

HUD 2018 CoC Program Competition Now Open

2018 CoC Program Phase III HUD NOFA Workshop

MANDATORY MEETING FOR ALL Grantees

Tuesday, July 31, 2018

2:00pm to 3:30pm

**YWCA Opportunity Place
Jennings Community Room
2024 Third Avenue,
Seattle, WA**

Who <u>MUST</u> Attend?	<p>These is a <u>mandatory meeting</u> for representatives from ALL project sponsors with existing HUD CoC Program grants that expire in calendar year 2019. Those Agencies with multiple McKinney grants must assure that each grant is represented by (an) attendee(s).</p> <p><u>NOTE TO DIRECT GRANTEES:</u> There will be a separate on-line info session for direct HUD grantees. Details to follow.</p>
What's the Purpose of the Meeting?	<ul style="list-style-type: none">▪ Learn about the 2018 HUD NOFA application process and deadlines!▪ Understand CoC priorities and HUD goals/expectations for this NOFA▪ Learn what is new in the 2018 NOFA▪ Understand your responsibilities for applying for funds through 2018 NOFA

- ❖ **Very Tight timeline** means **VERY SHORT DEADLINES!!** The Seattle King County Consolidated McKinney CoC Program Application is effectively due on September 14, 2018!
- ❖ **Do Not Act on HUD's NOFA updates.** It is very important that you wait for our guidance to ensure that your individual project proposals (renewals) are accurate and correct.
- ❖ **Watch for Seattle King County "McKinney "Alerts"** (from your CoC Program Team). We will roll out more information about our process and your role in ensuring a competitive application as HUD makes the information available. Notices will come through email ALERTS!!

NOTE TO DIRECT GRANTEES: A separate on-line training session will be held that is MANDATORY. It will provide specific guidance on the responsibilities/ requirements for your 2018 HUD esnaps application. See reverse for list of Direct HUD Grantees.

In the meantime, if there are questions please do not hesitate to let us know.

HUD Direct Grantees

List of Projects that **contract directly** with **HUD**

Applicant Name	Project Name
1. Archdiocesan Housing Authority	Rose of Lima House
2. Archdiocesan Housing Authority	St. Martin's on Westlake
3. Catholic Community Services	Aloha Inn
4. Community Psychiatric Clinic	Harbor House - Safe Haven
5. DESC	Lyon Building
6. Friends of Youth	New Ground Bothell
7. Kent Youth and Family Services	Watson Manor
8. Multi-Service Center	Homeless Families THP
9. Solid Ground Washington	Broadview
10. YouthCare	Ravenna House
11. YouthCare	Straley House
12. YWCA	Anita Vista
13. YWCA	Auburn Transitional Housing

*The Seattle - King County Continuum of Care
Consolidated CoC Program Application Process for FY 2018*

HUD Continuum of Care Program Application Workshop

On-line Training Opportunity

DIRECT HUD Grantees

Wednesday, August 1, 2018

10:00am - 11:00am

AGENDA

Welcome

- ❖ **Updating the Applicant Profile**
 - Form 2880 embedded in esnaps
 - Data pre-populates forms in the Project Application
 - Must upload 501c.3. Code of Conduct and Supplemental SF424
- ❖ **Accessing the FY 2018 Project Application**
 - **Complete Part 1 -- SF 424**
 - Screen a. Application Type - Grant PIN#
 - Screen d. Congressional District-Q 17: grant start/end dates = 2019-2020
 - **Complete HUD Forms –embedded in esnaps**
 - ❖ HUD 50070 – check :”I Agree”
 - ❖ Form 2880 – Prepopulated from Applicant Profile: review and check “I agree”
 - ❖ SF-LLL - Select Yes/No to reveal additional questions then check “True and Correct”
- ❖ **Magic! The Rest of Your Project Application Appears**
 - Everthing is in Read Only Mode
 - Option for “Submission without Changes “
 - Question 3B. Project Description and 3c Housing First
 - Budget Information. No Budget Detail Required --Verify Budget Summary from GIW handout
 - Match: if your project received a FY 2017 FMR bump; update match \$

VERIFY!! VERIFY!! VERIFY!!

