



CoC Grant Management Requirements

November 14, 2023

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HOUSING INNOVATIONS

Agenda



1. CoC Competition & ESNAPS
2. Grant Execution & Amendments
3. Zengine
4. Project Partner Roles
5. Drawdowns & ELOCCS
6. Homeless Management Information System
7. Annual Performance Reports
8. Renewal Evaluation & RED
9. Reallocation
10. Point in Time Count & Housing Inv Chart
11. Systems Performance Measures
12. Data Quality
13. Monitoring
14. Typical Annual Timeline
15. Unique Requirements for SNOFO Projects

**WE WEAR
MANY HATS.**



Who Is With Us Today? – Zoom Poll

What type of CoC projects
do you work in?

What role does your agency
play in those projects?



CT Balance of State Continuum of Care (CT BOS CoC) Onboarding Resources

[Onboarding Recommendations for New Staff](#)

Onboarding Webinars available on [CT BOS Training Page](#):

- Introduction to CT BOS CoC – Updates Coming Soon!
- Key Policies & Administrative Requirements – Updates Coming Soon!
- Participant Eligibility Documentation - Feb 2023
- Housing Requirements– 2 Sessions, May 2023
- Fiscal Requirements – 2 Sessions, June 2023
- Grant Management Requirements - TODAY!
- DMHAS Training Catalog

Rapid Rehousing (RRH) & Permanent Supportive Housing (PSH) Requirements

- [CT DOH Statewide RRH Operations Guide](#)
- [CT PSH Statewide PSH Operations Guide](#)
- Visit [CT BOS Training Page](#) for related trainings



Keep Current – Sign Up for CT BOS Emails

Email Lists

- ☐ General
- ☐ HUD Grantees
- ☐ SNOFO Providers
- ☐ Steering Committee
- ☐ YHDP

- Self-Register on CT BOS homepage (www.ctbos.org)
- To receive important information about policies and processes that impact CT BOS funded projects select HUD Grantees, YHDP, or SNOFO Providers
- Be sure new staff register

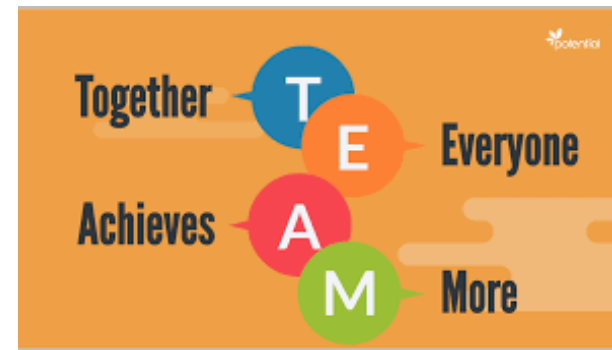


Why is it important to understand and follow grant requirements?

Not following the requirements can result in loss of some or all of your CoC funding.



CT BOS Team Role



Housing Innovations staffs the Steering Committee & on behalf of the Steering Committee:

- Provides training, supports, tools, forms, and other guidance
- Drafts policies
- Evaluates project results
- Monitors to help projects follow HUD, State and CT BOS requirements
- Manages the CT BOS website (www.ctbos.org)
- Prepares the annual application to HUD for funding
- Works with partners on other HUD requirements



Please reach
out!

Ctboscoc@gmail.com

Annual CoC Competition



- HUD awards about \$2.8 billion each year - CoCs across the country compete for this money.
- In 2022 CT BOS was awarded: \$50.2 million + \$18.2 million/3 years
- CT BOS releases a Request for Proposals (RFP) for new projects in late winter or early spring, & agencies apply to CT BOS for new projects in Zengine.
- HUD usually releases the Notice of Funding Opportunity (NOFO) in the summer or fall & agencies apply to HUD for new & renewal projects in eSnaps.
- HUD usually says who got funded by late winter.
- We don't know yet which projects got funded in 2023.



HUD's Grant Application System

- eSnaps is used to submit final project applications in the annual Continuum of Care (CoC) competition to HUD.
- Must submit a renewal application every year – *exception: Supplemental Notice of Funding Opportunities (SNOFO) projects received an initial 3-year award.*
- All CT BOS funded agencies are required to have 2 current E-Snaps users.
- Be sure both people know how to use the system - *Do the application together to train 2nd person.*

Getting Started in E-snaps

Front Office

Front Office Portal

Welcome to e-snaps

Welcome to **e-snaps**! **E-snaps** is the new application process known as the Continuum of Care.

