CT BOS
HUD CoC Renewal Application Webinar
8/11/22

Connecticut Balance of State Continuum of Care

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

Agenda

- Welcome
- Goals of training
- Naming your project
- Introduction to esnaps
- Applicant Profile
- Renewal App Sections
- DOH Con Plan Cert Form
- YHDP
- Timeline
- Resources

Goals for today

- How to name your project
- Make sure you are getting BOS e-mails!
- Refresher
    - Applicant Profile
    - Renewal App Sections
- Tight timeline!
- Resources

We are all in this together!

Project Name!

Please use the project name listed here for your renewal project

2022 Renewal Project List

How to get BOS e-mails

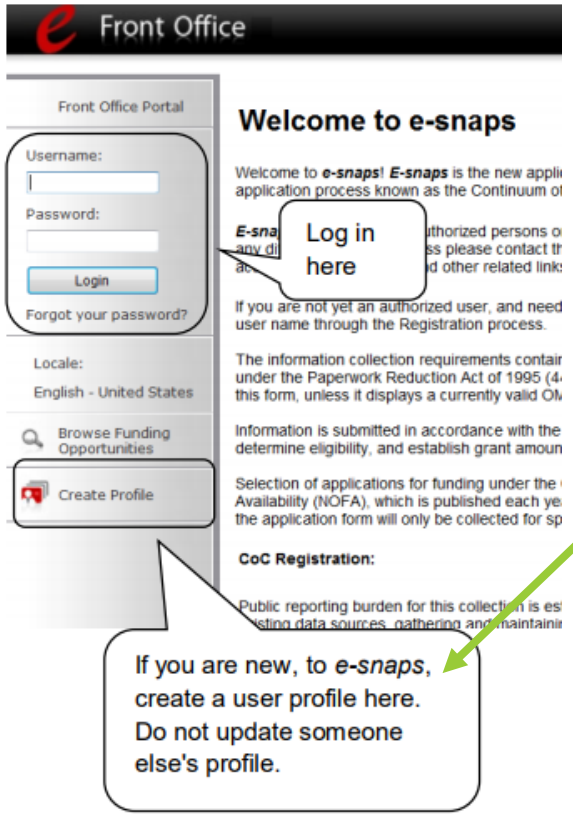
Link to sign up for BOS e-mails

What is e-snaps?

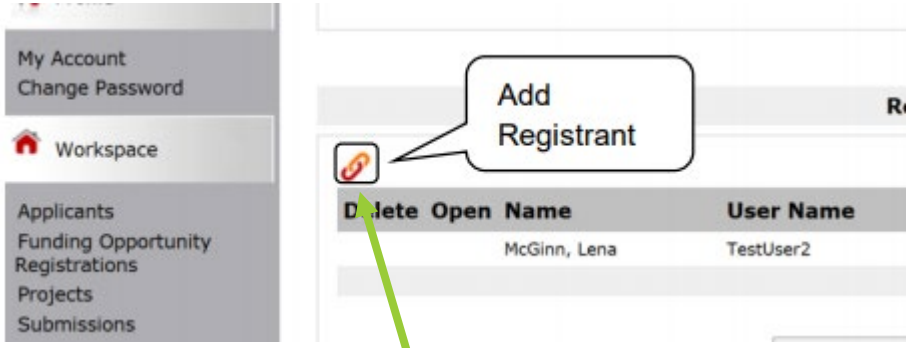
- *e-snaps* contains the application forms that are submitted electronically during the annual competition under the Continuum of Care (CoC) Notice of Funding Opportunity (NOFO) for Homeless Assistance Programs.

- 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.