PDF of esnaps CoC Program application is due to the CoC:

Thursday, August 9, 2018 by 4pm—Submit to: eileen.denham@seattle.gov

FY 2018 Continuum of Care (CoC) Program Competition NOFA

What’s New, Changes, and Highlights

The FY 2018 CoC Program Competition NOFA has new information and a few changes that are important for CoCs to consider as they implement their local competition process. We are providing a list of the new information and a few of the changes that include references to the FY 2018 CoC Program Competition NOFA in a single, easy to use document. The references listed may not include all the instances where a topic is mentioned; but rather, directs you to the main section(s) of the NOFA that provides the complete information you need to determine the course of action you as the CoC, Collaborative Applicant, or project applicant wants to take in this year’s CoC Program Competition.

Topic	FY 2018 CoC Program Competition NOFA Section(s)	
Transition Grants	II.B.2 III.C.3.q III.C.3.r	<p>Project applicants can transition an existing renewable component (e.g., TH) to another component (e.g., PH-RRH). To take advantage of the transition grant, the project applicant must use the reallocation process to relocate the existing eligible renewal component to one of the eligible new project components: PH-PSH, PH-RRH, Joint TH and PH-RRH, dedicated HMIS, or SSO-CE. The term of the new grant must be for 1 year. A project applicant can transition more than one existing component to create a new component provided the new project meets the following:</p> <ul style="list-style-type: none"> • is from the same recipient for the eligible renewal grant(s) being eliminated; and • the project applicant must provide the grant number(s) of the project(s) being eliminated to create the new project; and • must attach a copy of the most recently awarded project application. <p>To create a Transition Grant, the CoC must wholly eliminate one or more projects and use those funds to create the single, new transition grant.</p> <p>The FY 2018 CoC Program Competition NOFA also requires:</p>

		<ul style="list-style-type: none"> • No more than 50 percent of each transition grant may be used for costs of eligible activities of the program component originally funded; • transition grants in this Competition are eligible for renewal in subsequent fiscal years for eligible activities of the new program component; and • to be eligible to receive a transition grant, the renewal project applicant must have the consent of its Continuum of Care and meet the standards outlined in Section III.C.3.r of the NOFA. <p>Transition grants must meet all FY 2018 CoC Program Competition eligibility and threshold requirements and if conditionally selected:</p> <ul style="list-style-type: none"> • the operating year start date of the new grant will be the date after the end of the previous grant term for the expiring component; • if more than one eligible renewal project was reallocated to create a single transition grant, HUD will use the day after the end of the earliest expiring grant term; and • the project will have 1 year to fully transition from the original component to the new component that must take place during the normal operating year. <p>Transition grants cannot use the consolidation process in the FY 2018 CoC Program Competition.</p>
<p>Domestic Violence (DV) Bonus</p>	<p>II.B.3 II.B.10.e III.C.3.g V.B.3.a.(4) V.B.3.a.(6) V.C.3.b.(4)(d) VIII.A.2.e</p>	<p>Up to \$50 million is available for the DV Bonus which will provide housing and services to survivors of domestic violence, dating violence, and stalking. A CoC may apply for up to 10 percent of its Preliminary Pro Rata Need (PPRN), or a minimum of \$50,000, whichever is greater, or a maximum of \$5 million. A CoC may apply for one of each of the following types of projects which are limited to a 1-year funding request and must follow the Housing First approach:</p> <ul style="list-style-type: none"> • Rapid Re-housing (PH-RRH) projects. • Joint TH and PH-RRH component projects as defined in Section II.C.3.m of this NOFA. • SSO Projects for Coordinated Entry (SSO-CE) to implement policies, procedures, and practices that equip the CoC’s coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or