E-snaps is a new application process. If you are not yet an authorized user, you 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 OIA).

Information is submitted in accordance with the Paperwork Reduction Act of 1995 (4- this form, unless it displays a currently valid OIA).

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.

Log in here

Username:

Password:

Login

Forgot your password?

Locale:

English - United States

Browse Funding Opportunities

Create Profile

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.

Project Applicant Profile Navigational Guide

Awards & HUD Grant Agreement Execution

1. Formal Notification of Award

- CT BOS decides which projects are included in the application to HUD.
- HUD determines which projects are funded.

2. Notification of Issues and Conditions in E-snaps

- Match documentation
- Budget details
- Environmental Review
- Code of Conduct

3. Grant Agreement Execution

- HUD Grant Agreement Between HUD & Recipient
- Contract between Recipient (Usually DMHAS or DOH) & Subrecipient

CT BOS Grants Management Database

- Zengine is used to submit documents to CT BOS (e.g., new project applications in response to local RFP, draft project applications for HUD, renewal evaluation & monitoring materials).
- Each CT BOS project is associated with one primary contact profile, which has primary, secondary and third contact options included in it.
- Each-contact profile can be associated with more than one project.
- Each primary user must list at least one other contact plus the Executive Director, and there is an option to add a third contact
- Everyone in an agency who needs access to Zengine must have the primary user's login details (username and password). Use the Contact Profile to submit documents.
- Zengine contacts above are automatically added as additional Renewal Evaluation Database (RED) users - can also list up to 3 more RED users
- Avoid score penalties – keep contact information current! Watch for reminders.
- For more information visit the [CT BOS Zengine webpage](#).

Grant Amendments

Submit to CT BOS (ctboscoc@gmail.com)

Significant changes require HUD Field Office & CAN approval

- Change of recipient
- Change of project site
- A shift of more than 10% of a Budget Line Item (BLI) to another BLI
- A permanent change of subpopulation served
- A permanent reduction in the number of units funded under grant
- Obtain CAN approval prior to seeking change from HUD

Minor changes do not require HUD approval

- A shift of less than 10% of a BLI to another BLI
 - *HUD approval not required but HUD **must** be notified*
- Budget changes must be reflected in LOCCS to draw down funds
- Subrecipient change
- Notify CT BOS of changes

POLL

- Registering in Esnap automatically creates your user account in Zengine.
- CoC grants must submit an application to renew every other year.
- Issues and Conditions on a CoC Award can be resolved in Zengine.
- CAN approval is required for all grant agreement amendments.
- Grant agreement amendments, budget changes & subrecipient changes must be reported to CT BOS.



Project Partner Roles – Grant Recipient

Grant Recipients -Can be government or non-profit

- Usually, CT Department of Housing (DOH) for Rapid Rehousing (RRH)
- Usually, CT Department of Mental Health & Addiction Services (DMHAS) for Permanent Supportive Housing (PSH)
- Execute grant agreement and receive funding from HUD
- Oversee project, including performance, spending and compliance
- Manage, monitor & support Subrecipients
- Draw down funds
- Submit Annual Progress Report (APR)
- Submit grant agreement amendment requests
- Submit (or assign): project application, technical submission, renewal evaluation information, HMIS data, etc.



Project Partner Roles – Subrecipients & Service Providers

Non-Profit Subrecipients

- Receive CoC funding from and report to recipient
- May provide services to tenants and/or help with housing location
- May enter data into HMIS
- Perform other assigned duties

Non-Profit Service Providers

- Receive non-CoC funding from DMHAS
- Provide services to PSH tenants
- May help with housing location
- May enter data into HMIS
- Perform other assigned duties



Project Project Roles – Housing Providers



Non-Profit Housing Providers

- Administer rental assistance (income determination, rent calculation, Housing Quality Standards inspection, rent reasonableness, lease execution)
- May help with housing location

Local Mental Health Authorities (LMHA) Offer wide range of mental health, addiction, & crisis intervention services