Users New to E-snaps



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

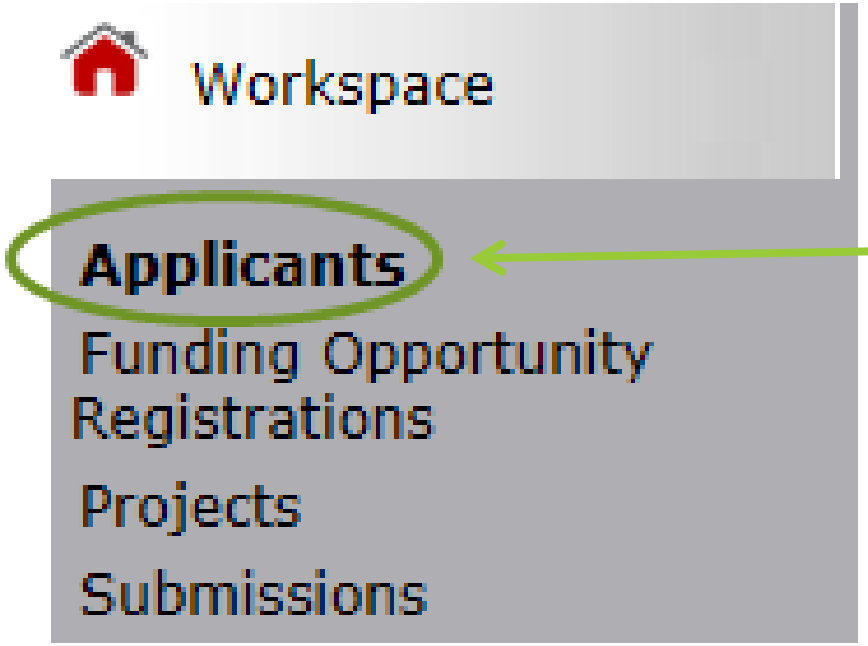


From left-hand menu, choose “Applicant”, then click person icon for “Registrants.” Click on paperclip to add registrants to organization’s e-snaps account.

Getting Started In E-snaps

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

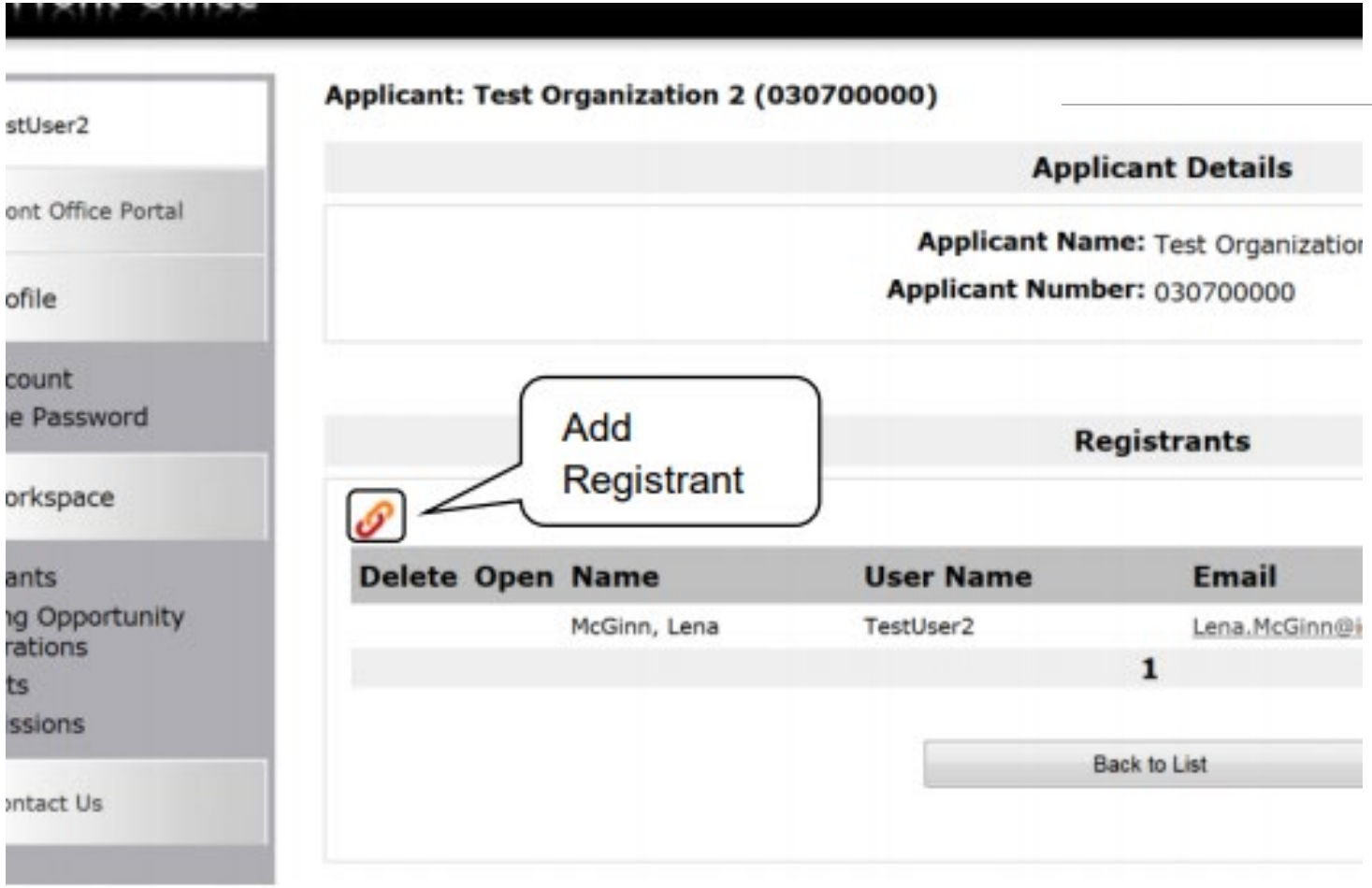
- Project Applicant Profile Navigational Guide (hudexchange.info)