		<p>stalking (e.g., to implement policies and procedures that are trauma-informed, client-centered or to better coordinate referrals between the CoC’s coordinated entry and the victim service providers coordinated entry system where they are different).</p> <p>CoC may apply to expand an existing renewal project in accordance with Section III.C.3.i of the NOFA, that is not dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that meet the definition of homeless in paragraph (4) of 24 CFR 578.3 to dedicate additional units, beds, persons served, or services provided to existing program participants to this population.</p> <p>DV Bonus projects will be reviewed for eligibility and threshold requirements and will be selected based on the CoC Application score plus other criterion specified in Section III.B.10.e of the NOFA. CoCs are required to rank all DV Bonus projects on the New Project Listing of the CoC Priority Listing with a unique rank number.</p>
<p>Consolidations</p>	<p>II.B.4 III.C.3.d V.B.2.b.(4) V.B.3.a.(7)</p>	<p>Eligible renewal project applicants will have the ability to consolidate two or more eligible renewal projects (but no more than four projects) into one project application during the application process. Prior to beginning the consolidation process in the project application, the applicant should consult with the local HUD field office to ensure each project is eligible to be consolidated. The projects being combined during a grant consolidation will continue uninterrupted. To be eligible for consolidation, projects must have the same recipient and be for the same component; and they will be funded in this competition only with FY 2018 funds (meaning no funds recaptured from prior years will be awarded to the project). HUD will not permit projects that have the following characteristics to consolidate:</p> <ul style="list-style-type: none"> • outstanding audit or monitoring findings; • outstanding obligation to HUD that is in arrears, • unresolved construction delays, • history of poor financial management/drawdown issues, • history of low occupancy levels, or lack experience in administering the project type, or • other capacity issues.

		<p>HUD will not permit a transitional housing and a permanent housing project to consolidate to form a Joint TH and PH-RRH component project and will not permit a transition grant to be consolidated with any other project. Additionally, transition grants cannot use the consolidation process in the FY 2018 CoC Program Competition.</p>
<p>Bonus and Reallocation</p>	<p>Bonus: III.B.3.c</p> <p>Reallocation: III.B.3.q</p> <p>Both: V.B.2.c.(1) V.B.3.a.(3) V.B.3.a.(6)</p>	<p>CoCs may submit new project applications under the bonus and reallocation process. In the FY 2018 CoC Program Competition, HUD will allow projects and CoCs to combine bonus and reallocation available funding in a single project as both new bonus and new projects created through the reallocation process have the same eligible new components:</p> <ul style="list-style-type: none"> • PH-PSH; • PH-RRH; • Joint TH and PH-RRH • HMIS (dedicated); and • SSO-CE. <p>Bonus: A CoC is eligible to apply for up to 6 percent of its Final Pro Rata Need (FPRN) and may apply for more than one bonus project provided it has demonstrated the ability to reallocate lower performing projects to create new higher projects as outlined in Section VII.B.2.c of the NOFA.</p> <p>Reallocation: CoCs can shift funds in whole or part from existing eligible renewal projects to create one or more new projects without decreasing the CoC's ARD. New projects created through reallocation must meet the requirements set forth in Section II.B.1 of the NOFA and the project eligibility and project quality thresholds established by HUD in Sections V.C.3.b and V.C.3.c of the NOFA. CoCs may only reallocate eligible renewal projects that have previously been renewed under the CoC Program</p> <p>Because new project applications may be created through the reallocation or bonus processes, if HUD determines that a project applicant or a CoC incorrectly classified one or more new projects as reallocation or bonus, HUD may reclassify the project(s)</p>

		as either reallocation or bonus if the CoC exceeded either its reallocation or bonus amount.
Tier 1 and Tier 2	II.B.10	<p>Tier 1 remains at 94 percent of the CoC's Annual Renewal Demand (ARD) and Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for bonus amounts as described in Section III.C.3.c of the NOFA. All project applications except CoC planning and UFA Costs project must be ranked. Project applications that must be ranked are: all new reallocation, bonus, DV Bonus and renewal project applications.</p> <p>DV Bonus projects will be reviewed for eligibility and threshold requirements and will be selected based on the CoC Application score plus other criterion specified in Section III.B.10.e of the NOFA. If the DV Bonus project application is selected for conditional award with DV Bonus funds, HUD will remove the DV Bonus project from the CoC's ranking and projects under the DV Bonus will move up one rank position. If the DV Bonus project is not selected with DV Bonus funds, HUD will retain the DV Bonus project in its ranked position and consider the project for conditional award under the regular bonus amount available to the CoC.</p>
Ranking	L.2 II.B.9 II.B.10.b.(2)	<p>HUD will continue to require Collaborative Applicants to rank all projects, except CoC planning and Unified Funding Agency (UFA) Costs projects, in two tiers as described Sections II.B.10. a and b of the NOFA.</p> <p>All project applications approved by the CoC must be listed on the CoC Priority Listing in rank order, except project applications for CoC planning and UFA Costs which will not be ranked, to establish the project applications located within Tier 1 and the project applications located within Tier 2.</p> <p>CoCs are required to rank all DV Bonus projects on the New Project Listing of the CoC Priority Listing with a unique rank number. If a project application designated as DV Bonus is conditionally selected by HUD with DV Bonus funds, HUD will remove the ranked DV Bonus project from the New Project Listing and all other project applications ranked below the DV Bonus project will slide up one rank position. If the DV Bonus project is not selected with DV Bonus funds, HUD will retain the DV</p>

