

# CoC Renewal Project Application Detailed Instructions:

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## **FY 2017 CoC Program Competition**



U.S. Department of Housing and Urban Development  
Community Planning and Development  
Office of Special Needs Assistance Programs

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# Detailed Instructions for Completing the FY 2017 Renewal Project Applications

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## Introduction

This document provides supplementary instructions for organizations completing the Fiscal Year (FY) 2017 Continuum of Care (CoC) renewal project application for funding available through the Notice of Funding Availability (NOFA) for the FY 2017 CoC Program Competition. These instructions provide detailed information for each field within the renewal project application to help project applicants unfamiliar with the process to understand each question in the electronic grants management system called *e-snaps*. This guide also provides updates for longtime project applicants regarding application changes for FY 2017. For a technical walkthrough of the new project application in *e-snaps*, with screenshots, refer to the Renewal Project Application Instructional Guide located on the HUD Exchange at: [FY 2017 Continuum of Care \(CoC\) Program Competition: Funding Availability](#) and [CoC Program Competition: e-snaps Resources](#).

**Before reading these detailed instructions**, please remember to review and have ready access to the following documents to ensure that projects are consistent with the FY 2017 CoC Program Competition:

- [FY 2017 CoC Program Competition NOFA](#);
- [CoC Program interim rule \(24 CFR part 578\)](#);
- [McKinney-Vento Act, as amended by the HEARTH Act](#);
- A copy of the CoC's final [FY 2017 Grant Inventory Worksheet \(GIW\)](#) located on the HUD Exchange;
- Local CoC Program policy guidelines for submitting a renewal project application to the CoC, or its designated committee or subcommittee.

The structure of these instructions is designed to mirror the 8 parts of the renewal application listed in Table 1 on the following page:

- Parts 1 and 2 are the same regardless of your project application type;
- The visibility of *e-snaps* screens and questions for Parts 3 through 6 are largely dependent on your particular project type and are separated for each of the six renewal project types: Permanent Supportive Housing (PH-PSH), Rapid Rehousing (PH-RRH), Transitional Housing (TH), Supportive Services Only (SSO)—including SSO Coordinated Entry projects, Safe Havens (SH), and Homeless Management Information Systems (HMIS); and
- Parts 7 and 8 are the same regardless of your project application type.

For questions about your renewal project application and how it is affected by HUD rules, regulations, and policy, first contact your CoC or the CoC's Collaborative Applicant for clarification. When in doubt, submit a question to the HUD Exchange *e-snaps* Ask a Question (AAQ) located at: [www.hudexchange.info/get-assistance/](http://www.hudexchange.info/get-assistance/) and selecting *e-snaps* in response to the field "My question is related to." If another category is selected (e.g., CoC Program) the CoC Program Competition question will be rerouted to the *e-snaps* AAQ desk which will cause a delay in response from HUD. Project applicants can also find additional information regarding the CoC Program on the CoC webpage at [www.hudexchange.info/coc](http://www.hudexchange.info/coc).

## What's New for CoC Program Renewal Projects in FY 2017

- **HUD Forms and Certifications:** HUD added the following forms directly into the project application: HUD-2880: Applicant/Recipient Disclosure/Update Report, HUD-50070: Certification for a Drug Free Workplace, Certification Regarding Lobbying and SF-LLL: Disclosure of Lobbying Activities. To accommodate applicants with more than one project, HUD has also built the HUD-2880 into the project applicant profile so that applicants only need to fill out most of the form's fields once.

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**Project PIN.** This year on Screen 1A, HUD will only be requesting the project PIN, the first 6 digits of the grant number, instead of the complete 16-digit grant number. This will simplify the process for project applicants and dramatically reduce the number of incorrect grant numbers submitted by project applicants each year. The PIN remains the same for each project from year to year (only the end of the full grant number changes every year) and must match the **first 6 characters** of the grant number listed on the CoC's **final FY 2017 GIW**. HUD will then update the full grant number if conditionally awarded. Here are 2 examples of what a PIN looks like in a grant number: CA0205L9T061609 (PIN is CA0205) and AL0099L4C071200 (PIN is AL0099).

- **DedicatedPLUS Project:** A DedicatedPLUS project is a permanent housing-permanent supportive housing (PH-PSH) project where 100 percent of the beds are dedicated to serve a broadened criterion of individuals with disabilities and families in which one adult or child has a disability, including unaccompanied homeless youth. Section V.G.2.4(b) of the NOFA permits renewal PH-PSH projects to change the classification of their project through the project application to be DedicatedPlus. This includes projects where 100 percent of the beds are currently dedicated to individuals and families experiencing chronic homelessness. Project applicants applying for renewal PSH projects will be required to select “**DedicatedPLUS**,” “**100% Dedicated**” or “**NA**” on Screen 3C. For further information, refer to pages 21-23 of this guide and the FY 2017 CoC Program NOFA Sections III.A.3.b. and III.A.3.d.;
- “**Submission without Changes.**” Project applicants that have renewed at least once in a previous CoC Program Competition will have the opportunity to bring forward application details from the most recent Competition year and select screens to update or to submit without changes. After the Standard Forms and Certifications are completed in Part 1, project applicants can review the grant’s imported data in a “**Read-Only**” format. If the project applicant does not need to make updates, they can submit the FY 2017 renewal application without any changes, reducing the amount of time for the project applicant to complete the project application and for HUD during its assessment of renewal applications. If the project applicant needs to make changes to the information on one or more screens, they can navigate to the “**Submission Without Changes**” screen and check the box next to each relevant screen title to unlock screens for editing.

HUD has automatically unlocked two screens for PH-PSH project applications and one screen for all other project types that include additional questions that are new in the FY 2017 CoC Program Competition. The new questions must be completed before submitting the project application. In addition, screens 7A and 7B remain open for attachments and certification. Answering the new questions do not affect project applicants from selecting “**Yes**” to the question “**Submission without Changes**”—if project applicants are only making changes to the following two screens.

- **New screen 3C (only visible for PH-PSH projects) for DedicatedPLUS project designation.** Includes a new question for renewal PH-PSH project applicants to indicate “**DedicatedPLUS**,” “**100% Dedicated**” or “**NA**”; and
- **Screen 6D. Sources of Match** includes new questions concerning program income and is visible for all project and component types.

**Note:** When considering making changes to a FY 2017 renewal project application; in general, HUD discourages applicants from making annual updates. The renewal project application is meant to renew projects as they exist at the time of application and is not to be used to request changes that require an amendment. As a time saving method for project applicants and HUD reviewers, HUD expects that a project’s proposed project information will remain the same from year-to-year unless changes are directed by HUD or approved through the grant agreement amendment process.

- **New Expansion Projects:** Project applicants may apply for a new project that intend to expand an existing eligible renewal project that will increase the number of units in the project, allow the recipient to increase the number of units in the project, or allow the recipient to serve additional persons. Eligible component types include PH-PSH, PH-RRH, SSO-CE and HMIS. Project applicants that intend to use a new expansion project to expand an eligible renewal project must provide the eligible renewal grant

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number on Screen 3C and clearly indicate how the new project application will expand units, beds, services, persons served, or in the case of HMIS projects, the current HMIS grant activities for the CoC's geographic area.

Project applicants will still be able to apply for traditional expansion projects that expand an existing effort that is not currently funded by an existing eligible renewal project.

To apply for a new or traditional expansion project, follow the instructions in the new project application guide for the project component that matches the renewal project being expanded. If both the existing renewal project and the new expansion project are conditionally selected for funding, HUD will combine both the renewal and new expansion project during the grant agreement process.

However, if the renewal project is not selected for conditional award, the new expansion project will be rejected. Closely review Section II.B.4. of the FY 2017 CoC Program NOFA for a complete list of requirements concerning new expansion projects.

**Note:** Because expansion grants can only expand projects for which they share a component, applicants may not apply for expansion grants to create a Joint TH and PH-RRH component project. This means, for example, that an applicant that has an existing TH project may not apply for PH-RRH funds to expand the TH project.

- **Budget Details Descriptions and Quantities.** Renewal project applications will no longer list detailed descriptions and quantities for leased structures, supportive services, operating, or HMIS budget line items. HUD expects the details of current grant agreement, or grant agreement as amended budget information will be the baseline amounts for renewal application grant amounts. It is the responsibility of the project application to ensure, if conditionally awarded renewal funds, that funds will only be expended on eligible costs as outlined for each Budget Line Item (BLI) in 24 CFR part 578 which will be verified during a HUD monitoring. Ineligible expenditures for BLIs may result in a HUD finding and repayment.

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### Renewal Project Application Screens in *e-snaps*

In the table below all white cells marked with an “X” indicate the corresponding screen that *can be* accessed depending on the responses provided in the project application. The grey cells indicate that the corresponding screens cannot be accessed by project applicants requesting funding for the associated project type.

**Table 1: Renewal Project Application Screens in *e-snaps***

Screen Title	Renewal					
	PH-PSH	PH-RRH	TH	SSO	HMIS	SH
Before Starting	X	X	X	X	X	X
<b>Part 1 - Forms and Certification</b>						
1A. SF-424 Application Type	X	X	X	X	X	X
1B. SF-424 Legal Applicant	X	X	X	X	X	X
1C. SF-424 Application Details	X	X	X	X	X	X
1D. SF-424 Congressional District(s)	X	X	X	X	X	X
1E. SF-424 Compliance	X	X	X	X	X	X
1F. SF-424 Declaration	X	X	X	X	X	X
1G. HUD-2880	X	X	X	X	X	X
1H. HUD-50070	X	X	X	X	X	X
1I. Certification Regarding Lobbying	X	X	X	X	X	X
1J. SF-LLL	X	X	X	X	X	X
Additional Information	X	X	X	X	X	X
<b>Part 2 - Subrecipient Information</b>						
2A. Subrecipients	X	X	X	X	X	X
2B. Recipient Performance	X	X	X	X	X	X
<b>Part 3 - Project Information</b>						
3A. Project Detail	X	X	X	X	X	X
3B. Description	X	X	X	X	X	X
3C. DedicatedPLUS	X					
<b>Part 4 - Supportive Services for Participants</b>						
4A. Supportive Services for Participants	X	X	X	X		X
4A. HMIS Standards					X	
4B. Housing Type and Location	X	X	X			X
<b>Part 5 - Participants and Outreach</b>						
5A. Households	X	X	X	X		X
5B. Subpopulations	X	X	X	X		X
5C. Outreach	X	X	X	X		X
<b>Part 6 - Budget Information</b>						
6A. Funding Request	X	X	X	X	X	X
6B. Leased Units	X		X			X
6C. Rental Assistance	X	X	X			
6D. Sources of Match	X	X	X	X	X	X
6E. Summary Budget	X	X	X	X	X	X
<b>Part 7 - Attachments and Certification</b>						
7A. Attachments	X	X	X	X	X	X
CoC Rejection Letter	X	X	X	X	X	X
Con Plan Cert	X	X	X	X	X	X
7B. Certification	X	X	X	X	X	X
<b>Part 8 - Submission Summary</b>						
8A. Notice of Intent to Appeal	X	X	X	X	X	X
8B. Submission Summary	X	X	X	X	X	X

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### All Projects–Part 1: HUD Forms and Certifications

HUD requires CoC Program project applicants to submit several forms in the FY 2017 CoC Program Competition in addition to the SF-424 in Part 1 of the project application. Project applicants must complete all Part 1 forms before Parts 2 through 7 will be visible. Incomplete Part 1 application screens will be highlighted on the “8B. Submission Summary” screen.

Most of the information in Part 1 will automatically populate from the Project Applicant Profile. The fields on Part 1 screens that require project applicant input, are identified with an asterisk (\*). All other fields, including those in white or shaded in gray, are not available for edit and are either not applicable to the renewal project application, standard for all project applications, or populated with information from the Project Applicant Profile or from other *e-snaps* data. It is the project applicant’s responsibility to review populated information and ensure accuracy. Refer to the Updating Project Applicant Profile Instructions in the box below or Project Applicant Profile Instructional Guide available at: <https://www.hudexchange.info/resource/2958/instructions-for-updating-the-project-applicant-profile/>.

Part 1 of the project application includes the following:

**SF-424: Application for Federal Assistance;** Screens 1A-1F

**HUD-2880: Applicant/Recipient Disclosure/Update Report;** Screen 1G. Project applicants will enter data for this form in Project Applicant Profile and the remaining fields will automatically populate with information from other screens within the project application. Once a HUD-2880 is completed in the Project Applicant Profile, this information will populate all the project applicant’s e-snaps applications, easing the burden for project applicants with multiple project applications.

**HUD-50070: Certification for a Drug Free Workplace;** Screen 1H


**Certification Regarding Lobbying;** Screen 1I.

**SF-LLL: Disclosure of Lobbying Activities;** Screen 1J

**Project applicants must update their Project Applicant Profile, including the HUD-2880, prior to beginning Part 1 of the application(s).**

Parts 2 through 7 of the Project Application are not visible until all mandatory fields in all Part 1 forms are completed.

#### Updating Project Applicant Profile Instructions (Link to full instructions is above.)

- To update your Project Applicant Profile, log into *e-snaps* and click on "**Applicants**" in the left menu of the *e-snaps* main screen. If project applicants are already "**within**" a project application from the "**Submissions**" link **project applicants must first EXIT** the application by clicking on "**Back to Submissions List.**" Then use the "**Applicants**" link in the left menu as noted above.
- After "**Applicants**" is open, click on the folder  icon under "**Open.**" The main applicant profile screen list will appear in the left menu.
- Begin by opening up the forms for editing by clicking on "**6. Submission Summary**" from the left menu and then on the "**Edit**" button toward the bottom of the screen. Once in edit mode, the entire Profile can be updated, including the new HUD-2880 screen.
- After project applicants have completed all updates and screens have been "**Saved,**" return to "**6. Submission Summary**" and click the "**Complete**" button toward the bottom of the screen.
- Next, click on "**Back to Applicants List**" in the left menu, then click on "**Submissions**" in the left menu of the *e-snaps* main screen to open a project application. The updated profile information should now appear in all Part 1 forms. If information is not showing as updated, most likely one of the steps above was not completed correctly.



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### SF-424: Application for Federal Assistance; Screens 1A-1F

#### Screen 1A. SF-424 Application Type

Only field 5b and the checkbox that follows it on Screen 1A are editable. No other fields can be edited.

1. **Type of Submission.** No action required; the field cannot be changed.
2. **Type of Application.** This field should indicate “**Renewal.**” When the project applicant selected a funding opportunity before opening the application, they determined if the project application they are completing is: Renewal, New, CoC planning, or UFA Costs. If the field does not indicate “**Renewal,**” return to the *e-snaps* Funding Opportunity screen and create a project application using the funding opportunity for “**Renewal**” project.
3. **Date Received.** No action required. This field is not available for edit and automatically populates with the current date. The date that the project applicant clicks “submit” on Screen 8B will be the final date captured in *e-snaps*.
4. **Applicant Identifier.** Not applicable; leave this field blank.
- 5a **Federal Entity Identifier.** No action required; leave this field blank.
- 5b **Federal Award Identifier.** Enter the **correct** expiring grant number PIN in this field.

**New in FY 2017 CoC Program Competition, Project applicants must only submit the first 6 characters (project PIN) of their grant number in this field.** If “bringing forward” data from a previous grant year, the field will automatically update with the PIN instead of the complete 15-digit grant number. If not “bringing forward” *e-snaps* data from a previous grant year, the field will be blank and must be completed by entering only the 6-character PIN for the project applicants are applying to renew.

The PIN remains the same for each project from year to year and must match the **first 6 characters of the grant number** listed on the **final FY 2017 GIW**. To simplify the process for renewal applicants, HUD will update the full grant number if selected for conditional award. Here are 2 examples of what a PIN looks like in a grant number: CA0205L9T061609 (PIN is CA0205) and AL0099L4C071200 (PIN is AL0099).

**Failure to enter the correct PIN may significantly delay the HUD review and if selected for conditional award, the released of funds for the project.**

**Check to confirm that the Federal Award Identifier has been updated to reflect the correct PIN.** This is a critical confirmation! If project applicants have any questions about your expiring grant number or PIN, please confirm from the final FY 2017 GIW posted on the HUD Exchange or contact your HUD CPD Representative. Once project applicants have confirmed the PIN entered into field 5b. is correct click the checkbox. This is a required field.

6. **Date Received by State.** No action required.
7. **State Application Identifier.** No action required.

#### Screen 1B. SF-424 Legal Applicant

All fields on Screen 1B populate from the *e-snaps* Project Applicant Profile. Project applicants cannot modify the populated data. Project applicants may exit and return to the Project Applicant Profile to correct errors identified in a review of Screen 1B.

8. **Applicant.** Ensure the accuracy of the organization’s legal name, address, and contact person. The legal name must match the name on the organization’s articles of incorporation or other legal governing authority. Surrogate names, abbreviations, or acronyms should not be listed. The applicant **must also be** the recipient of record for the grant requesting renewal and **must not be** a new organization that plans to take over the responsibilities of the grant upon renewal. If the applicant listed is not the recipient of record, the project application request will be rejected.



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**Note:** HUD will contact the person listed in field “F” regarding curable deficiencies or other matters concerning the project application. This information is pulled from the “**Alternate Contact**” listed on the Project Applicant Profile. It is best for the designated contact person to be the person most knowledgeable about the application. This may be, for example, the program manager, financial analyst, or grant writer. This may or may not be the organization’s authorized representative; however, HUD recommends a second contact person so multiple contacts are available.

### Screen 1C. SF-424 Application Details

All items on Screen 1C populate from the Project Applicant Profile or with a set value and cannot be edited on this screen. To make changes update the Project Applicant Profile.

9. **Type of Applicant.** No action required. This field will identify how the project applicant is legally organized and populates from the organization type selected in the *e-snaps* Project Applicant Profile. **Only eligible project applicants will be considered for funding consideration which include, nonprofits, state and local governments, and instrumentalities of state or local government.**
10. **Name of Federal Agency.** No action required.
11. **Catalog of Federal Domestic Assistance (CFDA) Title.** No action required. The CFDA title refers to the specific HUD program under which assistance is requested. The CoC Program, CFDA Number is 14.267.
12. **Funding Opportunity Number.** No action required.
  - **Funding Opportunity Title.** No action required.
13. **Competition Identification Number.** Not applicable.
  - **Competition Identification Title.** Not applicable.

### Screen 1D. SF-424 Congressional Districts

Some of the items on Screen 1D are required, some are optional, and others are populated and cannot be edited.

14. **Area(s) affected by the project (State(s) only).** Indicate the state(s) in which the proposed project will operate and serve homeless persons. Note that the state(s) selected will determine the geographic areas available on Screen 4B. Housing Type and Location, for PH, TH, and SH projects.
15. **Descriptive Title of Applicant’s Project.** No action required. This field populates with the name entered when the project applicant created the project from the “Projects” form in *e-snaps*. To change the name, leave the application, go back to the “Projects” form, identify the correct project on the list of projects, open the project and edit the name. Once the application is reopened from the “Submissions” form, the new project name will appear.
16. **Congressional District(s).** Indicate the congressional district(s) in which the proposed project is operating. HUD uses the district(s) selected here to report certain project data and award amounts to members of Congress. The following website can assist with locating the correct congressional districts: [www.nationalatlas.gov/printable/congress.html](http://www.nationalatlas.gov/printable/congress.html).
  - 16a. **Applicant.** No action required and this field cannot be edited. The congressional district(s) in which the project applicant operates populates on this screen from the Project Applicant Profile.
  - 16b. **Project.** Identify the congressional district(s) in which the project is operating. For first-time renewal project applications that have not yet begun operations, identify the district(s) in which the proposed project is expected to operate.
17. **Proposed project.** Provide the start and end dates for the proposed project’s upcoming operating year. Official operating dates are recorded in HUD’s electronic Line of Credit Control System (eLOCCS). Established renewal projects must use the start and end dates corresponding to the current dates in the grant agreement and eLOCCS. First-time renewal projects that have yet to begin operations should indicate the expected operating start date and end date. The operating end date must be in Calendar

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Year (CY) 2018 (between January 1, 2018 and December 31, 2018), and the operating start date must be the first day of the month.

- 18. Estimate funding (\$).** No action required. The requested funding amounts must be identified in Part 6 of the application.

### Screen 1E. SF-424 Compliance

Project applicants must complete the fields on Screen 1E. Project applicants that were previously awarded renewal funding and have imported the most recent application data from within e-snaps must review the information and update as needed.

- 19. Executive Order 12372.** Project applications submitted in the CoC Program Competition are subject to the provisions of Executive Order (EO) 12372, which allows States the option to review applications for projects operating within their States and requesting assistance under certain Federal programs. For a list of states that have chosen to review applications, along with State Points of Contact (SPOC) visit [http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc).

For projects proposing to serve persons in more than one state, the project applicant should contact the SPOC of each affected state as early as possible to alert them to the application and receive any necessary instructions on the State process used under this EO. Project applicants should allow time for the State's review process to occur prior to submitting their funding application. In cases where the SPOC has not reviewed an application prior to the application submission deadline, project applicants should submit the application to meet the application deadline.

On Screen 1E, select "a" or "b" to indicate whether the application has been selected for review by the state(s) in which the project operates (or will operate). If "a," indicate the date on which the application was made available to the State(s). Option "c" is a standard SF-424 option but is not an appropriate selection for applications submitted under the CoC Program competition.

- 20. Delinquent debt.** On Screen 1E, select "Yes" or "No" to indicate whether the project applicant owes debt to any Federal agency. It is HUD's policy, consistent with 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that project applicants with an outstanding Federal debt will not be eligible to receive HUD funds, unless: (1) a negotiated repayment schedule is established and the repayment schedule is not delinquent, or (2) other arrangements satisfactory to HUD are made prior to the award of funds by HUD. The explanation of any debt owed and the repayment arrangements must be provided on Screen 1E. If arrangements satisfactory to HUD cannot be completed within 90 days of notification of the conditional award, HUD will rescind the conditional award with a project applicant.

### Screen 1F. SF-424 Declaration

Screen 1F must identify the person authorized to act for the project applicant organization and to assume the obligations imposed by the Federal laws, program regulations, NOFA requirements, and conditions for a grant or grant application, including the applicable Federal regulations. All fields populate from the Authorized Representative listed in the Project Applicant Profile and cannot be edited on this screen. However, project applicants may update the Project Applicant Profile at any time to correct errors.

**On Screen 1F, project applicants must click the checkbox next to the "I agree" statement.** By checking the box, the project applicant agrees to be bound by all terms and conditions associated with the funding request, and certifies that data and content in the application (including all attachments) are true and correct.

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### HUD-2880: Applicant/Recipient Disclosure/Update Report; Screen 1G

All project applicants applying for HUD competitive assistance must submit a HUD-2880. The HUD-2880 resides in the Project Applicant Profile **and** as a “read only copy” within each project application on Screen 1G. Project applicants can update inaccurate information appearing on Screen 1G in the Project Applicant Profile, then update each portion of your Profile as needed.

**Note:** If project applicants are seeing inaccurate information in the form on Screen 1G be sure to follow the “within” application instructions above.

#### **Applicant/Recipient Disclosure/Update Report form HUD-2880 for CoC Program project applicants**

- 1. Applicant/Recipient Name, Address, and Phone.** No action required. This information populates from the “Authorized Representative” screen of the Project Applicant Profile. Update the “Authorized Representative” Screen in the Project Applicant Profile to correct this information, as needed.
- 2. Employer ID Number (EIN).** No action required. This information populates from the “Authorized Representative” Screen of the Project Applicant Profile. Update the “Authorized Representative” screen in the Project Applicant Profile to correct this information, as needed.
- 3. HUD Program.** No action required. This information populates with “Continuum of Care Program” and cannot be edited.
- 4. Amount of HUD Assistance Requested/Received.** No action required. This field remains blank at the Project Applicant Profile level and populates within the application with the total requested amount from the application’s “Summary Budget” Screen for each individual application. Once the Summary Budget total is accurate upon submission, this amount will also be accurate.
- 5. State the name and location (street address, City and State) of the project or activity.** No action required. This field populates with the following message; “Refer to project name, addresses and grant number entered into the attached project application.” The information this message refers to is located on the project application screen 1B. SF-424 Legal Applicant, 3A. Project Detail and 4B. Housing Type and Location.

**Part I. Threshold Determinations–Project Applicants Only.** Part I provides information to help the project applicants determine whether the remainder of the form must be completed.

- 1. Are you applying for assistance for a specific project or activity?** No action required. This information Populates with “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. Within the Project Applicant Profile, select “Yes” if the combined total amount of all your agencies annual CoC Program project applications are more than \$200,000. Select “No” if the combined total amount of all your agencies annual CoC project applications are \$200,000 or less. If the answer is “No,” Part II and Part III of the form will not appear and the form can be submitted after the “I agree” checkbox is selected. If “Yes” is selected Part II and Part III of the form will appear and must be completed. The form can then be submitted after the “I agree” checkbox is selected. This field will be read only within each project application.**

#### **Certification**

The “I agree” certification will appear at the bottom of the screen within the Project Applicant Profile and within the HUD-2880 form of each project application. Project applicants must certify in both locations that the information provided is true and complete.

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Parts II and III can only be completed in the Project Applicant Profile and will populate as read only text in each project application. The following are the HUD standard instructions for completing Parts II and III.

### Part II. Other Government Assistance and Expected Sources and Uses of Funds.

**A. Other Government Assistance.** This Part is to be completed by both applicants and recipients for assistance. Project applicants and recipients must report any other government assistance involved in the project (grant). "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the CoC Program project application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project (grant) for which the assistance is sought. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

**B. Non-Government Assistance.** Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds—both from HUD and any other source—that have been or are to be, made available for the project (grant). Non-government sources of funds typically include (but are not limited to) foundations and private contributors.

The following information must be provided in the *e-snaps* columns provided. If additional rows are needed, please use the "**Other Attachments**" screen of the project applicant profile to attach additional documentation.

- 1. Department/Local Agency Name and Address.** Enter the name and address, city, State, and zip code of the government agency making the assistance available.
- 2. Type of Assistance:** (e.g., loan, grant, loan insurance, tax credits).
- 3. Amount Requested/Provided:** Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).
- 4. Expected Uses of the Funds:** Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.

### Part III. Interested Parties.

This Part is to be completed by both project applicants and recipients filing update reports. Project applicants must provide information on:

1. all developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity; and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

**Note:** A financial interest means any financial involvement in the project or activity including, but not limited to, situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided:

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1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
2. Entry of the Social Security Number (SSN) or Employee Identification Number (EIN), as appropriate, for each person listed is optional.
3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

Note that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF-424A, and on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional information required. Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

### HUD-50070: Certification of a Drug Free Workplace; Screen 1H

The HUD-50070 populates with agency information from the Project Applicant Profile and relevant data from the FY 2017 project application. **Project applicants must read and certify by checking the box toward the bottom of the screen.** Be sure that the Authorized Representative information is accurate. If any information on this form needs to be updated see “**Updating Project Applicant Profile Instructions**” above. For further clarification or questions concerning the HUD-50070 please review the full form instructions: <https://portal.hud.gov/hudportal/documents/huddoc?id=50070.pdf>

### Certification Regarding Lobbying; Screen 1I

New for the CoC Program Competition in FY 2017, all federal agencies are required by 2 CFR part 200 to have project applicants submit the Certification Regarding Lobbying form. This form populates with agency information from the Project Applicant Profile and relevant data from the FY 2017 project application. The form helps to clarify which agencies must answer “**Yes**” on the SF-LLL: Disclosure of Lobbying Activities form. **Project applicants must read and certify by checking the box toward the bottom of the screen.** Be sure that the Authorized Representative information is accurate. If any information on this form needs to be updated see “**Updating Project Applicant Profile Instructions**” above.

### SF-LLL: Disclosure of Lobbying Activities; Screen 1J

The SF-LLL populates with agency information from the Project Applicant Profile and relevant data from the FY 2017 project application. The requirement related to lobbying as explained in the SF-LLL instructions states: “The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action.” For further clarification or questions on the SF-LLL see the full form instructions available at: [www.hudexchange.info/resource/308/hud-form-sflll/](http://www.hudexchange.info/resource/308/hud-form-sflll/)

**Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying a federal administration or congress) in connection with the CoC Program?** Answer “**No**” if your agency and subrecipient(s) are **not engaged** in lobbying associated with the CoC Program. Answer “**Yes**” if your agency or subrecipient(s) **is engaged** in lobbying and answer the questions as they appear on the screen. Project applicants must read, certify and sign by checking the box toward the bottom of the screen (the check box will not appear until project applicants answer the question above). Be sure the Authorized Representative information is accurate. If any information on this form needs to be updated see “**Updating Project Applicant Profile Instructions**” above.