Start by clicking on 'applicants'

E-snaps users

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



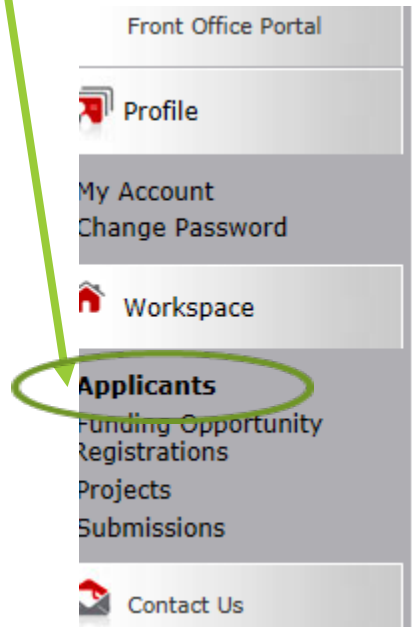
Applicant Profile

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

1. *Click on Su*bmission 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

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Export to PDF

Get PDF Viewer

Edit

This e.Form has been marked as complete

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). Yes

*** 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.** -- select --

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

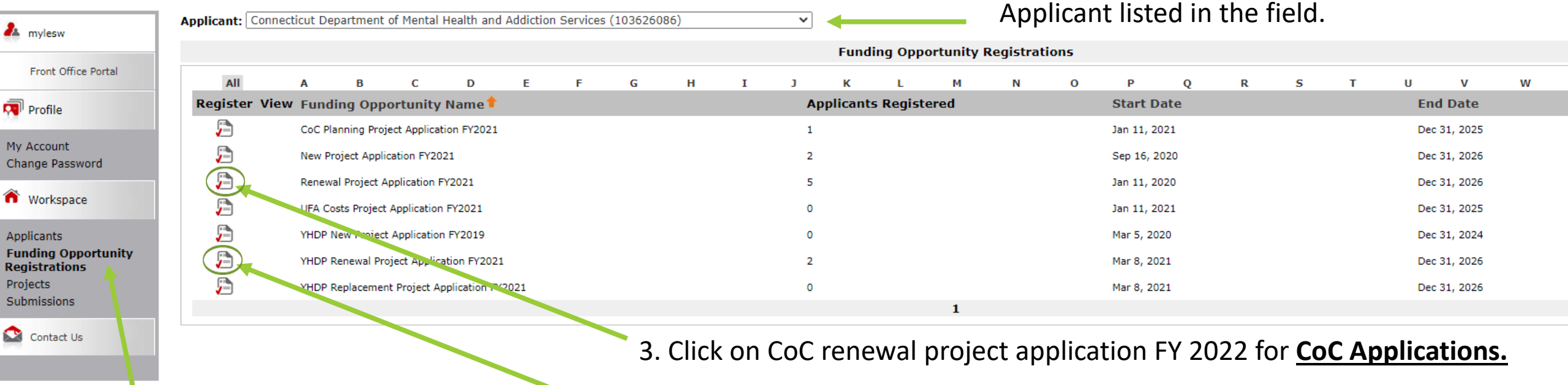
Get PDF Viewer

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.