		Bonus project in its ranked position and consider the project for conditional award under the regular bonus amount available to the CoC.
CoC Mergers	II.B.5 III.C.3.e VII.B.3.d VII.B.7	Encourage merges and mitigate potential adverse scoring implications that may occur when a high performing CoC merges with one or more lower performing CoCs. CoCs that merged between the FY 2016 and the FY 2018 CoC Program Registration deadlines are eligible for the merger bonus points mentioned in the NOFA.

**YWCA Opportunity Place
Jennings Community Room
2024 Third Avenue,
Seattle, WA**

All Project Sponsors

Tuesday, July 31, 2018

2:00pm to 3:30pm

AGENDA

- **Welcome - All Home**
- **Overview of the 2018 HUD CoC Program NOFA Process**
 - NOFA Highlights / Local Implications
 - Tiering / Priority Listing
 - Project Review / Rank Order
 - Decision Factors / Priority Considerations
 - DV Bonus and Bonus Projects
- **2018 Seattle King County CoC Application Process**
 - Timeline / Key Deadlines
 - Timeliness: McKinney Alerts
 - Community Meeting / Applicant Notification
- **CoC Program Application**
 - What is new for FY 2018
 - Transition Grants
 - Grant Consolidation
 - HUD Forms in esnaps - 2880
 - Simplified Application Option--“Submission without Change”

NOTE: Remember, if you receive any HUD updates during the NOFA process don't worry and don't do anything until you hear from us. If you have any questions, you can always contact us.

2018 HUD CoC NOFA Overview

- ✓ The Tier 1 / Tier2 ranking approach continues. Tiers are financial thresholds based on the value of the CoC annual renewal demand (ARD) - the base amount for which we are eligible to apply. The percentage is determined by HUD. Tier 2 was 6% in 2017.
- ✓ Each CoC is required to rate and rank each of its projects according to locally developed criteria. HUD continues to apply its own selection criteria which include prioritizing permanent housing, as well as low barrier housing serving literally homeless households, performance, and strategic use of resources.
- ✓ Reallocation remains an option for the creation of NEW Permanent Housing projects either (1) Permanent Supportive Housing (PSH) projects for chronically homeless, (2) Dedicated Plus projects, 3) Rapid Re-Housing serving homeless individuals and families who come directly from streets or shelter, or 4) “Joint Component” (Rapid Rehousing / Transitional Housing).
- ✓ Bonus funding is available at 6% of the ARD and for NEW Permanent Supportive Housing projects that will serve 100% chronically homeless households, Dedicated Plus projects, and new Rapid Re-Housing and Joint Component projects serving homeless individuals and families who come directly from streets/shelter or fleeing DV.
- ✓ Domestic Violence Bonus: HUD is making available an additional \$50 million nationally for survivors of domestic violence (HUD Category 4). Funds can be used for Rapid Re-Housing, Joint Component, or to help Coordinated Entry better meet the needs of those fleeing domestic violence.

FY 2018 NOFA by the Numbers

Key Category	Amount	Definition
The “annual renewal demand” (ARD) for Seattle King County CoC	34,110,453	Base amount for which we are eligible to apply
The \$ proportion of the ARD that we are required to place in Tier 2 = 6% of ARD	2,046,627.18	Requires reallocation and/or strategic placement of existing projects in tier 2
The amount of bonus funds for which we are eligible to apply = 6% of ARD	2,046,627	Requires local process to identify eligible projects
The amount of DV bonus funds for which we are eligible to apply = 10% of PPRN	1,123,733	Requires local process to identify eligible projects
The amount of CoC Planning dollars for which we are eligible to apply = 3% of ARD	1,023,314	Funds only available for CoC Planning
Total amount for which we are eligible	\$38,304,127	Total Priority Listing

Key Deadlines

Note: These are HUD-required deadlines, not target dates.

