

CT BOS HUD CoC Renewal Application Webinar 8/31/21



Connecticut Balance of State Continuum of Care

Ending Homelessness in Connecticut | Email: ctboscoc@gmail.com | Website: www.ctbos.org



Agenda

- Welcome
- Goals of training
- Introduction to esnaps
- Project Admin funding
- Applicant Profile
- Renewal App Sections
- Timeline
- Resources





Goals for today

- What's new and noteworthy
- CTBOS specific
 - Project Admin funding
- Refresher
 - Applicant Profile
 - Renewal App Sections
- Resources

We are all in
this together!

A group of diverse young adults, including men and women of various ethnicities, are shown from the chest up. They are all smiling and cheering with their arms raised in the air. They are positioned behind a large white banner that spans the width of the image. The background is a solid light green.

**Let's
Get
Started!**



New this year

- New form: SF-424B Assurances – Non-Construction Programs
- YHDP Replacement Projects – stay tuned
- Applying for Admin funds (see slide 7)
- How to ask HUD questions:
 - CoCNOFO@hud.gov for questions about the NOFO, competition, and applications.
 - e-snaps@hud.gov for questions about *e-snaps* technical issues
 - Do not submit competition questions or questions about *e-snaps* to the CoC Program Ask A Question (AAQ) help desk or the *e-snaps* AAQ help desk.

What is e-snaps?



- *e-snaps* contains the application forms that are submitted electronically during the annual competition under the Continuum of Care (CoC) Notice of Funding Opportunity (NOFO) for Homeless Assistance Programs.
- In *e-snaps*
 - CoC Collaborative Applicants (CAs) complete the CoC Applicant Profile and submit the CoC Registration, CoC Review, and CoC application
 - Homeless Assistance Providers complete the project applicant's Applicant Profile and submit one or more project applications.

Project Administration Funds



- In 2021 competition, projects may increase their HUD CoC project administrative budget lines to 7% without a grant agreement amendment.
- Total project costs must remain the same - projects must move funds from another Budget Line Item (BLI).
- For Rental Assistance (RA), you may not reduce the unit number or size.
- Amount of funds moved cannot exceed 10% of the approved BLI you are moving money out of.
 - *Example: If there is a Services BLI of \$30K, you may move up to \$3K from that line.*
- These changes require a grant agreement amendment:
 - *Adding a new Project Admin BLI in a project that doesn't already have one*
 - *Shifting funds in excess of the amount cited above*

Users New to E-snaps

Front Office

Front Office Portal

Welcome to e-snaps

Username:

Password:

Login

Forgot your password?

Locale: English - United States

Browse Funding Opportunities

Create Profile

Log in here

If you are not yet an authorized user, and need user name through the Registration process.

The information collection requirements contain under the Paperwork Reduction Act of 1995 (4- this form, unless it displays a currently valid OI).

Information is submitted in accordance with the determine eligibility, and establish grant amount.

Selection of applications for funding under the Availability (NOFA), which is published each year the application form will only be collected for sp.

CoC Registration:

Public reporting burden for this collection is estimated to be 1 hour per response, including reviewing existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

If you are new, to e-snaps, create a user profile here. Do not update someone else's profile.

If new to e-snaps, must create a profile (requires a username, valid email, and a password)

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Add Registrant

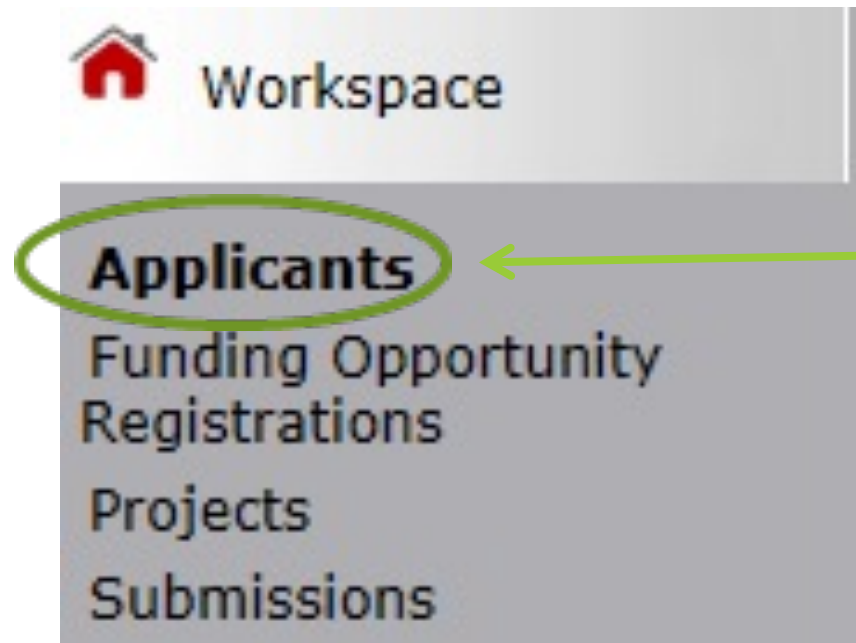
Delete	Open	Name	User Name
		McGinn, Lena	TestUser2

From left-hand menu, choose "Applicant", then click person icon for "Registrants." Click on paperclip to add registrants to organization's e-snaps account.

