housing
    - ▶ Permanent Supportive
  - ▶ SSO-Coordinated Entry

# Local Renewal Application Content



# Contact Information

- ▶ Standard naming convention for project applications
  - ▶ Agency Acronym, Project Name, HUD Competition Year
  - ▶ EX: SLCO CH Housing Project FY2023

# Threshold Certifications

- ▶ Administered by an eligible organization
- ▶ Budget
  - ▶ Match at 25% for eligible activities
- ▶ Data Collection
  - ▶ As applicable, participate in the most recent PIT, HIC, and LSA as applicable
  - ▶ Participate in HMIS, or comparable database
- ▶ Coordinated Entry
  - ▶ Receive referrals for project through Coordinated Entry
- ▶ Compliance
  - ▶ Meet all requirements listed in FY2023 HUD CoC NOFO (part of E-snaps review)

# Application Questions

- ▶ Correspond to Scoring Guidelines
  - ▶ Project Effectiveness
  - ▶ Budget
  - ▶ Data Quality
  - ▶ Need & Performance

# Project Effectiveness

## Program Best Practices and HUD Policy Priorities

- ▶ Housing First
  - ▶ Low-barrier entry/terminations
  - ▶ Involve Homeless or formerly homeless persons on board and programing and implementation
- ▶ SLVCEH Priorities
  - ▶ Capacity & Target population
- ▶ Compliance
  - ▶ HUD Monitoring / Inspection Requirements
- ▶ Moving quickly to housing
- ▶ Integrated Network
- ▶ Coordinated Entry/Identifying Units
- ▶ Addressing Racial Disparities

# Budget

- ▶ Drawdowns
  - ▶ Quarterly?
- ▶ Expenditure
  - ▶ Percentage of Funds Expended (2019-2021)

# Data Quality, Need, and Performance

- ▶ Reporting period: 10/1/21 to 9/30/22
- ▶ Data from HMIS/Comparable Database information using the CSV-APR FY2022 Export
  - ▶ HMIS has a document that walks through the process,
    - ▶ Appendix E.1: Annual Performance Report (Page 38)
    - ▶ <https://docs.google.com/document/d/1WmTbq0GXMubQamU54BmMYgN4Azkaptb63WkNFkBtgss/edit?usp=sharing>

# Data Quality

- ▶ Reference: APR 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

Q06a: Data Quality: Personally Identifying Information (PII)

Data Element	Client Doesn't Know/Refused	Information Missing	Data Issues	% of Error Rate
Name	0	0	0	0.00 %
Social Security Number	0	0	0	0.00 %
Date of Birth	0	0	1	8.33 %
Race	0	0	0	0.00 %
Ethnicity	0	0	0	0.00 %
Gender	0	0	0	0.00 %
Overall Score				8.33 %

Q06b: Data Quality: Universal Data Elements

Data Element	Error Count	% of Error Rate
Veteran Status	0	0.00 %
Project Start Date	0	0.00 %
Relationship to Head of Household	0	0.00 %
Client Location	0	0.00 %
Disabling Condition	0	0.00 %

Q06c: Data Quality: Income and Housing Data Quality

Data Element	Error Count	% of Error Rate
Destination	0	-
Income and Sources at Start	1	8.33 %
Income and Sources at Annual Assessment	6	50.00 %
Income and Sources at Exit	0	-

# Data Quality Timeliness:

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

- ▶ 0 days (entry)
- ▶ 1-3 days (entry)
- ▶ 4-6 days (entry)
- ▶ 7-10 days (entry)
- ▶ 11+ days (entry)

- ▶ 0 days (exit)
- ▶ 1-3 days (exit)
- ▶ 4-6 days (exit)
- ▶ 7-10 days (exit)
- ▶ 11+ days (exit)

## Q06e: Data Quality: Timeliness

	Number of Project Entry Records	Number of Project Exit Records
0 days	29	8
1-3 Days	43	10
4-6 Days	15	2
7-10 Days	14	0
11+ Days	97	28



# 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

	Total
January	30
April	28
July	28
October	30

## 4B. Housing Type and Location

Total Units: 30

Month	PIT Count (Q08b)	Total Units (4B)	Utilization
January	30	30	100%
April	28	30	93%
July	28	30	93%
October	30	30	100%
Average			96.50%