NOTE: dates reflected are adjusted from the target to account for weekends, holidays, etc.

Date	Target	Element	Notes
8/24/18	30 days prior to NOFA due date	Deadline for all local project applications to be submitted for CoC review	CoC must establish a deadline for receipt of local applications no later than 30 days prior to NOFA deadline
8/31/18	15 days prior to NOFA due date	Final decisions on projects to be renewed, reduced, eliminated or added to the application	All potential applicants must be notified in writing of all funding decisions.
9/16/18	2 days prior to NOFA due date	Consolidated Application including the CoC Priority Listing posted on All Home Website	Bonus points for posting CoC Application 2 days prior to NOFA due date.
9/18/18	NOFA DUE DATE	Submit final CoC Consolidated Application to HUD via esnaps.	DUE DATE announced in the FY 2018 NOFA when released.

2018 HUD CoC Application – DV Bonus

Up to \$50 million is available for the DV Bonus which will provide housing and services to survivors of domestic violence, dating violence, and stalking. A CoC may apply for up to 10 percent of its Preliminary Pro Rata Need (PPRN), or a minimum of \$50,000, whichever is greater, or a maximum of \$5 million. A CoC may apply for one of each of the following types of projects which are limited to a 1-year funding request and must follow the Housing First approach:

- Rapid Re-housing (PH-RRH) projects.
- Joint TH and PH-RRH component projects as defined in Section II.C.3.m of this NOFA.
- SSO Projects for Coordinated Entry (SSO-CE) to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking (e.g., to implement policies and procedures that are trauma-informed, client-centered or to better coordinate referrals between the CoC's coordinated entry and the victim service providers coordinated entry system where they are different).

DV Bonus projects will be reviewed for eligibility and threshold requirements and will be selected based on the CoC Application score plus other criterion specified in Section III.B.10.e of the NOFA. CoCs are required to rank all DV Bonus projects on the New Project Listing of the CoC Priority Listing with a unique rank number.

Local DV Bonus Process and Timeline

- **Local Application Process Development:** June 20 – July 23, 2018
In partnership with All Home, City of Seattle Human Services Department, King County Department of Community and Human Services, Coalition Ending Gender-Based Violence, and WA State Coalition Against Domestic Violence
- **DV Bonus Local Application Released:** July 23, 2018
Including an application workshop at 2100 Building from 1-4pm
- **Local DV Bonus Applications Due:** August 6, 2018 (noon)
- **Local Review Panel Meets and Submits Reviewer Scores:** August 9, 2018
- **Funding Recommendations made to Funder Alignment Committee and Coordinating Board:** August 10, 2018
- **Selected Agencies Notified:** August 13, 2018 (or sooner)
- **Selected Agencies complete project applications in e-snaps:** August 17, 2018 (or sooner)

FY 2018 CoC Program Timeline

March – April	
March	System Performance Committee affirms CoC Program rating criteria
April	CoC Registration submitted to HUD
April	Grant Inventory Worksheet (GIW) submitted to HUD
MAY	
May 12	Due date for 2018 Phase I Local Process -- Intent to Renew
JUNE	
June 4	All Home Funder Alignment Committee -- FY 2017 NOFA Debrief
June 6	Coordinating Board Meeting – FY 2017 NOFA Debrief
June 15	Local Application Workshop for FY2018 Phase II. To review renewal project application and review, evaluation and rank order process; release Application materials
June 20	HUD FY 2018 NOFA Released
June 27	Planning for CoC DV Bonus RFI Process-Develop priority / process / procurement/ timeline
June 29	Due date for Phase II Local Application
JULY	
July 2-17	Review applications and prepare preliminary CoC score-based renewal rank order
July 11	All Home Annual Conference
July 18	Funder Alignment Committee meets to recommend funding /priorities and realignment strategies; Review process/timeline for DV Bonus.
July 20	Notice of mandatory HUD CoC Program Grantee Meeting for 2018 HUD CoC Competition – Phase III application process
July 23	HUD DV Bonus: Release RFI; Conduct Informational Workshop
July 27	Mandatory CoC Grantee Meeting for FY2018 CoC NOFA Renewal Applications. To review: CoC Policy and Prioritization Factors; NOFA Policy Overview; Grantee Responsibilities; HUD esnaps application requirements for HUD Direct Grantees.
AUGUST	
August 1	All Home Coordinating Board meeting: Affirm CoC Values and Priorities
August 3	Due Date: CoC Program project applications due to CoC in pdf format for all HUD Direct Grantees.
August 6	Due Date DV Bonus: Applications reviewed, prepare preliminary recommendations
August 6	All Home Funder Alignment Committee Briefing on CoC Program preliminary renewal score base rank order
August 10	DV Bonus: All Home Coordination Board / Funder Alignment Committee receives and reviews preliminary recommendations
August 13-16	CoC Project Applications reviewed for uploaded in e-snaps
August 17	DV Bonus: Recommended projects submit for upload to esnaps
August 30 (not later than)	All Home Funder Alignment Committee reviews project ranking list and makes final recommendation for Coordinating Board Approval
August 30 (not later than)	All Home Coordinating Board Meeting to approve Final Project Priority Listing
August 31 (not later than)	2018 CoC Grantee Meeting: Presentation of Final Rank Order. All grantees officially notified in writing of final CoC Priority Listing; Publicly post Project Priority Listing.
SEPTEMBER	
September 16	Effective HUD Deadline for 2018 NOFA Application Submission
September 18	Official HUD Deadline 2018 NOFA Application