Getting Started In E-snaps

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

- [Project Applicant Profile Navigational Guide \(hudexchange.info\)](http://hudexchange.info)



Start by clicking on
'applicants'

E-snaps users

Optional: Add Myles Wensek at mylesw@housinginnovations.us as a user

Applicant: Test Organization 2 (030700000)

Applicant Details

Applicant Name: Test Organization
Applicant Number: 030700000

Registrants

Delete	Open	Name	User Name	Email
		McGinn, Lena	TestUser2	Lena.McGinn@i
1				

[Back to List](#)

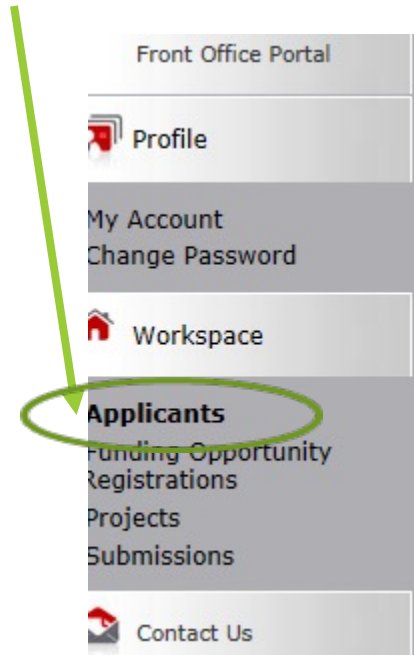
Applicant Profile

All projects will need to update applicant profile

If applying for more than \$200,000 in total funding in this competition, must list each project on the HUD Form 2880 in applicant profile

1. Click on Applicants

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



To Edit Applicant Profile

Applicant Profile

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

6. Submission Summary

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

Back Next

Export to PDF

Get PDF Viewer

Edit

This e.Form has been marked as complete

1. Click on Submission Summary

2. Click [Edit] to complete 2880 and update profile

SF 2880

Threshold Determination

Part I Threshold Determinations

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

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

Back

Next

This e.Form has been marked as complete

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

Detail on all NOFA grants that must be added to SF 2880

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

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

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

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

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

\$ amounts must be consistent with all project applications submitted under NOFA.
This amount will include all the funds for all the grants applies.

After completing SF 2880 and updating profile, verifying all information is correct, go to submission summary and click 'complete'

Complete Applicant Profile

6. Submission Summary

Complete	Page	Last Updated	Mandatory
✓	1. Profile Type	07/18/2017	Yes
✓	2. Organization Information	07/18/2017	Yes
--	3. Contact Information	No Input Required	No
✓	Authorized Representative	07/18/2017	Yes
✓	Alternate Contact	07/21/2017	Yes
✓	4. Additional Information	07/18/2017	Yes
--	5. Forms & Attachments	No Input Required	No
✓	HUD Form 2880	07/26/2017	Yes
✓	Code of Conduct	07/18/2017	Yes
--	Other Attachment	No Input Required	No

Back

Next

Export to PDF

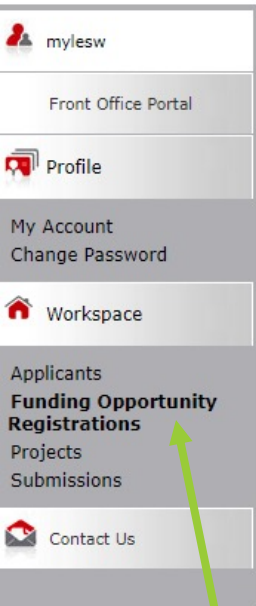
Get PDF Viewer

Complete

Click
[Complete]
to finish
applicant
profile

Creating a Renewal Application

This section only needs to be done once for the applicant, no matter how many renewal applications the applicant has.