2. Confirm the correct Applicant listed in the field.

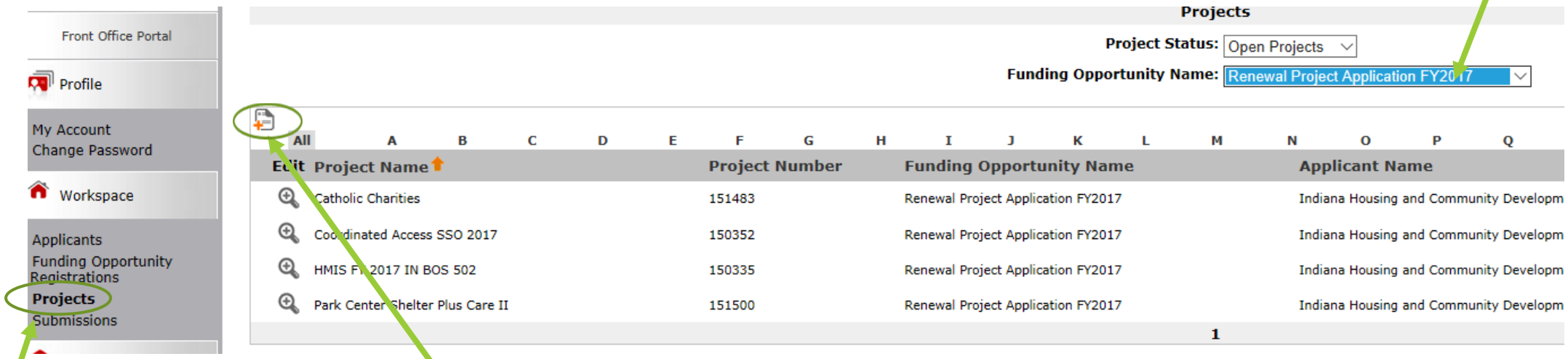
3. Click on CoC renewal project application FY 2022 for **CoC Applications.**