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**Parts 2 through 7 of the application will remain hidden in *e-snaps* until all the required information in Part 1 is completed and saved. In addition, all checkboxes certifying signed forms must be selected or the project applicant will not be able to proceed with the remainder of the application.**

### **Additional Information Screen in *e-snaps***

Now that you have completed Part 1 of the application, please review Parts 2-7, which are in Read Only mode. Screen 3C, which is mandatory for all PH-PSH projects and screens 6D, 7A and 7B which are mandatory for all projects will be editable and must be answered prior to submission.

Once you are done reviewing, you will be guided to a "**Submissions without Changes**" screen. At this screen if you decide no edits or updates are required to any screens other than the mandatory questions for 3C and/or 6D, 7A and 7B, you are allowed to submit the application without ever needing to edit the rest of the application. However, if you determine that changes need to be made to the application, we have given you the ability to open up individual screens for edit, instead of the entire application.

Once you select the screens you want to edit via checkboxes, you will click "**Save**", and those screens will be available for edit. An important reminder, once you make those selections and click "**Save**", you cannot uncheck those boxes. You are allowed to select additional boxes even after saving your initial selections. Again, you must click "**Save**" for those newly selected screens to be available for edit.

If your project is a *First-Time Renewal*, your project will not be able to utilize the "**Submit Without Changes**" function. The Submissions Without Changes page will be automatically set to "**Make Changes**" and you will be required to input data into the application for all required fields relevant to the component type.

## All Projects - Part 2: Subrecipient and Recipient Information and Experience




To ensure that CoC Program funds are being used in an efficient and effective manner, HUD must confirm that the organizations responsible for implementing awarded projects have adequate experience and past performance. Part 2 requires project applicants to enter general information concerning the organization(s) it plans to designate as subrecipient(s) and to describe performance related to grant and financial management. Project applicants are not required to fill out this screen if there are no subrecipients.

### **Screen 2A. Subrecipient(s)**

Screen 2A allows project applicants to list the subrecipient(s) they propose to carry out certain project functions and must be completed for each subrecipient. For more information on the use of subrecipients and the difference between a subrecipient and a contractor, review the definition at 24 CFR 578.3, recipient responsibilities at 24 CFR 578.23(c)(4)(11), and the following document at:

[www.hudexchange.info/resources/documents/SNAPS-Shots-Using-Contractors-in-ESG-and-CoC-Programs.pdf](http://www.hudexchange.info/resources/documents/SNAPS-Shots-Using-Contractors-in-ESG-and-CoC-Programs.pdf)

One of the general requirements of a subrecipient is to designate a contact person who has the authority to act on its behalf as it relates to carrying out the actions contracted by the project applicant. This information must be completed for all project application submissions, and Screen 2A must capture all subrecipient organizations and their designated contact persons. Project applicants are not required to fill out this screen if there are no subrecipients.

Click the add  icon to enter subrecipient information on the 2A Subrecipient Detailed screen(s). The primary "**Subrecipient**" screen will compile a list of all subrecipients entered into the detailed screen and automatically aggregate the total expected sub-award. Click the view  icon to review and update (if necessary) the subrecipient's information. To delete a subrecipient listed on Screen 2A that is no longer participating in the grant, select the delete  icon.

**Note:** Project applicants must attach nonprofit documentation on Screen 7A for all private nonprofit subrecipients included on this screen.



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### Screen 2B. Recipient Performance

Per 24 CFR part 578 and the FY 2017 CoC Program Competition NOFA project applicants must indicate if they meet the following four benchmarks for grant and financial management:

1. On-time APR submission;
2. Resolved HUD monitoring findings, or  
OIG Audits, if applicable;
3. Maintaining quarterly drawdowns; and
4. The full expenditure of awarded funds.

The following questions are designed to inform HUD of the recipient's performance related to these four statutory and regulatory requirements and to provide the recipient with an opportunity to explain their inability to meet the related standards. HUD Headquarters will verify the responses to these questions with the local HUD CPD field offices.

- 1. Has the recipient successfully submitted the APR on time for the most recently expired grant term related to this renewal project request?** APRs are due within 90 days after the grant term expires. Select "Yes" to indicate that an APR has been submitted for the grant term that has most recently expired (for some grants this will be the FY 2016 renewal, for others the FY 2015). Select "No" to indicate that an APR has not been submitted for the grant term that has most recently expired or if this is a first-time renewal for which the original grant term has not yet expired.
  - a. Explain why the APR for the most recently expired grant term related to this renewal project request has not been submitted.** If project applicants selected "No" above, provide a brief explanation for why the APR was not submitted on time. For first-time renewals for which the original grant term has not yet expired, select "No" and indicate, "First-time renewal and grant term has not yet expired" and provide the date by which the APR must be submitted.
- 2. Does the recipient have any unresolved HUD Monitoring and/or OIG Audit findings concerning any previous grant term related to this renewal project request?** Select "Yes" if there are any unresolved HUD Monitoring or OIG Audit findings, regardless of the funding year of the project for which they were originally identified. Select "No" if there are no unresolved HUD Monitoring or OIG Audit findings.
  - a. Date HUD or OIG issued the oldest unresolved finding(s):** If project applicants selected "Yes" above, use the calendar icon to select the date that the oldest unresolved finding was issued.
  - b. Explain why the finding(s) remains unresolved:** If project applicants selected "Yes" above, provide a brief explanation for why the monitoring or audit finding remains unresolved and the steps that have been taken towards resolution (e.g., responded to the HUD letter, but no final determination received).
- 3. Has the recipient maintained consistent Quarterly Drawdowns for the most recent grant term related to this renewal project request?** CoC Program recipients must draw funds at least quarterly. Select "Yes" to indicate that the recipient has maintained quarterly drawdowns for the most recent relevant grant term. Select "No" to indicate that the recipient has not maintained consistent quarterly drawdowns for the most recent relevant grant term, or if this is a first-time renewal for which less than one quarter has passed.
  - a. Explain why the recipient has not maintained consistent Quarterly Drawdowns for the most recent grant terms related to this renewal project request.** If project applicants selected "No" above, provide a brief explanation for why quarterly drawdowns have not been maintained. Delays in draws due to a late HUD funding announcement and receipt of renewal grant agreement may be included in such an explanation.
- 4. Have any funds been recaptured by HUD for the most recently expired grant term related to this renewal project request?** Select "Yes" to indicate that funds have been recaptured, meaning that not all awarded funds were expended during the previous completed grant term. Select "No" to indicate



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that no funds were recaptured or if this is a first-time renewal for which the original grant term has not yet expired.

- a. **Explain the circumstances that led HUD to recapture funds from the most recently expired grant term related to this renewal project request:** If project applicants selected “Yes” above, provide a brief explanation for why the total awarded funds were not expended and were recaptured.

### All Projects - Part 3 through Part 6: Project Types

Detailed instructions for Part 3 through Part 6 are separated by project type (PH-PSH, PH-RRH, TH, SH, SSO, HMIS) and presented individually later in this guide, except for the [“Submission without Changes”](#) screen described below.

The project type for your renewal project application was established by your previous grant agreement as recorded on the final FY 2017 GIW or as amended. The project type selected in Part 3 should match the final GIW and will determine which screens, fields, and selection options are available for project applicants to complete throughout the application.

HUD expects project applicants to demonstrate compliance in the project application with the requirements for whichever project type identified. Regardless of whether information automatically populates the application, all project applicants will be responsible for submitting a project application with the most accurate project information according to the most recent grant agreement, or grant agreement amendment, and should match the CoC’s final FY 2017 GIW. An acceptable deviation from the information listed on the final FY 2017 GIW is when a project budget is reduced due to reallocation.

First-time renewal S+C projects must select PH as a component type on Screen 3A and complete the rental assistance questions on Screen 3B. They must also select “PSH” to the question concerning PSH/RRH project type on Screen 3B, indicating that they will continue to provide Permanent Supportive Housing. These selections should be consistent with the CoC’s final FY 2017 GIW. If they are not, contact your CoC for clarification.

In the project application, HUD uses the terms coordinated entry and coordinated entry process instead of centralized or coordinated assessment system to help avoid the implication that CoCs must centralize the assessment process, and is the general term used by other organizations and programs across the country. For requirements concerning coordinate entry refer to [CPD-17-01: Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System](#)

Click on the following links to review the detailed instructions for the appropriate component type:

- [PH-PSH: Permanent Supportive Housing](#)
- [PH-RRH: Rapid Rehousing](#)
- [TH: Transitional Housing](#)
- [SSO: Supportive Services Only](#)
- [SH: Safe Haven](#)
- [HMIS: Homeless Management Information Systems](#)

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### All Projects – Submission without Change

For those project applicants that brought forward information from a previous year's application, this screen allows project applicants to unlock and make changes to information on screens in Parts 3 through 6 or choose to submit without changes if all the imported data is accurate.

**Note:** Only projects that have been renewed at least once can bring forward a previous year's application.

- 1. Are the requested renewal funds reduced from the previous award as a result of reallocation?** All project applicants must select “Yes” or “No” to indicate whether the renewal project application is reduced through the reallocation process. Project applicants should contact their CoC's Collaborative Applicant immediately if they are unsure. If project applicants select “Yes,” then Question 2 will automatically be set to “**Make Changes**” so that project applicants can update the project details to reflect the reduction due to reallocation.
- 2. Do you wish to submit this application without making changes?** Select “**Submit without Changes**” to leave Parts 2 through 6 of the application in read only mode. This indicates to HUD that project applicants have not made changes and are requesting to renew your project per the project details as brought forward from your prior approved renewal grant agreement (or amendment agreement) into your 2017 application. For projects that did not import a previous year's application data, this question will automatically be set to “**Make Changes.**”

**Note:** Screens 3C (for PSH only) and 6D contain fields that were not included in previous applications and so are automatically checked and must be edited. In addition, 7A and 7B are checked to remain open for attachments and certification. Changes to these four screens do not affect your ability to select “**Submit without Changes.**”

- 3. Specify which screens require changes by clicking the checkbox next to the name and then click the “Save” button:** The screen has a list that includes all of the screens available to your project type in Parts 3 through 6. Select the checkboxes next each screen project applicants intend to make changes. Once project applicants click “**Save,**” the project information fields on the selected screen(s) will be available for edit.

**Note:** Once project applicants have clicked a checkbox and saved the screen, the checked box will become read-only and cannot be unchecked. Only check boxes next to screens that project applicants are certain require changes, as unlocking screens that will not change may cause significant delays in HUD's project application assessment process. Project applicants will then be asked to provide a brief description of the changes made on each screen. If project applicants checked a box in error, submit the application without making changes to information on that screen and explain in the following text box that the box was checked in error. First-time renewals and other projects that did not import a previous year's application data should explain this in the following text box.

- \* **The project 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):** Note each of the changes that project applicants will make to project application information, including the screen name, field name, and a few details about what project applicants have changed and why. HUD will not assess response format or grammar, and project applicants may use short hand or bulleted notation. If project applicants checked a box in error and did not actually make any changes, explain this in the text box.

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### All Projects - Part 7: Attachments and Certification

Part 7 is available in all project applications and allows project applicants to upload attachments. The types of attachments visible to project applicants will be the same for all project types, however additional attachment screen will be visible for project applicants that are appealing a CoC's decision to reject the project as indicated on question 3 Screen 3A, or submitting the application with "No CoC" selected on question 2a on Screen 3A.

#### Screen 7A. Attachments

Screen 7A includes three links that allow project applicants to upload and attach supplementary information to the project application. Uploading an attachment to this screen is optional, and *e-snaps* will allow the applicant to submit the project application without attaching supplementary documentation. However, some applicants must attach documentation based on their unique project details in order to be considered for funding.

The first link is designated specifically for applicants to upload Subrecipient Nonprofit Documentation. Project applicants must attach appropriate documentation for each private nonprofit subrecipient organization identified on Screen 2A by the organization types "M. Nonprofit with 501(c)(3)" or "N. Nonprofit without 501(c)(3)." Project applicants are not required to upload documentation if the project does not include private nonprofit organizations as subrecipients.

Private nonprofit status is documented by submitting either: (1) a copy of the Internal Revenue Service (IRS) ruling providing tax-exempt status under Section 501(c)(3) of the IRS Code (preferred); or (2) a certification from a licensed CPA that the organization meets each component of the definition of a private nonprofit organization as defined by 24 CFR 578.3.

The second and third links on Screen 7A labeled "Other Attachment(s)" are available for any additional supporting documentation.

**Note:** If applications include third-party In-Kind match on Screen 6D a separate 7A attachment screen will appear that should be used to attach MOU(s) documentation that confirms the in-kind match commitment. If the MOU documentation is not available at application submission, it will be a condition for grant execution, if HUD conditionally awards the project.

#### CoC Rejection Letter

For project applicants submitting a Solo Applicant appeal, the CoC Rejection Letter is an additional attachment screen that allows project applicants to upload the rejection letter (also called the notification of rejection) that they received from the CoC indicating that their project would not be submitted to HUD for funding consideration. This field is visible and required only for project applicants who select "Appeal" on Screen 3A – meaning an eligible project applicant that believes they were denied the opportunity to participate in the local CoC planning process in a reasonable manner and were rejected or reallocated by the CoC may appeal the rejection directly to HUD by submitting a Solo Applicant project application prior to the application deadline of 8:00 p.m. eastern time on September 28, 2017. If the project applicant has not received a rejection letter from the CoC, the project applicant should submit a document affirming that no such letter was received. For more information concerning the rejection letter and the project application appeals process, review Sections II.B.9, VI.C.4. and X. of the FY 2017 CoC Program Competition NOFA and 24 CFR 578.35.

#### "No CoC" Consolidated Plan Certification

This screen is visible and required only for project applicants who select "No CoC" on Screen 3A. It is an additional attachment screen that allows project applicants with "No CoC" to upload a Certification of Consistency with the Consolidated Plan (HUD-2991) obtained from the state or local official with jurisdiction over the geographical area in which the proposed project will be located.

#### Screen 7B. Certification

Screen 7B is populated with the project applicant organization and the information for its authorized representative. A date must be selected to complete the certification. If the project applicant is a Public Housing Authority (PHA), the PHA number must also be provided here. By completing the certification, the Authorized Representative agrees to the terms and conditions provided on the screen, on behalf of the project

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applicant organization. Project applicants must complete the certification in order to submit the project application.

### All Projects – Part 8: Submission Summary

Part 8 includes two screens, Screen 8A “**Notice of Intent to Appeal**,” and Screen 8B “**Submission Summary**.” Screen 8A will only be visible if the project applicant selects “Appeal” on Screen 3A to apply as a Solo Applicant. Screen 8B provides a summary of the project application and is visible to all project applicants.

#### Screen 8A. Notice of Intent to Appeal

Screen 8A is only visible to project applicants who select “**Appeal**” on Screen 3A; meaning, an eligible project applicant that believes they were denied the opportunity to participate in the local CoC planning process in a reasonable manner and were rejected or reallocated by the CoC. Solo Applicants may appeal directly to HUD by submitting a “Notice of Intent to Appeal” and a project application—prior to the application deadline of 8:00 p.m. eastern time on September 28, 2017. Selecting “**Appeal**” on Screen 3A provides a Solo Applicant with the ability to submit the Notice of Intent to Appeal directly to HUD in *e-snaps* with their project application. A copy of the Notice of Intent to Appeal must also be provided to the CoC. For more information concerning the project application appeals process, review Sections II.B.9, VI.C.4. and X. of the FY 2017 CoC Program Competition NOFA and 24 CFR 578.35.

If a Solo Applicant is appealing the rejection of a project application **that was originally submitted by the applicant to the CoC in e-snaps**, the Solo Applicant must recreate the project application in *e-snaps* (and select “**Appeal**” on Screen 3A) to see Screen 8A. Notice of Intent to Appeal.

To expedite the review process, HUD encourages project applicants to attach all relevant documentation to Screen 7A (Attachments)—including a letter demonstrating they were denied the opportunity to participate in the local CoC planning process in a reasonable manner. Additionally, the project applicant should attach a letter from the CoC to the project applicant notifying them of the rejection. If the project applicant did not receive a rejection letter, the project applicant should attach a letter from the project applicant’s organization affirming that no such letter was received.

1. **Check the following box to certify this form as your Notice of Intent to Appeal:** By checking this box, the project applicant is affirming this screen serves as their formal Notice of Intent to submit a Solo Applicant Appeal to HUD.
2. **Was this project application first rejected by the CoC and then submitted OR submitted completely independently of the CoC's process?** Select “**Rejected**” if your application was submitted in *e-snaps* to the CoC and then rejected—question 4a below will appear. Select “**Independent**” if the CoC rejected your application outside of the *e-snaps* process and this is your first submission in *e-snaps*—question 4b below will appear). HUD encourages all project applicants to first submit applications to the CoC in *e-snaps*.
3. **Was the project application submitted within the CoC's established submission deadline?** Select “**Yes**” to indicate the project application was submitted to the CoC before the CoC’s local submission deadline and “**No**” to indicate a submission after the local submission deadline.
- 4a. **Describe the reason(s) provided by the CoC explaining their rejection of the project:** Project applicants appealing a rejected project may use this text box to describe the reason provided by the CoC for the rejection of the project application.
- 4b. **Describe the reason(s) why the application was not submitted in e-snaps with the CoC's consolidated application:** A Solo Applicant for a project may use this text box to explain why the application was first submitted as an appeal in *e-snaps* and not first as a standard submission to the CoC through *e-snaps*.
5. **Describe how the CoC has not permitted reasonable participation in its process:** Use this text box to describe how the CoC prevented reasonable participation in its planning process from the perspective of the project applicant. Provide explanations and timelines as necessary.

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Once completed, this screen will serve as the HUD recognized Notice of Intent to Appeal required by 24 CFR part 578.

### Screen 8B. Submission Summary

Screen 8B provides a summary of the complete and incomplete Project Application screens, as well as screens project applicants are not required to complete to submit the project application. The “**Last Updated**” column provides the status of each screen listed, and the date the screen was completed. After the Project Applicant Profile is completed, all project application screens are completed, and all appropriate attachments are uploaded into *e-snaps*, the project application can be submitted in *e-snaps*. All submitted project applications are routed to the CoC identified on Screen 3A. If “**No CoC**” is selected on Screen 3A, the project will be routed directly to HUD for consideration.

- **Any date (MM/DD/YYYY).** If a date is listed in the “**Last Updated**” column, the screen identified on the same row in the “**Page**” column indicates the date the project applicant completed or revised the screen.
- **No Input Requested.** If “No Input Requested” is listed in the “**Last Updated**” column, there are no mandatory fields on the screen identified in the same row in the “**Page**” column.
- **Please Complete.** If “**Please Complete**” is listed in the “**Last Updated**” column, then the screen identified in the same row in the “**Page**” column has not been completed and there are remaining requirements or errors that must be addressed. Navigate back to that screen and complete the necessary fields. Any field with an asterisk (\*) must be completed before the project application can be submitted. Look for notes and warning messages at the bottom of the “**Submission Summary**” screen for details about relevant fields needing updates.
- **Mandatory.** If “**Yes**” is listed in the “**Mandatory**” column, the project applicant must complete the screen identified in the same row in the “**Page**” to submit the project application in *e-snaps*. If “**No**” is listed in the “**Mandatory**” column– it means *e-snaps* does not mandate items on that screen to submit the project application. However, this does not necessarily mean that the project application is complete. It is important for project applicants to read all instructions carefully to ensure all information required in a project application is complete.

After the application is submitted, use the “**export to PDF**” link to save the application as a PDF or to print a hard-copy of the application. The PDF version of the application serves as a record of submission.

For more information concerning the FY 2017 CoC Program Competition, please visit the links: [FY 2017 Continuum of Care \(CoC\) Program Competition: Funding Availability](#) and [CoC Program Competition: e-snaps Resources](#).

# Permanent Housing – Permanent Supportive Housing (PSH) Renewal Project Applications

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[\[RETURN TO “All Projects - Part 3 through Part 6: Component Types”\]](#)

The following instructions and screens apply to **Permanent Housing (PH)–Permanent Supportive Housing (PSH)** projects only.

## PH-PSH Part 3: Project Information

For PH-PSH projects the component type is “**PH**” on Screen 3A and HUD expects project applicants to provide details of the project’s scope, including the selection of “**PSH**” on Screen 3B in accordance with **PH-PSH** requirements at 24 CFR 578.37.

### PH-PSH Screen 3A. Project Detail

All fields on Screen 3A must be completed for submission of this application.

- 1. Expiring grant PIN number:** This field populates with the grant PIN number from the “**Federal Award Identifier**” field on Screen 1A. This field is read-only; however, project applicants can modify information in Screen 1A to correct errors that appear in Screen 3A.

**Note:** If project applicants do not enter the correct grant PIN number, this could cause significant delays in the conditional award of the project if HUD conditionally selects it for funding. Refer to the final FY 2017 GIW, conditional award letter or executed grant agreement for the expiring grant, or if a recently consolidated grant, the consolidated grant agreement for confirmation. The grant number on the GIW or amendment must match the grant number on the corresponding grant agreement.

- 2a. CoC Number and Name:** Select the CoC number and name from the dropdown menu to which the applicant intends to submit this project application. **Selecting the correct CoC is critical.** The dropdown menu contains all CoCs that successfully registered in the FY 2017 CoC Program Registration process and is listed according to the CoC Number (e.g., NE-502) and CoC Name (e.g., Lincoln County CoC). Based on the selection made in this field, *e-snaps* will send this project application to the CoC selected—once it is complete and submitted—for their review and to go through the local CoC selection process.

**Note:** Project applicants should only use the “**No CoC**” option in rare instances where a project is located in a geographic area not currently served by a CoC. If project applicants select “**No CoC**,” their project applications will not be connected to a CoC Application for this competition and this may affect HUD’s ability to award funds for a project application.

- 2b. CoC Collaborative Applicant Name:** Select the name of the CoC Collaborative Applicant for the CoC to which the project applicant intends to submit the project application. The dropdown menu for this field are based on the CoC Number and Name selected above. This list is populated with the CoC’s designated Collaborative Applicant name that registered during the FY 2017 CoC Program Registration process.
- 3. Project Name:** No action required. This field populates from the *e-snaps* “**Project**” screens. Project applicants cannot modify the populated name in this field; however, project applicants can modify the project name by exiting the project application screens and opening the *e-snaps* “**Project**” screens by selecting “**Projects**” from the left menu.
- 4. Project Status:** This field defaults to the “**Standard**” option and project applicants should only change it to “**Appeal**” if they are appealing a CoC’s decision to reject the project application in the local CoC competition; meaning, an eligible project applicant believes they were denied the opportunity to participate in the local CoC planning process in a reasonable manner. All other project applicants should leave the field with the option “Standard.” If the project applicant selects “**Appeal**,” Screen 8A



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“**Notice of Intent to Appeal**” will appear on the left menu. For further information about appeals see instructions for Screen 8A above.

5. **Component Type:** All project applicants must indicate in this field the CoC Program component type under which the project operates. This must match the component type listed on the final FY 2017 GIW. For PH-PSH projects, project applicants must select “**PH**.”
6. **Title V:** Title V of the McKinney-Vento Act allows homeless services providers to use unutilized, underutilized, excess, or surplus federal properties to assist persons experiencing homelessness. Select “**Yes**” or “**No**” to indicate whether the project includes one or more properties conveyed through the Title V process.

### PH-PSH Screen 3B. Description

All fields on Screen 3B are required and provide HUD with a detailed description of the project.

1. **Provide a description that addresses the entire scope of the proposed project:** Provide a clear and concise description of the scope of the project. The description should describe the community needs, target population(s) to be served, project plan for addressing the identified housing and supportive service needs, projected project outcome(s), coordination with other sources or partners, and the reason CoC Program support is required. The information project applicants provide in this narrative must not conflict with information provided in other parts of the project application.
2. **Does your project have a specific population focus?** Select “**Yes**” if your project has special capacity in its facilities, program designs, tools, outreach, or methodologies for a specific subpopulation(s). This does not mean that your project exclusively serves that subpopulation(s), but rather that your project is uniquely equipped to serve them.
  - 2a. **Please identify the specific population focus. (Select ALL that apply)** If “**Yes**” to question 2 above, select one or more of the available subpopulations. If a subpopulation focus for your organization is not listed, check the box next to “**Other**” and then enter in the subpopulation in the text box provided.
3. **Housing First.** Housing First is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). It is an approach to quickly connect individuals and families experiencing homelessness to permanent housing without barriers to entry (e.g., sobriety, treatment or service participation requirements) and without preconditions that might lead to the program participant’s termination from the project (e.g., supportive service participation requirements or rules beyond normal tenancy rules). Supportive services are voluntary, but are offered to maximize housing stability and prevent returns to homelessness. Review Sections II.A.4., II.B.17.c., III.A.3.g., and VII.A.1.g. of the FY 2017 CoC Program Competition NOFA and the Housing First in PSH brief at [www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/](http://www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/) for more information. The questions in this section help identify whether your project operates consistent with a Housing First approach.
  - a. **Does the project quickly move participants into permanent housing?** Select “**Yes**” to this question if your project will quickly move program participants into permanent housing without requiring additional steps (e.g., required stay in transitional housing before moving to permanent housing) when program participants determine that they want assistance moving into permanent housing. If this is a domestic violence (DV) project application, project applicants should select “**Yes**” if the project will quickly move program participants into permanent housing after immediate safety needs identified by the program participant are addressed (e.g., survivors believes they are still in danger from violent situations and choose to wait until the dangerous situations are addressed before moving into permanent housing, but must be assisted in quickly moving to permanent housing as soon as they believes it is safe). Select “**No**” if the project does not work to move program participants quickly into permanent housing. The questions in this section helps identify whether your project operates consistent with a Housing First approach.



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- b. Does the project ensure that participants are not screened out based on the following items? (Select ALL that apply):** Check the box next to each item to confirm that your project does not have the following barriers at the time of completing this application: (1) having too little or little income; (2) active or history of substance use; (3) having a criminal record with exceptions for state-mandated restrictions; and 4) History having a history of victimization (e.g., domestic violence, sexual assault, childhood abuse). If all of these barriers still exist at the time of completing this application, select “None of the above.”
- c. Does the project ensure that participants are not terminated from the program for the following reasons? (Select all that apply).** Check the box next to each item to confirm that your project does not terminate participants for the following reasons: (1) failure to participate in supportive services—not including case management that is for the purposes of engagement only; (2) failure to make progress on a service plan; (3) loss of income or failure to improve income; and (4) any other activity not covered in a lease agreement typically found in the project’s geographic area. If a program participant can be terminated for any of these reasons at the time of application, select “None of the above.”
- d. Does the project follow a Housing First approach?** *e-snaps* automatically populates this field which is read-only based on the responses above. This field will only indicate “Yes” if the project applicant selected “Yes” for 3a **and** checked all of the boxes for 3b and 3c, to confirm a Housing First approach. Otherwise, this field will indicate “No” to confirm that the project will not follow a Housing First approach. Any project application submitted as using a Housing First approach must continue operating as such.
- 4. Does the PH project provide PSH or RRH?** PH-PSH projects must select “PSH.” This selection will affect the budget screens that appear later in the application. Project applicants that select PSH can select Rental Assistance, Leased Units, Leased Structures, and Operating as eligible housing activities in Part 6 of the application. PH-PSH project applicants may also select Leased Structures to provide supportive services.
- 4a. Is this a SHP project that had been approved by HUD to change the renewal project budget from leasing to rental assistance? (This change should appear on the final FY 2017 GIW. See 24 CFR 578.49(b)(8)):** Select “No” if the project was originally awarded under the S+C Program or if the project was awarded a rental assistance budget line item in a previous CoC Program Competition. Select “Yes” if the project was previously awarded leasing funds and approved to amend the grant to change to rental assistance to come into compliance with the CoC Program Interim Rule. These types of projects must have an executed grant agreement amendment in place prior to the FY 2017 application deadline. If an executed grant agreement is not in place, dated no later than the FY 2017 application submission deadline, HUD will change the project back to leasing and the project must come into compliance with leasing requirements in the CoC Program interim rule.

### PH-PSH Screen 3C. DedicatedPLUS

Screen 3C includes a single required question that provides HUD with information regarding the 100 percent beds dedicated, new DedicatedPLUS designation or not applicable—for some older renewal projects.

Section V.G.2.4(b) of the FY 2017 NOFA permits renewal PSH projects to change the classification of their project through the project application to be DedicatedPLUS. This includes projects where 100 percent of the beds are currently dedicated to individuals and families experiencing chronic homelessness.