1. Click on Funding Opportunity Registrations.

Applicant: Connecticut Department of Mental Health and Addiction Services (103626086) ▼

2. Confirm the correct Applicant listed in the field.

Funding Opportunity Registrations																									
All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W		
Register	View	Funding Opportunity Name										Applicants Registered					Start Date				End Date				
		CoC Planning Project Application FY2021										1					Jan 11, 2021				Dec 31, 2025				
		New Project Application FY2021										2					Sep 16, 2020				Dec 31, 2026				
		Renewal Project Application FY2021										5					Jan 11, 2020				Dec 31, 2026				
		UFA Costs Project Application FY2021										0					Jan 11, 2021				Dec 31, 2025				
		YHDP New Project Application FY2019										0					Mar 5, 2020				Dec 31, 2024				
		YHDP Renewal Project Application FY2021										2					Mar 8, 2021				Dec 31, 2026				
		YHDP Replacement Project Application FY2021										0					Mar 8, 2021				Dec 31, 2026				
1																									

3. Click on CoC renewal project application FY 2021 for CoC Applications.

4. Click on YHDP renewal project application FY 2021 for YHDP Applications.

To Create a Project for 2021

2. Filter for correct project type, new or renewal project application 2021

For YHDP new Application currently will show as FY2019

Front Office Portal

Profile

My Account

Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

Projects

Project Status: Open Projects

Funding Opportunity Name: Renewal Project Application FY2017

All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Edit	Project Name					Project Number					Funding Opportunity Name					Applicant Name	
	Catholic Charities					151483					Renewal Project Application FY2017					Indiana Housing and Community Developm	
	Coordinated Access SSO 2017					150352					Renewal Project Application FY2017					Indiana Housing and Community Developm	
	HMIS FY 2017 IN BOS 502					150335					Renewal Project Application FY2017					Indiana Housing and Community Developm	
	Park Center Shelter Plus Care II					151500					Renewal Project Application FY2017					Indiana Housing and Community Developm	

1

1. Click on [Projects]

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

Import Last Year's Data on Create Project Screen

1. Name new project here

The screenshot shows a web form titled "Create a Project". At the top left, there is a dropdown menu for "Applicant:" with the selected value "Indiana Housing and Community Development Authority (086870479)". The form contains the following fields and buttons:

- Funding Opportunity Name:** Renewal Project Application FY2017
- * Applicant:** Indiana Housing and Community Development Authority (086870479)
- * Applicant Project Name:** A text input field.
- Import Data From:** A dropdown menu with "None" selected.
- Buttons:** "Save", "Save & Add Another", "Save & Back", and "Cancel".

Two green arrows are present: one points from the instruction "1. Name new project here" to the "Applicant Project Name" field, and another points from the instruction "2. Import previous data here." to the "Import Data From" dropdown.

2. Import previous data here.

Please select the project name with the full grant ID at the end.
Any project name without that ID is the draft / incomplete version.

Best practice / preference to name the project with the Grant ID# (i.e. "CT0000 Project Name")
Please note this is not a requirement for any grantee.

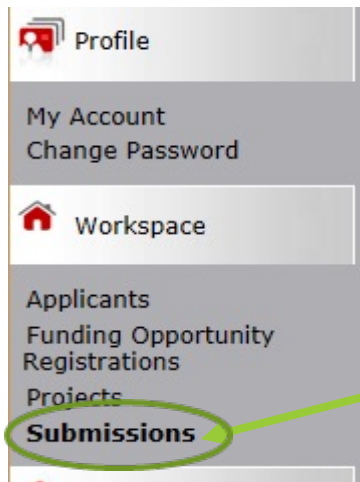
Must complete SF 424 before the full Project Application Opens

HUD code of conduct: most were removed from HUD website in early 2017

HUD 50070 and Lobbying disclosure forms are completed in E-SNAPs and not attached

HUD 2880 is completed in Applicant Profile – complete once per applicant agency

Click on 'submissions' after creating project and importing data



Before Starting
Part 1 - Forms
1A. SF-424 Application Type
1B. SF-424 Legal Applicant
1C. SF-424 Application Details
1D. SF-424 Congressional District(s)
1E. SF-424 Compliance
1F. SF-424 Declaration
1G. HUD-2880
1H. HUD-50070
1I. Cert. Lobbying
1J. SF-LLL
IK. SF-424B

New form: SF-424B Assurances – Non-Construction Programs

IK. SF-424B

(SF-424B) ASSURANCES - NON-CONSTRUCTION PROGRAMS

OMB Number: 4040-0007
Expiration Date: 02/28/2022

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism, (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

New form: SF-424B Assurances – Non-Construction Programs (cont.)

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
11. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
12. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
13. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
14. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
15. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
16. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
17. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
18. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.
- 19.