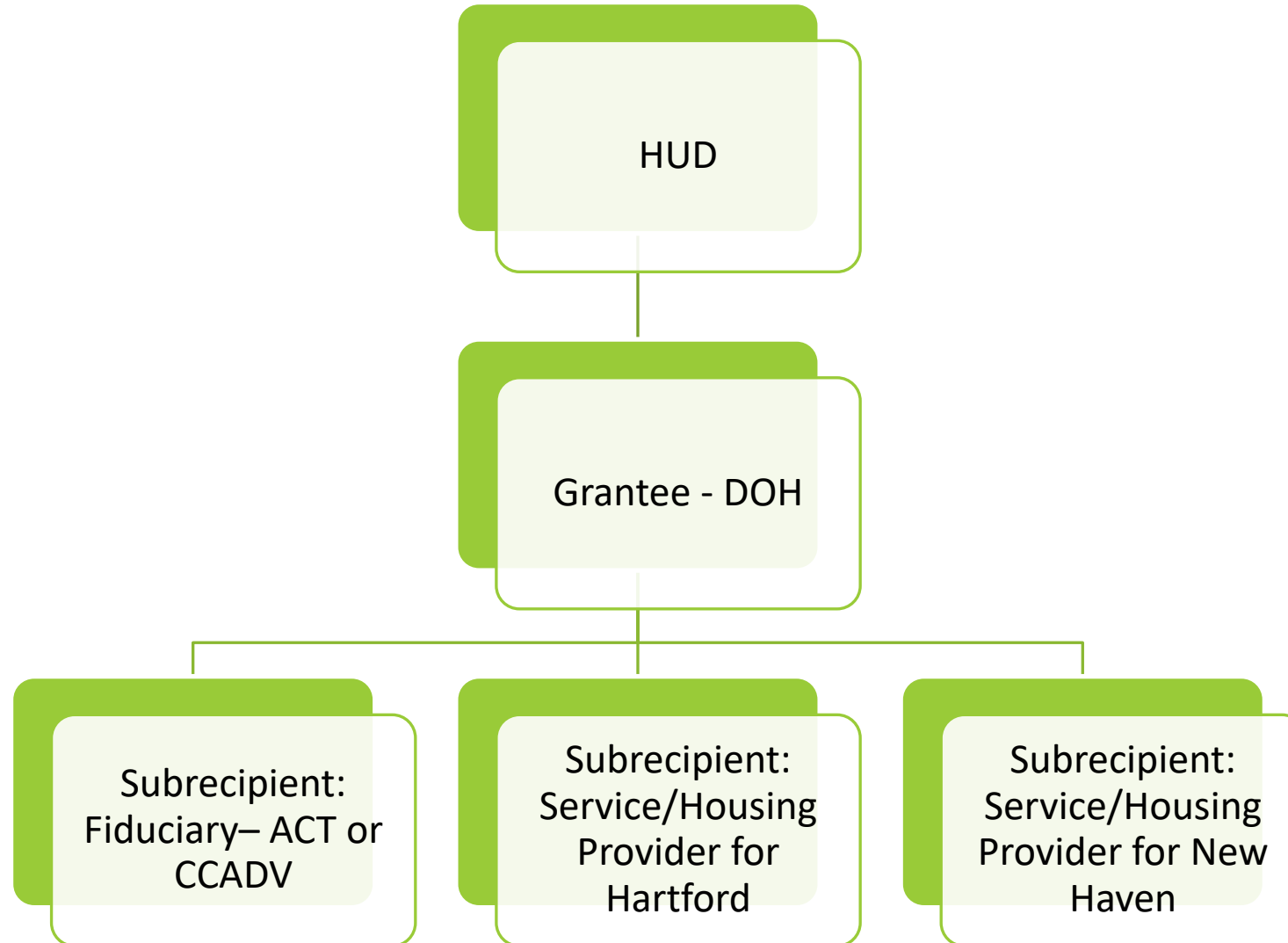
- State-funded
- Some operated by DMHAS, others by private non-profits
- In some PSH projects, LMHA is the primary service provider and/or housing provider