#### Definitions:

“100% Dedicated” is a project defined in the FY 2017 NOFA Section III.A.3.b. as:

***Beds Dedicated to Chronically Homeless Individuals and Families.*** A permanent supportive housing bed that is dedicated specifically for use by chronically homeless individuals and families within a CoC’s geographic area, as reported in the CoC’s Housing Inventory Count (HIC) and the FY 2016 permanent housing project applications. When a program participant exits the project, the bed must be filled by another chronically homeless participant unless there are no chronically homeless persons

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located within the CoC's geographic area. This concept only applies to permanent supportive housing projects.

**“100% DedicatedPLUS”** is a project defined in the FY 2017 CoC Program NOFA Section III.A.3.d. as:

- (1) ***DedicatedPLUS project.*** A permanent supportive housing project where 100 percent of the beds serve individuals and families, including unaccompanied youth, that meet one of the following criteria:
- (2) experiencing chronic homelessness as defined in 24 CFR 578.3;
- (3) 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;
- (4) 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;
- (5) 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;
- (6) 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
- (7) 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.

**1. Indicate whether the project is “100% Dedicated,” or “DedicatedPLUS,” according to the information provided above. All renewal PSH projects must select from the following:**

- Renewal PSH projects that are not currently required to be dedicated to serving individuals and families experiencing chronic homelessness must choose from the following:
  - Select “N/A” to continue serving eligible participants not limited by the DedicatedPLUS or chronically homeless definitions.
  - Select “**DedicatedPLUS**” to convert the project to serving only those individuals and families meeting the criteria listed in the DedicatedPLUS definition. Projects that select “DedicatedPLUS” must fill all vacancies with persons meeting the criteria described above.
  - Select “**100% Dedicated**” to convert the project to serving only those individuals and families meeting the criteria listed in the chronic homelessness definition. Projects that select “100% Dedicated” must fill all vacancies with persons meeting the criteria described above.
- Renewal PSH projects where 100 percent of the beds are dedicated to individuals and families experiencing chronic homelessness in their current grant as described in the FY 2017 NOFA Section III.A.3.b. must choose from the following:
  - Select “**DedicatedPLUS**” to convert the project to serving only those individuals and families meeting the criteria listed in the DedicatedPLUS definition above and in the FY 2017 NOFA Section III.A.3.d. Projects that select “DedicatedPLUS” must fill all vacancies with persons meeting the criteria described above, and should only switch to DedicatedPLUS if the project applicant intends to use some or all of their beds to serve individuals and families that meet the broadened criteria.
  - Select “**100% Dedicated**” to continue serving only those individuals and families meeting the criteria listed in the chronic homelessness definition above and in the FY 2017 NOFA Section III.A.3.b. Projects that select “100% Dedicated” must fill all vacancies with persons meeting the criteria described above.

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Regardless of the project applicant choice above, the project can still dedicate beds to individuals and families experiencing chronic homelessness on Screen 4B, and those beds dedicated to chronic homelessness must continue to operate in accordance with Section III.A.3.b. of the FY 2017 NOFA.

**Note:** Projects that opt to change to DedicatedPLUS through the application process will be subject to all fair housing requirements at 24 CFR 578.93.

### PH-PSH Part 4: Housing and Services

In Part 4 of the project application, HUD expects project applicants to provide details regarding the housing and services their projects will provide.

#### PH-PSH Screen 4A. Supportive Services for Participants

All fields on Screen 4A are required and provide HUD with detailed understanding of the supportive services provided to program participants.

- 1. For all supportive services available to participants, indicate who will provide them and how often they will be provided:** This list identifies **all** supportive services provided to program participants in the project by the project applicant, subrecipient, partner organization, or Non-Partner organization. The project applicant should complete each row of the dropdown menus for all supportive services the project will provide to program participants, regardless of funding source. Do not limit this selection to just the supportive services that may be requested in your project application— also include supportive services other organizations or grants will provide. If more than one **“Provider”** or **“Frequency”** is relevant for a single service, select the provider and frequency that is used most. If more than one provider offers the service equally as often, choose the provider according to the following order: (1) Applicant, (2) Subrecipient, (3) Partner, and (4) Non-Partner.

- **Provider:** select one of the following:
  - **“Applicant”** to indicate that the project applicant will provide the service;
  - **“Subrecipient”** to indicate that a subrecipient, as indicated on from Screen 2A. Project Subrecipients, will provide the service;
  - **“Partner”** to indicate that an organization that is not a subrecipient of project funds but with whom a formal agreement or memorandum of understanding (MOU) has been signed will provide the service; or
  - **“Non-Partner”** to indicate that a specific organization with whom no formal agreement has been established regularly provides the service to program participants.
- **Frequency:** Select how often the service is provided to program participants. If two frequencies are equally common, select the interval that is most frequent, e.g., both weekly and monthly are equally common—select weekly.

**Note:** The list is exclusive and exhaustive according to 24 CFR 578.53. Project applicants must complete the dropdown menus for at least one service/row.

#### 2. Please identify whether the project includes the following activities:

- 2a. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs?** Select **“Yes”** if the project provides regular or as needed transportation assistance to mainstream and community resources, including appointments, employment training, educational programs, or jobs. Transportation assistance may include bus passes, rail/subway cards, vehicle owned by the organization, taxi fare, etc. Select **“No”** if transportation will not be regularly provided or cannot be provided consistently as requested.
- 2b. Use of a single application form for four or more mainstream programs?** Select **“Yes”** if the project uses a single application form that allows program participants to sign up for four or more mainstream programs. Select **“No”** if application forms cover 3 or fewer mainstream programs.

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### 2c. Regular follow-ups with participants to ensure mainstream benefits are received and renewed?

Select “Yes” if the project regularly follows-up with program participants at least annually to ensure that they have applied for, are receiving their mainstream benefits, and renew benefits when required. Select “No” if there is no or irregular follow-up concerning mainstream benefits.

### 3. Do program participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency? Select “Yes” if program participants have access to SSI/SSDI technical assistance. The assistance can be provided by the project applicant, a subrecipient, or a partner agency—through a formal or informal relationship. Select “No” if there is no or significantly limited access to SSI/SSDI technical assistance



#### 3a. Has the staff person providing the technical assistance completed SOAR training in the past 24 months? This question will only appear if “Yes” is selected to the previous question. Select “Yes” to indicate that the project applicant, subrecipient or partner agency staff person who will be providing the SSI/SSDI technical assistance has completed SOAR training, online or in person, in the past 24 months. If more than one person will provide technical assistance, select “Yes” only if all persons have completed the training. Otherwise, select “No.”

## PH-PSH Screen 4B. Housing Type and Location

Screen 4B, Housing Type and Location, applies to all PH-PSH projects and provides a summary of the units and beds included in the project according to the following categories:

- **Total Units.** Includes all of the units in the project, regardless of size.
- **Total Beds.** Includes all of the beds in the project, regardless of unit configuration.
- **Total Dedicated CH Beds.** Includes all beds **dedicated and prioritized** for chronically homeless individuals and families only.

The summary fields are compiled from all of the individual housing locations listed below the totals. These fields will populate and update automatically when new housing type and location details are added to the list.

To add new housing type and location detail to this screen, click the add  icon and complete the mandatory fields. To view and edit a housing type and location, click the view  icon for the housing type and location detail that project applicants intend to edit.

The project applicant must use Screen 4B to report each housing type and location supported using requested CoC Program funds, including the number of available units, beds, and beds dedicated and prioritized for chronically homeless individuals and families. The numbers reported must reflect the units and beds **at full capacity** directly supported by CoC Program awarded funds. This includes those units supported only by supportive services costs without rental assistance, leasing, or operating costs. The reported number of beds should generally match the number of households and persons served at a point in time, as listed on Screens 5A and 5B, although there are understandable exceptions (e.g., a two-parent household where the parents share a bed).

All new PH-PSH projects awarded in the FY 2017 CoC Program Competition NOFA must either serve individuals and families that meet the criteria established under the definition of DedicatedPLUS in Section III.A.3.d. of the NOFA **or** be 100 percent dedicated to households experiencing chronic homelessness. Project applicants made this selection on Screen 3B of their project application. For project applicants that selected “**100% Dedicated**,” the number listed in the “**Total Dedicated CH beds**” must match the number in “**Total Beds**.” Project applicants that selected “**DedicatedPLUS**” may choose to dedicate some of their beds to persons experiencing chronic homelessness and should indicate the number of beds the project will dedicate in “**Total Dedicated CH Beds**.” HUD will hold projects to the number of beds indicated in this screen to the standards outlined in Section III.A.3.b. of the FY 2017 NOFA— beds Dedicated to Chronically Homeless Individuals and Families.

1. **Housing type:** Report the type of housing structures where program participants under this project are housed. Each housing type must be listed individually. Select from the following housing types:

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- **Barracks:** Individuals or families sleep in a large room with multiple beds. **This type is inappropriate for the PH-PSH projects.**
  - **Dormitory, shared or private rooms:** Individuals or families share sleeping rooms or have private rooms; share a common kitchen, common bathrooms, or both.
  - **Shared housing:** Shared housing is defined as an arrangement in which two or more unrelated people share a house or an apartment. Each unit must contain private space for each assisted family, plus common space for shared use by the residents of the unit. Common space must be appropriate for shared use by the residents and private space must contain at least one bedroom for each two persons in the family. Projects cannot use zero or one-bedroom units for shared housing.
  - **Single Room Occupancy (SRO) units:** Each individual has private sleeping or living room which may contain a private kitchen and bath, or shared, dormitory style facilities.
  - **Clustered apartments:** Each individual or family has a self-contained housing unit located within a building or complex that houses both persons with special needs—e.g., homeless or formerly homeless persons, persons with substance abuse problems, persons with mental illness, or persons with AIDS/HIV—and persons without special needs.
  - **Scattered-site apartments (including efficiencies):** Each individual or family has a self-contained apartment. Apartments are scattered throughout the community.
  - **Single family homes/townhouses/duplexes:** Each individual or family has a self-contained, single-family home, townhouse, or duplex that is dispersed throughout the community.
2. **Indicate the maximum number of Units and Beds available for program participants at the selected housing site:** Enter the total number of units and beds at a point in time and used for housing program participants in this project.
- **Units:** Enter the total number of units available at a point in time in the selected housing type and location used for housing program participants.
  - **Beds:** Enter the total number of beds available at a point in time in the selected housing type and used for housing program participants.

**Note:** A zero bedroom or efficiency must be indicated as 1 unit, 1-bedroom, and 1 bed. In addition, the number of units and beds listed on Screen 4B must be equal to or greater than the total number of units and beds requested in the budget, Part 6 of this guide, and **should correlate** to the number and characteristics of persons that the project is expected to serve recorded on Screens 5A and 5B.

3. **How many beds of the total beds in "2b. Beds" are dedicated to the chronically homeless? This includes both the dedicated and prioritized beds from previous CoC Program Competitions.** A dedicated bed is a bed that must be filled by a chronically homeless person who qualifies for the project unless there are no chronically homeless persons located within the geographic area who qualify. These beds are also reported as “CH Beds” on a CoC’s Housing Inventory Count (HIC). If a project has dedicated beds to serve CH families, all beds serving the household should be included in this number. If your project serves persons experiencing chronic homelessness, review the [HUD Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing](#). The notice provides detailed information concerning beds that must serve persons experiencing chronic homelessness as defined in 24 CFR 578.3, in accordance with 24 CFR 578.103.

HUD has combined the beds described as “**dedicated**” and beds described as “**prioritized**” in previous CoC Program Competitions into a single field for the FY 2017 CoC Program Competition. Include beds in this calculation that currently serve persons who are chronically homeless and those that do not currently serve but will serve persons who are chronically homeless as soon as the beds turnover. In general, HUD requires that all beds included in this field will continue to serve persons who are chronically homeless. HUD expects that the number of beds in question 3 on this screen in a project



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that selected “**100% Dedicated**” on Screen 3C to match the number of beds indicated in question 2a. DedicatedPLUS projects should also use this screen to indicate to HUD how many of its beds will continue to be dedicated to persons experiencing chronic homelessness.

**Note:** If the project is serving a specific subpopulation in addition to chronic homelessness (e.g., chronically homeless youth) and there are no persons within the geographic area that meet both categories, the project may accept a household that is not chronically homeless but meets the other subpopulation(s) even if there are chronically homeless persons remaining in the CoC. The project should, however, prioritize the most vulnerable household that is eligible for PSH that meets the other subpopulation criteria.

- 4. Address:** Project applicants must enter an address for all proposed and existing properties. If the location is not yet known, enter the expected location of the housing units. For Scattered-site and Single-family housing, or for projects that have units at multiple locations, project applicants should enter the address where the majority of beds will be located or where the majority of beds are located as of the application submission. Where the project uses, tenant based rental assistance or if the address for scattered-site or single family homes housing cannot be identified at the time of application, enter the address for the project’s administration office. Projects serving victims of domestic violence, including human trafficking, must use a PO Box or other anonymous address to ensure the safety of program participants.
- 5. Select the geographic area associated with this address:** Report the geographic area in which the housing type, units, and beds are actually located. The list of geographic areas is limited by the State(s) selected on Screen 1D of the application. Multiple areas can be selected if units are located in more than one county or city. Hold down the “**Ctrl**” key to make multiple selections.

### PH-PSH Part 5: Participants and Outreach

In Part 5 of the application, HUD expects project applicants to provide detail regarding the program participants who will be served, including basic household and subpopulation data, as well as outreach data.

#### PH-PSH Screen 5A. Program Participants - Households

The numbers on Screen 5A are the previously approved proposed number of households and number of persons **to be served at given night when the project is at full operational capacity**. The respective numbers should match the most recently approved project application or as changed by amendment. One exception is—if funds are being reduced due to reallocation—all numbers can be reduced proportionally to the budget amount reduction.

- **Households with at least One Adult and One Child:** For the proposed numbers under this column and household type, there must be at least one person at or above the age of 18, and at least one person under the age of 18.
- **Adult Households without Children:** For the proposed numbers under this column and household type, there must be at least one person at or above the age of 18, and no person(s) under the age of 18.
- **Households with Only Children:** For the proposed numbers under this column and household type, there may not be any person(s) at or above the age of 18; only person(s) under the age of 18.

The fourth column on the far left, “**Persons**,” is read-only automatically populated with four standard reporting categories determined by HUD.

- **Adult over age 24:** A subset of the category of “**Adults**” to disaggregate “**Youth**” from over age 24 adults.
- **Adults ages 18-24:** A category implemented to account for transition age youth. Youth previously captured under the category “**Adult**” should now be captured under the category “**Adults between the ages of 18 and 24.**”

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- **Accompanied Children under age 18:** Includes all children and “youth” who are under the age of 18. “Accompanied” is defined as “in the company of parent or legal guardian regardless of the age of the parent or legal guardian.”
- **Unaccompanied Children under age 18:** Includes all children and youth who are under the age of 18. “Unaccompanied” is defined as “without a parent or legal guardian,” and can include persons under 18 who themselves have dependents, siblings, or other household members.

The tables are populated with white, dark grey and light grey fields. In each white field, list the number of households or type of person(s) served for the given household type. The dark grey cells are not applicable to the given type of persons, and the light grey cells, will total automatically once the screen is saved. The screen is designed to prevent project applicants from entering more households than persons for any given column, and at least one person must be entered for every column that has one or more households. The number and characteristics of persons that the project is expected to serve is recorded on this screen and should match the total number of units and beds requested on Screen 4B. HUD has removed the distinction between “disabled” and “non-disabled” on screen 5A as this information is adequately covered on screen 5B.

**Note:** Households served in PSH projects must have at least one household member with a qualifying disability as defined by 42 U.S.C 423(d) and 42 U.S.C 11382(2). However, for a household to be served in a unit dedicated for the chronically homeless individuals and families, the head of household must have a qualifying disability and meet all of the criteria required as defined in 24 CFR 578.3.

### PH-PSH Screen 5B. Program Participants - Subpopulations

Screen 5B represents a detailed subpopulation breakdown of the persons reported in the three housing types on Screen 5A, including the number of chronically homeless program participants. Project applicants that selected “100% Dedicated” on Screen 3B must include 100 percent of participants under the appropriate “Chronically Homeless” columns. In addition, the total number of chronically homeless program participants must equal the number of beds dedicated to the chronically homeless in question “2b. Beds” on Screen 4B.

As with Screen 5A, the numbers here are intended to reflect the households and persons **proposed to be served when the project is at full operational capacity**. The screen is collectively exhaustive and must account for each person identified on Screen 5A. The screen will prevent submission until all persons are accounted for.

Screen 5B is separated into three tables corresponding to the three household types on Screen 5A. See 5A above for a description of the three household types. There are nine editable columns for all three tables that captures a competition priority subpopulation. One additional column accounts for persons who are not represented by the priority subpopulations.

**Table 5. Subpopulation Columns**

<b>Mutually Exclusive</b>
<ul style="list-style-type: none"> <li>• <b>Chronically Homeless Non-Veterans:</b> To fall under this column, persons <b>must be</b> chronically homeless per 24 CFR 578.3, <b>but not</b> veterans*.</li> <li>• <b>Chronically Homeless Veterans:</b> To fall under this column, persons <b>must be</b> chronically homeless per 24 CFR 578.3, <b>and</b> veterans*.</li> <li>• <b>Non-Chronically Homeless Veterans:</b> To fall under this column, persons <b>must not be</b> chronically homeless, <b>but must be</b> veterans*. * “Veterans” include all persons who served in the military, regardless of discharge status.</li> </ul>
<b>May Contain Duplicate Entries</b>
<ul style="list-style-type: none"> <li>• <b>Chronic Substance Abuse:</b> Persons identified as chronic substance abusers.</li> <li>• <b>Persons with HIV/AIDS:</b> Persons living with HIV/AIDS.</li> <li>• <b>Severely Mentally Ill:</b> Persons diagnosed as severely mentally ill.</li> <li>• <b>Victims of Domestic Violence:</b> Persons identified as meeting the criteria of Category 4 of the homeless definition.</li> <li>• <b>Developmental Disability:</b> Persons diagnosed with a developmental disability.</li> <li>• <b>Physical Disability:</b> Persons diagnosed with a physical disability.</li> </ul>
<b>Mutually Exclusive to All Other Columns</b>



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- **Persons not represented by an identified subpopulation:** Persons served by the organization that have not be diagnosed with or identified as falling under any of the previous subpopulation distinctions.

These columns are populated with white, dark grey and light grey fields, and are dependent on the selections made in Screen 5A. If households and person(s) are added to a household type column in Screen 5A, then the corresponding table will be available for data entry in Screen 5B. If, however, no households and persons are added to a particular household type column in Screen 5A, then the corresponding table will not be available in Screen 5B. **Example:** If 3 households are entered into the “**Adults Only**” column on Screen 5A, but no households are entered into the “**Adults with Children**” or “with Children Only” columns on Screen 5A, then only the “**Adults Only**” table will be available for edit on Screen 5B.

In each white field of the available household tables, list the number of person(s) served for the given subpopulation column. Ignore the dark grey cells, which are not applicable to the given subpopulation, and ignore the light grey cells, which will total automatically after the screen is saved. If any number greater than “0” is entered into the column “**Persons not represented by an identified subpopulation,**” a mandatory textbox will appear at the bottom of the screen when the screen is saved. The project applicant must enter a description of the population being served that does not fall under any of the priority subpopulation columns.

The screen has additional controls that ensure that Screens 5A and 5B match. First, notice in Table 5 above that three columns are internally **mutually exclusive**. This means that a single person can only identify with one of the first three columns for each table (e.g., a single person cannot be a veteran while at the same time being a non-veteran). Columns 4 through 9, under “**May Contain Duplicate Entries;**” however, are not **mutually exclusive**. This means that a single person can identify with more than one column at the same time (e.g., a single person could be a veteran, suffering from a physical disability, and a victim of domestic violence). Column 10, **Persons not represented by an identified subpopulation,** is mutually exclusive to all other columns. This means that if a single person falls under column 10 the person does not identify with any of the other subpopulations.

There are several other important controls to understand. The “**Total Persons**” for each column, for example, cannot be larger than the total persons for that household category on Screen 5A. Likewise, no cell in each row can contain a number greater than the total number of persons in the corresponding age group as reported on Screen 5A. At the same time, the screen requires an entry for each person served, so at a minimum, the total number from the tables must equal the total number of persons in each corresponding household column from Screen 5A.

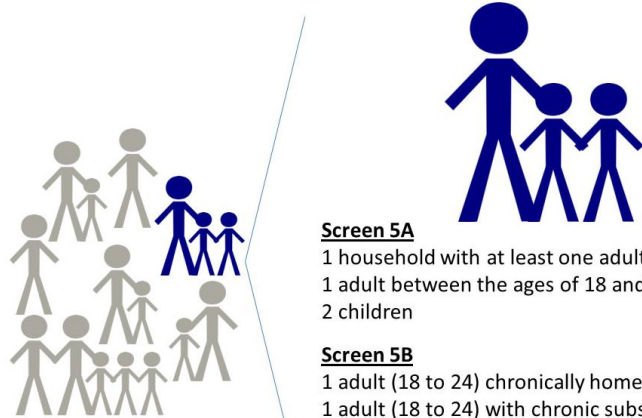
The **Characteristics** column (the first column) is populated with the same characteristics used on Screen 5A. They have been applied to each table based on their relevance to the tables housing type.

Total fields will calculate automatically when at least one household field and one person(s) field is entered and the screen is saved. Use them as a point of reference to ensure that all persons and households are entered correctly.

**Note:** The screen has a built-in control for PSH projects that selected “**100% Dedicated**” on Screen 3B, requiring that at least one person per household listed on Screen 5A is counted in one of the two CH columns (Chronically Homeless Non-Veterans and Chronically Homeless Veterans) on Screen 5B. If the number of persons counted in these two columns does not equal at least the number of households on Screen 5A, *e-snaps* will report an error and prevent application submission when the screen is saved.

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**What this one family represents on screens 5A and 5B**



**Screen 5A**  
1 household with at least one adult and one child  
1 adult between the ages of 18 and 24  
2 children

**Screen 5B**  
1 adult (18 to 24) chronically homeless veteran  
1 adult (18 to 24) with chronic substance abuse  
1 adult (18 to 24) victim of domestic violence  
2 chronically homeless children  
2 children with a developmental disability

### PH-PSH Screen 5C. Outreach for Participants

Screen 5C requires project applicants to identify where their eligible program participants will come from and must include percentages of program participants who will be served using requested funds.

It is the responsibility of the project applicant to ensure that program participants served in PSH are eligible for the project. For further guidance refer to 24 CFR part 578, particularly to the definition of homeless and chronically homeless in the FY 2017 CoC Program NOFA Section III.A.3.b. or DedicatedPLUS in Section III.A.3.d.

Individuals coming from an institution where they have resided for 90 days or less **and** have entered the institution from the streets, emergency shelter, or safe haven, maintain their homeless status during that time. Include these program participants in the percentages for streets, places not meant for human habitation, emergency shelters, and safe havens accordingly.

1. **Enter the percentage of homeless person(s) who will be served by the proposed project for each of the following locations:** Indicate the estimated percentage of homeless persons who will be admitted from each of the listed locations. To submit the project application, the total estimated percentage must equal 100%.
  - **Directly from the street or other locations not meant for human habitation.**
  - **Directly from emergency shelters** (this includes domestic violence emergency shelters).
  - **Directly from safe havens.**
  - **Persons fleeing domestic violence** (or attempting to flee and including human trafficking, victims of sexual assault, stalking, and dating violence).
  - **Directly from Transitional Housing.** (This option will appear only if “N/A” is selected on Screen 3C.)
  - **Directly from transitional housing that was eliminated in the FY 2017 CoC Program Competition.** (This option will only appear if “DedicatedPLUS” is selected on Screen 3C)
  - **Directly from the TH Portion of a Joint TH and PH-RRH Component project.**
  - **Persons receiving services through a Department of Veterans Affairs(VA)-funded homeless assistance program.**

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### PH-PSH Part 6: Budgets

Part 6 of the application requests project information related to budget requests and information about required grant matching funds.

**Note:** New for FY 2017 CoC Program Competition, HUD is no longer requiring renewal PH-PSH project to list detailed descriptions and quantities for leased units, supportive services, operating, or HMIS Budget Line Items (BLIs). In general, HUD expects the details of the most recent approved budgets as amended to be the base of renewal grant expenses. However, any reasonable and eligible costs within each CoC cost category can be expended and HUD verify them during monitoring.

The budget screens in Part 6 should match the dollar values included on the CoC's final FY 2017 HUD-approved GIW listed on the HUD Exchange with the following limited exceptions:

1. a budget may be lower than the annual renewal amount on the final 2017 GIW if the CoC reduced the project's budget through the reallocation process;
2. a budget may be lower than the annual renewal amount on the final 2017 GIW if the CoC attempted to accommodate the Tier 1 and Tier 2 processes as outlined in the FY 2017 CoC Program Competition NOFA; and
3. eligible renewal projects not included on the final GIW, including those with a HUD-approved amendment that is completed by the FY 2017 application deadline of 8:00 p.m. eastern time on September 28, 2017.

Project applicants should contact the CoC's Collaborative Applicant immediately if they are unsure how their CoCs' expect them to apply, as an error in the project application could have a negative impact on this application and other project applications that are requesting FY 2017 CoC Program Competition funds.

Grant consolidations of individual FY 2016 renewal awards that have already been processed during CY 2017 must reflect the current grant agreement, as amended, and should have been indicated on the CoC's final FY 2017 GIW. Grant Consolidations of individual FY 2016 renewal awards that are currently in process, should also have been indicated on the CoC's final FY 2017 GIW and should be completed **before** the FY 2017 application deadline of 8:00 p.m. eastern time on September 28, 2017. If a grant consolidation amendment is not going to be executed by the deadline, the project applicant must submit a separate project application for each individual renewal grant.

**If any formal amendment that is in process—has not been executed by the deadline—and it is reflected on the CoC's final GIW—contact the local HUD field office as this information must be communicated to the Office of Special Needs (SNAPS) prior to the project review process by HUD.**

Screen 6A provides the framework through which a project applicant creates a project budget.

1. **Do any of the properties in this project have an active restrictive covenant?** Select "Yes" or "No" to indicate whether one or more of the project properties are subject to an active restrictive covenant.  
**Note:** Any project awarded capital cost funds under the SHP Program (new construction, acquisition, or rehabilitation) has a 20-year use restriction. If the project was initially awarded capital costs under the CoC Program (FY 2012 and beyond) a 15-year use restriction is in place.
2. **Was the original project awarded as either a Samaritan Bonus or Permanent Housing Bonus project?** Indicate whether the project previously received funds under the Samaritan Housing or a Permanent Housing Bonus initiative.
3. **Does this project propose to allocate funds according to an indirect cost rate?** Select "Yes" or "No" to indicate whether the project has an approved indirect cost plan in place or will propose an indirect cost plan by the time of conditional award. For more information concerning indirect costs plans, refer to 2 CFR 200.203(c)(2) and contact your local HUD field office.

**\*If "Yes," project applicants must respond to the following questions:**

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- 3a. Please complete the indirect cost rate schedule below:** Complete at least one row using information from either your approved plan or your proposal.

Administering Department/Agency	Indirect Cost Rate	Direct Cost Base
	%	
	%	
	%	

- 3b. Has this rate been approved by your cognizant agency?** Select “Yes” if the indirect cost rate has already been approved by your cognizant agency. Select “No” if it has either not been submitted to or has been submitted, but has not been approved by your cognizant agency.
- 3c. Do you plan to use the 10% de minimis rate?** Select “Yes” only if you plan to use the 10 percent *de minimis* rate as described in 2 CFR 200.203(c)(2).
- 4. Select a grant term:** This field automatically populates with a 1-year grant term as most renewal projects are only eligible for 1-year grant terms with 1 year of funding. However, in a few cases, a **permanent housing** renewal project applicant may be seeking funding from other sources to rehabilitate project-based rental assistance units or the building in which operating costs exist that require a “**commitment**” of continued funding for the units or building that are receiving CoC Program funds. As stated in the FY 2017 CoC Program NOFA:


“Any renewal permanent housing project that receives project-based rental assistance or operating costs may request up to a 15-year grant term; however, the project applicants may only request 1 year of funding. Project applicants must apply for the additional funds as a renewal project application prior to the anniversary of the first expenditure of grant funds by which date the grant funds should have been expended or, if the date upon which funds must be expended has been extended by HUD, the date upon which the extension ends. CoC Program funds are not guaranteed past the 1-year of renewal funding if conditionally awarded.”

- 5. Costs for which funding is being requested:** The checkmark in the box indicates the eligible renewal costs for which funding is being requested (see 24 CFR 578, Subpart D; Program Components and Eligible Costs).