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

1. Click on Funding Opportunity Registrations.

To Create a Project for 2022

2. Filter for correct project type, new or renewal project application 2022

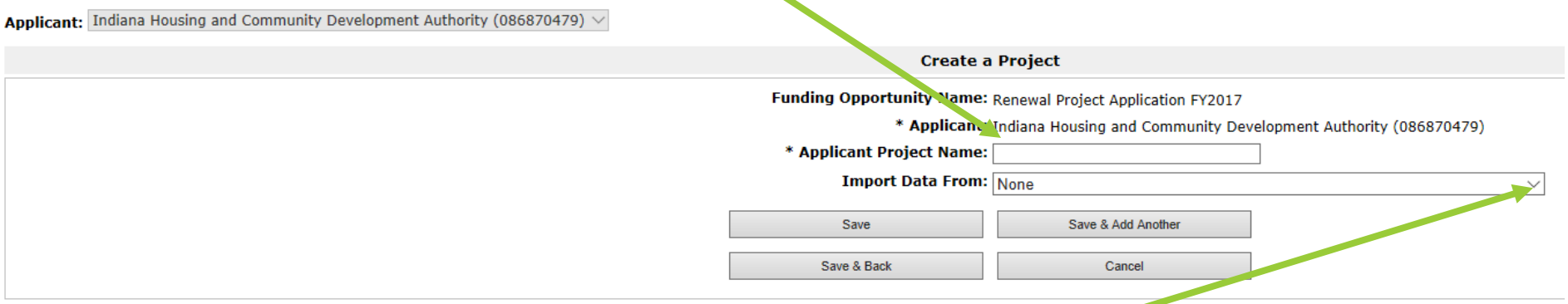


1. Click on [Projects]

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



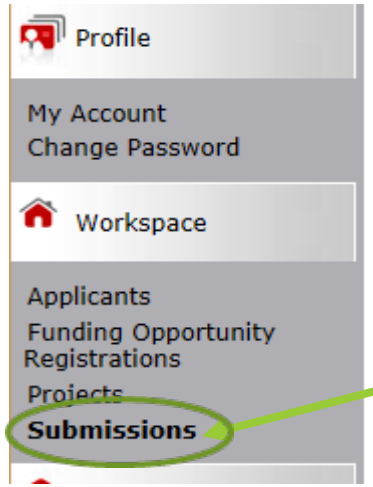
2. Import previous data here.

Must complete SF 424 before the full Project Application Opens

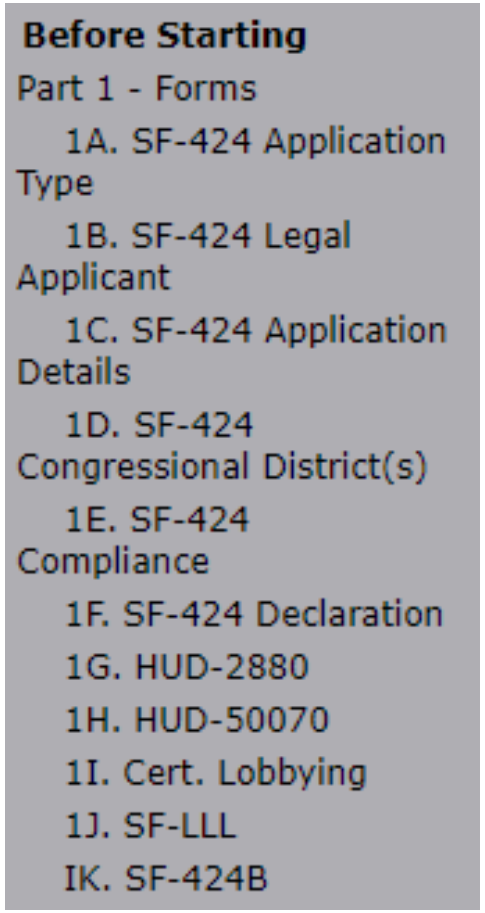
HUD code of conduct: most were removed from HUD website in early 2017

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



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:	Application
2. Type of Application:	Renewal Project Application
If "Revision", select appropriate letter(s):	-- select --
If "Other", specify:	
3. Date Received:	08/07/2018
4. Applicant Identifier:	
5a. Federal Entity Identifier:	
*** 5b. Federal Award Identifier:**	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

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-LLL
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

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

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

Update the Start and End dates for 2023 / 2024

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.

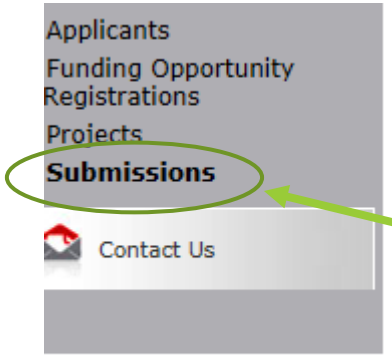
Submission without changes

First time renewals cannot do submission w/out changes

Check only those screens that need to be changed.