Project Partner Roles - Fiduciary

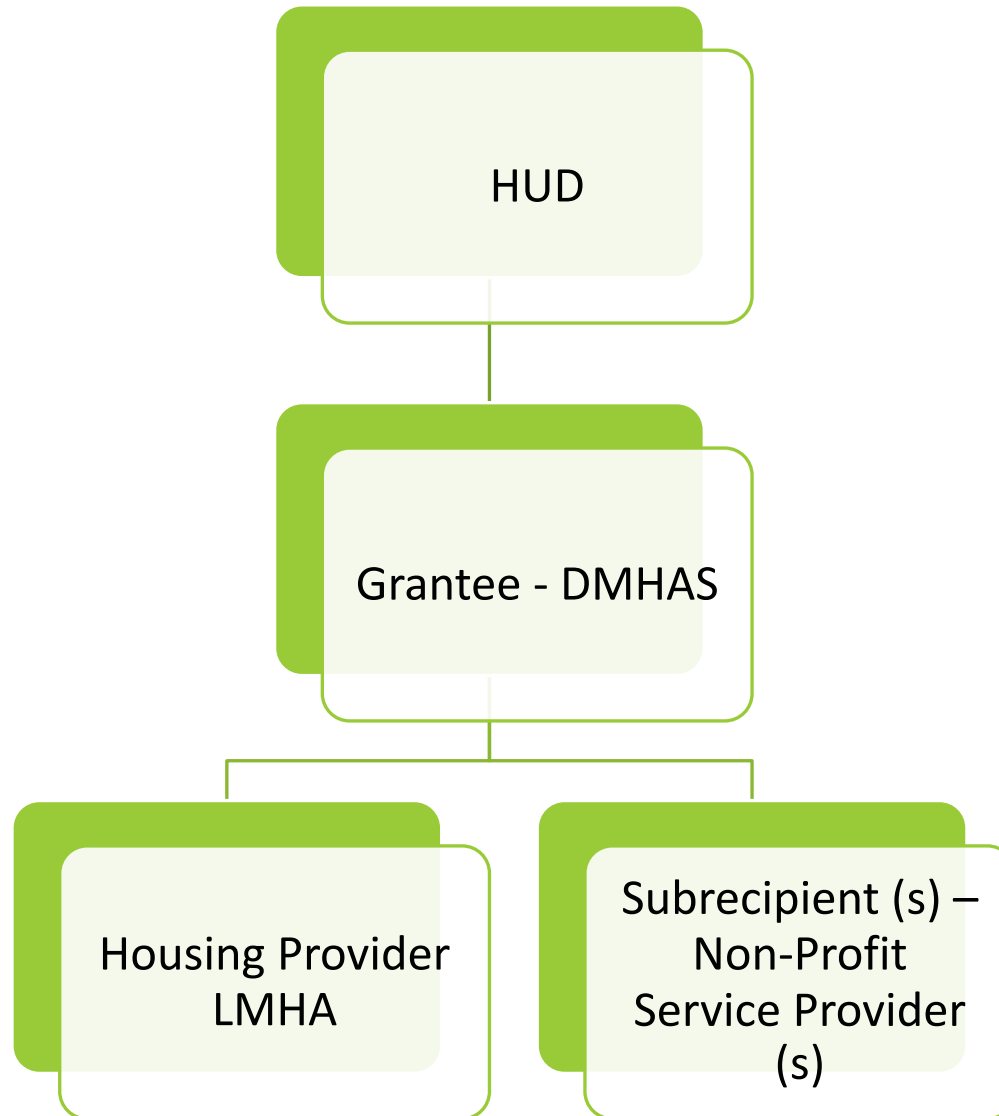
- Receive CoC funding from and report to the Recipient
- Review & Process Rent Payment Requests
- Issue Rent Payments to Landlords
- ACT or CCADV for RRH
- DMHAS for most PSH



Project Partner Roles - Sample RRH



Project Partner Roles – Sample PSH



E-LOCCS Drawdowns

HUD's on-line secure system for drawing down CoC funds

- Must submit HUD forms to access E-LOCCS
- Must create security questions and PIN

Drawdown at least quarterly – accounts are suspended if not accessed every 90 days

Funds must be expended (for activities during the contract term) no later than 90 days after contract expiration

E-LOCCS Tips



- [eLOCCS Quick Reference Guide](#)
- Be sure multiple people have access.
- Be sure to update user information when staff turn over.
- Log-in at least every 90 days to avoid getting locked out.
- Getting back in once you are locked out is hard & takes time.
- Be sure all drawdowns are complete within 90 dates of grant end date.
- If you are unable to draw down within 90 days due to eLOCCS issues, you will lose access permanently to any remaining funds.

