Dear CoC Program Grantee:

All CoC Program funded projects with grants that expire in CY 2019 must renew as part of the HUD FY2018 Continuum of Care (CoC) Program application process for 2019-2020 funding. Our records show that your agency has (a) project(s) that is eligible to renew. Completion of the 2018 Intent to Apply signals the beginning of the FY2018 CoC Program funding process and your intention regarding participation in this year’s process.

The Intent to Renew must be submitted no later than Saturday, May 12, 2018 by 9:59pm

☐ An agency with multiple projects up for renewal, must submit an Intent to Renew Funding for each project.

☐ FAILURE TO SUBMIT this completed form by the deadline will make your program ineligible for consideration in the community ranking process. This means that your project will not be ranked in the local priority rank order

☐ ZOOM GRANTS: The Intent to Renew must be submitted via ZoomGrants.

NEW !!! Submitting the Intent to Renew via Zoom Grants

We are utilizing ZoomGrants for all phases of our 2018 CoC Program local application process. ZoomGrants is an on-line application management tool that King County has used successfully over the past three years. Many of you may already be familiar with it if you have responded to any one of several Requests for Proposals issued through King County.

Step by step ZoomGrants instructions: Guidance is attached to walk you through account set-up, accessing the Intent to Apply, and final submittal. Please read the instructions carefully. Because this is an on-line application the submittal deadline is Saturday, May 12, 2018 by 9:59pm. However, we urge you not to wait!

This is the direct link to the FY 2018 Intent to Apply via Zoom Grants: https://zoomgrants.com/gprop.asp?donorid=2209&limited=1842

Technical Help: ZoomGrants has a technical help desk that operates Mon-Fri. and can be accessed by phone or email. All contact information is included in the attached guidance.

Content Related Help: New this year, we are guiding all application related questions to a single web address homeless.housing@kingcounty.gov. Please direct all application related questions to this address to ensure a quick response. NOTE: the question button in Zoom Grants will direct you to this same address

IMPORTANT NOTE: If your agency has multiple renewals we strongly recommend that the person who will be your Agency’s primary contact for all/any applications create the first account for your agency (completing the agency information). Once the primary contact creates their account, gets logged in, and starts the application(s), they will be able to invite other people to collaborate on all or some of the applications in their account. [more details on the instructions sheet]

As always, please let us know if you have questions. We look forward to working with you during the 2018 CoC Program “McKinney” renewal process.
Seattle King County 2018 HUD CoC Program (“McKinney”)  
Using ZoomGrants to Submit and Manage Project Applications

The Seattle King County local CoC application process will utilize ZoomGrants, an online tool, for the first time this year (2018). (You may be familiar with ZoomGrants as King County DCHS is in its third year of utilizing ZoomGrants for RFPS and other similar processes.) Follow the instructions below to access the application, create/manage accounts, and submit Phase I: Intent to Renew Funding. Instructions for Phase II: Local Application will be provided at a later date.

<table>
<thead>
<tr>
<th>re: Technical Questions</th>
<th>ZoomGrant’s TechSupport, available Mon-Fri 8am-5pm, MST <a href="mailto:Questions@ZoomGrants.com">Questions@ZoomGrants.com</a>, (866) 323-5404 x2, or submit a ticket</th>
</tr>
</thead>
<tbody>
<tr>
<td>re: Content-related Questions</td>
<td><a href="mailto:homeless.housing@kingcounty.gov">homeless.housing@kingcounty.gov</a></td>
</tr>
</tbody>
</table>

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**1. ACCESS THE SEATTLE KING COUNTY 2018 HUD COC PROGRAM (MCKINNEY) APPLICATION** by following this link:
https://zoomgrants.com/gprop.asp?donorid=2209&limited=1842

**TIP** Do not go to the ZoomGrants.com homepage.

**2. CREATE AN ACCOUNT AND LOG IN**
Create your ZoomGrants account and log in using the New ZoomGrants Account box on the right-hand side. If you already have an account, log in using the boxes in the upper right corner of the page.

**IMPORTANT NOTE:** In ZoomGrants, each application is officially associated with a single account and each account is ‘owned’ by a single user and accessed by a single email address. We recommend that the person who will be your Agency’s primary contact for all/any applications creates the first account for your agency. Once that person creates their account, gets logged in, and starts the application(s), they will be able to invite other people to collaborate on all or some of the applications in their account.
3. CREATE YOUR APPLICATION(S)

Click the Apply button next to the appropriate open program to create your first application for that program.