# Need and Performance (All Projects)

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

Q16: Cash Income - Ranges

	Income at Start
No income	25
\$1 - \$150	2
\$151 - \$250	1
\$251 - \$500	15
\$501 - \$1000	20
\$1,001 - \$1,500	9
\$1,501 - \$2,000	0
\$2,001+	0
Client Doesn't Know/Client Refused	0
Data Not Collected	0
Number of Adult Stayers Not Yet Required to Have an Annual Assessment	0
Number of Adult Stayers Without Required Annual Assessment	0
Total Adults	72

$$1. \ 25/72=34\%$$

# 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))

## Q23c: Exit Destination

<b>Temporary Destinations</b>	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	3
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0
<b>Other Destinations</b>	0
Data Not Collected (no exit interview completed)	0

## Q22a1: Length of Participation – CoC Projects

	Total	Leavers	Stayers
Total	289	32	257

$$3+0+0/32=9.38$$

%

# Need and Performance (All Projects)

- ▶ % Returns to homelessness (HMIS report from SLCO available by 8/17)

Measure 2a and 2b: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness within 6 to 12 months (and 24 months in a separate calculation)									
Program Name	Total Number of Persons who Exited to a Permanent Housing Destination (2 Years)	Number Returning to Homelessness in Less than 6 Months (0 - 180 days)	Percentage of Returns in Less than 6 Months (0 - 180 days)	Number Returning to Homelessness from 6 to 12 Months (181 - 365 days)	Percentage of Returns from 6 to 12 Months (181 - 365 days)	Number Returning to Homelessness from 13 to 24 Months (366 - 730 days)	Percentage of Returns from 13 to 24 Months (366 - 730 days)	Number of Returns in 2 Years	Percentage of Returns in 2 Years
	1	0	0.00%	0	0.00%	0	0.00%	0	0.00%

# 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

	Had Income Category at Start and Did Not Have it at Annual Assessment	Retained Income Category But Had Less \$ at Annual Assessment Than at Start	Retained Income Category and Same \$ at Annual Assessment as at Start	Retained Income Category and Increased \$ at Annual Assessment	Did Not have the Income Category at Start and Gained the Income Category at Annual Assessment	Did Not have the Income Category at Start or at Annual Assessment	Total Adults (Including Those with No Income)	Performance Measure: Adults Who Gained or Increased Income from Start to Annual Assessment; Average Gain	Performance measure: Percent of persons who accomplished this measure
Number of Adults with Earned Income (i.e., Employment Income)	0	0	0	0	1	13	14	1	7.14 %
Average Change in Earned Income	--	--	--	--	20.00	--	--	20.00	--
Number of Adults with Other Income	1	2	0	8	1	2	14	9	64.29 %

# 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**

	Had Income Category at Start and Did Not Have it at Exit	Retained Income Category but Had Less \$ at Exit than at Start	Retained Income Category and Same \$ at Exit as at Start	Retained Income Category and Increased \$ at Exit	Did Not have the Income Category at Start and Gained the Income Category at Exit	Did Not have the Income Category at Start or at Exit	Total Adults (Including Those with No Income)	Performance Measure: Adults Who Gained or Increased Income from Start to Exit; Average Gain	Performance measure: Percent of persons who accomplished this measure
Number of Adults with Earned Income (i.e., Employment Income)	1	1	0	0	2	26	30	2	6.67 %
Average Change in Earned Income	-1000.00	-16.00	--	--	3150.00	--	--	3150.00	--
Number of Adults with Other Income	3	0	3	6	2	16	30	8	26.67 %



# 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 =  $((\text{Persons with 1 condition}) + (\text{Persons with 2}) + (\text{Persons with 3+})) / \text{Total Adults (Q05a)}$

Q13a2: Number of Conditions at Start

	Total Persons
None	0
1 Condition	13
2 Conditions	15
3+ Conditions	8
Condition Unknown	0
Client Doesn't Know/Client Refused	0
Data Not Collected	0
Total	36

$$(13+15+8) / 40 = 90\%$$

Q05a: Report Validations Table

Total Number of Persons Served	40
Number of Adults (Age 18 or Over)	40
Number of Children (Under Age 18)	0
Number of Persons with Unknown Age	0
Number of Leavers	12
Number of Adult Leavers	12
Number of Adult and Head of Household Leavers	12
Number of Stayers	28
Number of Adult Stayers	28