### PH-PSH Screen 6B. Leased Units Budget

Screen 6B appears if the “**Leased Units**” budget line item is selected on Screen 6A. Project applicants requesting Leased Units costs must itemize their requests by unit size and then to enter the total leased units cost for each Fair Market Rent (FMR) area where funds are being requested. The FMR area and unit composition entered by unit type will not be connected to the budget for renewal projects. Instead, renewal project applicants must manually enter the total requested amount for leased units, which should be based on the final FY 2017 GIW, as amended or reduced due to reallocation.

The screen opens with a primary screen that will aggregate the total assistance requested and total units



requested for each FMR area. To add units for a new FMR area, click the add  icon to access the “Leased Units Budget Detail screen.” Once the detail screen is opened, project applicants must specify the appropriate FMR area where the units are located. The list is sorted by state abbreviation, and most areas calculated by county or metropolitan area.

- **Size of units:** These options are system generated. Unit size is defined by the number of distinct bedrooms and not by the number of distinct beds.
- **Number of units:** For each unit size, enter the number of units for which funding is being requested.
- **Total Units and Annual Assistance Requested:** Enter in the total leased units amount according to the CoC’s final FY 2017 GIW, or as amended.
- **Grant Term:** The value “**1 Year**” automatically populates this field and is read-only. Renewal projects can only request 1 year of funding, regardless of the “Grant Term” selected on Screen 6A.


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- **Total Request for Grant Term:** This field will equal the total leasing amount entered above.

All grey fields will calculate after project applicants complete and save the required fields.

From the primary screen, project applicants can view and edit detail screens by clicking the view  icon next to the relevant FMR Area in the list. To delete a detail screen, click the delete  icon next to the relevant FMR Area in the list.

### PH-PSH Screen 6C. Rental Assistance Budget

Screen 6C appears if the **Rental Assistance** budget line item is selected on Screen 6A. The primary 6C screen will aggregate the total rental assistance requested and total units requested for each FMR area in which rental assistance and units are being requested. To add units for a new FMR, click the add  icon to access the “**Rental Assistance Detail**” budget screen.

**Type of Rental Assistance:** Select the type of rental assistance (i.e., PRA, SRA, or TRA) from the dropdown menu on the top of the screen. If there is more than one rental assistance type for the project, as approved by HUD, the project applicant must create a separate detail budget screen for each type, even if they are in the same FMR area.

**Metropolitan or non-metropolitan fair market rent area:** Select the appropriate FMR area where the units are located. The list is sorted by state abbreviation, and most areas calculated by county or metropolitan area. The selected FMR area will be used to populate the rents in the FMR Area column in the chart on this screen. For projects that operate in more than one geographic location, the project applicant must create a separate detail budget screen for each FMR area.

**Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?** Choose whether to request rental assistance funding at or below the per unit size FMRs. Information entered should match the CoC's FY 2017 GIW unless the CoC is reducing the project due to reallocation. By selecting “**No,**” the table described below will automatically calculate based on the number of units per unit size entered multiplied by the corresponding FMR. By selecting “**Yes,**” the values entered into the “**HUD Paid Rent**” (also known as **Actual Rent**) column for each corresponding unit size must be less than the FMR amount for that unit size. If the project applicant requested and was awarded actual rent in the FY 2016 or previous CoC Program Competition, then the project applicant cannot request FMR. The exceptions to this is if HUD approved the change from actual rent to FMR on the final FY 2017 GIW, project is reduced due to reallocation, or if the FMR is now below the value of the actual rent previously requested. Applicants that are switching to actual rents as part of this application process must ensure that the amount of rental assistance requested, if below the published FMR, will be sufficient to cover all rental assistance costs because HUD cannot provide funds beyond what is awarded through the competition.



Complete the **Rental Assistance Annual Budget** chart that accounts for the size of units, the number of units being requested, the FMR for each unit size, the HUD Paid Rent being requested for each unit size (see the explanation above—read-only if “**No**” selected above), multiplied by 12 months to account for annual rent, and then summarized by row in the **Total Request** column.

- **Size of units:** These options are system generated. Unit size is defined by the number of distinct bedrooms and not by the number of distinct beds.
- **Number of units:** For each unit size, enter the number of units for which funding is being requested. These values should match the values on the CoC's final FY 2017 GIW.
- **FMR:** These fields are populated with the FY 2016 FMRs based on the FMR area selected by the project applicant. FMRs are available at [www.huduser.org/portal/datasets/fmr.html](http://www.huduser.org/portal/datasets/fmr.html).
- **HUD Paid Rent: (Actual Rent)** Available only if project applicant selected “**Yes**” above to indicate its intention to request amounts less than the FMR. For each unit size, enter the rent to be paid by the CoC program grant. This rent cannot exceed the FMR amount in the previous column; however, project applicants may request less than the FMR.

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- **12 Months:** These fields are populated with the value 12 to calculate the annual rent request.
- **Total Request:** This column populates with the total calculated amount from each row.
- **Total Units and Annual Assistance Requested:** This column automatically calculates based on the sum of the total requests per unit size per year.
- **Grant Term:** This field is populated based on the grant term of 12 months and is read-only. Renewal projects can only request 1 year of funding, regardless of the “**Grant Term**” selected on Screen 6A.
- **Total Request for Grant Term:** If the project applicant selected “**No**” above to the “HUD Paid Rent” question, the automatic calculation will be based on the FMR and not the “HUD Paid Rent.” If “**Yes**” was selected above “HUD Paid Rent” question, this field is automatically calculated based on the amount entered into each field, multiplied by 12 months, multiplied by the grant term.

All automatic fields will calculate after the required field has been completed and saved.

From the primary screen, project applicants can view and edit detail screens by clicking the view  icon next to the relevant FMR Area in the list. To delete a detail screen, click the delete  icon next to the relevant FMR Area in the list.

### PH-PSH Screen 6D. Sources of Match

The “**6D Sources of Match**” screen is applicable to all project applications and enables project applicants to enter the CoC Program required match, including the type of source and the value of the match commitment.

For detailed information that describes CoC Program match requirements see 24 CFR 578.73.

**Note: Policy update in CoC Program implementation.** Program income **may** be counted as match for CoC Program funds. CoC Program eligible costs paid for by program income may be considered match for grants awarded in the FY 2017 CoC Program Competition.

**New in the FY 2017 CoC Program Competition,** HUD added the following new questions on the primary “**Sources of Match**” screen concerning CoC-generated program income because project applicants that intend to use program income as match must provide an estimate of how much of the program income will be used for match.

- 1. Does this project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant?** Answer “**Yes**” or “**No**.” If “**No**,” no further response is required. If “**Yes**,” the following questions and text box will appear.
  - 1a. Briefly describe the source of the program income:** Enter a description of the source of the program income. **Note:** CoC-generated program income includes occupancy charges paid to the recipient or subrecipient. These amounts are considered program income and may be used as match funds.
  - 1b. Estimate the amount of program income that will be used as Match for this project:** Enter estimated amount in the field provided.

Match funds are acquired from sources outside of this grant’s funding request. The match information entered in *e-snaps* should be based on the **current commitments at the time of project application, covering the requested grant operating period (i.e., grant term), and NOT based on projections.** HUD expects the amount(s) listed on this screen to be accurate, with a commitment letter(s) in place that includes the amount(s) listed.


Match contributions can be cash, in-kind, or a combination of both. For match to be counted as cash or in-kind, amounts must be used for CoC Program eligible costs. Match must be equal to or greater than 25 percent of the total grant request for all eligible costs including Administration costs but excluding **Leasing** costs (i.e., Leased Units and Leased Structures). **Example:** If the “**total assistance requested**” from the project applicant is \$100,000, and the project applicant did not request costs for Leased Units or Leased Structures, then the project applicant must secure commitments for match funds equal to or greater than \$25,000. The match amount could



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be all cash, all in-kind contributions, or a mixture of both, and used for any CoC Program eligible activities the project applicant chooses.

HUD strongly encourages project applicants to review the FAQs posted at [www.hudexchange.info/coc/faqs/](http://www.hudexchange.info/coc/faqs/), by searching for the keyword “**match**.”

The primary “**Sources of Match**” screen presents a summary for match that will aggregate multiple cash and in-kind commitments entered in the “**Sources of Match Details**” screens expected from each source and then calculate the totals. To add a match commitment, click the add  icon to access a new “**Sources of Match Details**” screen for each commitment.



**Complete the following fields in the “Sources of Match Details” screen for each match commitment:**

- **This commitment will be used as Match.** “Yes” is the default and is read-only.
- **Type of Commitment:** Select Cash or In-kind (non-cash) to indicate the type of contribution that describes this match commitment.

**Note:** If applications include third-party In-Kind match on Screen 6D a separate 7A attachment screen will appear that project applicants should use to attach MOU(s) documentation that confirms the in-kind match commitment. If the MOU documentation is not available at application submission, it will be a condition for grant execution, if HUD conditionally awards the project.

- **Type of source:** Select **Private** or **Government** to indicate the source of the contribution. Funds from HUD-VASH (VA Supportive Housing program) and other federal programs are eligible sources of match and are considered Government sources. HUD encourages project applicants to include funds from these sources when possible.
- **Name the Source of the Commitment:** Be specific and include the office or grant program as applicable. Enter the name of the entity providing the contribution. It is important that project applicants provide sufficient detail so that HUD can quickly identify and approve the commitment source.
- **Date of written commitment:** Enter the date of the written contribution.
- **Value of written commitment:** Enter the total dollar value of the contribution.

After the project applicant saves the primary “**Sources of Match**” screen, the values entered on the “**Sources of Match Details**” screen(s) will populate the summary amounts. The Cash, In-Kind, and Total Match will also automatically populate the “**Summary Budget**” screen where the 25 percent match requirements will be calculated and applied. If the amounts on the “**Summary Budget**” screen are too low, additional match funds must be added to the “**Sources of Match Details**” screen(s).

Project applicants can view and edit the “**Sources of Match Details**” screen(s) from the primary “**Sources of Match**” screen by clicking the view  icon next to the relevant commitment in the list. To delete a “**Sources of Match Details**” screen, click the delete  icon next to the relevant commitment in the list.

### PH-PSH Screen 6E. Summary Budget

Screen 6E summarizes the funding request for the total term of the project. All requested amounts should match the existing grant agreement or grant agreement amended, which should match the final FY 2017 GIW, unless the budget line item has been reduced due to reallocation or tier-based strategy described at the beginning of the Part 6 guidance. **If the budget requested does not match the final FY 2017 GIW, and the project is not being reduced due to reallocation, consult with the CoC’s Collaborative Applicant prior to submitting a project application.**

This screen includes 5 fields that can be updated before submission. Fields are read-only with the following exceptions:



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- **Leased Structures**
- **Supportive Services**
- **Operating**
- **HMIS**
- **Admin** (Up to 10%) *E-snaps* will not allow project applicants to request more than 10 percent of the request listed in the field ‘6. Sub-Total Costs Requested.’ If an ineligible amount is entered, *e-snaps* will report an error and prevent application submission when the screen is saved.

The summary budget will include a summary of Cash, In-Kind, and Total Match entered on Screen 6D. If an amount less than 25 percent of the total budget, including admin costs but excluding leasing costs, is indicated, *e-snaps* will report an error and prevent application submission when the screen is saved. To make adjustments, return to Screen 6D.

**Note:** SHP or S+C projects renewing for the first time under the CoC Program will notice that HUD has increased the administrative amount listed on the final FY 2017 GIW from the amount in the expiring grant. First-time renewing SHP projects are eligible to receive up to a 2 percent increase, based on the annual amount of non-Administrative funds requested, from the annual amount of funds received for administrative costs in the expiring SHP project, not to exceed 7 percent. First-time renewing S+C projects are eligible to receive 7 percent of the project budget for admin since there was not a separate administrative costs line item under the S+C program.

The total values are automatically calculated by *e-snaps* when project applicants click the “**Save**” button.

[\[RETURN TO “All Projects - Part 3 through Part 6: Component Types”\]](#)

For more information concerning the FY 2017 CoC Program Competition, please visit the links: [FY 2017 Continuum of Care \(CoC\) Program Competition: Funding Availability](#) and [CoC Program Competition: e-snaps Resources](#).

# Permanent Housing – Rapid Re-housing (RRH) Renewal Project Applications

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[\[RETURN TO “All Projects - Part 3 through Part 6: Component Types”\]](#)

The following instructions and screens apply to **Permanent Housing (PH)–Rapid Rehousing (RRH)** projects only.

## PH-RRH Part 3: Project Information

For PH-RRH projects the component type is “**PH**” on Screen 3A and HUD expects project applicants to provide details of the project’s scope, including the selection of “**RRH**” on Screen 3B in accordance with **PH-RRH** requirements at 24 CFR 578.37.

### PH-RRH Screen 3A. Project Detail

All fields on Screen 3A must be completed for submission of this application.

1. **Expiring grant PIN number:** This field populates with the grant PIN number from the “**Federal Award Identifier**” field on Screen 1A. This field is read-only; however, project applicants can modify information in Screen 1A to correct errors that appear in Screen 3A.

**Note:** If project applicants do not enter the correct grant PIN number, this could cause significant delays in the conditional award of the project if HUD conditionally selects it for funding. Refer to the final FY 2017 GIW, conditional award letter or executed grant agreement for the expiring grant, or if a recently consolidated grant, the consolidated grant agreement for confirmation. The grant number on the GIW or amendment must match the grant number on the corresponding grant agreement.

- 2a. **CoC Number and Name:** Select the CoC number and name from the dropdown menu to which the applicant intends to submit this project application. **Selecting the correct CoC is critical.** The dropdown menu contains all CoCs that successfully registered in the FY 2017 CoC Program Registration process and is listed according to the CoC Number (e.g., NE-502) and CoC Name (e.g., Lincoln County CoC). Based on the selection made in this field, *e-snaps* will send this project application to the CoC selected—once it is complete and submitted—for their review and to go through the local CoC selection process.

**Note:** Project applicants should only use the “**No CoC**” option in rare instances where a project is located in a geographic area not currently served by a CoC. If project applicants select “**No CoC**,” their project applications will not be connected to a CoC Application for this competition and this may affect HUD’s ability to award funds for a project application.

- 2b. **CoC Collaborative Applicant Name:** Select the name of the CoC Collaborative Applicant for the CoC to which the project applicant intends to submit the project application. The dropdown menu for this field are based on the CoC Number and Name selected above. This list is populated with the CoC’s designated Collaborative Applicant name that registered during the FY 2017 CoC Program Registration process.
3. **Project Name:** No action required. This field populates from the *e-snaps* “**Project**” screens. Project applicants cannot modify the populated name in this field; however, project applicants can modify the project name by exiting the project application screens and opening the *e-snaps* “**Project**” screens by selecting “**Projects**” from the left menu.
4. **Project Status:** This field defaults to the “**Standard**” option and project applicants should only change it to “**Appeal**” if they are appealing a CoC’s decision to reject the project application in the local CoC competition when the project applicant believes it was not permitted to participate in the CoC planning process in a reasonable manner. If the project applicant selects “**Appeal**,” Screen 8A “**Notice of Intent**”

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to Appeal” will appear on the left menu. For further information about appeals see instructions for Screen 8A above.

- 5. Component Type:** All project applicants must indicate in this field the CoC Program component type under which the project operates. This must match the component type listed on the final FY 2017 GIW. For PH-RRH projects, project applicants must select “PH.”
- 6. Title V:** Title V of the McKinney-Vento Act allows homeless services providers to use unutilized, underutilized, excess, or surplus federal properties to assist persons experiencing homelessness. Select “Yes” or “No” to indicate whether the project includes one or more properties conveyed through the Title V process.

### PH-RRH Screen 3B. Description

All fields on Screen 3B are required and provide HUD with a detailed description of the project.

- 1. Provide a description that addresses the entire scope of the proposed project:** Provide a clear and concise description of the scope of the project. The description should describe the community needs, target population(s) to be served, project plan for addressing the identified housing and supportive service needs, projected project outcome(s), coordination with other sources or partners, and the reason CoC Program support is required. The information provided in this narrative must not conflict with information provided in other parts of the project application.
- 2. Does your project have a specific population focus?** Select “Yes,” if your project has special capacity in its facilities, program designs, tools, outreach, or methodologies for a specific subpopulation(s). This does not mean that your project exclusively serves that subpopulation(s), but rather that they are uniquely equipped to serve them.
  - 2a. Please identify the specific population focus. (Select ALL that apply) If “Yes” to question 2 above,** select one or more of the available subpopulations. If a subpopulation focus for your organization is not listed, check the box next to “Other” and then enter in the subpopulation in the text box provided.
- 3. Housing First.** Housing First is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). It is an approach to quickly connect individuals and families experiencing homelessness to permanent housing without barriers to entry (e.g., sobriety, treatment or service participation requirements) and without preconditions that might lead to the program participant’s termination from the project (e.g., supportive service participation requirements or rules beyond normal tenancy rules). Supportive services are voluntary, but are offered to maximize housing stability and prevent returns to homelessness. Review Sections II.A.4., II.B.17.c., III.A.3.g., and VII.A.1.g. of the FY 2017 CoC Program Competition NOFA and the Housing First in PSH brief at [www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/](http://www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/) for more information. The questions in this section help identify whether your project operates consistent with a Housing First approach.
  - a. Does the project quickly move participants into permanent housing?** Select “Yes” to this question if your project will quickly move program participants into permanent housing without requiring additional steps (e.g., required stay in transitional housing before moving to permanent housing) when program participants determine that they want assistance moving into permanent housing. If this is a domestic violence (DV) project application, project applicants should select “Yes” if the project will quickly move program participants into permanent housing after immediate safety needs identified by the program participant are addressed (e.g., survivors believes they are still in danger from violent situations and choose to wait until the dangerous situations are addressed before moving into permanent housing, but must be assisted in quickly moving to permanent housing as soon as they believes it is safe). Select “No” if the project does not work to move program participants quickly into permanent housing. The questions in this section helps identify whether your project operates consistent with a Housing First approach.

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- b. Does the project ensure that participants are not screened out based on the following items? (Select ALL that apply):** Check the box next to each item to confirm that your project does not have the following barriers at the time of completing this application: (1) having too little or little income; (2) active or history of substance use; (3) having a criminal record with exceptions for state-mandated restrictions; and 4) History having a history of victimization (e.g., domestic violence, sexual assault, childhood abuse). If all of these barriers still exist at the time of completing this application, select “None of the above.”
- c. Does the project ensure that participants are not terminated from the program for the following reasons? (Select all that apply).** Check the box next to each item to confirm that your project does not terminate participants for the following reasons: (1) failure to participate in supportive services—not including case management that is for the purposes of engagement only; (2) failure to make progress on a service plan; (3) loss of income or failure to improve income; and (4) any other activity not covered in a lease agreement typically found in the project’s geographic area. If a program participant can be terminated for any of these reasons at the time of application, select “None of the above.”
- d. Does the project follow a Housing First approach?** *e-snaps* automatically populates this field which is read-only based on the responses above. This field will only indicate “Yes” if the project applicant selected “Yes” for 3a **and** checked all of the boxes for 3b and 3c, to confirm a Housing First approach. Otherwise, this field will indicate “No” to confirm that the project will not follow a Housing First approach. Any project application submitted as using a Housing First approach must continue operating as such.
- 4. Does the PH project provide PSH or RRH?** PH-RRH projects must select “RRH.” This selection will affect the budget screens that appear later in the application. PH-RRH project applicants that select “RRH” can only select **Rental Assistance** as a housing option on Screen 6A and enter housing activities on Screen 6C. **Note:** Project applicants will select the **type** of rental assistance on the detailed budgets on Screen 6E and RRH projects can **only** select **tenant-based rental assistance (TRA)**.

### PH-RRH Part 4: Housing and Services

In Part 4 of the Project Application, HUD expects project applicants to provide detail regarding housing and services that the project will provide.

#### PH-RRH Screen 4A. Supportive Services for Participants

All fields on Screen 4A are required and provide HUD with detailed understanding of the supportive services provided to program participants.

- 1. For all supportive services available to participants, indicate who will provide them and how often they will be provided:** This list identifies **all** supportive services provided to program participants in the project by the project applicant, subrecipient, partner organization, or Non-Partner organization. The project applicant should complete each row of the dropdown menus for all supportive services the project will provide to program participants, regardless of funding source. Do not limit this selection to just the supportive services that may be requested in your project application— also include supportive services other organizations or grants will provide. If more than one “**Provider**” or “**Frequency**” is relevant for a single service, select the provider and frequency that is used most. If more than one provider offers the service equally as often, choose the provider according to the following order: (1) Applicant, (2) Subrecipient, (3) Partner, and (4) Non-Partner.
- **Provider:** select one of the following:
    - “**Applicant**” to indicate that the applicant will provide the service;
    - “**Subrecipient**” to indicate that a subrecipient, as indicated on from Screen 2A. Project Subrecipients, will provide the service;

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- **“Partner”** to indicate that an organization that is not a subrecipient of project funds but with whom a formal agreement or memorandum of understanding (MOU) has been signed will provide the service; or
- **“Non-Partner”** to indicate that a specific organization with whom no formal agreement has been established regularly provides the service to program participants.
- **Frequency:** Select how often the service is provided to program participants. If two frequencies are equally common, choose the interval that is most frequent, e.g., both weekly and monthly are equally common—select weekly.

**Note:** The list is exclusive and exhaustive according to 24 CFR 578.53. Applicants must complete the dropdown menus for at least one service/row.

### 2. Please identify whether the project includes the following activities:

**2a. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs?** Select **“Yes”** if the project provides regular or as needed transportation assistance to mainstream and community resources, including appointments, employment training, educational programs, or jobs. Transportation assistance may include bus passes, rail/subway cards, vehicle owned by the organization, taxi fare, etc. Select **“No”** if transportation will not be regularly provided or cannot be provided consistently as requested.

**2b. Use of a single application form for four or more mainstream programs?** Select **“Yes”** if the project uses a single application form that allows program participants to sign up for four or more mainstream programs. Select **“No”** if application forms are for 3 or fewer mainstream programs.

**2c. Regular follow-ups with participants to ensure mainstream benefits are received and renewed?** Select **“Yes”** if the project regularly follows-up with program participants at least annually to ensure that they have applied for and are receiving their mainstream benefits and to renew benefits when required. Select **“No”** if there is no or irregular follow-up concerning mainstream benefits.

**3. Do program participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency?** Select **“Yes”** if program participants have access to SSI/SSDI technical assistance. The assistance can be provided by the project applicant, a subrecipient, or a partner agency—through a formal or informal relationship. Select **“No”** if there is no or significantly limited access to SSI/SSDI technical assistance.

**3a. Has the staff person providing the technical assistance completed SOAR training in the past 24 months?** This question will only appear if **“Yes”** is selected to the previous question. Select **“Yes”** to indicate that the project applicant, subrecipient or partner agency staff person who will be providing the SSI/SSDI technical assistance has completed SOAR training, online or in person, in the past 24 months. If more than one person will provide technical assistance, select **“Yes”** only if all persons have completed the training. Otherwise, select **“No.”**

## PH-RRH Screen 4B. Housing Type and Location

Screen 4B, Housing Type and Location, applies to all PH-RRH projects.


The primary screen presents a summary of the units and beds included in the project according to the following categories:

- **Total Units.** Includes all of the units in the project regardless of size.
- **Total Beds.** Includes all of the beds in the project regardless of unit configuration.

The summary fields are compiled from all of the individual housing locations listed below the totals. These fields will populate and update automatically when new housing type and location details are added to the list.

To add new housing type and location detail to this screen, click the add  icon and complete the mandatory

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fields. Project applicants can view and edit a housing type and location by clicking the view  icon for the housing type and location detail.

The Project Applicant must use Screen 4B to report each housing type and location supported using requested CoC Program funds, including the number of available units and beds. The numbers reported must reflect the units and beds **at full capacity** directly supported by CoC Program awarded funds. This includes those units supported only by supportive services costs without rental assistance. The reported number of beds should generally match the number of households and persons served at a point in time, as listed on Screens 5A and 5B, although there are understandable exceptions (e.g., a two-parent household where the parents will share a bed).

1. **Housing type:** Report the type of housing structures where program participants under this project are housed. Each housing type must be listed individually. The housing type options are as follows:
  - **Barracks:** Individuals or families sleep in a large room with multiple beds. **This type is inappropriate for the PH-RRH projects.**
  - **Dormitory, shared or private rooms:** Individuals or families share sleeping rooms or have private rooms; share a common kitchen, common bathrooms, or both. **This type is inappropriate for the RRH projects.**
  - **Shared housing:** Shared housing is defined as an arrangement in which two or more unrelated people share a house or an apartment. Each unit must contain private space for each assisted family, plus common space for shared use by the residents of the unit. Common space must be appropriate for shared use by the residents and private space must contain at least one bedroom for each two persons in the family. Projects cannot use zero or one-bedroom units for shared housing.
  - **Single Room Occupancy (SRO) units:** Each individual has private sleeping or living room which may contain a private kitchen and bath, or shared, dormitory style facilities.
  - **Clustered apartments:** Each individual or family has a self-contained housing unit located within a building or complex that houses both persons with special needs—e.g., homeless or formerly homeless persons, persons with substance abuse problems, persons with mental illness, or persons with AIDS/HIV—and persons without special needs.
  - **Scattered-site apartments (including efficiencies):** Each individual or family has a self-contained apartment. Apartments are scattered throughout the community.
  - **Single family homes/townhouses/duplexes:** Each individual or family has a self-contained, single-family home, townhouse, or duplex that is dispersed throughout the community.
2. **Indicate the maximum number of Units and Beds available for program participants at the selected housing site:** Enter the number of units and beds available at a point in time and used for housing program participants in this project.
  - **Units:** Enter the total number of units available at a point in time in the selected housing type and location used for housing program participants.
  - **Beds:** Enter the total number of beds available at a point in time in the selected housing type and used for housing program participants.

**Note:** A zero bedroom or efficiency must be indicated as 1 unit, 1 bedroom, and 1 bed. In addition, the number of units and beds listed on Screen 4B must be equal to or greater than the total number of units and beds requested in the budget, Part 6 of this guide, and **should** correlate to the number and characteristics of persons that the project is expected to serve recorded on Screens 5A and 5B.

3. **Address:** Project applicants must enter an address for all proposed and existing properties. Since the RRH project uses tenant-based rental assistance project applicants should, enter the address for the program administration office. Projects serving victims of domestic violence, including human trafficking, must use a PO Box or other anonymous address to ensure the safety of program participants.



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4. **Select the geographic area associated with this address:** Report the geographic area in which the housing type, units, and beds are actually located. The list of geographic areas is limited by the State(s) selected on Screen 1D of the application. Multiple areas can be selected if units are located in more than one county or city. Hold down the “**Ctrl**” key to make multiple selections.

### PH-RRH Part 5: Participants and Outreach

In Part 5 of the application, HUD expects project applicants to provide detail regarding the program participants who will be served, including basic household and subpopulation data, as well as outreach data.

#### PH-RRH Screen 5A. Program Participants - Households

The numbers on Screen 5A are the previously approved proposed number of households and number of persons **to be served at given night when the project is at full operational capacity**. The respective numbers should match the most recently approved project application or as changed by amendment. One exception is—if funds are being reduced due to reallocation—all numbers can be reduced proportionally to the budget amount reduction.

Screen 5A is separated into two sections: (1) Household(s) served in row 1; and (2) Person(s) served in rows 2 through 13. Both sections have three editable columns that capture a specific type of household.

- **Households with at least One Adult and One Child:** For the proposed numbers under this column and household type, there must be at least one person at or above the age of 18, and at least one person under the age of 18.
- **Adult Households without Children:** For the proposed numbers under this column and household type, there must be at least one person at or above the age of 18, and no person(s) under the age of 18.
- **Households with Only Children:** For the proposed numbers under this column and household type, there may not be any person(s) at or above the age of 18; only person(s) under the age of 18.

The fourth column on the far left, “**Persons,**” is read-only automatically populated with four standard reporting categories determined by HUD.

- **Adult over age 24:** A subset of the category of “**Adults**” to disaggregate “**Youth**” from over age 24 adults.
- **Adults ages 18-24:** A category implemented to account for transition age youth. Youth previously captured under the category “**Adult**” should now be captured under the category “**Adults between the ages of 18 and 24.**”
- **Accompanied Children under age 18:** Includes all children and “**youth**” who are under the age of 18. “**Accompanied**” is defined as “**in the company of parent or legal guardian regardless of the age of the parent or legal guardian.**”
- **Unaccompanied Children under age 18:** Includes all children and youth who are under the age of 18. “**Unaccompanied**” is defined as “**without a parent or legal guardian,**” and can include persons under 18 who themselves have dependents, siblings, or other household members.