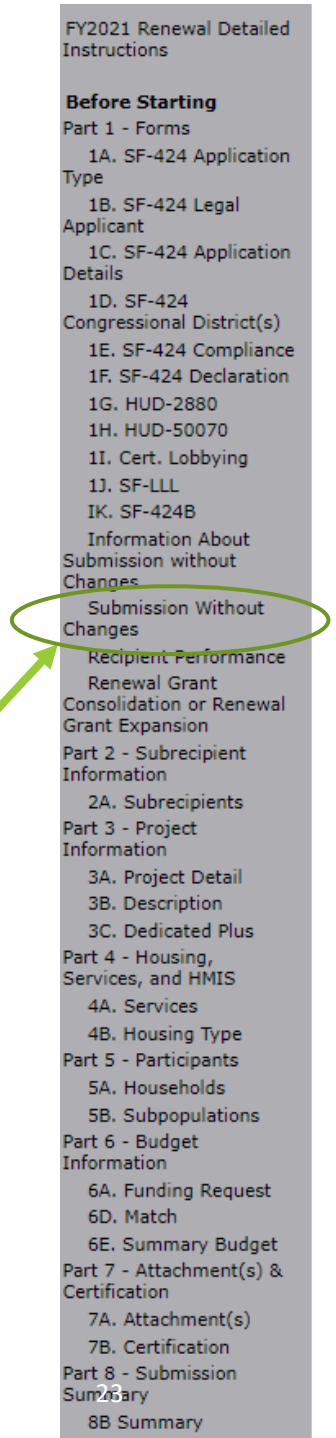
HUD notes to only change what needs to be changed! You need to note what changes you made (bullets are fine).

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



Submit with Changes

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

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):

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

Projects that Submit with No Changes Still Need to complete:

Recipient Performance

Renewal Expansion

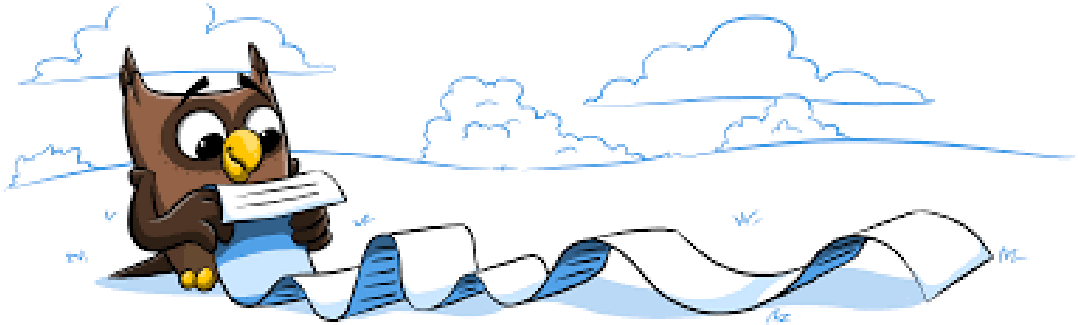
Renewal Grant Consolidation Screen

3A Project Detail

6D – Sources of Match

All of Part 7

All of Part 8



Renewal Grant Consolidation Screen – contact CT BOS ASAP 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 --				

***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	1
Total Requested Amount in Consolidation	$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 t 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, option.

Total Expected Sub-Awards: $220,101

[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 Yes

* 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? Yes

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"?** DedicatedPLUS

(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).