PIN Number

Grantees must enter Federal Award Identifier on Field 5b on the HUD SF 424

The PIN is the first 6 characters of the grant number on the GIW

1A. SF-424 Application Type	
1. Type of Submission:	<input type="text" value="Application"/>
2. Type of Application:	<input type="text" value="Renewal Project Application"/>
If "Revision", select appropriate letter(s):	<input type="text" value="-- select --"/>
If "Other", specify:	<input type="text"/>
3. Date Received:	<input type="text" value="08/07/2018"/>
4. Applicant Identifier:	<input type="text"/>
5a. Federal Entity Identifier:	<input type="text"/>
* 5b. Federal Award Identifier:	<input type="text" value="CT0011"/>

as the PIN, that will also be indicated on Screen 3A Project of the grant number on the HUD approved Grant Inventory

For this grant, CT0011 is the PIN

Grant Number
CT0011L1E052013
CT0012L1E052013
CT0013L1E052013
CT0015L1E052013
CT0019L1E052013
CT0022L1E052013
CT0023L1E052013
CT0028L1E052013
CT0052L1E052013
CT0053L1E052013
CT0054L1E052013

Congressional District

Update the Start and End dates for 2022 / 2023

Renewal Project
Application FY2018

FY2016 Renewal Project
Application 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-424
Information About
Submission without
Changes
Recipient Performance
Renewal Grant
Consolidation
8B Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

16. Congressional District(s):
*** a. Applicant:**
(for multiple selections hold CTRL key)

Available Items:
AK-000
AL-001
AL-002
AL-003
AL-004
AL-005
AL-006

Selected Items:
DC-000

*** b. Project:**
(for multiple selections hold CTRL key)

Available Items:
AL-001
AL-002
AL-003
AL-004
AL-005
AL-006
AL-007

Selected Items:
AK-000

17. Proposed Project
*** a. Start Date:** 07/01/2018
*** b. End Date:** 07/01/2019

18. Estimated Funding (\$)
a. Federal:
b. Applicant:
c. State:
d. Local:
e. Other:
f. Program Income:
g. Total:

Save & Back Save Save & Next

Back Next

Move the correct
Congressional District(s) for
the project into the box on
the right

Reminders:
For all imported information,
verify that it is current and
correct.
To save and move forward on
each screen, click save and/or
save and next. If nothing to
change, click next.

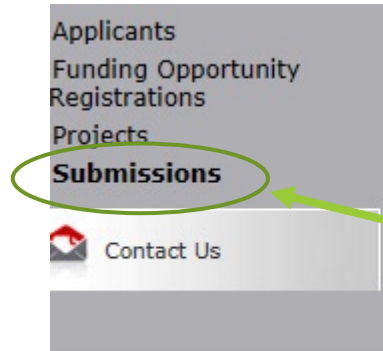
Submission without changes

First time renewals cannot do submission w/out changes

Check only those screens that need to be changed.

HUD notes to only change what needs to be changed! You need to note what changes you made (bullets are fine).

Once checked must go to that screen and check 'save'



1. Once project has been named, open it under [Submissions]

2. Click on submission without changes in order to edit data

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

1K. SF-424B

Information About Submission without Changes

Submission Without Changes

Recipient Performance

Renewal Grant

Consolidation or Renewal

Grant Expansion

Part 2 - Subrecipient Information

2A. Subrecipients

Part 3 - Project Information

3A. Project Detail

3B. Description

3C. Dedicated Plus

Part 4 - Housing, Services, and HMIS

4A. Services

4B. Housing Type

Part 5 - Participants

5A. Households

5B. Subpopulations

Part 6 - Budget Information

6A. Funding Request

6D. Match

6E. Summary Budget

Part 7 - Attachment(s) & Certification

7A. Attachment(s)

7B. Certification

Part 8 - Submission Summary

8B Summary

Submit with Changes

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

Submission Without Changes

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

-- select --

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

Make changes

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

Part 2 - Subrecipient Information

2A. Subrecipients

Part 3 - Project Information

3A. Project Detail

3B. Description

3C. Dedicated Plus

Part 4 - Housing Services and HMIS

4A. Services

4B. Housing Type

Part 5 - Participants and Outreach Information

5A. Households

5B. Subpopulations

Part 6 - Budget Information

6A. Funding Request

6D. Match

6E. Summary Budget

Part 7 - Attachment(s) & Certification

7A. Attachment(s)

7B. Certification

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

Please select "No" for any project that is not reallocating some funds to the CoC this year.

Projects that
Submit with
No Changes
Still Need to
complete:

Recipient Performance

Renewal Expansion

Renewal Grant Consolidation Screen

3A Project Detail

6D – Sources of Match

All of Part 7

All of Part 8



Renewal Grant Consolidation Screen – contact CT BOS if you would like to consolidate grants – Survivor Application

Renewal Grant Consolidation or Renewal Grant Expansion

The FY2021 CoC Competition will continue offering opportunities to expand or consolidate CoC projects. A few changes have occurred that differentiate the process from FY 2019.

- 1. Expansions and Consolidations will submit individual applications.
 - a. Expansions will ONLY submit a Stand-Alone Renewal application and a Stand-Alone New application.
 - b. Consolidations will ONLY submit individual renewal project applications, identifying the renewal application that will survive, and the renewal applications that will terminate. Up to 10 grants may be included in a consolidation.
- 2. HUD HQ will combine the data (e.g., units, budgets) for Expansion or Consolidation requests from the individual project applications selected for conditional award and provide a data report with further instructions for the field office and conditional recipient.