Homeless Management Information System (HMIS)



- Entering participant level data into the statewide Caseworthy database is a HUD Requirement (*Domestic Violence Providers must use a comparable database*)
- Data uses, include:
 - ✓ Coordinated Access Networks (CANs)/service coordination
 - ✓ System Performance Measures (SPM)
 - ✓ Point In Time (PIT) Count & Housing Inventory Chart (HIC)
 - ✓ Annual Performance Reports (APRs)/Renewal Evaluation
- Connecticut Coalition on Ending Homelessness (CCEH) is the HMIS Lead for CT BOS – data@cceh.org
- Technical Support: help@nutmegit.com
- [Training Registration Instructions](#)

Annual Performance Report (APR)

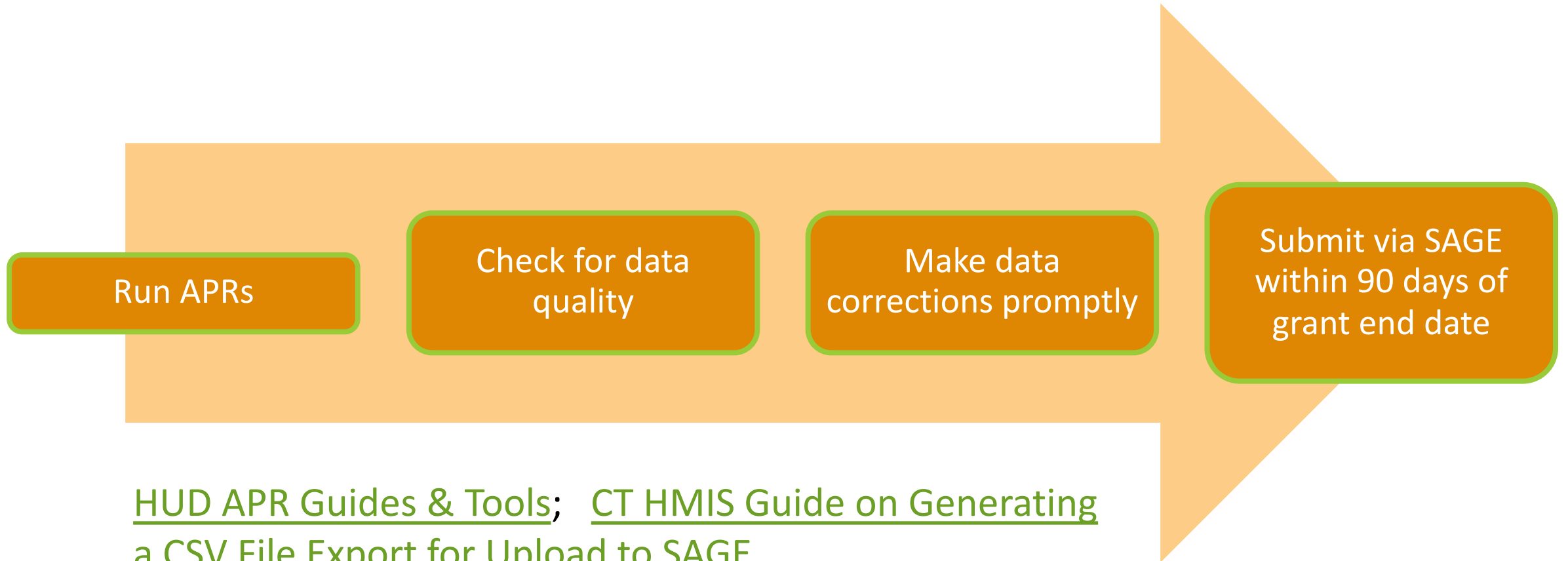
Must be submitted in SAGE (HUD's web-based reporting portal) within 90 days of contract end.

Failure to submit will result in an inability to draw down funds for current grant.

Data come from HMIS or Comparable Database- used by HUD & CT BOS to monitor your project.

[SAGE User Manual](#)
[CoC Full APR template](#)

APR Submission Steps



[HUD APR Guides & Tools](#); [CT HMIS Guide on Generating a CSV File Export for Upload to SAGE](#)

Poll – What Happens if an APR is not submitted on time

- The grantee will be unable to get future contracts with HUD.
- All participants will have their leases terminated.
- Grantee will not be able to draw down funds on their current contract.
- Grantee must obtain a letter from their Congress person demonstrating support for continued funding.
- Chances of being selected for HUD monitoring increase.