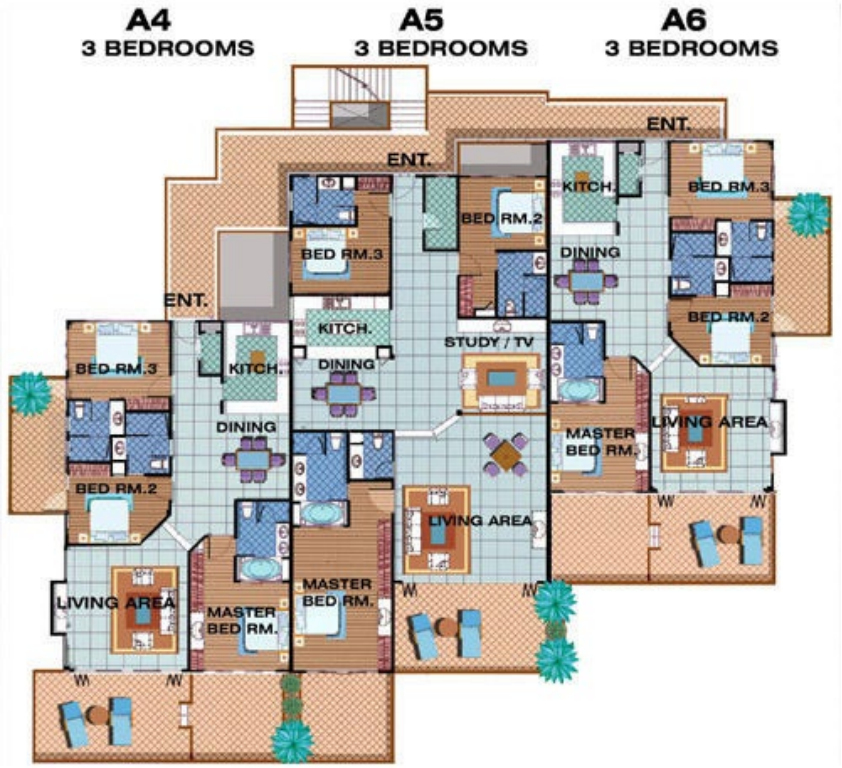
4A – Supportive Services

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

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.

4B Housing Type & Location



Units must match the 2022 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							$0
Grant Term								1 Year
Total Request for Grant Term								$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"

Budget Screens

6E. Summary Budget

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

Save & Back | Save | Save & Next

Back | Next

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

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 Options w/Replacement Project

- May choose to replace its current program project with a new project which may include activities ineligible under the CoC Program, or
- Replace portions of its current program design, to conduct activities that are ineligible with CoC Program funds
- Must demonstrate it will directly address youth homelessness.

YHDP Replacement Application Eligible Activities

- May have leases for a minimum term of 1 month under RA BLI budget
- Leasing, sponsor-based rental assistance, and project-based rental assistance in RRH projects
- Use admin funds to:
  - support costs associated with involving youth with lived experience in project implementation, execution, and improvement
  - attend conferences/trainings that are NOT HUD-sponsored/approved, subject matter must be relevant to youth homelessness

YHDP Replacement Application Eligible Activities (2)

- May employ youth receiving services (including housing) from organization.
  - Must maintain documentation disclosing nature of work and that youth is not in a position that creates a conflict of interest.
- May use habitability standards in 24 CFR 476.403(c) rather than Housing Quality Standards in 24 CFR 578.75 for housing assistance.
  - Must keep documentation which standards are applied to the units and proof units complied w/standards before assistance is provided for every unit funded.

YHDP Replacement Application Eligible Activities (3)

- May provide moving expenses more than one-time
- May provide payments of up to $500/month for families providing housing under host home and kinship care model to offset increased costs associated with having youth housed in the unit
- May provide payments of up to $1000/month for families providing housing under host home and kinship care model, provided the recipient can show that additional cost is necessary to recruit hosts to the program

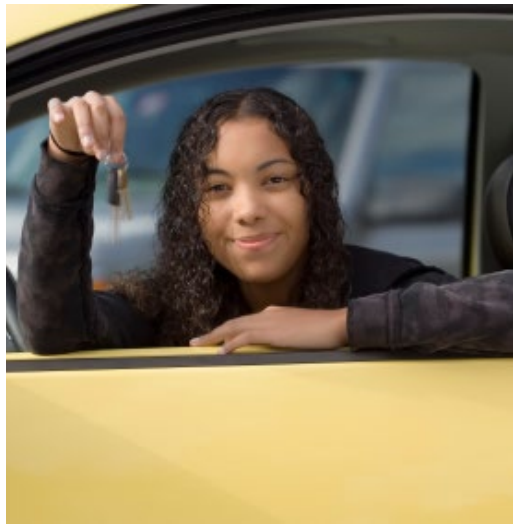
YHDP Replacement Application Eligible Activities (4)

- May be used for the following if **necessary** to assist participants obtain and maintain housing. Must maintain records - how it was determined paying the costs was necessary for participant to do so and must also conduct an annual assessment of participant needs and adjust costs accordingly:
  - Security deposits in an amount not to exceed 2 mo. rent.
  - Costs for damage to housing due to participant's action - may be paid while the youth continues to reside in the unit. Total per participant not to exceed 2-months' rent
  - Costs of providing household cleaning supplies to clients.
  - Housing start-up expenses, including furniture, pots and pans, linens, toiletries, and other household goods, not to exceed $300 per participant.