* 1. Is this renewal project application requesting to consolidate or expand? Yes - Individual Application in a Renewal Grant Consolidation

If "No" click on "Next" or "Save & Next" below to move to the next screen.

HUD encourages the consolidation of renewal grants. As part of the FY 2021 CoC Program project application process, project applicants can request their eligible renewal projects to be part of a Renewal Grant Consolidation. This process can consolidate up to 4 renewal grants into 1 consolidated grant with the final fully consolidated grant completed in the CoC post award process. This means recipients no longer must wait for grant amendments to consolidate grants. All projects that are part of a renewal grant consolidation must expire in Calendar Year (CY) 2022, as confirmed on the FY 2021 GIW and also confirmed with dates from eLOCCS. In addition, the project must be to the same recipient, and must be for the same component and project type (i.e., PH-PSH, PH-RRH, Joint TH/PH-RRH, TH, SSO, SSO-CE or HMIS).

* 2. Is this renewal project application the surviving or terminating grant? Survivor

Renewal Grant Consolidation Table				
Surviving PIN or Terminating PIN	Project Identification Number PIN	Total Annual Renewal Amount (ARA) from 2021 GIW	Operating Start Date	Expiration Date
Surviving PIN	CT0141			
-- select --				
-- select --				
-- select --				
-- select --				
-- select --				
-- select --				
-- select --				
-- select --				
-- select --				
-- select --				

*The surviving PIN must have the earliest operating start date as confirmed from eLOCCS data. All Expiration Dates will be set to 2022.

Renewal Grant Consolidation Screen – contact CT BOS if you would like to consolidate grants - Survivor Application (continued)

At least 2 rows must be completed in the Renewal Grant Consolidation Table.

The Renewal Grant Consolidation Table cannot have incomplete rows.

Renewal Grant Consolidation Summary

Total Number of Grants in Consolidation	<input type="text" value="1"/>
Total Requested Amount in Consolidation	<input type="text" value="\$0"/>

* I acknowledge the I have reviewed eLOCCS Operating Start Dates and Expiration dates for all grants listed above. ☐

* I acknowledge that I have informed my Collaborative Applicant of this consolidation request to be included in the CoCs Project Listing and listed on a special attachment identifying this consolidation request. ☐

* I acknowledge that I have reviewed the accuracy and submitted all the individual renewal project applications related to this consolidation request into esnaps. **NOTE: DO NOT SUMBIT A FULLY CONSOLIDATED PROJECT APPLICATION IN E-SNAPS AS PART OF THE FY 2021 COC COMPETITION.** ☐

Click on "Save & Next" to continue completing the remainder of this individual project application

Renewal Grant Consolidation Screen – contact CT BOS if you would like to consolidate grants – Terminating Grant Application

Renewal Grant Consolidation or Renewal Grant Expansion

The FY2021 CoC Competition will continue offering opportunities to expand or consolidate CoC projects. A few changes have occurred that differentiate the process from FY 2019.

1. Expansions and Consolidations will submit individual applications.
 - a. Expansions will ONLY submit a Stand-Alone Renewal application and a Stand-Alone New application.
 - b. Consolidations will ONLY submit individual renewal project applications, identifying the renewal application that will survive, and the renewal applications that will terminate. Up to 10 grants may be included in a consolidation.
2. HUD HQ will combine the data (e.g., units, budgets) for Expansion or Consolidation requests from the individual project applications selected for conditional award and provide a data report with further instructions for the field office and conditional recipient.

... * 1. Is this renewal project application requesting to consolidate or expand? Yes - Individual Application in a Renewal Grant Consolidation ▼

If "No" click on "Next" or "Save & Next" below to move to the next screen.

HUD encourages the consolidation of renewal grants. As part of the FY 2021 CoC Program project application process, project applicants can request their eligible renewal projects to be part of a Renewal Grant Consolidation. This process can consolidate up to 4 renewal grants into 1 consolidated grant with the final fully consolidated grant completed in the CoC post award process. This means recipients no longer must wait for grant amendments to consolidate grants. All projects that are part of a renewal grant consolidation must expire in Calendar Year (CY) 2022, as confirmed on the FY 2021 GIW and also confirmed with dates from eLOCCS. In addition, the project must be to the same recipient, and must be for the same component and project type (i.e., PH-PSH, PH-RRH, Joint TH/PH-RRH, TH, SSO, SSO-CE or HMIS).

... * 2. Is this renewal project application the surviving or terminating grant? Terminating ▼

Enter the PIN (first 6 numbers of the grant number) and Project Name for the CoC funded grant that is applying as the SURVIVING GRANT in FY 2021 for the consolidation.