CT BOS Renewal Evaluation

- Each year the CoC is required to evaluate CoC funded projects.
- CTBOS evaluates:
 - ✓ consumer surveys
 - ✓ spending
 - ✓ occupancy
 - ✓ performance (e.g. positive exits, increase in income, benefits)
 - ✓ penalties for late surveys & not updating Zengine contacts
- Poor scores result in corrective action:
 - ✓ Must submit a corrective action plan in Renewal Evaluation Database (RED).
 - ✓ Risk losing CoC funding if not corrected

Renewal Evaluation Database (RED)

- Used to evaluate renewal projects annually.
- Providers log-in to RED to see scores, request scoring changes, and submit Corrective Action Plans.
- RED uses criteria established by the Steering Committee, data entered in HMIS (or comparable database), and spending data entered in SAGE.
- Only contacts listed in Zengine have access to RED.
- For more information: [2024 Renewal Evaluation Webinar](#)
[2024 Renewal Evaluation Instructions](#)



Reallocation



Through the annual competition, CoCs can reduce or eliminate funding and use the reduced or eliminated funds to support new projects.

Grantees that under-spend their contracts are at risk of having contracts reduced.

Grantees with poor performance may not be renewed – funding would be reallocated.

Grantees may also voluntarily reallocate some or all of their funding.

Housing Inventory Count (HIC) & Point in Time Count (PIT) – 1/23/24

Participation is required for all CoC Projects:

- PIT: count of all persons experiencing sheltered and unsheltered homelessness on a single day at the end of January
- HIC: inventory all shelter, transitional housing, rapid rehousing, permanent supportive housing and other permanent housing for people experiencing homelessness


Please:

- Attend PIT/HIC trainings
- Report data on time – **DEADLINE: 1/30/24**
- Be sure data for your project are accurate.
- Ensure more than one person can access PIT database.

For More Information: [HIC/PIT website](#)



System Performance Measures (SPM)



Length of time persons remain homeless – avg and median LOS
The extent to which persons who exit to permanent housing return to homelessness
Number of homeless persons – PIT and Annual Counts
Jobs and income growth for homeless persons in CoC funded projects
Number of people who become homeless for the first time
Number of successful housing placements

How Are Data Used?



Evaluate & Strengthen Performance

- System Performance impacts the CoC's funding (about 1/3 of score).
- Project performance impacts continuation of renewal funding.
- Used to keep making the system better.

Assess System Gaps & Set Priorities

- What kinds of programs are needed, where, and who needs them?
- Decide what is most important to fund

DATA QUALITY TOOLS



Data Outlier Report

- Provides client-level outliers for review
- Summarized by Program and Org
- Available for all users to run
- CCEH provides outreach to providers



Homeless Management Information System (HMIS) Automated Alerts

- New feature
- Shows specific data issues for review while in the client record



Annual Performance Report (APR)

- Client-level data by specified programs
- Customizable for single or multiple programs

Information on [Data Outliers Report](#)
[HMIS Data Quality Alert Dashboard \(DQAD\)](#)



Data System - Quick Reference

CT BOS Team is available at ctboscoc@gmail.com

Data System	Purpose	Who to Contact for Help
<u>eSnaps</u>	HUD grant application system – used to submit project applications & technical submissions (C1.9a) to HUD	<u>e-snaps@hud.gov</u>
<u>SAGE</u>	HUD data reporting repository – used to submit Annual Performance Report (APR) data to HUD	<u>HUD AAQ</u>
<u>eLOCCS</u>	HUD secure system for drawing down contract funds	See troubleshooting in <u>ELOCCS Guide</u>
<u>HMIS-Caseworthy</u>	CT Caseworthy database where providers enter data for every CoC project participant	<u>help@nutmegit.com</u>
<u>Zengine</u>	CT BOS grants database where providers submit documents to CT BOS & update contact information	<u>ctboscoc@gmail.com</u>
<u>RED</u>	CT BOS Renewal Evaluation Database where providers log-in to RED to see scores, request scoring changes, and submit Corrective Action Plans	<u>RED Support Page</u>
<u>PIT Database</u>	CT data reporting system used for the Annual Point in time Count and Housing Inventory Chart	<u>help@nutmegit.com</u>