YHDP Replacement Application Eligible Activities (5)

- CONT'D: May be used for the following if **necessary** to assist participants obtain and maintain housing.
  - 1-time cost of purchasing a cellular phone and service for participant use, provided access to it is necessary to obtain or maintain housing and costs of phone and services are reasonable per 2 CFR 200.404.
  - Cost of internet in participant's unit and costs of service is reasonable per 2 CFR 200.404.
  - Rental arrears consisting of a 1-time payment for up to 6 mo. of rent, including late fees on those arrears.
  - Utility arrears of up to 6 months per service.
  - Up to 3 mo. utilities, based on utility costs schedule for unit size and location

YHDP Replacement Application Eligible Activities (6)



- CONT'D: May be used for the following if **necessary** to assist participants obtain and maintain housing.
  - In addition to transportation costs in 24 CFR 578.53(e)(15), may pay gas & mileage costs for participant's personal vehicle for trips to/from medical care, employment, childcare, or other services eligible under this section.
  - Legal fees, including court fees, bail bonds, & required courses & equipment.
  - Past driving fines/fees blocking participant from being able to obtain/renew driver's license **and** impacting ability to obtain or maintain housing.
    - Additionally, costs for insurance and registration for personal vehicles, if vehicle is necessary to reach – medical care, etc. from bullet 2

YHDP Replacement Application Eligible Activities (7)

- May provide up to 36 months of RRH RA to participants if the recipient demonstrates:
  - method used to determine which youth need rental assistance beyond 24 months and
  - the services/resources offered to ensure youth can sustain their housing at the end of the 36 months of assistance.
- May continue providing supportive services to participants for up to 24 months after the participant exits homelessness, TH or after the end of housing assistance if recipient demonstrates:
  - 1) proposed length of extended services to be provided;
  - 2) method used to determine whether services are still necessary; and
  - 3) how those services will result in self-sufficiency and ensure stable housing for the participant

YHDP Replacement Application Eligible Activities (8)

- May continue providing supportive services to program participants for up to 36 months after participant exits homelessness, if services are in connection with housing assistance, such as the Foster Youth to Independence initiative, or if recipient can demonstrate that extended supportive services ensures continuity of case workers for participants.
- Rental assistance may be combined with leasing or operating funds in the same building, provided that the recipient submits a project plan that includes safeguards to ensure that no part of the project would receive a double subsidy.

YHDP - Match Requirements

- Applicants intending to use program income as match must provide an estimate of how much program income will be used for match.
- YHDP renewal or replacement projects will not be required to meet the 25% match requirement if applicant can demonstrate it has taken reasonable steps to maximize resources available for youth experiencing homelessness.

If you are interested in a YHDP Replacement Project:

- read the info doc (link below)
- contact BOS: ctboscoc@gmail.com
- Contact Katie Durand at DOH: kathleen.durand@ct.gov

YHDP Replacement Information

CT Department of Housing
Con Plan Cert Provider forms

- Each year projects that are located in the DOH Con Plan region are required to complete the form
- Forms are due 8/23/22
- Provider DOH Con Plan Cert Form

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???

Timeline

Renewal App dues in esnaps, one week after esnaps opens

Apps reviewed and finalized in esnaps asap

Super tight turnaround this year!

Please have more than one person available to complete app

Thank you!

Contact us!

Liz Isaacs: Lisaacs@housinginnovations.us, 917-449-3918

Shannon Quinn-Sheeran: Shannon@housinginnovations.us, 570-335-3022

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.

REMINDER – New Project Apps for Unsheltered & Rural NOFO

- Request for Proposals
  - Services Only – Outreach, Drop-in, etc
  - PSH & RRH - new units and services
- Supplemental NOFO competition is separate from and in addition to the regular CoC Competition
- Initial 3-year project terms
- Applications submitted in Zengine then selected application submitted in Esnaps
- Rural NOFO only for Litchfield County
- Due 8/17/22
- Applicants who applied for Regular NOFO new project RFP can do a shortened version of this new application