The tables are populated with white, dark grey and light grey fields. In each white field, list the number of households or type of person(s) served for the given household type. The dark grey cells are not applicable to the given type of persons, and the light grey cells, will total automatically once the screen is saved. The screen is designed to prevent project applicants from entering more households than persons for any given column, and at least one person must be entered for every column that has one or more households. The number and characteristics of persons that the project is expected to serve is recorded on this screen and should match the total number of units and beds requested on Screen 4B. HUD has removed the distinction between “**disabled**” and “**non-disabled**” on screen 5A as this information is adequately covered on screen 5B.

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### PH-RRH Screen 5B. Program Participants - Subpopulations

Screen 5B represents a detailed subpopulation breakdown of the persons reported in the three housing types on Screen 5A. As with Screen 5A, the numbers here are intended to reflect the households and persons **proposed to be served when the project is at full operational capacity**. The screen is collectively exhaustive and must account for each person identified on Screen 5A. The screen will prevent submission until all persons are accounted for.

Screen 5B is separated into three tables corresponding to the three household types on Screen 5A. See 5A above for a description of the three household types. There are nine editable columns for all three tables that captures a competition priority subpopulation. One additional column accounts for persons who are not represented by the priority subpopulations.

**Table 5. Subpopulation Columns**

Mutually Exclusive
<ul style="list-style-type: none"> <li>• <b>Chronically Homeless Non-Veterans:</b> To fall under this column, persons <b>must be</b> chronically homeless per 24 CFR 578.3, <b>but not</b> veterans*.</li> <li>• <b>Chronically Homeless Veterans:</b> To fall under this column, persons <b>must be</b> chronically homeless per 24 CFR 578.3, <b>and</b> veterans*.</li> <li>• <b>Non-Chronically Homeless Veterans:</b> To fall under this column, persons <b>must not be</b> chronically homeless, <b>but must be</b> veterans*. * “Veterans” include all persons who served in the military, regardless of discharge status.</li> </ul>
May Contain Duplicate Entries
<ul style="list-style-type: none"> <li>• <b>Chronic Substance Abuse:</b> Persons identified as chronic substance abusers.</li> <li>• <b>Persons with HIV/AIDS:</b> Persons living with HIV/AIDS.</li> <li>• <b>Severely Mentally Ill:</b> Persons diagnosed as severely mentally ill.</li> <li>• <b>Victims of Domestic Violence:</b> Persons identified as meeting the criteria of Category 4 of the homeless definition.</li> <li>• <b>Developmental Disability:</b> Persons diagnosed with a developmental disability.</li> <li>• <b>Physical Disability:</b> Persons diagnosed with a physical disability.</li> </ul>
Mutually Exclusive to All Other Columns
<ul style="list-style-type: none"> <li>• <b>Persons not represented by an identified subpopulation:</b> Persons served by the organization that have not been diagnosed with or identified as falling under any of the previous subpopulation distinctions.</li> </ul>

These columns are populated with white, dark grey and light grey fields, and are dependent on the selections made in Screen 5A. If households and person(s) are added to a household type column in Screen 5A, then the corresponding table will be available for data entry in Screen 5B. If, however, no households and persons are added to a particular household type column in Screen 5A, then the corresponding table will not be available in Screen 5B. **Example:** If 3 households are entered into the “**Adults Only**” column on Screen 5A, but no households are entered into the “**Adults with Children**” or “**with Children Only**” columns on Screen 5A, then only the “**Adults Only**” table will be available for edit on Screen 5B.

In each white field of the available household tables, list the number of person(s) served for the given subpopulation column. Ignore the dark grey cells, which are not applicable to the given subpopulation, and ignore the light grey cells, which will total automatically after the screen is saved. If any number greater than “0” is entered into the column “**Persons not represented by an identified subpopulation,**” a mandatory textbox will appear at the bottom of the screen when the screen is saved. The project applicant must enter a description of the population being served that does not fall under any of the priority subpopulation columns.

The screen has additional controls that ensure that Screens 5A and 5B match. First, notice in Table 5 above that three columns are internally **mutually exclusive**. This means that a single person can only identify with one of the first three columns for each table (e.g., a single person cannot be a veteran while at the same time being a non-veteran). Columns 4 through 9, under “**May Contain Duplicate Entries,**” however, are not **mutually exclusive**. This means that a single person can identify with more than one column at the same time (e.g., a single person could be a veteran, suffering from a physical disability, and a victim of domestic violence). Column 10, **Persons not represented by an identified subpopulation,** is mutually exclusive to all other

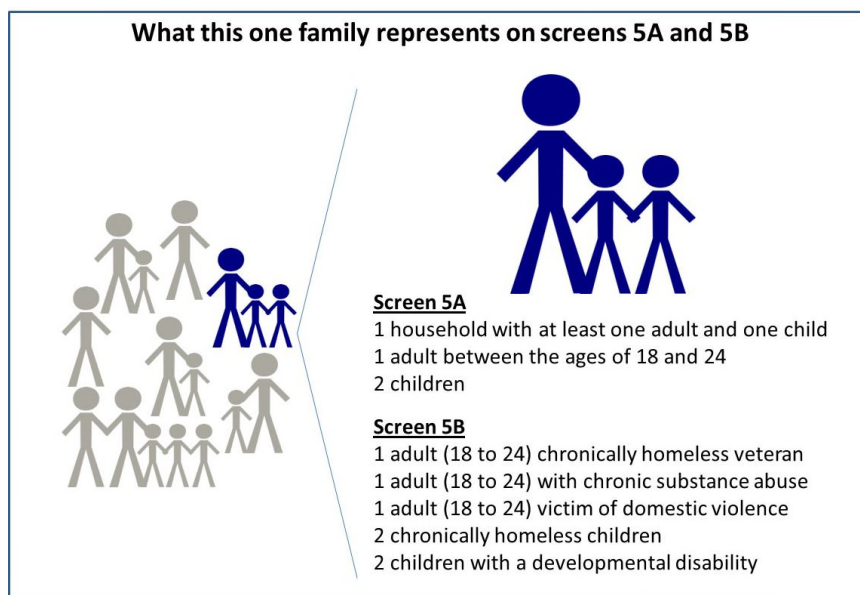
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columns. This means that if a single person falls under column 10 the person does not identify with any of the other subpopulations.

There are several other important controls to understand. The “**Total Persons**” for each column, for example, cannot be larger than the total persons for that household category on Screen 5A. Likewise, no cell in each row can contain a number greater than the total number of persons in the corresponding age group as reported on Screen 5A. At the same time, the screen requires an entry for each person served, so at a minimum, the total number from the tables must equal the total number of persons in each corresponding household column from Screen 5A.

The **Characteristics** column (the first column) is populated with the same characteristics used on Screen 5A. They have been applied to each table based on their relevance to the tables housing type.

Total fields will calculate automatically when at least one household field and one person(s) field is entered and the screen is saved. Use them as a point of reference to ensure that all persons and households are entered correctly.



### PH-RRH Screen 5C. Outreach for Participants

Screen 5C requires project applicants to identify where their eligible program participants will come from and must include percentages of program participants who will be served using requested funds.

It is the responsibility of the project applicant to ensure that program participants served in RRH are eligible for the project. For further guidance refer to 24 CFR part 578, and the FY 2017 CoC Program Competition NOFA.

Individuals coming from an institution where they have resided for 90 days or less **and** have entered the institution from the streets, emergency shelter, or safe haven, maintain their homeless status during that time. Include these program participants in the percentages for streets, places not meant for human habitation, emergency shelters, and safe havens accordingly.

- 1. Enter the percentage of homeless person(s) who will be served by the proposed project for each of the following locations:** Indicate the estimated percentage of homeless persons who will be admitted from each of the listed locations. The total estimated percentage must equal 100% to submit the project application.
  - **Directly from the street or other locations not meant for human habitation.**
  - **Directly from emergency shelters** (this includes domestic violence emergency shelters).
  - **Directly from safe havens.**

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- **Persons fleeing domestic violence** (or attempting to flee and including human trafficking, victims of sexual assault, stalking, and dating violence).
- **Directly from transitional housing that was eliminated in the FY 2017 CoC Program Competition.**
- **Directly from the TH Portion of a Joint TH and PH-RRH Component project.**
- **Persons receiving services through a Department of Veterans Affairs(VA)-funded homeless assistance program.**

### PH-RRH Part 6: Budgets

Part 6 of the application requests project information related to budget requests and information about required grant matching funds.

**Note:** New for the FY 2017 CoC Program Competition, renewal PH-RRH project applicants are no longer required to list detailed descriptions and quantities for supportive services or HMIS Budget Line Items (BLIs). In general, HUD expects the details of the most recent approved budgets as amended to be the base of renewal grant expenses. However, any reasonable and eligible costs within each CoC cost category can be expended and HUD will verify them during monitoring.

The budget screens in Part 6 should match the dollar values included on the CoC's final FY 2017 HUD-approved GIW listed on the HUD Exchange with the following limited exceptions:

1. a budget may be lower than the annual renewal amount on the final 2017 GIW if the CoC reduced the project's budget through the reallocation process;
2. a budget may be lower than the annual renewal amount on the final 2017 GIW if the CoC attempted to accommodate the Tier 1 and Tier 2 processes as outlined in the FY 2017 CoC Program Competition NOFA; and
3. eligible renewal projects not included on the final GIW, including those with a HUD-approved amendment that is completed by the FY 2017 application deadline of 8:00 p.m. eastern time on September 28, 2017.

Project applicants should contact the CoC's Collaborative Applicant immediately if they are unsure how their CoCs' expect them to apply, as an error in the project application could have a negative impact on this application and other project applications that are requesting FY 2017 CoC Program Competition funds.

Grant consolidations of individual FY 2016 renewal awards that have already been processed during CY 2017 must reflect the current grant agreement, as amended, and should have been indicated on the CoC's final FY 2017 GIW. Grant Consolidations of individual FY 2016 renewal awards that are currently in process, should also have been indicated on the CoC's final FY 2017 GIW and should be completed **before** the FY 2017 application deadline of 8:00 p.m. eastern time on September 28, 2017. If a grant consolidation amendment is not going to be executed by the deadline, the project applicant must submit a separate project application for each individual renewal grant.

**If any formal amendment that is in process—has not been executed by the deadline—and it is reflected on the CoC's final GIW—contact the local HUD field office as this information must be communicated to the Office of Special Needs (SNAPS) prior to the project review process by HUD.**

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### PH-RRH Screen 6A. Funding Request

Screen 6A provides the framework through which a project applicant creates a project budget.

- 1. Do any of the properties in this project have an active restrictive covenant?** Select “Yes” or “No” to indicate whether one or more of the project properties are subject to an active restrictive covenant.  
**Note:** Any project awarded capital cost funds under the SHP Program (new construction, acquisition, or rehabilitation) has a 20-year use restriction. If the project was initially awarded capital costs under the CoC Program (FY 2012 and beyond) a 15-year use restriction is in place.
- 2. Was the original project awarded as either a Samaritan Bonus or Permanent Housing Bonus project?** Indicate whether the project previously received funds under the Samaritan Housing or a Permanent Housing Bonus initiative.
- 3. Does this project propose to allocate funds according to an indirect cost rate?** Select “Yes” or “No” to indicate whether the project either has an approved indirect cost plan in place or will propose an indirect cost plan by the time of conditional award. For more information concerning indirect costs plans, refer to 2 CFR 200.203(c)(2) and contact your local HUD field office.


**\*If “Yes”, project applicants must respond to the following questions:**

- 3a. Please complete the indirect cost rate schedule below:** Project applicants must complete at least one row using information from either you approved plan or your proposal.

Administering Department/Agency	Indirect Cost Rate	Direct Cost Base
	%	
	%	
	%	

- 3b. Has this rate been approved by your cognizant agency?** Select “Yes” if the indirect cost rate has already been approved by your cognizant agency. Select “No” if it has either not been submitted to or has been submitted, but has not yet been approved by your cognizant agency.
- 3c. Do you plan to use the 10% de minimis rate?** Select “Yes” only if you plan to use the 10 percent *de minimis* rate as described in 2 CFR 200.203(c)(2).
- 4. Select a grant term:** This field is read-only and automatically populates with a 1-year grant term.
- 5. Costs for which funding is being requested:** The checkmark in the box shows the eligible renewal costs for which funding is being requested (see 24 CFR 578, Subpart D; Program Components and Eligible Costs).

### PH-RRH Screen 6C. Rental Assistance Budget

Screen 6C appears if the **Rental Assistance** budget line item is selected on Screen 6A. The primary 6C screen will aggregate the total rental assistance requested and total units requested for each FMR area in which rental assistance and units are being requested. To add units for a new FMR, click the add  icon to access the “**Rental Assistance Detail**” budget screen.

**Type of Rental Assistance:** While *e-snaps* allow for the selection of any type of rental assistance, project applicants applying for PH-RRH projects **must** select “TRA.” Select “TRA” from the dropdown menu on the top of each Rental Assistance Detail Budget Screen.

**Metropolitan or non-metropolitan fair market rent area:** Select the appropriate FMR area where the units are located. The list is sorted by state abbreviation, and most areas calculated by county or metropolitan area. The selected FMR area will be used to populate the rents in the FMR Area column in the chart on this screen. For projects that operate in more than one geographic location, the project applicant must create a separate detail budget screen for each FMR area.

**Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?** Choose whether to request rental assistance funding at or below the per unit size FMRs. Information





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entered should match the CoC's FY 2017 GIW unless the CoC is reducing the project due to reallocation. By selecting “**No**,” the table described below will automatically calculate based on the number of units per unit size entered multiplied by the corresponding FMR. By selecting “**Yes**,” the values entered into the “**HUD Paid Rent**” (also known as **Actual Rent**) column for each corresponding unit size must be less than the FMR amount for that unit size. If the project applicant requested and was awarded actual rent in the FY 2016 or previous CoC Program Competition, then the project applicant cannot request FMR. The exceptions to this is if HUD approved the change from actual rent to FMR on the final FY 2017 GIW, project is reduced due to reallocation, or if the FMR is now below the value of the actual rent previously requested. Applicants that are switching to actual rents as part of this application process must ensure that the amount of rental assistance requested, if below the published FMR, will be sufficient to cover all rental assistance costs because HUD cannot provide funds beyond what is awarded through the competition.

Complete a **Rental Assistance Annual Budget** chart that accounts for the size of units, the number of units being requested, the FMR for each unit size, the **HUD Paid Rent** being requested for each unit size (see the explanation above—read-only if “**No**” selected above), multiplied by 12 months to account for annual rent, and then summarized by row in the “**Total Request**” column:

- **Size of units:** These options are system generated. Unit size is defined by the number of distinct bedrooms and not by the number of distinct beds.
- **Number of units:** For each unit size, enter the number of units for which funding is being requested. These values should match the values on the CoC's final FY 2017 GIW.
- **FMR:** These fields are populated with the FY 2016 FMRs based on the FMR area selected by the project applicant. The FMRs are available online at [www.huduser.org/portal/datasets/fmr.html](http://www.huduser.org/portal/datasets/fmr.html).
- **HUD Paid Rent:** (Actual Rent) Available only if “**Yes**” was selected above to indicate an intention to request amounts less than the FMR. For each unit size, enter the rent to be paid by the CoC program grant. This amount cannot exceed the FMR amount in the previous column; however, project applicants may request less than the FMR.
- **12 Months:** These fields are populated with the value 12 to calculate the annual rent request.
- **Total Request:** This column populates with the total calculated amount from each row.
- **Total Units and Annual Assistance Requested:** This column automatically calculates based on the sum of the total requests per unit size per year.
- **Grant Term:** This field is populated based on the grant term of 12 months and is read-only. Renewal projects can only request 1 year of funding, regardless of the “**Grant Term**” selected on Screen 6A.
- **Total Request for Grant Term:** If the project applicant selected “**No**” above to the “**HUD Paid Rent**” question, the automatic calculation will be based on the FMR and not the “**HUD Paid Rent**.” If “**Yes**” was selected above “**HUD Paid Rent**” question, this field automatically calculate based on the amount entered into each field, multiplied by 12 months, multiplied by the grant term.

All automatic fields calculate after the required field has been completed and saved.

From the primary screen, project applicants can view and edit detail screens by clicking the view  icon next the relevant FMR Area in the list. To delete a detail screen, click the delete  icon next to the relevant FMR Area in the list.



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### PH-RRH Screen 6D. Sources of Match

The “**Sources of Match**” screen is applicable to all project applications and enables project applicants to enter the CoC Program required match, including the type of source and the value of the match commitment.

For detailed information that describes CoC Program match requirements see 24 CFR 578.73.

**Note: Policy update in CoC Program implementation.** Program income **may** be counted as match for CoC Program funds. CoC Program eligible costs paid for by program income may be considered match for grants awarded in the FY 2017 CoC Program Competition.


**New in the FY 2017 CoC Program Competition,** HUD added the following new questions on the primary “Sources of Match” screen concerning CoC-generated program income because project applicants that intend to use program income as match must provide an estimate of how much of the program income will be used for match.

- 1. Does this project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant?** Answer “Yes” or “No.” If “Yes,” the following questions and text box will appear. If “No,” no further response is required.
- 1a. Briefly describe the source of the program income:** Enter a description of the source of program income. **Note:** CoC-generated Program Income includes occupancy charges paid to the recipient or subrecipient. These amounts are considered program income and **may** be used as match funds.
- 1b. Estimate the amount of program income that will be used as Match for this project:** Enter estimated amount in the field provided.

Match funds are acquired from sources outside of this grant’s funding request. The match information entered in *e-snaps* should be based on the **current commitments at the time of project application, covering the requested grant operating period (i.e., grant term), and NOT based on projections.** HUD expects the amount(s) listed on this screen to be accurate, with a commitment letter(s) in place that includes the amount(s) listed.

Match contributions can be cash, in-kind, or a combination of both. For match to be counted as cash or in-kind, amounts must be used for CoC Program eligible costs. Match must be equal to or greater than 25 percent of the total grant request for all eligible costs including Administration costs but excluding Leasing costs (i.e., Leased Units and Leased Structures). **Example:** If the “**Total Assistance Requested**” from the project applicant is \$100,000, and the project applicant did not request costs for Leased Units or Leased Structures, then the project applicant must secure commitments for match funds equal to or greater than \$25,000. The match amount could be all cash, all in-kind contributions, or a mixture of both, and used for any CoC Program eligible activities the project applicant chooses.

HUD strongly encourages project applicants to review the FAQs posted at [www.hudexchange.info/coc/faqs/](http://www.hudexchange.info/coc/faqs/) by searching for the keyword “**match.**”

The primary “**Sources of Match**” screen presents a summary for match that will aggregate multiple cash and in-kind commitments entered in the “**Sources of Match Details**” screens expected from each source and then calculate the totals. To add a match commitment, please click the add  icon. This will open a new “**Sources of Match Details**” screen for each commitment.

**Complete the following fields in the “Sources of Match Details” screen for each match commitment:**



- **This commitment will be used as Match.** “Yes” is the default, the field is read-only.
- **Type of Commitment:** Select Cash or In-kind (non-cash) to indicate the type of contribution that describes this match commitment.

**Note:** If applications include third-party In-Kind match on Screen 6D a separate 7A attachment screen will appear that should be used to attach MOU(s) documentation that confirms the in-kind match commitment. If the MOU documentation is not available at application submission, it will be a condition for grant execution, if HUD conditionally awards the project.

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- **Type of source:** Select **Private** or **Government** to indicate the source of the contribution. Funds from HUD-VASH (VA Supportive Housing program) and other federal programs are eligible sources of match and are considered Government sources. HUD encourages project applicants to include funds from these sources, whenever possible.
- **Name the Source of the Commitment:** Be as specific as possible and include the office or grant program as applicable. Enter the name of the entity providing the contribution. It is important to provide sufficient detail that the local HUD field office can quickly identify and approve the commitment source.
- **Date of written commitment:** Enter the date of the written contribution.
- **Value of written commitment:** Enter the total dollar value of the contribution.

Once the primary “**Sources of Match**” screen is saved, the values entered on the “**Sources of Match Details**” screen(s) will populate the summary amounts. The Cash, In-Kind, and Total Match will also automatically populate the “**Summary Budget**” screen where the 25 percent match requirements will be calculated and applied. If the amounts on the “**Summary Budget**” screen are too low, additional match funds must be added to the “**Sources of Match Details**” screen(s).

Project applicants can view and edit the “Sources of Match Details” screen(s) from the primary “**Sources of Match**” screen by clicking the view  icon next to the relevant commitment in the list. To delete a “Sources of Match Detail screen, click the delete  icon next to the relevant commitment in the list.

### PH-RRH Screen 6E. Summary Budget

Screen 6E summarizes the funding request for the total term of the project. All requested amounts should match the existing grant agreement or grant agreement amended, which should match the final FY 2017 GIW, unless the budget line item has been reduced due to reallocation or tier-based strategy described at the beginning of the Part 6 guidance. **If the budget requested does not match the final FY 2017 GIW, and the project is not being reduced due to reallocation, please consult with the CoC’s Collaborative Applicant prior to submitting a project application.**

This screen includes 4 fields that can be updated before submission. Fields are read-only with the following exceptions:

- **Leased Structures (only if it is for office space)**
- **Supportive Services**
- **HMIS**
- **Admin** (Up to 10%) *E-snaps* will not allow project applicants to request more than 10 percent of the request listed in the field “**6. Sub-Total Costs Requested.**” If an ineligible amount is entered, *e-snaps* will report an error and prevent application submission when the screen is saved.

The summary budget will include a summary of Cash, In-Kind, and Total Match entered on Screen 6D. If an amount less than 25 percent of the total budget, including admin costs but excluding leasing costs, is indicated, *e-snaps* will report an error and prevent application submission when the screen is saved. To make adjustments, return to Screen 6D.

The total values are automatically calculated by *e-snaps* when project applicants click the “**Save**” button.

[\[RETURN TO “All Projects - Part 3 through Part 6: Component Types”\]](#)

For more information concerning the FY 2017 CoC Program Competition, please visit the links: [FY 2017 Continuum of Care \(CoC\) Program Competition: Funding Availability](#) and [CoC Program Competition: e-snaps Resources](#).

# Transitional Housing (TH) Renewal Project Applications

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[\[RETURN TO “All Projects - Part 3 through Part 6: Component Types”\]](#)

The following instructions and screens apply to Transitional Housing (TH) projects only.

## TH Part 3: Project Information

For TH projects the component type is “**TH**” on Screen 3A and HUD expects project applicants to provide details of the project’s scope, in accordance with **TH** requirements at 24 CFR 578.37.

### TH Screen 3A. Project Detail

All fields on Screen 3A must be completed for submission of this application.

- 1. Expiring grant PIN number:** This field populates with the grant PIN number from the “**Federal Award Identifier**” field on Screen 1A. This field is read-only; however, project applicants can modify information in Screen 1A to correct errors that appear in Screen 3A.

**Note:** If project applicants do not enter the correct grant PIN number, this could cause significant delays in the conditional award of the project if HUD conditionally selects it for funding. Refer to the final FY 2017 GIW, conditional award letter or executed grant agreement for the expiring grant, or if a recently consolidated grant, the consolidated grant agreement for confirmation. The grant number on the GIW or amendment must match the grant number on the corresponding grant agreement.

- 2a. CoC Number and Name:** Select the CoC number and name from the dropdown menu to which the applicant intends to submit this project application. **Selecting the correct CoC is critical.** The dropdown menu contains all CoCs that successfully registered in the FY 2017 CoC Program Registration process and is listed according to the CoC Number (e.g., NE-502) and CoC Name (e.g., Lincoln County CoC). Based on the selection made in this field, *e-snaps* will send this project application to the CoC selected—once it is complete and submitted—for their review and to go through the local CoC selection process.

**Note:** Project applicants should only use the “**No CoC**” option in rare instances where a project is located in a geographic area not currently served by a CoC. If project applicants select “**No CoC**,” their project applications will not be connected to a CoC Application for this competition and this may affect HUD’s ability to award funds for a project application.

- 2b. CoC Collaborative Applicant Name:** Select the name of the CoC Collaborative Applicant for the CoC to which the project applicant intends to submit the project application. The dropdown menu for this field are based on the CoC Number and Name selected above. This list is populated with the CoC’s designated Collaborative Applicant name that registered during the FY 2017 CoC Program Registration process.
- 3. Project Name:** No action required. This field populates from the *e-snaps* “**Project**” screens. Project applicants cannot modify the populated name in this field; however, project applicants can modify the project name by exiting the project application screens and opening the *e-snaps* “**Project**” screens by selecting “**Projects**” from the left menu.
- 4. Project Status:** This field defaults to the “**Standard**” option and project applicants should only change it to “**Appeal**” if they are appealing a CoC’s decision to reject the project application in the local CoC competition when the project applicant believes it was not permitted to participate in the CoC planning process in a reasonable manner. If the project applicant selects “**Appeal**,” Screen 8A “**Notice of Intent to Appeal**” will appear on the left menu. For further information about appeals see instructions for Screen 8A above.

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5. **Component Type:** All project applicants must indicate in this field the CoC Program component type under which the project operates. This must match the component type listed on the final FY 2017 GIW. For TH projects, project applicants must select “**TH**.”
6. **Title V:** Title V of the McKinney-Vento Act allows homeless services providers to use unutilized, underutilized, excess, or surplus federal properties to assist persons experiencing homelessness. Select “**Yes**” or “**No**” to indicate whether the project includes one or more properties conveyed through the Title V process.

### TH Screen 3B. Description

All fields on Screen 3B are required and provide HUD with a detailed description of the project.

1. **Provided a clear and concise description of the scope of the project.** Provide a clear and concise description of the scope of the project. The description should describe the community needs, target population(s) to be served, project plan for addressing the identified housing and supportive service needs, projected project outcome(s), coordination with other sources or partners, and the reason CoC Program support is required. The information provided in this narrative must not conflict with information provided in other parts of the project application.
2. **Does your project have a specific population focus?** Select “**Yes**,” if your project has special capacity in its facilities, program designs, tools, outreach, or methodologies for a specific subpopulation(s). This does not mean that your project exclusively serves that subpopulation(s), but rather that they are uniquely equipped to serve them.
  - 2a. **Please identify the specific population focus. (Select ALL that apply)** If “**Yes**” to question 2 above, select one or more of the available subpopulations. If a subpopulation focus for your organization is not listed, check the box next to “**Other**” and then enter in the subpopulation in the text box provided.
3. **Housing First.** Housing First is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). It is an approach to quickly connect individuals and families experiencing homelessness to permanent housing without barriers to entry (e.g., sobriety, treatment or service participation requirements) and without preconditions that might lead to the program participant’s termination from the project (e.g., supportive service participation requirements or rules beyond normal tenancy rules). Supportive services are voluntary, but are offered to maximize housing stability and prevent returns to homelessness. Review Sections II.A.4., II.B.17.c., III.A.3.g., and VII.A.1.g. of the FY 2017 CoC Program Competition NOFA and the Housing First in PSH brief at [www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/](http://www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/) for more information. The questions in this section help identify whether your project operates consistent with a Housing First approach.
  - a. **Does the project quickly move participants into permanent housing?** Select “**Yes**” to this question if your project will quickly move program participants into permanent housing without requiring additional steps (e.g., required stay in transitional housing before moving to permanent housing) when program participants determine that they want assistance moving into permanent housing. If this is a domestic violence (DV) project application, project applicants should select “**Yes**” if the project will quickly move program participants into permanent housing after immediate safety needs identified by the program participant are addressed (e.g., survivors believes they are still in danger from violent situations and choose to wait until the dangerous situations are addressed before moving into permanent housing, but must be assisted in quickly moving to permanent housing as soon as they believes it is safe). Select “**No**” if the project does not work to move program participants quickly into permanent housing. The questions in this section help identify whether your project operates consistent with a Housing First approach.