HUD CoC Program Homeless Assistance Continuum of Care Competition

Timeline
2018 NOFA Program Applications
Renewal Applicants

Timeline of Major Activities

Tuesday, June 20	HUD 2018 CoC Program NOFA released
Tuesday, July 31	<u>All Grantee Mandatory Application Workshop: - HUD 2017 NOFA Application</u> Tuesday, July 31, 2018 2:00 to 3:30pm
Wednesday, August 1	<u>Direct Grantees Only</u> On-Line Information Session for submitting CoC Program Application in esnaps. Wednesday, August 1, 2018 10:00am to 11:00am Skype call -in <u>Direct Grantees Only</u> Due Date for HUD CoC Program Application(s) in PDF August 9, 2018 by 4:00pm
Thursday, August 9, by 4:00pm	Submit to Eileen.denham@seattle.gov <ul style="list-style-type: none">❖ Applications must be finalized in esnaps and a pdf copy transmitted to the CoC for final review❖ Do not press submit until notified by CoC staff <u>Direct Grantee Only</u> applications reviewed by staff in pdf format.
August 9 to August 17	Corrections require URGENT and IMMEDIATE attention to meet deadlines. CoC Program Applicants will be notified when applications are ready to “formally submit” in esnaps, (eg press submit button on the submission page). All Seattle and King County Renewal Project Applications ready for upload into e-snaps
August 17 to September 16	Seattle King County CoC staff prepares the Consolidated 2018 Program Application
August 30	All Home Coordinating Board meeting for Final Rank Order
Friday, August 31	2018 Priority Listing presented to the community. All project applicants will be notified in writing of their funding status.
Sunday September 16	Effective DUE DATE: HUD McKinney Homeless Assistance Continuum of Care Application due to HUD by electronic submission=Posted to All Home website no later than September 16, 2018.

*The Seattle - King County Continuum of Care
Consolidated Application Process for the 2018*

DIRECT HUD GRANTEES

For a CoC Program Project Application to be considered for renewal in the 2018 competition, the Seattle King County Continuum of Care requires that the related application is finalized in the HUD e-snaps system as noted below:

- **DO NOT** “submit” the application to HUD via esnaps until instructed by the CoC.
- **DEADLINE:** Submit a **pdf of the esnaps application to the CoC for its review no later than 4:00 pm Thursday, August 9, 2018.**
- Once approved by the CoC, each applicant/project will be notified to press the e-snaps “submit” button.

Don't wait for the deadline. Timelines are tight, we urge you to finalize and submit your applications to the CoC as early as possible.