# 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.

## Q22a1: Length of Participation – CoC Projects

	Total	Leavers	Stayers
Total	289	32	257

## Q23c: Exit Destination

### Permanent Destinations

Subtotal 24

Subtotal	1
Total	32
Total persons exiting to positive housing destinations	24
Total persons whose destinations excluded them from the calculation	1

$$257 + 24 / (289 - 1) = 97.57\%$$

### Excluded destinations:

- foster care home or foster care group home
- hospital or other residential non-psychiatric medical facility
- residential project or halfway house with no homeless criteria
- long-term care facility or nursing home
- deceased

## Q05a: Report Validations Table

Total Number of Persons Served	289
Number of Adults (Age 18 or Over)	176

# 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 =  $((\text{Persons with 1 condition}) + (\text{Persons with 2}) + (\text{Persons with 3+})) / \text{Total Adults (Q05a)}$

Q13a2: Number of Conditions at Start

	Total Persons
None	0
1 Condition	13
2 Conditions	15
3+ Conditions	8
Condition Unknown	0
Client Doesn't Know/Client Refused	0
Data Not Collected	0
Total	36

$$(13+15+8) / 40 = 90\%$$

Q05a: Report Validations Table

Total Number of Persons Served	40
Number of Adults (Age 18 or Over)	40
Number of Children (Under Age 18)	0
Number of Persons with Unknown Age	0
Number of Leavers	12
Number of Adult Leavers	12
Number of Adult and Head of Household Leavers	12
Number of Stayers	28
Number of Adult Stayers	28

# Project Specific Need and Performance (RRH)

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

## Q22a1: Length of Participation – CoC Projects

	Total	Leavers	Stayers
Total	289	32	257

## Q23c: Exit Destination

### Permanent Destinations

Subtotal 24

Subtotal	1
Total	32
Total persons exiting to positive housing destinations	24
Total persons whose destinations excluded them from the calculation	1

$$24 / (32 - 1) = 77.42\%$$

### Excluded destinations:

- foster care home or foster care group home
- hospital or other residential non-psychiatric medical facility
- residential project or halfway house with no homeless criteria
- long-term care facility or nursing home
- deceased

# Project Specific Need and Performance (RRH)

Q22c: RRH Length of Time between Project Start Date and Housing Move-in Date

	Total
7 days or less	46
8 to 14 days	4
15 to 21 days	5
22 to 30 days	3
31 to 60 days	7
61 to 180 days	0
181 to 365 days	0
366 to 730 days (1-2 Yrs)	0
Data Not Collected	1
Total	66

30 days or less

- ▶ 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

# Budget & Project Description in E-Snaps

- ▶ 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, SLCO, and HMIS
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:
  - ▶ [FY2023 SLCo CoC Competition Renewal Application Form](#)
  - ▶ [FY2023 SLCo CoC Renewal Application-No APR Form](#)
  - ▶ [FY2023 SLCo CoC Renewal Application-SSO-CE Form](#)
  - ▶ [Smartsheet submission form](#)
- ▶ **Deadline:**
  - ▶ The application is due via eSNAPS and SmartSheets by Friday, August 25, 2023 at 5pm (Mountain)