... * 2a. Eligible SURVIVING PIN:

... * 2b. Eligible SURVIVING Project Name:

... * I acknowledge that I have reviewed the accuracy and submitted all the **individual** renewal project applications related to this consolidation request into esnaps. **NOTE: DO NOT SUMBIT A FULLY CONSOLIDATED PROJECT APPLICATION IN E-SNAPS AS PART OF THE FY 2021 COC COMPETITION.** ☐



2A. Project Subrecipients

Total Expected Sub-Awards should be the amount of HUD grant cash funds the Service Provider is receiving from the Grantee.

This excludes for example: Cash Match funds or Rental Assistance funds paid by the Grantee directly to the landlords.


2A. Project Subrecipients

This screen is currently read only and only includes data from the previous grant. To make changes to this information, navigate to the Submission without Changes "Make Changes" in response to Question 2, and then check the box next each screen that requires a change to match the current grant agreement, as amended, or to reallocation of funds.

This form lists the subrecipient organization(s) for the project. To add a subrecipient, select the  icon. To view or update subrecipient information already listed, select the  option.

Total Expected Sub-Awards:

[\[Show Filters\]](#) [\[Clear Filters\]](#)

Delete	View	Organization	Type	Type	Sub-Award Amount
		Columbus House, Inc	M. Nonprofit with 501C3 IRS Status	M. Nonprofit with 501C3 IRS Status	\$220,101

1

Back

Next

This e.Form has been submitted

Housing First

3. Housing First

... * 3a. Does the project quickly move participants into permanent housing

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

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

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

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

... * 3d. Does the project follow a "Housing First" approach?

3C. Dedicated Plus

3C. Dedicated Plus

This screen is currently read only and only includes data from the previous grant. To make changes to this information, navigate to the Submission without Changes screen, select "Make Changes" in response to Question 2, and then check the box next each screen that requires a change to match the current grant agreement, as amended, or to account for a reallocation of funds.

Dedicated and DedicatedPLUS

A "100% Dedicated" project is a permanent supportive housing project that commits 100% of its beds to chronically homeless individuals and families, according to NOFA Section III.3.b.

A "DedicatedPLUS" project is a permanent supportive housing project where 100% 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 a minimum, meet ONE of the following criteria according to NOFA Section III.3.d:

- (1) experiencing chronic homelessness as defined in 24 CFR 578.3;
- (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.

A renewal project where 100 percent of the beds are dedicated in their current grant as described in NOFA Section III.A.3.b. must either become DedicatedPLUS or remain 100% Dedicated. If a renewal project currently has 100 percent of its beds dedicated to chronically homeless individuals and families and elects to become a DedicatedPLUS project, the project will be required to adhere to all fair housing requirements at 24 CFR 578.93. Any beds that the applicant identifies in this application as being dedicated to chronically homeless individuals and families in a DedicatedPLUS project must continue to operate in accordance with Section III.A.3.b. Beds are identified on Screen 4B.

* 1. Is this project "100% Dedicated," "DedicatedPLUS," or "N/A"?

(Only select "N/A" if this project was originally awarded as a grant that did not have requirements to only serve persons experiencing chronic homelessness and meets the definition of "non-dedicated permanent supportive housing beds" in the NOFO Section III.C.2.p).