**PDF of esnaps CoC Program application is due to the CoC
Thursday, August 9, 2018 by 4pm**

Submit to: eileen.denham@seattle.gov

To submit an application in the 2018 competition, each agency must confirm, and update as necessary, its agency profile and required HUD forms in the e-snaps system. HUD provides detailed instructions regarding how to update your profile and complete forms, as well as to how to access and complete the CoC Program project application. Helpful documents can be found as follows:

1. **Accessing and Completing the Applicant Profile in esnaps**
<https://www.hudexchange.info/resource/2958/instructions-for-updating-the-project-applicant-profile/>
2. **Accessing the CoC Project Application: Renewal Applications in esnaps**
<https://www.hudexchange.info/resource/2908/coc-project-application-instructions/>
3. **Process for completing the FY 2018 Renewal Project Application Screens**
<https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/>

CONTACTS for the 2018 Seattle-King County McKinney application process are:

For City of Seattle	Eileen Denham City of Seattle HSD E-mail: Eileen.Denham@seattle.gov	Phone: (206) 684-0915
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For King County (outside Seattle)	Janice Hougen King County DCHS E-mail: Janice.Hougen@kingcounty.gov	Phone: 9(206) 263-9089
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There are Four Steps to Accessing your Project Application

1. Applicants: To update the Applicant Profile
2. Funding Opportunity Registrations: To Register for FY 2018 Renewal
3. Projects: To Create Project Application
4. Submissions: To Access the FY 2018 Application

Step 1: Completing the Applicant Profile	
Confirm your Applicant Profile	<p>PLEASE NOTE: The Applicant Profile MUST be updated to successfully advance to you project application.</p> <ol style="list-style-type: none"> 1. Go to "Applicants" in left menu bar to access your profile 2. Put the Applicant Profile in EDIT MODE by navigating to the "Submission Summary" screen. To Open and Update the Profile click the "Edit" button at the bottom of the summary screen. 3. Review all screens to ensure all information is accurate. 4. Once the required information has been entered and the required attachments uploaded go to the submission summary screen again and click the "Complete" button.
HUD Forms in the Applicant Profile	<p>HUD mandated forms are now coded into esnaps</p> <ul style="list-style-type: none"> <input type="checkbox"/> HUD Form 2880 is divided between the Applicant Profile and the Project Application. This form must be complete in the Applicant Profile before you can access to your project applications. <input type="checkbox"/> Information in the Applicant Profile will prepopulate in your project Application(s) and will be a part of the project SF 424. See link below for additional guidance <input type="checkbox"/> https://www.hudexchange.info/resources/documents/How-to-Complete-the-HUD-Form-2880-in-e-snaps.pdf
Attachments to the Applicant Profile	<ul style="list-style-type: none"> <input type="checkbox"/> Non-Profit Documentation: You must re-attach for 2018. <input type="checkbox"/> Code of Conduct: Only attach if your Code of Conduct if your agency has not already done so. If not, you must attach the first 5 pages. See link below: http://www.hud.gov/offices/adm/grants/codeofconduct/cconduct.cfm <input type="checkbox"/> Survey on Ensuring Equal Opportunities for Applicants (SF-424) Supplement): This is required for a Project Recipient that is a nonprofit. You must upload a new one current date. If the form is still attached from last year, you will need to delete the attachment and complete and upload a new attachment.

Step 2: Completing Funding Opportunity Registration	
Register for FY 2018 Funding Opportunity	<ul style="list-style-type: none"> ▪ Navigate to Funding Registration: ▪ Click on “Renewal Project Application FY2018” ▪ Click “Yes” and hit the “Back” button when the screen refreshes and indicates you are registered
Step 3: Projects -Create a Project	
Create your Project	<ul style="list-style-type: none"> ▪ Move down to “Projects” in the Left Menu Bar ▪ Select “Renewal Project Application 2018” from the funding opportunity dropdown menu. ▪ Click on + icon on the far-left side: The “Create a Project” Screen will appear. Enter the Applicant Project Name as it should appear. ▪ Move to the Import Data From line. Use the Arrow to find your FY 2017 grant and click on it to bring forward your previous application information. Will save you massive time!!! ▪ NOTE!!!! Review imported data carefully to ensure accuracy.
Step Four: Select “Submissions” to Access the Application	
Part 1: Form SF 424	<ul style="list-style-type: none"> ▪ Navigate to “Submissions” in left menu bar. Then search for “Renewal Project Application FY2018”. Open it! <p>There are 8 Parts to the Project Application:</p> <ul style="list-style-type: none"> ▪ Part 1 SF-424 must be completed in its entirety before the rest of the application will appear! ▪ Information from the Applicant Profile will partially populate the SF-424. Confirm prepopulated information! If not correct, you must return to the applicant profile to make corrections <p>Of Note:</p> <ul style="list-style-type: none"> ▪ SF 424 Section 1A Application Type Q5b: HUD is only requesting verification of the project’s 6-digit PIN. Pin # is the first 6 digits of your HUD grant number. NOTE: Verify your PIN by checking a check box in Q5b to confirm! ▪ SF 424 Section 1D Congressional District Screen-Q17: a project must have a proposed start / end date for your proposed project eg., you are applying for 2018-2019 funding. <p>NOTE: For FY 2018 NOFA == start and end dates must be 2019-2020.</p>