Monitoring

- HUD Field Office monitors projects to ensure compliance – [HUD monitoring Handbook](#).
- CT BOS Monitors some projects each year to help staff understand and follow federal, state, and CT BOS requirements – [CT BOS Monitoring Guide](#)
 - Also helps us to know what training and other help staff need





Monitoring (2)

HUD may monitor CoC grants at any time

- HUD uses a risk assessment to decide which projects they will monitor.
- If HUD finds you didn't follow the rules, it may issue Findings. Grantees must clear all Findings to continue to receive funding/drawdown.
- HUD may recapture (take back) funds based on certain findings.

If a recipient has subrecipients, it must monitor them.

CoCs are expected to routinely monitor CoC grantees.

HUD Notice on Monitoring Risk Analysis

Notice [CPD-23-08](#) Implementing Risk Analyses for Monitoring

HUD looks at these things to decide which projects to monitor:

- Reports that have mistakes or were submitted late
- Multiple subrecipients
- Staff turnover
- Total cumulative grant awards for recipient of more than \$2.17M
- Leasing or rental assistance award greater than \$400K



HUD Notice on Monitoring Risk Analysis (2)

Additional key factors HUD uses:

- Failure to draw from eLOCCS by quarterly deadlines
- Previous monitoring findings
- No monitoring in past 3 grant years
- Untimely submission of audits or presence of audit findings/recommendations
- Negative media exposure or complaints



Poll



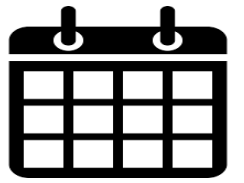
What happens if a CoC project gets a very low renewal evaluation score?

- a) The project automatically loses its funding.
- b) The project must submit a Corrective Action Plan to CT BOS.
- c) HUD automatically monitors the project.
- d) The project will likely be ranked low in the annual CoC Competition.

Why is HMIS data quality important?

- a) Data are submitted to HUD in the Annual Performance Report.
- b) Poor data quality will mean getting locked out of ELOCCS and being unable to access funds.
- c) Data are used by CT BOS to evaluate and score projects.
- d) Data are used for System Performance Measures, which impact the amount of funds received.

CTBOS Annual Timeline



Event	Timing
Renewal Evaluations - <i>Uses primarily data from the Federal Fiscal Year (FFY) - October 1 through Sept. 30</i>	RED typically launches in Fall. Consumer surveys and data updates typically due in early Winter.
System Performance Measures – <i>Uses data Data from FFY</i>	Data clean up takes place in the fall for submission in February
Housing Inventory Chart	All projects, except RRH confirm data in Fall
Point in Time (PIT) Count	Last 10 days in January – 1/23/24
CT BOS/DMHAS Monitoring	Typically December through June
CT BOS New Project RFP	Typically released in late Winter or early Spring
Renewal Applications	Typically due in Summer
Annual Performance Reviews (APRs)	Due within 90 days of project end date.



Questions

Semi-Annual Meeting – 11/17/23 11am – 1pm



Zoom Info: [Meeting link](#)

- Meeting ID: 956 4487 8479
- Password: 414595
- Call-in number:
646-876-9923

CT BOS Team (Housing Innovations)



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SUPPLEMENTAL
NOTICE OF FUNDING
OPPORTUNITY TO
ADDRESS
UNSHELTERED AND
RURAL
HOMELESSNESS
(SNOFO)

Unique Requirements for SNOFO Projects



SNOFO grants are generally managed the same way as regular CoC grants.

Quarterly Reporting



- Recipients will report quarterly – to include narratives and aggregate data on clients.
- Every 4th quarter (i.e., annually) to include financial information.
- Supportive Services Only (SSO) Coordinated Entry System (CES) will only report annually.
- Reporting will occur after each fiscal quarter (January, April, July, October), beginning the first quarter after your project begins.
- Recipients will have 30 days to submit the report.

Quarterly Reporting (2)



- Recipients will report in HUD's [Sage HMIS Reporting Repository](#).
- Reporting on client aggregate data will be the same as the standard CoC Program Annual Performance Report (APR).
 - See the [CoC Full APR template](#).
- HUD will conduct training on SNOFO reporting.