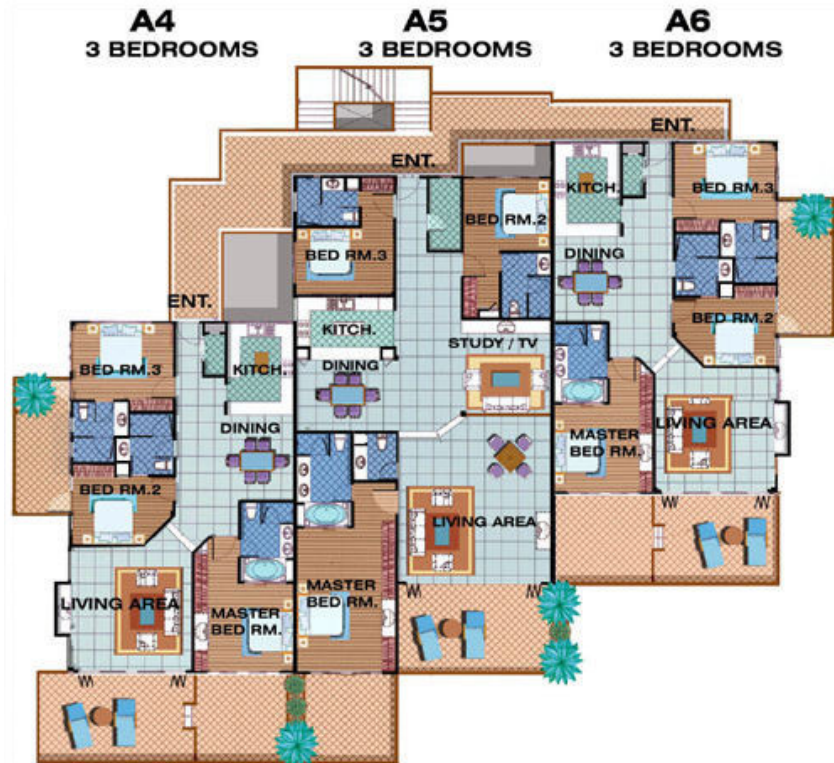
4A – Supportive Services

4A – Housing Type and location

- For Provider, if indicated “partner” will provide the service, ensure a formal agreement or MOU has been signed. If this does not exist, change response to “non-partner”
- For any supportive services costs included in the supportive services budget in Section 7, must have the applicant or subrecipient listed as the provider. For example, if mental health services are included in the supportive services budget in Section 7, then the chart should indicate either recipient or subrecipient as the provider of mental health services.

Supportive Services	Provider	Frequency
Assessment of Service Needs	Non-Partner ▼	Monthly ▼
Assistance with Moving Costs	-- select -- ▼	-- select -- ▼
Case Management	Subrecipient ▼	Bi-weekly ▼
Child Care	-- select -- ▼	-- select -- ▼
Education Services	Non-Partner ▼	As needed ▼
Employment Assistance and Job Training	Subrecipient ▼	Bi-weekly ▼
Food	Subrecipient ▼	Bi-weekly ▼
Housing Search and Counseling Services	Subrecipient ▼	Bi-weekly ▼
Legal Services	Non-Partner ▼	As needed ▼
Life Skills Training	Subrecipient ▼	Weekly ▼
Mental Health Services	Non-Partner ▼	Bi-monthly ▼
Outpatient Health Services	Non-Partner ▼	Monthly ▼
Outreach Services	Subrecipient ▼	Weekly ▼
Substance Abuse Treatment Services	Non-Partner ▼	Monthly ▼
Transportation	Subrecipient ▼	Monthly ▼
Utility Deposits	Subrecipient ▼	As needed ▼

4B Housing Type & Location



Units must match the 2021 GIW or grant agreement
TOTAL UNITS & BEDS MUST BE CONSISTENT WITH
5A. Households and 5B. Subpopulations AND
INDICATE MAXIMUM CAPACITY AT A POINT IN TIME.

Numbers reported must reflect the units and beds
directly supported by CoC Program awarded funds.
This includes those units supported only by
supportive services costs without rental assistance,
leasing, or operating costs.

Budgets

Renewal grants no longer need to provide detailed budgets

Summary budget lines must correspond to GIW*

Budgets are changed through amendment not grant renewal, with the exception of reallocation. *

*Projects desiring to reallocate funding would reduce the budget line items in section 6E. Summary Budget accordingly.



Indirect Cost Rate

Screen 6A: #3



Yes/No dropdown box

Indirect cost rate proposals should be submitted as soon as the applicant is notified of a conditional award.

Applicants with an approved indirect cost rate must submit a copy of the approval with this application.

6A. Funding Request – Indirect Cost Rate

6A. Funding Request

* 1. Do any of the properties in this project have an active restrictive covenant? --select--

* 2. Was the original project awarded as either a Samaritan Bonus or Permanent Housing Bonus project? --select--

* 3. Does this project propose to allocate funds according to an indirect cost rate? Yes

Indirect cost rate proposals should be submitted as soon as the applicant is notified of a conditional award. Conditional award recipients will be asked to submit the proposal rate during the e-snaps post-award process.

Applicants with an approved indirect cost rate must submit a copy of the approval with this application.

* a. Please complete the indirect cost rate schedule below:

Agency	Indirect Cost Rate	Direct Cost Base	Date approved or enter "NA" if using 10 % de minimis rate

The applicant must complete at least one row in the indirect cost rate schedule.

* b. Has this rate been approved by your cognizant agency? --select--

* c. Do you plan to use the 10% de minimis rate? --select--

6C. Rental Assistance Budget

Rental Assistance Budget Detail

* Type of Rental Assistance: -- select --

* Metropolitan or non-metropolitan fair market rent area: -- select --

* Does the applicant request rental assistance funding for less than the area's per unit size fair market rents? No

Enter "No" for all projects applying with Fair Market Rents. Enter "Yes" for all projects with Actual Rents.