The page will reload to display your newly created application. Fill in the CoC Grant Project Name on the summary page so that you can identify which application you are working on. If you’re going to be completing your application in one sitting, click the grey Refresh Page button in the top right section of the page.

After creating your first application, you can create additional applications by opening up your first, original application, then clicking the Open Programs tab in the upper left section of the page. You will see an Apply Again button. Click it to create a new application for a different project at your agency.

After you have created your account and your application(s), you can continue to log in via the link provided to you by King County, or you can log in on the log in page at http://zoomgrants.com/login.

4. FOR EACH APPLICATION, INVITE OTHERS TO COLLABORATE

Use the Collaborators section in the first tab of the application to invite others to work on this application with/for you.

A. Enter their email address.
B. Indicate on which sections they are allowed to collaborate.
C. Click the Invite button. An invitation will be sent to their email address. They’ll be able to set up an account by which they can access and edit the application.

NOTE: If granted access, collaborators can do everything that the application owner can do except: edit the Applicant and Organization information sections in the first tab of the application and submit, archive, or delete the application.

5. ANSWER QUESTIONS ON THE SUMMARY AND PHASE 1: INTENT TO RENEW FUNDING TABS, THEN SUBMIT.

The system will automatically save your answers as you move through the application and answer questions then click outside of field. Click on the tabs to quickly jump to another section of the application or use the ‘Next’ and ‘Previous’ buttons at the bottom of the tabs to move sequentially through the application. When you (and your team) have confirmed the information provided is accurate and complete, be sure to submit Phase 1: Intent to Renew Funding (submit button can be found at the bottom of tab).
King County, WA
On behalf of the Seattle King County Continuum of Care
Seattle King County 2018 HUD CoC Program
("McKinney")

Local Process: What you need to know [hide this]
Each year the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding Availability (NOFA), signifying the beginning of a funding competition among Continua of Care (CoC) across the country. As part of the HUD application process, each CoC is required to hold a local funding process that rates and ranks all projects according to local criteria. This local review determines which project applications will be included in the consolidated application, along with their relative priority. This local review results in the priority listing.

Here's what you need to know:

1. We expect HUD to continue its emphasis on the following at both the individual program and overall system level:
   - Quality data and demonstrated performance at both the program and system level;
   - Use of Coordinated Entry for All to prioritize and refer people who most need assistance and ensure all programs are engaged and participating;
   - Effective management of resources and reallocation where necessary from lower performing projects to the types of projects/practices most likely to reduce homelessness in the CoC; and
   - Reducing barriers to program entry and utilizing a housing first approach to quickly move persons coming from streets or shelter to permanent housing.

2. We expect HUD to continue its Tiering strategy for FY2018. This requires the CoC to place projects in either Tier 1 or Tier 2 based on HUD established amounts announced with the NOFA when its released.

3. The Seattle King County CoC local funding process relies on Performance Data from HMIS and the HUD Annual Progress Report (APR) as well as project efficiency measures, such as grant spending, occupancy, timely reporting, etc. Shortly after April 23, 2018, HMIS data will be pulled for the operating period 4/1/17 to 3/31/18. This evaluation results in the preliminary CoC performance-based rank order.

4. There are risks and opportunity to consider as you prepare for the upcoming 2018 NOFA. You are strongly urged to review your programs and your data and to keep the following in mind:
   - Chronic Underspend: Projects that consistently underspend may want to voluntarily reduce their renewal grant.
- Better Fit with Other Resources: Projects may elect not to renew because other funding resources may present a better fit for the program model or Agency mission;
- Performance: Projects monitoring their own data may know they are unlikely to score well and want to consider future reallocation options.

Please let us know if you have questions or want to talk further about your project and plans for renewing. Use the "Contact Admin" tab or any of the ask-for-help links found throughout this application to reach us.

Your "McKinney" Team,

Kate Speltz (King County) and Eileen Denham (City of Seattle)

Application Status: Not Submitted

$ 0.00 requested

You must be logged in to begin.

Summary

(answers are saved automatically when you move to another field)

Instructions Show/Hide

Please fill out this tab completely before moving on to the 'Phase 1: Intent to Renew' tab.