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- b. Does the project ensure that participants are not screened out based on the following items? (Select ALL that apply):** Check the box next to each item to confirm that your project does not have the following barriers at the time of completing this application: (1) having too little or little income; (2) active or history of substance use; (3) having a criminal record with exceptions for state-mandated restrictions; and 4) History having a history of victimization (e.g., domestic violence, sexual assault, childhood abuse). If all of these barriers still exist at the time of completing this application, select “None of the above.”
- c. Does the project ensure that participants are not terminated from the program for the following reasons? (Select all that apply).** Check the box next to each item to confirm that your project does not terminate participants for the following reasons: (1) failure to participate in supportive services—not including case management that is for the purposes of engagement only; (2) failure to make progress on a service plan; (3) loss of income or failure to improve income; and (4) any other activity not covered in a lease agreement typically found in the project’s geographic area. If a program participant can be terminated for any of these reasons at the time of application, select “None of the above.”
- d. Does the project follow a Housing First approach?** *e-snaps* automatically populates this field which is read-only based on the responses above. This field will only indicate “Yes” if the project applicant selected “Yes” for 3a **and** checked all of the boxes for 3b and 3c, to confirm a Housing First approach. Otherwise, this field will indicate “No” to confirm that the project will not follow a Housing First approach. Any project application submitted as using a Housing First approach must continue operating as such.
- 4a. Is this a SHP project that had been approved by HUD to change the renewal project budget from leasing to rental assistance? This change should appear on the final FY 2017 GIW. See 24 CFR 578.49(b)(8):** Select “No” if the project was originally awarded under the S+C Program or if the project was awarded a rental assistance budget line item in a previous CoC Program Competition. Select “Yes” if the project was previously awarded leasing funds and approved to amend the grant to change to rental assistance to come into compliance with the CoC Program Interim Rule. These types of projects must have an executed grant agreement amendment in place prior to the FY 2017 application deadline. If an executed grant agreement is not in place, dated no later than the FY 2017 application submission deadline, HUD will change the project back to leasing and the project must come into compliance with leasing requirements in the CoC Program interim rule.

## TH Part 4: Housing and Services

In Part 4 of the Project Application, HUD expects project applicants to provide detail regarding the housing and services that the project will provide.

### TH Screen 4A. Supportive Services for Participants

All fields on Screen 4A are required and provide HUD with detailed understanding of the supportive services provided to program participants.

- 1. For all supportive services available to participants, indicate who will provide them and how often they will be provided:** This list identifies **all** supportive services provided to program participants in the project by the project applicant, subrecipient, partner organization, or Non-Partner organization. The project applicant should complete each row of the dropdown menus for all supportive services the project will provide to program participants, regardless of funding source. Do not limit this selection to just the supportive services that may be requested in your project application— also include supportive services other organizations or grants will provide. If more than one “**Provider**” or “**Frequency**” is relevant for a single service, select the provider and frequency that is used most. If more than one provider offers the service equally as often, choose the provider according to the following order: (1) Applicant, (2) Subrecipient, (3) Partner, and (4) Non-Partner.
  - **Provider:** select one of the following:



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- **“Applicant”** to indicate that the project applicant will provide the service;
- **“Subrecipient”** to indicate that a subrecipient, as indicated on from Screen 2A. Project Subrecipients, will provide the service;
- **“Partner”** to indicate that an organization that is not a subrecipient of project funds but with whom a formal agreement or memorandum of understanding (MOU) has been signed will provide the service; or
- **“Non-Partner”** to indicate that a specific organization with whom no formal agreement has been established regularly provides the service to program participants.
- **Frequency:** Select how often the service is provided to program participants. If two frequencies are equally common, select the interval that is most frequent, e.g., both weekly and monthly are equally common—select weekly.

**Note:** The list is exclusive and exhaustive according to 24 CFR 578.53 and applicants must complete the dropdown menus for at least one service/row.

### 2. Please identify whether the project includes the following activities:

- 2a. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs?** Select **“Yes”** if the project provides regular or as needed transportation assistance to mainstream and community resources, including appointments, employment training, educational programs, or jobs. Transportation assistance may include bus passes, rail/subway cards, vehicle owned by the organization, taxi fare, etc. Select **“No”** if transportation will not be regularly provided or cannot be provided consistently as requested.
- 2b. Use of a single application form for four or more mainstream programs?** Select **“Yes”** if the project uses a single application form that allow program participants to sign up for four or more mainstream programs. Select **“No”** if application forms cover three or fewer mainstream programs.
- 2c. Regular follow-ups with participants to ensure mainstream benefits are received and renewed?** Select **“Yes”** if the project regularly follows-up with program participants at least annually to ensure that they have applied for and are receiving their mainstream benefits and to renew benefits when required. Select **“No”** if there is no or irregular follow-up concerning mainstream benefits.
- 3. Do program participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency?** Select **“Yes”** if program participants have access to SSI/SSDI technical assistance. The assistance can be provided by the project applicant, a subrecipient, or a partner agency—through a formal or informal relationship. Select **“No”** if there is no or significantly limited access to SSI/SSDI technical assistance.
- 3a. Has the staff person providing the technical assistance completed SOAR training in the past 24 months?** This question will only appear if **“Yes”** is selected to the previous question. Select **“Yes”** to indicate that the project applicant, subrecipient or partner agency staff person who will be providing the SSI/SSDI technical assistance has completed SOAR training, online or in person, in the past 24 months. If more than one person will provide technical assistance, select **“Yes”** only if all persons have completed the technical assistance. Otherwise, select **“No.”**

## TH Screen 4B. Housing Type and Location



Screen 4B, “Housing Type and Location,” applies to all TH projects and provides a summary of the units and beds included in the project according to the following categories:

- **Total Units.** Includes all of the units in the project regardless of size.
- **Total Beds.** Includes all of the beds in the project regardless of unit configuration.

The summary fields are compiled from all of the individual housing locations listed below the totals. These fields will populate and update automatically when new housing types and location details are added to the list.



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To add a new housing type and location detail to this screen, select the add  icon and then complete the mandatory fields. Project applicants can view and edit a housing type and location by clicking the view  icon for the housing type and location detail.

The project applicant must use Screen 4B to report each housing type and location supported using requested CoC Program funds, including the number of available units and beds. The numbers reported must reflect the units and beds **at full capacity** directly supported by CoC Program awarded funds. This includes those units supported only by supportive services costs without rental assistance, leasing or operating costs. The reported number of beds should generally match the number of households and persons served at a point in time, as listed on Screens 5A and 5B, although there are understandable exceptions (e.g., a two-parent household where the parents will share a bed).

1. **Housing type:** Report the type of housing structures where program participants under this project are housed. Each housing type must be listed individually. The housing type options are as follows:
  - **Barracks:** Individuals or families sleep in a large room with multiple beds.
  - **Dormitory, shared or private rooms:** Individuals or families share sleeping rooms or have private rooms; persons share a common kitchen, common bathrooms, or both.
  - **Shared housing:** Shared housing is defined as an arrangement in which two or more unrelated people share a house or an apartment. Each unit must contain private space for each assisted family, plus common space for shared use by the residents of the unit. Common space must be appropriate for shared use by the residents and private space must contain at least one bedroom for each two persons in the family. A zero or one-bedroom unit may not be used for shared housing.
  - **Single Room Occupancy (SRO) units:** Each individual has private sleeping or living room which may contain a private kitchen and bath, or shared, dormitory style facilities.
  - **Clustered apartments:** Each individual or family has a self-contained housing unit located within a building or complex that houses both persons with special needs—e.g., homeless or formerly homeless persons, persons with substance abuse problems, persons with mental illness, or persons with AIDS/HIV—and persons without any special needs.
  - **Scattered-site apartments (including efficiencies):** Each individual or family has a self-contained apartment. Apartments are scattered throughout the community.
  - **Single family homes/townhouses/duplexes:** Each individual or family has a self-contained, single-family home, townhouse, or duplex that is dispersed throughout the community.
2. **Indicate the maximum number of Units and Beds available for program participants at the selected housing site:** Enter the number of units and beds at a point in time and used for housing program participants in this project.
  - **Units:** Enter the total number of units available at a point in time in the selected housing type and location used for housing program participants.
  - **Beds:** Enter the total number of beds available at a point in time in the selected housing type and used for housing program participants.

**Note:** A bedroom or efficiency must be indicated as 1 unit, 1 bedroom, and 1 bed. In addition, the number of units and beds listed on Screen 4B must be equal to or greater than the total number of units and beds requested in the budget, Part 6 of this guide, and should correlate to the number and characteristics of persons that the project is expected to serve recorded on Screens 5A and 5B.

3. **Address:** Project applicants must enter an address for all proposed and existing properties. If the location is not yet known, please enter the expected location of the housing units. For Scattered-site and Single family home housing, or for projects that have units at multiple locations, project applicants should enter the address where the majority of beds will be located or where the majority of beds are

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located as of the application submission. Where the project uses, tenant based rental assistance or if the address for scattered-site or single family homes housing cannot be identified at the time of application, enter the address for the project's administration office. Projects serving victims of domestic violence, including human trafficking, must use a PO Box or other anonymous address to ensure the safety of program participants.

- 4. Select the geographic area associated with this address:** Report the geographic area in which the housing type, units, and beds are actually located. The list of geographic areas is limited by the State(s) selected on Screen 1D of the application. Multiple areas can be selected if units are located in more than one county or city. Hold down the "Ctrl" key to make multiple selections.

### TH Part 5: Participants and Outreach

In Part 5 of the application, HUD expects project applicants to provide detail regarding the program participants who will be served, including basic household and subpopulation data, as well as outreach data.

#### TH Screen 5A. Program participants - Households

The numbers on Screen 5A are the previously approved proposed number of households and number of persons **to be served at given night when the project is at full operational capacity**. The respective numbers should match the most recently approved project application or as changed by amendment. One exception is; if funds are being reduced due to reallocation, all numbers can be reduced proportionally to the budget amount reduction.

Screen 5A is separated into two sections: (1) Household(s) served in row 1; and (2) Person(s) served in rows 2 through 13. Both sections have three editable columns that capture a specific type of household.

- **Households with at least One Adult and One Child:** For the proposed numbers under this column and household type, there must be at least one person at or above the age of 18, and at least one person under the age of 18.
- **Adult Households without Children:** For the proposed numbers under this column and household type, there must be at least one person at or above the age of 18, and no person(s) under the age of 18.
- **Households with Only Children:** For the proposed numbers under this column and household type, there may not be any person(s) at or above the age of 18; only person(s) under the age of 18.

The fourth column on the far left, "**Persons**," is read-only automatically populated with four standard reporting categories determined by HUD.

- **Adult over age 24:** A subset of the category of "**Adults**" to disaggregate "**Youth**" from over age 24 adults.
- **Adults ages 18-24:** A category implemented to account for transition age youth. Youth previously captured under the category "**Adult**" should now be captured under the category "**Adults between the ages of 18 and 24.**"
- **Accompanied Children under age 18:** Includes all children and "**youth**" who are under the age of 18. "**Accompanied**" is defined as "**in the company of parent or legal guardian regardless of the age of the parent or legal guardian.**"
- **Unaccompanied Children under age 18:** Includes all children and youth who are under the age of 18. "**Unaccompanied**" is defined as "**without a parent or legal guardian,**" and can include persons under 18 who themselves have dependents, siblings, or other household members.

The tables are populated with white, dark grey and light grey fields. In each white field, list the number of households or type of person(s) served for the given household type. The dark grey cells are not applicable to the given type of persons, and the light grey cells, will total automatically once the screen is saved. The screen is designed to prevent project applicants from entering more households than persons for any given column, and at least one person must be entered for every column that has one or more households. The number and

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characteristics of persons that the project is expected to serve is recorded on this screen and should match the total number of units and beds requested on Screen 4B. HUD has removed the distinction between “**disabled**” and “**non-disabled**” on screen 5A as this information is adequately covered on screen 5B.

**Note:** Households served in PSH projects must have at least one household member with a qualifying disability as defined by 42 U.S.C 423(d) and 42 U.S.C 11382(2). However, for a household to be served in a unit dedicated for the chronically homeless individuals and families, the head of household must have a qualifying disability and meet all of the criteria required as defined in 24 CFR 578.3.

### TH Screen 5B. Program Participants - Subpopulations

Screen 5B represents a detailed subpopulation breakdown of the persons reported in the three housing types on Screen 5A. As with Screen 5A, the numbers here are intended to reflect the households and persons **proposed to be served when the project is at full operational capacity**. The screen is collectively exhaustive and must account for each person identified on Screen 5A. The screen will prevent submission until all persons are accounted for.

Screen 5B is separated into three tables corresponding to the three household types on Screen 5A. See 5A above for a description of the three household types. There are nine editable columns for all three tables that captures a competition priority subpopulation. One additional column accounts for persons who are not represented by the priority subpopulations.

**Table 5. Subpopulation Columns**

Mutually Exclusive
<ul style="list-style-type: none"> <li>• <b>Chronically Homeless Non-Veterans:</b> To fall under this column, persons <b>must be</b> chronically homeless per 24 CFR 578.3, <b>but not</b> veterans*.</li> <li>• <b>Chronically Homeless Veterans:</b> To fall under this column, persons <b>must be</b> chronically homeless per 24 CFR 578.3, <b>and</b> veterans*.</li> <li>• <b>Non-Chronically Homeless Veterans:</b> To fall under this column, persons <b>must not be</b> chronically homeless, <b>but must be</b> veterans*. * “Veterans” include all persons who served in the military, regardless of discharge status.</li> </ul>
May Contain Duplicate Entries
<ul style="list-style-type: none"> <li>• <b>Chronic Substance Abuse:</b> Persons identified as chronic substance abusers.</li> <li>• <b>Persons with HIV/AIDS:</b> Persons living with HIV/AIDS.</li> <li>• <b>Severely Mentally Ill:</b> Persons diagnosed as severely mentally ill.</li> <li>• <b>Victims of Domestic Violence:</b> Persons identified as meeting the criteria of Category 4 of the homeless definition.</li> <li>• <b>Developmental Disability:</b> Persons diagnosed with a developmental disability.</li> <li>• <b>Physical Disability:</b> Persons diagnosed with a physical disability.</li> </ul>
Mutually Exclusive to All Other Columns
<ul style="list-style-type: none"> <li>• <b>Persons not represented by an identified subpopulation:</b> Persons served by the organization that have not been diagnosed with or identified as falling under any of the previous subpopulation distinctions.</li> </ul>

These columns are populated with white, dark grey and light grey fields, and are dependent on the selections made in Screen 5A. If households and person(s) are added to a household type column in Screen 5A, then the corresponding table will be available for data entry in Screen 5B. If, however, no households and persons are added to a particular household type column in Screen 5A, then the corresponding table will not be available in Screen 5B. **Example:** If 3 households are entered into the “**Adults Only**” column on Screen 5A, but no households are entered into the “**Adults with Children**” or “**with Children Only**” columns on Screen 5A, then only the “**Adults Only**” table will be available for edit on Screen 5B.

In each white field of the available household tables, list the number of person(s) served for the given subpopulation column. Ignore the dark grey cells, which are not applicable to the given subpopulation, and ignore the light grey cells, which will total automatically after the screen is saved. If any number greater than “0” is entered into the column “**Persons not represented by an identified subpopulation,**” a mandatory textbox will appear at the bottom of the screen when the screen is saved. The project applicant must enter a description of the population being served that does not fall under any of the priority subpopulation columns.

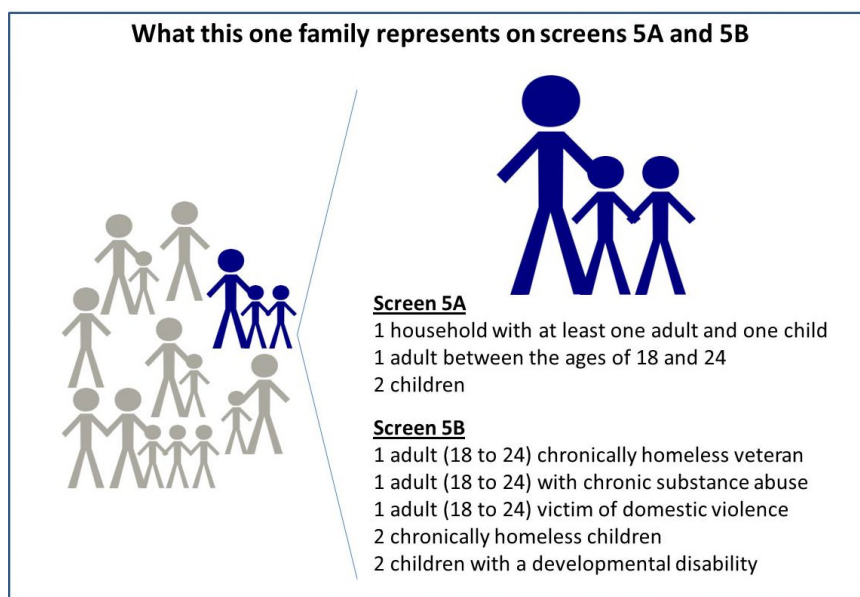
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The screen has additional controls that ensure that Screens 5A and 5B match. First, notice in Table 5 above that three columns are internally **mutually exclusive**. This means that a single person can only identify with one of the first three columns for each table (e.g., a single person cannot be a veteran while at the same time being a non-veteran). Columns 4 through 9, under “**May Contain Duplicate Entries;**” however, are not **mutually exclusive**. This means that a single person can identify with more than one column at the same time (e.g., a single person could be a veteran, suffering from a physical disability, and a victim of domestic violence). Column 10, **Persons not represented by an identified subpopulation**, is mutually exclusive to all other columns. This means that if a single person falls under column 10 the person does not identify with any of the other subpopulations.

There are several other important controls to understand. The “**Total Persons**” for each column, for example, cannot be larger than the total persons for that household category on Screen 5A. Likewise, no cell in each row can contain a number greater than the total number of persons in the corresponding age group as reported on Screen 5A. At the same time, the screen requires an entry for each person served, so at a minimum, the total number from the tables must equal the total number of persons in each corresponding household column from Screen 5A.

The **Characteristics** column (the first column) is populated with the same characteristics used on Screen 5A. They have been applied to each table based on their relevance to the tables housing type.

Total fields will calculate automatically when at least one household field and one person(s) field is entered and the screen is saved. Use them as a point of reference to ensure that all persons and households are entered correctly.



### TH Screen 5C. Outreach for Participants

Screen 5C requires project applicants to identify where their eligible program participants will come from and must include percentages of program participants who will be served using requested funds.

It is the responsibility of the project applicant to ensure that program participants served in TH are eligible for the project. For further guidance refer to 24 CFR part 578, and the FY 2017 CoC Program Competition NOFA.

Individuals coming from an institution where they have resided for 90 days or less **and** have entered the institution from the streets, emergency shelter, or safe haven, maintain their homeless status during that time. Include these program participants in the percentages for streets, places not meant for human habitation, emergency shelters, and safe havens accordingly.

- 1. Enter the percentage of homeless person(s) who will be served by the proposed project for each of the following locations:** Indicate the estimated percentage of homeless persons who will be admitted

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from each of the listed locations. The total estimated percentage must equal 100 percent to submit the project application.

- **Directly from the street or other locations not meant for human habitation.**
- **Directly from emergency shelters** (this includes domestic violence emergency shelters).
- **Directly from safe havens.**
- **Persons at imminent risk of losing their night time residence within 14 days, have no subsequent housing identified, and lack the resources to obtain other housing (TH and SSO Projects Only)**
- **Persons fleeing domestic violence** (or attempting to flee and including human trafficking, victims of sexual assault, stalking, and dating violence).
- **Directly from Transitional Housing**
- **Directly from the TH Portion of a Joint TH and PH-RRH Component project.**
- **Persons receiving services through a Department of Veterans Affairs(VA)-funded homeless assistance program.**

### TH Part 6: Budgets

Part 6 of the application requests project information related to budget requests and information about required grant matching funds.

**Note:** New for FY 2017 CoC Program Competition, project applicants submitting renewal TH projects are no longer required to list detailed descriptions and quantities for leased units, supportive services, operating, or HMIS Budget Line Items (BLIs). In general, HUD expects the details of the most recent approved budgets as amended to be the base of renewal grant expenses. However, any reasonable and eligible costs within each CoC cost category can be expended and HUD will verify them during monitoring.

The budget screens in Part 6 should match the dollar values included on the CoC's final FY 2017 GIW with the following limited exceptions:

1. a budget may be lower than the annual renewal amount on the final GIW if the CoC reduced the project's budget through the reallocation process;
2. a budget may be lower than the annual renewal amount on the final GIW if the CoC attempted to accommodate the Tier 1 and Tier 2 processes as outlined in the FY 2017 CoC Program Competition NOFA; and
3. eligible renewal projects not included on the final 2017 GIW, including those with a HUD-approved amendment that is completed by the application deadline.

Project applicants should contact the CoC's Collaborative Applicant immediately if they are unsure how their CoCs' expect them to apply, as an error in the project application could have a negative impact on this application and other project applications that are requesting FY 2017 CoC Program Competition funds.

Grant consolidations of individual FY 2016 renewal awards that have already been processed during CY 2017 must reflect the current grant agreement, as amended, and should have been indicated on the CoC's final FY 2017 GIW. Grant Consolidations of individual FY 2016 renewal awards that are currently in process, should also have been indicated on the CoC's final FY 2017 GIW and should be completed **before** the FY 2017 application deadline of 8:00 p.m. eastern time on September 28, 2017. If a grant consolidation amendment is not going to be executed by the deadline, the project applicant must submit a separate project application for each individual renewal grant.

**If any amendment that is in process has not formally been completed, and it is reflected on the CoC's final GIW, or if any amendment that is in process has been completed, and it is not reflected on the CoC's**



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final GIW, contact the local HUD field office immediately as this information must be communicated to the Office of Special Needs (SNAPS) prior to the project review process by HUD.

### TH Screen 6A. Funding Request

Screen 6A provides the framework through which a project applicant creates a project budget.

- 1. Do any of the properties in this project have an active restrictive covenant?** Select “Yes” or “No” to indicate whether one or more of the project properties are subject to an active restrictive covenant.  
**Note:** Any project awarded capital cost funds under the SHP Program (new construction, acquisition, or rehabilitation) have a 20-year use restriction. If the project was initially awarded capital costs under the CoC Program (FY 2012 and beyond) a 15-year use restriction is in place.

- 3. Does this project propose to allocate funds according to an indirect cost rate?** Select “Yes” or “No” to indicate whether the project either has an approved indirect cost plan in place or will propose an indirect cost plan by the time of conditional award. For more information concerning indirect costs plans, refer to 2 CFR 200.203(c)(2) and contact your local HUD field office.

**\*If “YES,” you must add the following questions:**


- 3a. Please complete the indirect cost rate schedule below:** Project applicants must complete at least one row using information from either you approved plan or your proposal.

Administering Department/Agency	Indirect Cost Rate	Direct Cost Base
	%	
	%	
	%	

- 3b. Has this rate been approved by your cognizant agency?** Select “Yes” if the indirect cost rate has already been approved by your cognizant agency. Select “No” if it has either not been submitted to or has been submitted, but has not yet been approved by your cognizant agency.
- 3c. Do you plan to use the 10% de minimis rate?** Select “Yes” only if you plan to use the 10 percent *de minimis* rate as described in 2 CFR 200.203(c)(2).
- 4. Select a grant term:** This field automatically populates with a 1-year grant term is read-only.
- 5. Costs for which funding is being requested:** The checkmark in the box indicates the eligible renewal costs for which funding is being requested (see 24 CFR 578, Subpart D; Program Components and Eligible Costs).

### TH Screen 6B. Leased Units Budget

Screen 6B appears if the “Leased Units” budget line item is selected on Screen 6A. Project applicants requesting Leased Units costs must itemize their requests by unit size and then to enter the total leased units cost for each Fair Market Rent (FMR) area where funds are being requested. The FMR area and unit composition entered by unit type will not be connected to the budget for renewal projects. Instead, renewal project applicants must manually enter the total requested amount for leased units, which should be based on the final FY 2017 GIW, as amended or reduced due to reallocation.

The screen opens with a primary screen that will aggregate the total assistance requested and total units requested for each FMR area. To add units for a new FMR area, click the add  icon to access the “Leased Units Budget Detail screen.” Once the detail screen is opened, project applicants must specify the appropriate FMR area where the units are located. The list is sorted by state abbreviation, and most areas calculated by county or metropolitan area.



- **Size of units:** These options are system generated. Unit size is defined by the number of distinct bedrooms and not by the number of distinct beds.
- **Number of units:** For each unit size, enter the number of units for which funding is being requested.




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- **Total Units and Annual Assistance Requested:** Enter in the total leased units amount according to the CoC's final FY 2017 GIW, or as amended.
- **Grant Term:** The value "1 Year" automatically populates this field and is read-only. Renewal projects can only request 1 year of funding, regardless of the "Grant Term" selected on Screen 6A.
- **Total Request for Grant Term:** This field will equal the total leasing amount entered above.

All grey fields will calculate after project applicants complete and save the required fields.

From the primary screen, project applicants can view and edit detail screens by clicking the view  icon next to the relevant FMR Area in the list. To delete a detail screen, click the delete  icon next to the relevant FMR Area in the list.

### TH Screen 6C. Rental Assistance Budget

Screen 6C appears if the **Rental Assistance** budget line item is selected on Screen 6A. The primary 6C screen will aggregate the total rental assistance requested and total units requested for each FMR area in which rental assistance and units are being requested. To add units for a new FMR, click the add  icon to access the "Rental Assistance Detail" budget screen.

**Type of Rental Assistance:** Select the type of rental assistance (i.e., PRA, SRA, or TRA) from the dropdown on the top of the screen. If there are more than one rental assistance types for the project, as approved by HUD, the project applicant must create a separate detail budget screen for each type, even if they are in the same FMR area. This should be rare because most renewing grants will have a single rental assistance type.

**Metropolitan or non-metropolitan fair market rent area:** Select the appropriate FMR area where the units are located. The list is sorted by state abbreviation, and most areas calculated by county or metropolitan area. The selected FMR area will be used to populate the rents in the FMR Area column in the chart on this screen. For projects that operate in more than one geographic location, the project applicant must create a separate detail budget screen for each FMR area.

**Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?** Choose whether to request rental assistance funding at or below the per unit size FMRs. Information entered should match the CoC's FY 2017 GIW unless the CoC is reducing the project due to reallocation. By selecting "No," the table described below will automatically calculate based on the number of units per unit size entered multiplied by the corresponding FMR. By selecting "Yes," the values entered into the "**HUD Paid Rent**" (also known as **Actual Rent**) column for each corresponding unit size must be less than the FMR amount for that unit size. If the project applicant requested and was awarded actual rent in the FY 2016 or previous CoC Program Competition, then the project applicant cannot request FMR. The exceptions to this is if HUD approved the change from actual rent to FMR on the final FY 2017 GIW, project is reduced due to reallocation, or if the FMR is now below the value of the actual rent previously requested. Applicants that are switching to actual rents as part of this application process must ensure that the amount of rental assistance requested, if below the published FMR, will be sufficient to cover all rental assistance costs because HUD cannot provide funds beyond what is awarded through the competition.



Complete the Rental Assistance Annual Budget chart that accounts for the size of units, the number of units being requested, the FMR for each unit size, the HUD paid rent being requested for each unit size (see the explanation above—read-only if "No" selected above), multiplied by 12 months to account for annual rent, and then summarized by row in the **Total Request** column.

- **Size of units:** These options are system generated. Unit size is defined by the number of distinct bedrooms and not by the number of distinct beds.
- **Number of units:** For each unit size, enter the number of units for which funding is being requested. These values should match the values on the CoC's final HUD-approved FY 2017 GIW.
- **FMR:** These fields are populated with the FY 2016 FMRs based on the FMR area selected by the project applicant. The FMRs are available online at [www.huduser.org/portal/datasets/fmr.html](http://www.huduser.org/portal/datasets/fmr.html).

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- **HUD Paid Rent: (Actual Rent)** Available only if “Yes” was selected above to indicate an intention to request amounts less than the FMR. For each unit size, enter the rent to be paid by the CoC program grant. This rent cannot exceed the FMR amount in the previous column; however, Project applicants may request less than the FMR.
- **12 Months:** These fields are populated with the value 12 to calculate the annual rent request.
- **Total Request:** This column populates with the total calculated amount from each row.
- **Total Units and Annual Assistance Requested:** This column is automatically calculated based on the sum of the total requests per unit size per year.
- **Grant Term:** This field is populated based on the grant term of 12 months and is read-only. Renewal projects can only request 1 year of funding, regardless of the “Grant Term” selected on Screen 6A.
- **Total Request for Grant Term:** If the project applicant selected “No” above to the “HUD Paid Rent” question, the automatic calculation will be based on the FMR and not the “HUD Paid Rent.” If “Yes” was selected above “HUD Paid Rent” question, this field is automatically calculated based on the amount entered into each field, multiplied by 12 months, multiplied by the grant term.

All automatic fields calculate after the required field is completed and saved.

From the primary screen, project applicants can view and edit detail screens by clicking the view  icon next to the relevant FMR Area in the list. To delete a detail screen, click the delete  icon next to the relevant FMR Area in the list.

### TH Screen 6D. Sources of Match

The “Sources of Match” screen is applicable to all project applications and enables project applicants to enter the CoC Program required match, including the type of source and the value of the match commitment.

For detailed information that describes CoC Program match requirements see 24 CFR 578.73.