Size of Units	# of Units (Applicant)		FMR Area (Applicant)		HUD Paid Rent (Applicant)		12 Months		Total Request (Applicant)
SRO		x				x	12	=	\$0
0 Bedroom		x				x	12	=	\$0
1 Bedroom		x				x	12	=	\$0
2 Bedrooms		x				x	12	=	\$0
3 Bedrooms		x				x	12	=	\$0
4 Bedrooms		x				x	12	=	\$0
5 Bedrooms		x				x	12	=	\$0
6 Bedrooms		x				x	12	=	\$0
7 Bedrooms		x				x	12	=	\$0
8 Bedrooms		x				x	12	=	\$0
9 Bedrooms		x				x	12	=	\$0
Total Units and Annual Assistance Requested				0					
Grant Term									
Total Request for Grant Term						1 Year			
						\$0			



6D – Sources of Match

Must equal at least 25% of total assistance requested including admin but excluding leasing costs

Do not exceed 25% - HUD monitors on the entire amount and documentation will be required

1. “Does this project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant?”
 - If yes, must also enter description of source of the program income (tenant rent or occupancy charges paid to recipient or subrecipient)
 - Projects may not charge participants any fees other than rent or occupancy charges

For Third Party In-Kind Match – separate screen will appear that you use to attach MOU documentation that confirms the commitment

For more information about matching requirements: review the relevant FAQs posted at www.hudexchange.info/coc/faqs by searching for the keyword "match"

The following information summarizes the funding request for the total term of the project. Budget amounts from the Leased Units, Rental Assistance, and Match screens have been automatically imported and cannot be edited. However, applicants must confirm and correct, if necessary, the total budget amounts for Leased Structures, Supportive Services, Operating, HMIS, and Admin. Budget amounts must reflect the most accurate project information according to the most recent project grant agreement or project grant agreement amendment, the CoC's final HUD-approved FY 2017 GIW or the project budget as reduced due to CoC reallocation. Please note that, new for FY 2017, there are no detailed budget screens for Leased Structures, Supportive Services, Operating, or HMIS costs. HUD expects the original details of past approved budgets for these costs to be the basis for future expenses. However, any reasonable and eligible costs within each CoC cost category can be expended and will be verified during a HUD monitoring.

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

Budget Screens

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

Screens for rental assistance and leasing units must be reviewed and updated (type of rental ass't, FMR area, whether full FMR is requested, unit distribution)

Admin fees must be added to summary budget – must be consistent with GIW*

* Exception if reallocating funds

Save & Back	Save	Save & Next
Back	Next	

7A. Attachments

- ❖ For Projects with Non-Profit Sub-recipients, the non-profit documentation is required to be attached.
- ❖ Third Party In-Kind Match commitment is required to be attached.
- ❖ Replacement reserve supporting documentation is required to be attached.
- ❖ Federally Approved Indirect Cost Rate approved agreement is required to be attached.





Youth Homeless Demonstration Projects (YHDP)

YHDP Projects – Reminders & Updates

Detailed instructions – PLEASE READ!

YHDP Renewal Application Detailed Instructions

Most sections mirror the regular renewal app w/some exceptions:

Part 3 – Project Information & Description

- Make sure you choose the correct component type – questions are generated to match your program.
- You will be required to answer questions specific to your program type



YHDP Projects - Reminders & Updates

Part 4 – HMIS Standards

- Only HMIS project should complete this even though it will appear in all applications.

Part 5 – Program Participants

- Does not apply to HMIS and SSO-CE projects but these projects need to enter numbers before the form can be saved. HUD recommends entering “1” on screen 5A and then “1” in the appropriate corresponding column in screen 5B.

Part 6 - Budgets

- Every budget line item selected will open up a text box for the applicant to explain how funds will be spent for that specific BLI.



YHDP
Replacement
Application
Training – TBD

YHDP
Replacement
Application
Detailed
Instructions





2021 Renewal Evaluation Timeline

Renewal Project Applications due to CT BOS – SEPTEMBER 16TH - Feel free to submit earlier!

- Export the application to a PDF in esnaps and submit in Zengine, the CT BOS grant management database: [Zengine Document Submission Instructions](#)

Do not submit the application in esnaps.

- Please be sure to complete and upload all required attachments in Zengine as we must review these prior to submission to HUD.

Housing Innovations will provide feedback on renewal application

- HI will give feedback to grantees on renewal project applications on a rolling basis and will provide feedback as quickly as possible once applications are submitted.

Grantees submit final renewal project application in esnaps - 10/11/21

USE HUD Guides and Resources



Renewal Resources:

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

[Renewal Application Instructions](#)

[Renewal Application Navigational Guide](#)

[YHDP Renewal Instructions](#)

Applicant profile:

[Applicant Profile Instructional Guide](#)

[Applicant Profile Navigational Guide](#)



Questions???

Contact us!

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Myles Wensek: MylesW@housinginnovations.us, 718-445-5834 or 646-659-9938

ctboscoc@gmail.com

Please put in the email subject line “Renewal Application or New Application Question(s)” for a quicker turn-around.