# E-snaps Application Overview

# 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

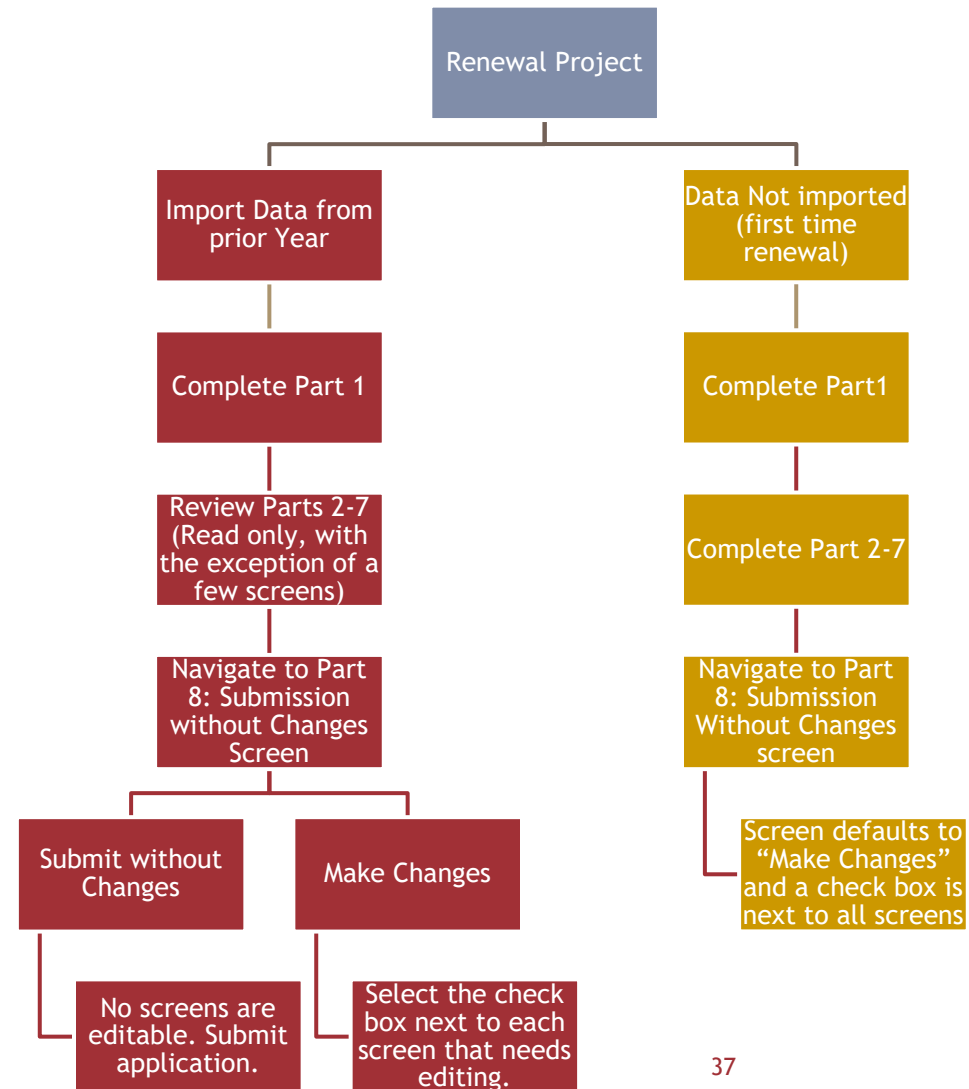
- ▶ <https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/>
- ▶ Navigational Guide: Provides screen shots for working through the application
- ▶ Detailed Instructions: Detailed information about what responses should contain, updates to this year's application

# Things to Remember

- ▶ Project Name
  - ▶ Standard naming convention for project applications
    - ▶ Agency Acronym, Project Name, HUD Competition Year
    - ▶ EX: SLCO CH Housing Project FY2023

# 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 SmartSheets (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 2024-2025 operating year



# Part 6: Budgets

- ▶ Reference the GIW for renewal grant characteristics

# 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/](http://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, August 25,  
2023**

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)

# Consolidated (Community) Application

- ▶ Street Outreach Task Group - 8/28
- ▶ Employment & Education CF Group Meeting - 9/8
- ▶ Health & Wellness CF Group Meeting 9/8
- ▶ Safety & Legal Rights CF Group Meeting - 9/11
- ▶ Crisis Response CF Group Meeting - 9/13
- ▶ Housing CF Group Meeting - 9/21
- ▶ Final Community Portion of Collaborative Application Review - 9/20
- ▶ Posted to <https://endutahhomelessness.org/salt-lake-valley/salt-lake-continuum-of-care-competition/> for community review
- ▶ Goal to submit 9/26-two days before the 9/28 deadline

# Resources

- ▶ HUD NOFO Information
  - ▶ <https://www.hud.gov/sites/dfiles/CPD/documents/FY-2023-CoC-NOFO-Publication.pdf>
  - ▶ [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)
  - ▶ [cocnofo@hud.gov](mailto:cocnofo@hud.gov) for questions about the NOFO, competition, and applications.
  - ▶ [e-snaps@hud.gov](mailto:e-snaps@hud.gov) for questions about e-snaps technical issues
- ▶ Potential applicants for funding are strongly encouraged to take advantage of the extensive resources for the application process found on this HUD website. Instructions, guidebooks, and other resources for the application process are found here: <https://www.hudexchange.info/programs/e-snaps/>
  - ▶ <https://www.hudexchange.info/programs/e-snaps/#Project>
- ▶ Information related to our local process will be posted regularly here:
  - ▶ <https://endutahhomelessness.org/salt-lake-valley/salt-lake-continuum-of-care-competition/>



# Contact Information

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P.O. Box 144575  
Salt Lake City, UT 84114-4575

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**Katie Zimmerman**

*Continuum of Care Program Coordinator*

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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.