**Note: Policy update in CoC Program implementation.** Program income **may** be counted as match for CoC Program funds. CoC Program eligible costs paid for by program income may be considered match for grants awarded in the FY 2017 CoC Program Competition.

**New in the FY 2017 CoC Program Competition,** HUD added the following new questions on the primary “Sources of Match” screen concerning CoC-generated program income because project applicants that intend to use program income as match must provide an estimate of how much of the program income will be used for match.

- 1. Does this project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant?** Answer “Yes” or “No.” If “Yes,” the following questions and text box will appear. If “No,” no further response is required.
  - 1a. Briefly describe the source of the program income:** Enter a description of the source of program income. **Note:** CoC-generated Program Income includes occupancy charges paid to the recipient or subrecipient. These amounts are considered program income and may be used as match funds.
  - 1b. Estimate the amount of program income that will be used as Match for this project:** Enter estimated amount in the field provided.


Match funds are acquired from sources outside of this grant’s funding request. The match information entered in *e-snaps* should be based on the **current commitments at the time of project application, covering the requested grant operating period (i.e., grant term), and NOT based on projections.** HUD expects the amount(s) listed on this screen to be accurate, with a commitment letter(s) in place that includes the amount(s) listed.

Match contributions can be cash, in-kind, or a combination of both. For match to be counted as cash or in-kind, amounts must be used for CoC Program eligible costs. Match must be equal to or greater than 25 percent of the

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total grant request for all eligible costs including Administration costs but excluding Leasing costs (i.e., Leased Units and Leased Structures). Example: If the “**Total Assistance Requested**” from the project applicant is \$100,000, and the project applicant did not request costs for Leased Units or Leased Structures, then the project applicant must secure commitments for match funds equal to or greater than \$25,000. The match amount could be all cash, all in-kind contributions, or a mixture of both, and used for any CoC Program eligible activities the project applicant chooses.

HUD strongly encourages project applicants to review the FAQs posted at [www.hudexchange.info/coc/faqs/](http://www.hudexchange.info/coc/faqs/), by searching for the keyword “**match**.”

The primary “**Sources of Match**” screen presents a summary for match that will aggregate multiple cash and in-kind commitments entered in the “**Sources of Match Details**” screens expected from each source and then calculate the totals. To add a match commitment, click the add  icon to open a new “**Sources of Match Details**” screen for each commitment.



**Complete the following fields in the “Sources of Match Details” screen for each match commitment:**

- **This commitment will be used as Match.** “Yes” is the default, the field is read-only.
- **Type of Commitment:** Select Cash or In-kind (non-cash) to indicate the type of contribution that describes this match commitment.

**Note:** If applications include third-party In-Kind match on Screen 6D a separate 7A attachment screen will appear that should be used to attach MOU(s) documentation that confirms the in-kind match commitment. If the MOU documentation is not available at application submission, it will be a condition for grant execution, if HUD conditionally awards the project.

- **Type of source:** Select Private or Government to indicate the source of the contribution. Funds from HUD-VASH (VA Supportive Housing program) and other Federal programs are eligible sources of match and are considered Government sources. HUD encouraged project applicants to include funds from these sources when possible.
- **Name the Source of the Commitment:** Be as specific as possible and include the office or grant program as applicable. Enter the name of the entity providing the contribution. It is important to provide sufficient detail so the local HUD field office can quickly identify and approve the commitment source.
- **Date of written commitment:** Enter the date of the written contribution.
- **Value of written commitment:** Enter the total dollar value of the contribution.

Once the primary “**Sources of Match**” screen is saved, the values entered on the “**Sources of Match Details**” screen(s) will populate the summary amounts. The Cash, In-Kind, and Total Match will also automatically populate the “**Summary Budget**” screen where the 25 percent match requirements will be calculated and applied. If the amounts on the “**Summary Budget**” screen are too low, additional match funds must be added to the “**Sources of Match Details**” screen(s).

Project applicants can view and edit the “**Sources of Match Details**” screen(s) from the primary “**Sources of Match**” screen by clicking the view  icon next to the relevant commitment in the list. To delete a “**Sources of Match Detail**” screen, click the delete  icon next to the relevant commitment in the list.

### TH Screen 6E. Summary Budget

Screen 6E summarizes the funding request for the total term of the project. All requested amounts should match the existing grant agreement or grant agreement amended, which should match the final FY 2017 GIW, unless the budget line item has been reduced due to reallocation or tier-based strategy described at the beginning of the Part 6 guidance. **If the budget requested does not match the final FY 2017 GIW, and the project is not being reduced due to reallocation, please consult with the CoC’s Collaborative Applicant prior to submitting a project application.**

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This screen includes 5 fields that can be updated before submission. Fields are read-only with the following exceptions:

- **Leased Structures**
- **Supportive Services**
- **Operating**
- **HMIS**
- **Admin (Up to 10%)** *e-snaps* will not allow project applicants to request more than 10 percent of the request listed in the field “**6. Sub-Total Costs Requested.**” If an ineligible amount is entered, *e-snaps* will report an error and prevent application submission when the screen is saved.

The summary budget will include a summary of Cash, In-Kind, and Total Match entered on Screen 6D. If an amount less than 25 percent of the total budget, including admin costs but excluding leasing costs, is indicated, *e-snaps* will report an error and prevent application submission when the screen is saved. To make adjustments, return to Screen 6D.

The total values are automatically calculated by *e-snaps* when project applicants click the “**Save**” button.

[\[RETURN TO “All Projects - Part 3 through Part 6: Component Types”\]](#)

For more information concerning the FY 2017 CoC Program Competition, please visit the links: [FY 2017 Continuum of Care \(CoC\) Program Competition: Funding Availability](#) and [CoC Program Competition: e-snaps Resources](#).

# Supportive Services (SSO) Renewal Project Applications

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[\[RETURN TO “All Projects - Part 3 through Part 6: Component Types”\]](#)

The following instructions and screens apply to Supportive Services (SSO) projects only.

## SSO Part 3: Project Information

For SSO projects the component type is “**SSO**” on Screen 3A and HUD expects project applicants to provide details of the project’s scope, including the selection of the type SSO project on Screen 3B which distinguishes between SSO-Street Outreach projects, SSO-Housing Project or Housing Structure specific service projects, SSO-Coordinated Entry (CE) projects, and SSO-standalone services projects, in accordance with **SSO** requirements at 24 CFR 578.37.

### SSO Screen 3A. Project Detail

All fields on Screen 3A must be completed for submission of this application.

1. **Expiring grant PIN number:** This field populates with the grant PIN number from the “**Federal Award Identifier**” field on Screen 1A. This field is read-only; however, project applicants can modify information in Screen 1A to correct errors that appear in Screen 3A.

**Note:** If project applicants do not enter the correct grant PIN number, this could cause significant delays in the conditional award of the project if HUD conditionally selects it for funding. Refer to the final FY 2017 GIW, conditional award letter or executed grant agreement for the expiring grant, or if a recently consolidated grant, the consolidated grant agreement for confirmation. The grant number on the GIW or amendment must match the grant number on the corresponding grant agreement.

- 2a. **CoC Number and Name:** Select the CoC number and name from the dropdown menu to which the applicant intends to submit this project application. **Selecting the correct CoC is critical.** The dropdown menu contains all CoCs that successfully registered in the FY 2017 CoC Program Registration process and is listed according to the CoC Number (e.g., NE-502) and CoC Name (e.g., Lincoln County CoC). Based on the selection made in this field, *e-snaps* will send this project application to the CoC selected—once it is complete and submitted—for their review and to go through the local CoC selection process.

**Note:** Project applicants should only use the “**No CoC**” option in rare instances where a project is located in a geographic area not currently served by a CoC. If project applicants select “**No CoC**,” their project applications will not be connected to a CoC Application for this competition and this may affect HUD’s ability to award funds for a project application.

- 2b. **CoC Collaborative Applicant Name:** Select the name of the CoC Collaborative Applicant for the CoC to which the project applicant intends to submit the project application. The dropdown menu for this field are based on the CoC Number and Name selected above. This list is populated with the CoC’s designated Collaborative Applicant name that registered during the FY 2017 CoC Program Registration process.
3. **Project Name:** No action required. This field populates from the *e-snaps* “**Project**” screens. Project applicants cannot modify the populated name in this field; however, project applicants can modify the project name by exiting the project application screens and opening the *e-snaps* “**Project**” screens by selecting “**Projects**” from the left menu.
4. **Project Status:** This field defaults to the “**Standard**” option and project applicants should only change it to “**Appeal**” if they are appealing a CoC’s decision to reject the project application in the local CoC competition when the project applicant believes it was not permitted to participate in the CoC planning process in a reasonable manner. If the project applicant selects “**Appeal**,” Screen 8A “**Notice of Intent**”

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to Appeal” will appear on the left menu. For further information about appeals see instructions for Screen 8A above.

5. **Component Type:** All project applicants must indicate in this field the CoC Program component type under which the project operates. This must match the component type listed on the final FY 2017 GIW. For all SSO project types, project applicants must select “SSO.”
6. **Title V:** Title V of the McKinney-Vento Act allows homeless services providers to use unutilized, underutilized, excess, or surplus federal properties to assist persons experiencing homelessness. Select “Yes” or “No” to indicate whether the project includes one or more properties conveyed through the Title V process.

### SSO Screen 3B. Description

All fields on Screen 3B are required and provide HUD with a detailed description of the project.

1. **Provide a description that addresses the entire scope of the proposed project:** Provide a clear and concise description of the scope of the project. The description should describe the community needs, target population(s) to be served, project plan for addressing the identified housing and supportive service needs, projected project outcome(s), coordination with other sources or partners, and the reason CoC Program support is required. The information provided in this narrative must not conflict with information provided in other parts of the project application.
2. **Does your project have a specific population focus?** Select one or more of the available subpopulations. It is appropriate to select less than all subpopulation if the coordinated entry function that this grant will support targets a specific subpopulation for integration into the community wide process.
  - 2a. **Please identify the specific population focus. (Select ALL that apply)** If “Yes” to question 2 above, select one or more of the available subpopulations. If a subpopulation focus for your organization is not listed, check the box next to “Other” and then enter in the subpopulation in the text box provided.
3. **Housing First.** Housing First is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). It is an approach to quickly connect individuals and families experiencing homelessness to permanent housing without barriers to entry (e.g., sobriety, treatment or service participation requirements) and without preconditions that might lead to the program participant’s termination from the project (e.g., supportive service participation requirements or rules beyond normal tenancy rules). Supportive services are voluntary, but are offered to maximize housing stability and prevent returns to homelessness. Review Sections II.A.4., II.B.17.c., III.A.3.g., and VII.A.1.g. of the FY 2017 CoC Program Competition NOFA and the Housing First in PSH brief at [www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/](http://www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/) for more information. The questions in this section help identify whether your project operates consistent with a Housing First approach.
  - a. **Does the project quickly move participants into permanent housing?** Select “Yes” to this question if your project will quickly move program participants into permanent housing without requiring additional steps (e.g., required stay in transitional housing before moving to permanent housing) when program participants determine that they want assistance moving into permanent housing. If this is a domestic violence (DV) project application, project applicants should select “Yes” if the project will quickly move program participants into permanent housing after immediate safety needs identified by the program participant are addressed (e.g., survivors believes they are still in danger from violent situations and choose to wait until the dangerous situations are addressed before moving into permanent housing, but must be assisted in quickly moving to permanent housing as soon as they believes it is safe). Select “No” if the project does not work to move program participants quickly into permanent



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housing. The questions in this section help identify whether your project operates consistent with a Housing First approach.

- b. Does the project ensure that participants are not screened out based on the following items? (Select ALL that apply):** Check the box next to each item to confirm that your project does not have the following barriers at the time of completing this application: (1) having too little or little income; (2) active or history of substance use; (3) having a criminal record with exceptions for state-mandated restrictions; and 4) History having a history of victimization (e.g., domestic violence, sexual assault, childhood abuse). If all of these barriers still exist at the time of completing this application, select “None of the above.”
  - c. Does the project ensure that participants are not terminated from the program for the following reasons? (Select all that apply).** Check the box next to each item to confirm that your project does not terminate participants for the following reasons: (1) failure to participate in supportive services—not including case management that is for the purposes of engagement only; (2) failure to make progress on a service plan; (3) loss of income or failure to improve income; and (4) any other activity not covered in a lease agreement typically found in the project’s geographic area. If a program participant can be terminated for any of these reasons at the time of application, select “None of the above.”
  - d. Does the project follow a Housing First approach?** *e-snaps* automatically populates this field which is read-only based on the responses above. This field will only indicate “Yes” if the project applicant selected “Yes” for 3a **and** checked all of the boxes for 3b and 3c, to confirm a Housing First approach. Otherwise, this field will indicate “No” to confirm that the project will not follow a Housing First approach. Any project application submitted as using a Housing First approach must continue operating as such.
- 4. Select the type of SSO project:** This question distinguishes between Street Outreach projects, Housing Project or Housing Structure specific service projects, Coordinated Entry projects, and standalone services projects. Select one option from the dropdown menu:

**Street Outreach** projects include any activity that reaches out to persons living on streets or places not meant for human habitation. They engage these individuals and families and provide a bridge to them that might include transportation; referrals to shelter, housing, or services; and food and clothing distribution.

**Housing Project or Housing Structure Specific** projects are connected to a housing project or housing structure and typically offer services in fixed buildings where persons present themselves for services. Services for this category must be housing related and designed to help program participants either identify or maintain housing. These projects must meet at least one of the following three additional criteria to remain SSO projects as opposed to PH or TH projects:

1. The SSO has no connection with the housing provider (they provide services because the client is a Program participant in their SSO project and **NOT** because they have an agreement with the housing provider to provide services to the housing provider’s program participants); or
2. The SSO grant supports housing of multiple components (e.g., TH **and** PSH projects); or
3. The SSO provides services to persons in ES.

Review the supportive services or housing decision tool for clarification at [www.hudexchange.info/resource/3875/coc-program-ss0-housing-component-decision-tool/](http://www.hudexchange.info/resource/3875/coc-program-ss0-housing-component-decision-tool/).

**Coordinated Entry (CE)** projects are designed to support the development and implementation of coordinated entry processes as required by the CoC Program interim rule. HUD originally awarded most of these projects in FY 2012-FY 2016; however, some SSO projects operating as Coordinated Entry were originally awarded prior to the FY 2012 CoC Program Competition. All projects claiming the **Coordinated Entry** type were originally designed to support CoC-wide system implementations and must continue to be used as originally awarded.

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**Stand-alone Services** projects typically operate in a facility or office designated for the sole purpose of providing services by providers who are trained and/or licensed in the field. Common examples include: legal services, personal hygiene and health services, child care centers, parenting classes, educational and employment training, and other services designed to meet Program participant needs. While these services are not directly related to a specific housing project or structure, they must be necessary to assist program participants in obtaining and maintaining housing.

**If Coordinated Entry is selected, answer the following follow-up questions:**

- 4a. Does the coordinated entry process funded in part by this grant cover the CoC's entire geographic area?** Select "Yes" only if coordinated entry will cover the entire geographic area by the end of the expected grant term.
- 4b. Does the coordinated entry process funded in part by this grant be easily accessible?** Select "Yes" only if coordinated entry will be easily accessible to individuals and families with the highest barriers to access and includes affirmative fair housing strategies (see 24 CFR 578.93(c)).
- 4c. Describe the advertisement strategy for the coordinated entry process and how it is designed to reach those with the highest barriers to accessing assistance:** Use the textbox provided to detail the advertisement strategy that will ensure that coordinated entry is accessible to individuals and families with the highest barriers to accessing assistance, including persons with disabilities and persons with limited English proficiency (see 24 CFR 578.93(c)). Using bullets instead of full paragraphs is appropriate.
- 4d. Does the coordinated entry process use a comprehensive, standardized assessment process?** Select "Yes" if the standardized assessment process that will be included in coordinated entry by the end of the expected grant term is comprehensive according to the housing and services available in the community and standardized in structure, delivery, and evaluation across all assessments conducted using coordinated entry. Exceptions to standardization can be made for the following four populations only: (1) Individuals; (2) Households with Children; (3) Youth; and (4) Victims fleeing Domestic Violence. If your coordinated entry will be standardized within each of the subgroups and does not include variations for other subpopulations not included above, select "Yes."
- 4e. Describe the referral process and how the coordinated entry process ensures that participants are directed to appropriate housing and/or services.** Use the textbox provided to briefly describe how the referral process for homelessness resources is coordinated across, at a minimum, all CoC and ESG providers. The process should include a list of all available resources, uniform decision making, Program participant choice, and a process to reconcile unsuccessful or rejected placements. Using bullets instead of full paragraphs is appropriate.
- 4f. If the coordinated entry process includes differences in the access, entry, assessment, or referral for certain populations, are those differences limited only to the following four groups: Individuals, Families, DV, and Youth?** Select "Yes" if the CoC limits differences to the four groups only. Select "No" if the CoC includes differences for any other population.

## SSO Part 4: Services

In Part 4 of the Project Application, HUD expects project applicants to provide detail regarding the services the project will provide. **Note:** If "Coordinated Entry" is selected, project applicants are not required to complete this section.

### SSO Screen 4A. Supportive Services for Participants

All fields on Screen 4A are required and provide HUD with detailed understanding of the supportive services provide to program participants.

- 1. For all supportive services available to participants, indicate who will provide them and how often they will be provided:** This list identifies all supportive services provided to program participants in the project by the project applicant, subrecipient, partner organization, or Non-Partner organization.

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The project applicant should complete each row of the dropdown menus for all supportive services the project will provide to program participants, regardless of funding source. Do not limit this selection to just the supportive services that may be requested in your project application— also include supportive services other organizations or grants will provide. If more than one “**Provider**” or “**Frequency**” is relevant for a single service, select the provider and frequency that is used most. If more than one provider offers the service equally as often, choose the provider according to the following order: (1) Applicant, (2) Subrecipient, (3) Partner, and (4) Non-Partner.

- **Provider:** select one of the following:
  - “**Applicant**” to indicate that the project applicant will provide the service;
  - “**Subrecipient**” to indicate that a subrecipient, as indicated on from Screen 2A. Project Subrecipients, will provide the service;
  - “**Partner**” to indicate that an organization that is not a subrecipient of project funds but with whom a formal agreement or memorandum of understanding (MOU) has been signed will provide the service; or
  - “**Non-Partner**” to indicate that a specific organization with whom no formal agreement has been established regularly provides the service to program participants.
- **Frequency:** Select how often the service is provided to program participants. If two frequencies are equally common, select the interval that is most frequent, e.g., both weekly and monthly are equally common—select weekly.

**Note:** The list is exclusive and exhaustive according to 24 CFR 578.53. and project applicants must complete the dropdown menus for at least one service/row.

### 2. Please identify whether the project includes the following activities:

- 2a. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs?** Select “**Yes**” if the project provides regular or as needed transportation assistance to mainstream and community resources, including appointments, employment training, educational programs, or jobs. Transportation assistance may include bus passes, rail/subway cards, vehicle owned by the organization, taxi fare, etc. Select “**No**” if transportation will not be regularly provided or cannot be provided consistently as requested.
- 2b. Use of a single application form for four or more mainstream programs?** Select “**Yes**” if the project uses a single application form that allow Program participants to sign up for four or more mainstream programs. Select “**No**” if application forms cover 3 or fewer mainstream programs.
- 2c. Regular follow-ups with participants to ensure mainstream benefits are received and renewed?** Select “**Yes**” if the project regularly follows-up with Program Participants at least annually to ensure that they have applied and are receiving their mainstream benefits and to renew benefits when required. Select “**No**” if there is no or irregular follow-up concerning mainstream benefits.
- 3. Do program participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency?** Select “**Yes**” if program participants have access to SSI/SSDI technical assistance. The assistance can be provided by the project applicant, a subrecipient, or a partner agency—through a formal or informal relationship. Select “**No**” if there is no or significantly limited access to SSI/SSDI technical assistance.
- 3a. Has the staff person providing the technical assistance completed SOAR training in the past 24 months?** This question will only appear if “**Yes**” is selected to the previous question. Select “**Yes**” to indicate that the project applicant, subrecipient or partner agency staff person who will be providing the SSI/SSDI technical assistance has completed SOAR training, online or in person, in the past 24 months. If more than one person will provide technical assistance, select “**Yes**” only if all persons have completed the training. Otherwise, select “**No**.”

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### SSO Part 5: Participants and Outreach

In Part 5 of the application, HUD expects project applicants to provide detail regarding the program participants who will be served, including basic household and subpopulation data, as well as outreach data. **Note:** If “**Coordinated Entry**” is selected, project applicants are not required to complete this section.

#### SSO Screen 5A. Program Participants - Households

The numbers on Screen 5A are the previously approved proposed number of households and number of persons **to be served at given time when the project is at full operational capacity**. The respective numbers should match the most recently approved project application or as changed by amendment. One exception is; if funds are being reduced due to reallocation, all numbers can be reduced proportionally to the budget amount reduction.

Screen 5A is separated into two sections: (1) Household(s) served in row 1; and (2) Person(s) served in rows 2 through 13. Both sections have three editable columns that capture a specific type of household.

- **Households with at least One Adult and One Child:** For the proposed numbers under this column and household type, there must be at least one person at or above the age of 18, and at least one person under the age of 18.
- **Adult Households without Children:** For the proposed numbers under this column and household type, there must be at least one person at or above the age of 18, and no person(s) under the age of 18.
- **Households with Only Children:** For the proposed numbers under this column and household type, there may not be any person(s) at or above the age of 18; only person(s) under the age of 18.

The fourth column on the far left, “**Persons,**” is read-only automatically populated with four standard reporting categories determined by HUD.

- **Adult over age 24:** A subset of the category of “**Adults**” to disaggregate “**Youth**” from over age 24 adults.
- **Adults ages 18-24:** A category implemented to account for transition age youth. Youth previously captured under the category “**Adult**” should now be captured under the category “**Adults between the ages of 18 and 24.**”
- **Accompanied Children under age 18:** Includes all children and “**youth**” who are under the age of 18. “**Accompanied**” is defined as “**in the company of parent or legal guardian regardless of the age of the parent or legal guardian.**”
- **Unaccompanied Children under age 18:** Includes all children and youth who are under the age of 18. “**Unaccompanied**” is defined as “**without a parent or legal guardian,**” and can include persons under 18 who themselves have dependents, siblings, or other household members.

The tables are populated with white, dark grey and light grey fields. In each white field, list the number of households or type of person(s) served for the given household type. The dark grey cells are not applicable to the given type of persons, and the light grey cells, will total automatically once the screen is saved. The screen is designed to prevent project applicants from entering more households than persons for any given column, and at least one person must be entered for every column that has one or more households. The number and characteristics of persons that the project is expected to serve is recorded on this screen and should match the total number of units and beds requested on Screen 4B. HUD has removed the distinction between “**disabled**” and “**non-disabled**” on screen 5A as this information is adequately covered on screen 5B.

#### SSO Screen 5B. Program Participants - Subpopulations

Screen 5B represents a detailed subpopulation breakdown of the persons reported in the three housing types on Screen 5A. As with Screen 5A, the numbers here are intended to reflect the households and persons **proposed to be served when the project is at full operational capacity**. The screen is collectively exhaustive and must

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account for each person identified on Screen 5A. The screen will prevent submission until all persons are accounted for.

Screen 5B is separated into three tables corresponding to the three household types on Screen 5A. See 5A above for a description of the three household types. There are nine editable columns for all three tables that captures a competition priority subpopulation. One additional column accounts for persons who are not represented by the priority subpopulations.

**Table 5. Subpopulation Columns**

Mutually Exclusive
<ul style="list-style-type: none"> <li>• <b>Chronically Homeless Non-Veterans:</b> To fall under this column, persons <b>must be</b> chronically homeless per 24 CFR 578.3, <b>but not</b> veterans*.</li> <li>• <b>Chronically Homeless Veterans:</b> To fall under this column, persons <b>must be</b> chronically homeless per 24 CFR 578.3, <b>and</b> veterans*.</li> <li>• <b>Non-Chronically Homeless Veterans:</b> To fall under this column, persons <b>must not be</b> chronically homeless, <b>but must be</b> veterans*. * “Veterans” include all persons who served in the military, regardless of discharge status.</li> </ul>
May Contain Duplicate Entries
<ul style="list-style-type: none"> <li>• <b>Chronic Substance Abuse:</b> Persons identified as chronic substance abusers.</li> <li>• <b>Persons with HIV/AIDS:</b> Persons living with HIV/AIDS.</li> <li>• <b>Severely Mentally Ill:</b> Persons diagnosed as severely mentally ill.</li> <li>• <b>Victims of Domestic Violence:</b> Persons identified as meeting the criteria of Category 4 of the homeless definition.</li> <li>• <b>Developmental Disability:</b> Persons diagnosed with a developmental disability.</li> <li>• <b>Physical Disability:</b> Persons diagnosed with a physical disability.</li> </ul>
Mutually Exclusive to All Other Columns
<ul style="list-style-type: none"> <li>• <b>Persons not represented by an identified subpopulation:</b> Persons served by the organization that have not been diagnosed with or identified as falling under any of the previous subpopulation distinctions.</li> </ul>

These columns are populated with white, dark grey and light grey fields, and are dependent on the selections made in Screen 5A. If households and person(s) are added to a household type column in Screen 5A, then the corresponding table will be available for data entry in Screen 5B. If, however, no households and persons are added to a particular household type column in Screen 5A, then the corresponding table will not be available in Screen 5B. **Example:** If 3 households are entered into the “**Adults Only**” column on Screen 5A, but no households are entered into the “**Adults with Children**” or “with Children Only” columns on Screen 5A, then only the “**Adults Only**” table will be available for edit on Screen 5B.

In each white field of the available household tables, list the number of person(s) served for the given subpopulation column. Ignore the dark grey cells, which are not applicable to the given subpopulation, and ignore the light grey cells, which will total automatically after the screen is saved. If any number greater than “0” is entered into the column “**Persons not represented by an identified subpopulation,**” a mandatory textbox will appear at the bottom of the screen when the screen is saved. The project applicant must enter a description of the population being served that does not fall under any of the priority subpopulation columns.

The screen has additional controls that ensure that Screens 5A and 5B match. First, notice in Table 5 above that three columns are internally **mutually exclusive**. This means that a single person can only identify with one of the first three columns for each table (e.g., a single person cannot be a veteran while at the same time being a non-veteran). Columns 4 through 9, under “**May Contain Duplicate Entries;**” however, are not **mutually exclusive**. This means that a single person can identify with more than one column at the same time (e.g., a single person could be a veteran, suffering from a physical disability, and a victim of domestic violence). Column 10, **Persons not represented by an identified subpopulation,** is mutually exclusive to all other columns. This means that if a single person falls under column 10 the person does not identify with any of the other subpopulations.

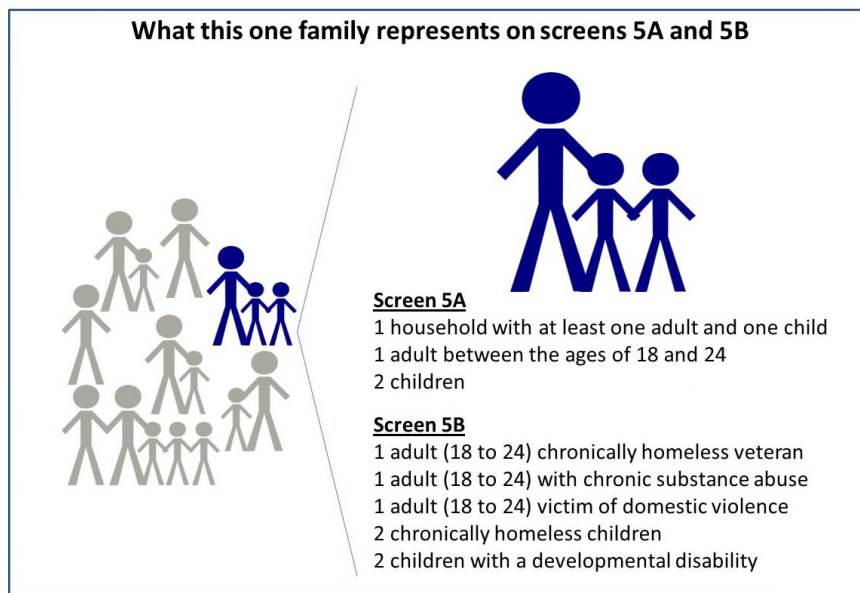
There are several other important controls to understand. The “**Total Persons**” for each column, for example, cannot be larger than the total persons for that household category on Screen 5A. Likewise, no cell in each row can contain a number greater than the total number of persons in the corresponding age group as reported on

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Screen 5A. At the same time, the screen requires an entry for each person served, so at a minimum, the total number from the tables must equal the total number of persons in each corresponding household column from Screen 5A.