To verify your project's full HUD grant award, visit:

Be sure to use the 'Collaborators' section at the bottom of this page to include individuals from your organization who should have access to this Project application and/or should receive Project-specific notices throughout the Seattle King County local process. Agencies are responsible for ensuring that the correct individuals have access to and are set up to receive notifications from ZoomGrants.

*****IMPORTANT NOTICE FOR AGENCIES WITH MULTIPLE CoC PROJECTS:*****

As a reminder, your agency must create and submit one application per CoC Project. Since all applications must be created starting from a single (likely Agency-specific) ZoomGrants account, some of the information on this 'Summary' tab will auto-populate and automatically update throughout your open applications. Specifically:

Agency Level:
- Entries made in the 'Applicant Information', 'Organization Information', and 'Executive Director/CEO' sections will automatically update across all your applications. Do not provide Project-specific information in the above listed sections. (Reminder: see note above regarding Collaborators.)

Project Level:
- Entries made in the 'CoC Grant Project Name' and 'Collaborators' sections are unique to this Project’s application and will not automatically update across your applications.
CoC Grant Project Name

Amount Requested
Note: this is the same as
Renewal Grant Amount/ full
HUD grant award

$ 

Applicant Information
First Name
Last Name
Telephone
Email

Organization Information
(changes to this data will be reflected on all other applications for this organization)

Create an Organization

Next
King County, WA
On behalf of the Seattle King County Continuum of Care
Seattle King County 2018 HUD CoC Program
("McKinney")

Deadline 6/29/2018

Application Status: Not Submitted
You must be logged in to begin.

$ 0.00 requested

Your Phase 1: Intent to Renew must be submitted AND approved before continuing.

Phase 1: Intent to Renew
(answers are saved automatically when you move to another field)

Phase 1: Intent to Renew Status
Undecided/Not Submitted

Ask a Phase 1: Intent to Renew Question
Instructions Show/Hide

- Please submit one CoC Renewal Intent Form for each CoC Program eligible for renewal in the 2018 CoC Process.
- Completion of the 2018 Intent to Renew begins the 2018 CoC Program process and signals your intention regarding participation in the annual CoC Program funding process.
- Submission of this pre-application does not obligate you in any way, nor does it obligate All Home to include your project in the 2018 application to HUD.
- FAILURE TO SUBMIT this completed pre-application by the deadline will make your program ineligible for consideration in the community ranking process. This means that your project will NOT be ranked in the local priority rank order.

NOTE: The ZoomGrants system requires what they call "approval" of Phase 1: Intent to Renew submissions. In actuality, the "McKinney" team will simply review your submission, follow up if needed, and then mark as "approved" in time for you to access the full application. Do not be alarmed be ZoomGrants' stock language.

Grant Information

1. HUD Grant Number
   General format: WA####L0T##17##

   Maximum characters: 255. You have 255 characters left.

2. Operating Month and Day of Grant
   use 'MM/DD - MM/DD' format

   Maximum characters: 255. You have 255 characters left.

3. Intent to Renew
   select one response
   ○ Yes, this agency intends to apply for renewal of the grant identified above in the 2018 CoC Program process.
   ○ No, this agency is choosing NOT to apply for renewal funding for the grant identified above and understands that it will not be included in the 2018 Seattle King County CoC Application.
   ○ Other: This agency is considering the option to REDUCE FUNDING and would like to discuss.
   ○ Other: This agency is considering OTHER OPTIONS (i.e., possible conversion to another housing model) and would like to discuss.

Primary Contact

Indicate the individual most responsible for this CoC Project and its application

4. Primary Contact for this CoC Project
   provide full name

   Maximum characters: 255. You have 255 characters left.
5. Primary Contact's Email
Note: this email address should also be included as a Collaborator on the 'Summary' tab.

Maximum characters: 255. You have 255 characters left.

6. Primary Contact’s Phone Number
direct phone number preferred

Maximum characters: 255. You have 255 characters left.

7. Authorized Signature & Title
The Agency certifies that the name and title entered below constitutes the person's signature and that said person is authorized to sign and submit this pre-application on behalf of the Agency.

Maximum characters: 255. You have 255 characters left.

The Phase 1: Intent to Renew deadline has passed.

This Phase 1: Intent to Renew section must be submitted and Approved by the Administrator (not ZoomGrants) before you can fill out the rest of the application.

Click the Submit Phase 1: Intent to Renew button at the top of this tab to submit this section to be reviewed.