<p>Part 1 SF 424 (Continued)</p> <ul style="list-style-type: none"> • Form 50070 Certification of a Drug-Free Workplace • SF-LLL Disclosure of Lobbying Activities • Form 2880 Applicant Recipient Disclosure 	<p>These forms are now embedded in the SF 424 in esnaps and must be “completed” for each CoC Program project application.</p> <ul style="list-style-type: none"> ▪ HUD 50070 – “I agree” is checked. “ ▪ SF-LLL – Select yes /no to reveal additional questions. “True and Correct” is checked ▪ Form 2880 – information is prepopulated from applicant profile-Review for accuracy—Any incorrect information must be corrected in Applicant Profile. “I agree” is checked <p>REMEMBER you will NOT have access to your renewal application until these forms are complete and all boxes checked</p>
<p>Noteworthy In FY 2018</p>	<p>HUD is making it easier to submit a renewal application!</p> <p>Applicants can now submit their applications with little to no change from the previous grant application. When you first access to you project application, it will be in a “<u>Read-Only</u>” format. Please review your information carefully!</p> <ul style="list-style-type: none"> ▪ Part 3B Project Descriptions asks questions about “Housing First”. This section MUST be edited and HUD left one of the Check boxes blank in question 3.c that must be checked to be considered HOUSING FIRST. See below: ▪ Part 6 Budget Information: If you received an FMR bump with your FY 2017 HUD Award you will need to update Match to account for the increase. 6D. Sources of Match: Enter your updated FY 2017 CoC Program Grant 25% Match information. NOTE: CoC Policy Update allows the use of program income as match. NOTE:--There is a yes /no question in 6D related to using program income as match. If yes is selected, new questions will show. ▪ <u>Part 7 Attachments and Certification</u> 7A. Attachments: Should not be applicable for most projects. 7B. Certification: must certify that the program will comply with applicable laws. Make sure to click the box!!!! ▪ <u>Part 8 Submission Summary</u> Renewal Applicants may select one of two options: <ol style="list-style-type: none"> 1. <u>“Submit Without Changes”</u> to indicate you wish leave Parts 2 through 6 in “READ Only” mode and are not making any changes. 2. <u>“Make Changes”</u> if there is/are updates required (such as 3B Project Description above. A menu of the application screens opens. Check the box(s) by each screen you want to change. Press “save” makes the screen available for edit. <p>NOTE: In general HUD is discouraging applicants from making annual update changes and we also encourage as few changes as possible.</p>

Prepare and Submit your CoC Program Application(s) in pdf.

<p>Complete an CoC Application (Exhibit 2) for each project for which your agency is a direct grantee</p>	<p><i>DO NOT PRESS THE “SUBMIT” BUTTON UNTIL INSTRUCTED BY THE COC staff!!!!</i></p> <ul style="list-style-type: none"> ▪ <i>Applicant must finalize their application(s) in e-snaps and then create a pdf.</i> ▪ <i>Submit the pdf. to the CoC by the deadline below: .</i>
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**PDF of esnaps CoC Program application is due to the CoC
Thursday, August 9, 2018 by 4pm
Submit to: eileen.denham@seattle.gov**

<p>CoC Application Review</p> <p>CoC Review period 8/09/17 to 8/17/18</p>	<ul style="list-style-type: none"> ▪ Once each completed CoC application is received as a pdf., it will be reviewed by Seattle / King County staff. ▪ It may be sent back to you for updating/correction between 8/9/18 and 8/17/17 ▪ With CoC approval you will then be asked to press the “submit button” on the submission summary page.
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DIRECT HUD GRANTEE - 2018 NOFA Info Session 8/1/18