The **Characteristics** column (the first column) is populated with the same characteristics used on Screen 5A. They have been applied to each table based on their relevance to the tables housing type.

Total fields will calculate automatically when at least one household field and one person(s) field is entered and the screen is saved. Use them as a point of reference to ensure that all persons and households are entered correctly.



### SSO Screen 5C. Outreach for Participants

Screen 5C requires project applicants to identify where their eligible program participants will come from and must include percentages of program participants who will be served using requested funds.

**Note:** It is the responsibility of the project applicant to ensure that program participants served in SSO are eligible for the project. For further guidance refer to 24 CFR part 578, and the FY 2017 CoC Program Competition NOFA.

Individuals coming from an institution where they have resided for 90 days or less **and** have entered the institution from the streets, emergency shelter, or safe haven, maintain their homeless status during that time. Include these program participants in the percentages for streets, places not meant for human habitation, emergency shelters, and safe havens accordingly.

- 1. Enter the percentage of homeless person(s) who will be served by the proposed project for each of the following locations:** Indicate the estimated percentage of homeless persons who will be admitted from each of the listed locations. The total estimated percentage must equal 100 percent to submit the project application.
  - **Directly from the street or other locations not meant for human habitation.**
  - **Directly from emergency shelters** (this includes domestic violence emergency shelters).
  - **Directly from safe havens.**
  - **Persons at imminent risk of losing their night time residence within 14 days, have no subsequent housing identified, and lack the resources to obtain other housing (TH and SSO Projects Only)**



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- **Persons fleeing domestic violence** (or attempting to flee and including human trafficking, victims of sexual assault, stalking, and dating violence).
- **Directly from Transitional Housing**
- **Directly from the TH Portion of a Joint TH and PH-RRH Component project.**
- **Persons receiving services through a Department of Veterans Affairs(VA)-funded homeless assistance program.**

### SSO Part 6: Budgets

Part 6 of the application requests project information related to budget requests and information about required grant matching funds.

**Note:** New for FY 2017, renewal SSO projects no longer need to list detailed descriptions and quantities for supportive services Budget Line Item (BLI). In general, HUD expects the details of the most recent approved budgets as amended to be the base of renewal grant expenses. However, any reasonable and eligible costs within each CoC cost category can be expended and will be verified during a HUD monitoring.

The budget screens in Part 6 should match the dollar values included on the CoC's final FY 2017 HUD-approved GIW listed on the HUD Exchange with the following limited exceptions:

4. a budget may be lower than the annual renewal amount on the final 2017 GIW if the CoC reduced the project's budget through the reallocation process;
5. a budget may be lower than the annual renewal amount on the final 2017 GIW if the CoC attempted to accommodate the Tier 1 and Tier 2 processes as outlined in the FY 2017 CoC Program Competition NOFA; and
6. eligible renewal projects not included on the final GIW, including those with a HUD-approved amendment that is completed by the FY 2017 application deadline of 8:00 p.m. eastern time on September 28, 2017.

Project applicants should contact the CoC's Collaborative Applicant immediately if they are unsure how their CoCs' expect them to apply, as an error in the project application could have a negative impact on this application and other project applications that are requesting FY 2017 CoC Program Competition funds.

Grant consolidations of individual FY 2016 renewal awards that have already been processed during CY 2017 must reflect the current grant agreement, as amended, and should have been indicated on the CoC's final FY 2017 GIW. Grant Consolidations of individual FY 2016 renewal awards that are currently in process, should also have been indicated on the CoC's final FY 2017 GIW and should be completed **before** the FY 2017 application deadline of 8:00 p.m. eastern time on September 28, 2017. If a grant consolidation amendment is not going to be executed by the deadline, the project applicant must submit a separate project application for each individual renewal grant.

**If any formal amendment that is in process—has not been executed by the deadline—and it is reflected on the CoC's final GIW—contact the local HUD field office as this information must be communicated to the Office of Special Needs (SNAPS) prior to the project review process by HUD.**

### SSO Screen 6A. Funding Request

Screen 6A provides the framework through which a project applicant creates a project budget.

1. **Do any of the properties in this project have an active restrictive covenant?** Select "Yes" or "No" to indicate whether one or more of the project properties are subject to an active restrictive covenant.  
**Note:** Any project awarded capital cost funds under the SHP Program (new construction, acquisition, or rehabilitation) have a 20-year use restriction. If the project was initially awarded capital costs under the CoC Program (FY 2012 and beyond) a 15-year use restriction is in place.

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- 3. Does this project propose to allocate funds according to an indirect cost rate?** Select “Yes” or “No” to indicate whether the project either has an approved indirect cost plan in place or will propose an indirect cost plan by the time of conditional award. For more information concerning indirect costs plans, refer to 2 CFR 200.203(c)(2) and contact your local HUD field office.

\* If “Yes”, you must add the following questions:

- 3a. Please complete the indirect cost rate schedule below:** Project applicants must complete at least one row using information from either you approved plan or your proposal.

Administering Department/Agency	Indirect Cost Rate	Direct Cost Base
	%	
	%	
	%	

- 3b. Has this rate been approved by your cognizant agency?** Select “Yes” if the indirect cost rate has already been approved by your cognizant agency. Select “No” if it has either not been submitted to or has been submitted, but has not yet been approved by your cognizant agency.
- 3c. Do you plan to use the 10% de minimis rate?** Select “Yes” only if you plan to use the 10 percent *de minimis* rate as described in 2 CFR 200.203(c)(2).
- 4. Select a grant term:** This field automatically populates with a 1-year grant term and the field is read-only.
- 5. Costs for which funding is being requested:** The checkmark in the box shows the eligible renewal costs for which funding is being requested (see 24 CFR 578, Subpart D; Program Components and Eligible Costs).

### SSO Screen 6D. Sources of Match

The “Sources of Match” screen is applicable to all project applications and enables project applicants to enter the CoC Program required match, including the type of source and the value of the match commitment.

For detailed information that describes CoC Program match requirements see 24 CFR 578.73.

**Note: Policy update in CoC Program implementation.** Program income **may** be counted as match for CoC Program funds. CoC Program eligible costs paid for by program income may be considered match for grants awarded in the FY 2017 CoC Program Competition.

**New in the FY 2017 CoC Program Competition,** HUD added the following new questions on the primary “Sources of Match” screen concerning CoC-generated program income because project applicants that intend to use program income as match must provide an estimate of how much of the program income will be used for match.


- 1. Does this project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant?** Answer “Yes” or “No.” If “Yes,” the following questions and text box will appear. If “No,” no further response is required.
- 1a. Briefly describe the source of the program income:** Enter a description of the source of program income. **Note:** CoC-generated program income includes occupancy charges paid to the recipient or subrecipient. These amounts are considered program income and **may** be used as match funds.
- 1b. Estimate the amount of program income that will be used as Match for this project:** Enter estimated amount in the field provided.

Match funds are acquired from sources outside of this grant’s funding request. The match information entered in *e-snaps* should be based on the **current commitments at the time of project application, covering the requested grant operating period (i.e., grant term), and not based on projections.** HUD expects the amount(s) listed on this screen to be accurate, with a commitment letter(s) in place that includes the amount(s) listed.

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Match contributions can be cash, in-kind, or a combination of both. For match to be counted as cash or in-kind, amounts must be used for CoC Program eligible costs. Match must be equal to or greater than 25 percent of the total grant request for all eligible costs including Administration costs but excluding Leasing costs (i.e., Leased Structures). An example, if the “**Total Assistance Requested**” from the project applicant is \$100,000, and the project applicant did not request costs for Leased Structures, then the project applicant must secure commitments for match funds equal to or greater than \$25,000. The match amount could be all cash, all in-kind contributions, or a mixture of both, and used for any CoC Program eligible activities the project applicant chooses.

HUD strongly encourages project applicants to review the FAQs posted at [www.hudexchange.info/coc/faqs/](http://www.hudexchange.info/coc/faqs/), by searching for the keyword “**match**.”

The primary “**Sources of Match**” screen presents a summary for match that will aggregate multiple cash and in-kind commitments entered in the “**Sources of Match Details**” screens expected from each source and then calculate the totals. To add a match commitment, please click the add  icon access a new “**Sources of Match Details**” screen for each commitment.



**Complete the following fields in the “Sources of Match Details” screen for each match commitment:**

- **This commitment will be used as Match.** “Yes” is the default, the field is read-only.
- **Type of Commitment:** Select Cash or In-kind (non-cash) to indicate the type of contribution that describes this match commitment.

**Note:** If applications include third-party In-Kind match on Screen 6D a separate 7A attachment screen will appear that should be used to attach MOU(s) documentation that confirms the in-kind match commitment. If the MOU documentation is not available at application submission, it will be a condition for grant execution, if HUD conditionally awards the project.

- **Type of source:** Select Private or Government to indicate the source of the contribution. Funds from HUD-VASH (VA Supportive Housing program) and other Federal programs are eligible sources of match and are considered Government sources. HUD encouraged project applicants to include funds from these sources when possible.
- **Name the Source of the Commitment:** Be as specific as possible and include the office or grant program as applicable. Enter the name of the entity providing the contribution. It is important to provide sufficient detail so the local HUD field office can quickly identify and approve the commitment source.
- **Date of written commitment:** Enter the date of the written contribution.
- **Value of written commitment:** Enter the total dollar value of the contribution.

Once the primary “**Sources of Match**” screen is saved, the values entered on the “**Sources of Match Details**” screen(s) will populate the summary amounts. The Cash, In-Kind, and Total Match will also automatically populate the “**Summary Budget**” screen where the 25 percent match requirements will be calculated and applied. If the amounts on the “**Summary Budget**” screen are too low, additional match funds must be added to the “**Sources of Match Details**” screen(s).

Project applicants can view and edit the “**Sources of Match Details**” screen(s) from the primary “**Sources of Match**” screen by clicking the view  icon next to the relevant commitment in the list. To delete a “**Sources of Match Detail**” screen, click the delete  icon next to the relevant commitment in the list.

### SSO Screen 6E. Summary Budget

Screen 6E summarizes the funding request for the total term of the project. All requested amounts should match the existing grant agreement or grant agreement amended, which should match the final FY 2017 GIW, unless the budget line item has been reduced due to reallocation or tier-based strategy described at the beginning of the Part 6 guidance. **If the budget requested does not match the final FY 2017 GIW, and the project is not**

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being reduced due to reallocation, please consult with the CoC's Collaborative Applicant prior to submitting a project application.

This screen includes 4 fields that can be updated before submission. Fields are read-only with the following exceptions:

- **Leased Structures (only if it is for office space)**
- **Supportive Services**
- **HMIS**
- **Admin (Up to 10%)** *E-snaps* will not allow project applicants to request more than 10 percent of the request listed in the field “**6. Sub-Total Costs Requested.**” If an ineligible amount is entered, *e-snaps* will report an error and prevent application submission when the screen is saved.

The summary budget will include a summary of Cash, In-Kind, and Total Match entered on Screen 6D. If an amount less than 25 percent of the total budget, including admin costs but excluding leasing costs, is indicated, *e-snaps* will report an error and prevent application submission when the screen is saved. To correct return to Screen 6D to make adjustments.

The total values are automatically calculated by *e-snaps* when project applicants click the “**Save**” button.

[\[RETURN TO “All Projects - Part 3 through Part 6: Component Types”\]](#)

For more information concerning the FY 2017 CoC Program Competition, please visit the links: [FY 2017 Continuum of Care \(CoC\) Program Competition: Funding Availability](#) and [CoC Program Competition: e-snaps Resources](#).

# Safe Haven (SH) Renewal Project Applications

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[\[RETURN TO “All Projects - Part 3 through Part 6: Component Types”\]](#)

The following instructions and screens apply to Safe Haven (SH) projects only.

## SH Part 3: Project Information

For SH projects the component type is “SH” on Screen 3A and HUD expects project applicants to provide details of the project’s scope, in accordance with SH requirements at 24 CFR 578.37.

### SH Screen 3A. Project Detail

All fields on Screen 3A must be completed for submission of this application.

- 1. Expiring grant PIN number:** This field populates with the grant PIN number from the “**Federal Award Identifier**” field on Screen 1A. This field is read-only; however, project applicants can modify information in Screen 1A to correct errors that appear in Screen 3A.

**Note:** If project applicants do not enter the correct grant PIN number, this could cause significant delays in the conditional award of the project if HUD conditionally selects it for funding. Refer to the final FY 2017 GIW, conditional award letter or executed grant agreement for the expiring grant, or if a recently consolidated grant, the consolidated grant agreement for confirmation. The grant number on the GIW or amendment must match the grant number on the corresponding grant agreement.

- 2a. CoC Number and Name:** Select the CoC number and name from the dropdown menu to which the applicant intends to submit this project application. **Selecting the correct CoC is critical.** The dropdown menu contains all CoCs that successfully registered in the FY 2017 CoC Program Registration process and is listed according to the CoC Number (e.g., NE-502) and CoC Name (e.g., Lincoln County CoC). Based on the selection made in this field, *e-snaps* will send this project application to the CoC selected—once it is complete and submitted—for their review and to go through the local CoC selection process.

**Note:** Project applicants should only use the “**No CoC**” option in rare instances where a project is located in a geographic area not currently served by a CoC. If project applicants select “**No CoC**,” their project applications will not be connected to a CoC Application for this competition and this may affect HUD’s ability to award funds for a project application.

- 2b. CoC Collaborative Applicant Name:** Select the name of the CoC Collaborative Applicant for the CoC to which the project applicant intends to submit the project application. The dropdown menu for this field are based on the CoC Number and Name selected above. This list is populated with the CoC’s designated Collaborative Applicant name that registered during the FY 2017 CoC Program Registration process.
- 3. Project Name:** No action required. This field populates from the *e-snaps* “**Project**” screens. Project applicants cannot modify the populated name in this field; however, project applicants can modify the project name by exiting the project application screens and opening the *e-snaps* “**Project**” screens by selecting “**Projects**” from the left menu.
- 4. Project Status:** This field defaults to the “**Standard**” option and project applicants should only change it to “**Appeal**” if they are appealing a CoC’s decision to reject the project application in the local CoC competition when the project applicant believes it was not permitted to participate in the CoC planning process in a reasonable manner. If the project applicant selects “**Appeal**,” Screen 8A “**Notice of Intent to Appeal**” will appear on the left menu. For further information about appeals see instructions for Screen 8A above.
- 5. Component Type:** All project applicants must indicate in this field the CoC Program component type under which the project operates. This must match the component type listed on the final FY 2017 GIW. For SH projects, project applicants must select “**SH**.”

## FY 2017 CoC Program Renewal SH Projects Detailed Instructions

- Title V:** Title V of the McKinney-Vento Act allows homeless services providers to use unutilized, underutilized, excess, or surplus federal properties to assist persons experiencing homelessness. Select “Yes” or “No” to indicate whether the project includes one or more properties conveyed through the Title V process.

### SH Screen 3B. Description

All fields on Screen 3B are required and provide HUD with a detailed description of the project.

- 1. Provide a description that addresses the entire scope of the proposed project:** Provide a clear and concise description of the scope of the project. The description should describe the community needs, target population(s) to be served, project plan for addressing the identified housing and supportive service needs, projected project outcome(s), coordination with other sources or partners, and the reason CoC Program support is required. The information provided in this narrative must not conflict with information provided in other parts of the project application.
- 2. Does your project have a specific population focus?** Select “Yes,” if your project has special capacity in its facilities, program designs, tools, outreach, or methodologies for a specific subpopulation(s). This does not mean that your project exclusively serves that subpopulation(s), but rather that they are uniquely equipped to serve them.
  - 2a. Please identify the specific population focus. (Select ALL that apply)** If “Yes” to question 2 above, select one or more of the available subpopulations. If a subpopulation focus for your organization is not listed, check the box next to “Other” and then enter in the subpopulation in the text box provided.

### SH Part 4: Housing and Services

In Part 4 of the Project Application, HUD expects project applicants to provide detail regarding the housing and services that the project will provide.

#### SH Screen 4A. Supportive Services for Participants

All fields on Screen 4A are required and provide HUD with detailed understanding of the supportive services provided to program participants.

- 1. For all supportive services available to participants, indicate who will provide them and how often they will be provided:** This list identifies all supportive services provided to program participants in the project by the project applicant, subrecipient, partner organization, or Non-Partner organization. The project applicant should complete each row of the dropdown menus for all supportive services the project will provide to program participants, regardless of funding source. Do not limit this selection to just the supportive services that may be requested in your project application— also include supportive services other organizations or grants will provide. If more than one “Provider” or “Frequency” is relevant for a single service, select the provider and frequency that is used most. If more than one provider offers the service equally as often, choose the provider according to the following order: (1) Applicant, (2) Subrecipient, (3) Partner, and (4) Non-Partner.
  - Provider:** select one of the following:
    - “Applicant” to indicate that the project applicant will provide the service;
    - “Subrecipient” to indicate that a subrecipient, as indicated on from Screen 2A. Project Subrecipients, will provide the service;
    - “Partner” to indicate that an organization that is not a subrecipient of project funds but with whom a formal agreement or memorandum of understanding (MOU) has been signed will provide the service; or
    - “Non-Partner” to indicate that a specific organization with whom no formal agreement has been established regularly provides the service to program participants.



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- **Frequency:** Select how often the service is provided to program participants. If two frequencies are equally common, select the interval that is most frequent, e.g., both weekly and monthly are equally common—select weekly.

**Note:** The list is exclusive and exhaustive according to 24 CFR 578.53 and applicants must complete the dropdown menus for at least one service/row.

### 2. Please identify whether the project includes the following activities:



- 2a. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs?** Select “Yes” if the project provides regular or as needed transportation assistance to mainstream and community resources, including appointments, employment training, educational programs, or jobs. Transportation assistance may include bus passes, rail/subway cards, vehicle owned by the organization, taxi fare, etc. Select “No” if transportation will not be regularly provided or cannot be provided consistently as requested.
- 2b. Use of a single application form for four or more mainstream programs?** Select “Yes” if the project uses a single application form that allow program participants to sign up for four or more mainstream programs. Select “No” if application forms cover 3 or fewer mainstream programs.
- 2b. Regular follow-ups with participants to ensure mainstream benefits are received and renewed?** Select “Yes” if the project regularly follows-up with program participants at least annually to ensure that they have applied and are receiving their mainstream benefits and to renew benefits when required. Select “No” if there is no or irregular follow-up concerning mainstream benefits.
- 3. Do program participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency?** Select “Yes” if program participants have access to SSI/SSDI technical assistance. The assistance can be provided by the project applicant, a subrecipient, or a partner agency—through a formal or informal relationship. Select “No” if there is no or significantly limited access to SSI/SSDI technical assistance.
- 3a. Has the staff person providing the technical assistance completed SOAR training in the past 24 months?** This question will only appear if Yes is selected to the previous question. Select “Yes” to indicate that the project applicant, subrecipient or partner agency staff person who will be providing the SSI/SSDI technical assistance has completed SOAR training, online or in person, in the past 24 months. If more than one person will provide technical assistance, select “Yes” only if all persons have completed the training. Otherwise, select “No.”

## SH Screen 4B. Housing Type and Location

Screen 4B, Housing Type and Location applies to all SH projects and provides a summary of the units and beds included in the project according to the following categories:

- **Total Units.** Includes the units in the projects regardless of size.
- **Total Beds.** Includes all of the beds in the project regardless of unit configuration.

The summary fields are compiled from all of the individual housing locations listed below the totals. These fields will populate and update automatically when new housing types and location details are added to the list.

To add a new housing type and location detail to this screen, select the add  icon and then complete the mandatory fields. To view and edit a housing type and location, click the view  icon for the housing type and location detail that project applicants to edit.

The project applicant must use Screen 4B to report each housing type and location supported using requested CoC Program funds, including the number of available units and beds. The numbers reported must reflect the units and beds **at full capacity** directly supported by CoC Program awarded funds. This includes those units supported only by supportive services costs without rental assistance, leasing or operating costs. The reported number of beds should generally match the number of households and persons served at a point in time, as listed

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on Screens 5A and 5B, although there are understandable exceptions (e.g., a two-parent household where parents share a bed).

**Housing type:** Report the type of housing structures in which program participants under this project are housed. Each housing type must be listed individually. As a reminder: An SH project must be located in a facility, meaning a structure, or structures, or clearly identifiable portion of a structure or structures.

1. The housing type options are as follows:
  - **Barracks:** Individuals or families sleep in a large room with multiple beds.
  - **Dormitory, shared or private rooms:** Individuals and/or families share sleeping rooms or have private rooms; persons share a common kitchen, common bathrooms, or both.
  - **Shared housing:** Shared housing is defined as an arrangement in which two or more unrelated people share a house or an apartment. Each unit must contain private space for each assisted family, plus common space for shared use by the residents of the unit. Common space must be appropriate for shared use by the residents and private space must contain at least one bedroom for each two persons in the family. A zero or one-bedroom unit may not be used for shared housing.
  - **Single Room Occupancy (SRO) units:** Each individual has private sleeping/living room which may contain a private kitchen and/or bath, or shared, dormitory style facilities.
  - **Clustered apartments:** Each individual or family has a self-contained housing unit located within a building or complex that houses both persons with special needs—e.g., homeless or formerly homeless persons, persons with substance abuse problems, persons with mental illness, or persons with AIDS/HIV—and persons without any special needs.
  - **Scattered-site apartments (including efficiencies):** Each individual or family has a self-contained apartment. Apartments are scattered throughout the community.
  - **Single family homes/townhouses/duplexes:** Each individual or family has a self-contained, single-family home, townhouse or duplex that is dispersed throughout the community.
2. **Indicate the maximum number of Units and Beds available for program participants at the selected housing site:** Enter the number of units, beds, and CH beds available at a point in time and used for housing program participants in this project.
  - **Units:** Enter the total number of units available at a point in time in the selected housing type and location used for housing program participants.
  - **Beds:** Enter the total number of beds available at a point in time in the selected housing type and used for housing program participants.
3. **Address:** Project applicants must enter an address for all proposed and existing properties. If the location is not yet known, please enter the expected location of the housing units. For Scattered-site and Single family home housing, or for projects that have units at multiple locations, project applicants should enter the address where the majority of beds will be located or where the majority of beds are located as of the application submission. If the address for scattered-site or single family homes housing cannot be identified at the time of application, enter the address for the project's administration office. Projects serving victims of domestic violence, including human trafficking, must use a PO Box or other anonymous address to ensure the safety of program participants.
4. **Select the geographic area associated with this address:** Report the geographic area in which the housing type, units, and beds are actually located. The list of geographic areas is limited by the State(s) selected on Screen 1D of the application. Multiple areas can be selected if units are located in more than one county or city. Hold down the "Ctrl" key to make multiple selections.

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### SH Part 5: Participants and Outreach

In Part 5 of the application, Project applicants are expected to provide detail regarding the program participants who will be served, including basic household and subpopulation data, as well as outreach data.

#### SH Screen 5A. Program Participants - Households

The numbers on Screen 5A are the previously approved proposed number of households and number of persons **to be served at given night when the project is at full operational capacity**. The respective numbers should match the most recently approved project application or as changed by amendment. One exception is; if funds are being reduced due to reallocation, all numbers can be reduced proportionally to the budget amount reduction.

Screen 5A is separated into two sections: (1) Household(s) served in row 1; and (2) Person(s) served in rows 2 through 13. Both sections have three editable columns that capture a specific type of household.

- **Households with at least One Adult and One Child:** For the proposed numbers under this column and household type, there must be at least one person at or above the age of 18, and at least one person under the age of 18.
- **Adult Households without Children:** For the proposed numbers under this column and household type, there must be at least one person at or above the age of 18, and no person(s) under the age of 18.
- **Households with Only Children:** For the proposed numbers under this column and household type, there may not be any person(s) at or above the age of 18; only person(s) under the age of 18.

The fourth column on the far left, “**Persons**,” is read-only automatically populated with four standard reporting categories determined by HUD.

- **Adult over age 24:** A subset of the category of “**Adults**” to disaggregate “**Youth**” from over age 24 adults.
- **Adults ages 18-24:** A category implemented to account for transition age youth. Youth previously captured under the category “**Adult**” should now be captured under the category “**Adults between the ages of 18 and 24.**”
- **Accompanied Children under age 18:** Includes all children and “**youth**” who are under the age of 18. “**Accompanied**” is defined as “**in the company of parent or legal guardian regardless of the age of the parent or legal guardian.**”
- **Unaccompanied Children under age 18:** Includes all children and youth who are under the age of 18. “**Unaccompanied**” is defined as “**without a parent or legal guardian,**” and can include persons under 18 who themselves have dependents, siblings, or other household members.

The tables are populated with white, dark grey and light grey fields. In each white field, list the number of households or type of person(s) served for the given household type. The dark grey cells are not applicable to the given type of persons, and the light grey cells, will total automatically once the screen is saved. The screen is designed to prevent project applicants from entering more households than persons for any given column, and at least one person must be entered for every column that has one or more households. The number and characteristics of persons that the project is expected to serve is recorded on this screen and should match the total number of units and beds requested on Screen 4B. HUD has removed the distinction between “**disabled**” and “**non-disabled**” on screen 5A as this information is adequately covered on screen 5B.

Households served in SH projects should have at least one household member with a qualifying disability as defined by [42 U.S.C 423\(d\)](#) and [42 U.S.C 11382\(2\)](#). However, for a household to be served in a unit dedicated for the chronically homeless, the head of household must have a qualifying disability and meet all of the criteria required by the definition of chronically homeless included in 24 CFR 578.3.

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### SH Screen 5B. Program Participants - Subpopulations

Screen 5B represents a detailed subpopulation breakdown of the persons reported in the three housing types on Screen 5A, including the number of chronically homeless program participants that must be placed under the appropriate “**Chronically Homeless**” columns.

As with Screen 5A, the numbers here are intended to reflect the households and persons **proposed to be served when the project is at full operational capacity**. The screen is collectively exhaustive and must account for each person identified on Screen 5A. The screen will prevent submission until all persons are accounted for.

Screen 5B is separated into three tables corresponding to the three household types on Screen 5A. See 5A above for a description of the three household types. There are nine editable columns for all three tables that captures a competition priority subpopulation. One additional column accounts for persons who are not represented by the priority subpopulations.

**Table 5. Subpopulation Columns**

<b>Mutually Exclusive</b>
<ul style="list-style-type: none"> <li>• <b>Chronically Homeless Non-Veterans:</b> To fall under this column, persons <b>must be</b> chronically homeless per 24 CFR 578.3, <b>but not</b> veterans*.</li> <li>• <b>Chronically Homeless Veterans:</b> To fall under this column, persons <b>must be</b> chronically homeless per 24 CFR 578.3, <b>and</b> veterans*.</li> <li>• <b>Non-Chronically Homeless Veterans:</b> To fall under this column, persons <b>must not be</b> chronically homeless, <b>but must be</b> veterans*. * “Veterans” include all persons who served in the military, regardless of discharge status.</li> </ul>
<b>May Contain Duplicate Entries</b>
<ul style="list-style-type: none"> <li>• <b>Chronic Substance Abuse:</b> Persons identified as chronic substance abusers.</li> <li>• <b>Persons with HIV/AIDS:</b> Persons living with HIV/AIDS.</li> <li>• <b>Severely Mentally Ill:</b> Persons diagnosed as severely mentally ill.</li> <li>• <b>Victims of Domestic Violence:</b> Persons identified as meeting the criteria of Category 4 of the homeless definition.</li> <li>• <b>Developmental Disability:</b> Persons diagnosed with a developmental disability.</li> <li>• <b>Physical Disability:</b> Persons diagnosed with a physical disability.</li> </ul>
<b>Mutually Exclusive to All Other Columns</b>
<ul style="list-style-type: none"> <li>• <b>Persons not represented by an identified subpopulation:</b> Persons served by the organization that have not been diagnosed with or identified as falling under any of the previous subpopulation distinctions.</li> </ul>

These columns are populated with white, dark grey and light grey fields, and are dependent on the selections made in Screen 5A. If households and person(s) are added to a household type column in Screen 5A, then the corresponding table will be available for data entry in Screen 5B. If, however, no households and persons are added to a particular household type column in Screen 5A, then the corresponding table will not be available in Screen 5B. **Example:** If 3 households are entered into the “**Adults Only**” column on Screen 5A, but no households are entered into the “**Adults with Children**” or “with Children Only” columns on Screen 5A, then only the “**Adults Only**” table will be available for edit on Screen 5B.

In each white field of the available household tables, list the number of person(s) served for the given subpopulation column. Ignore the dark grey cells, which are not applicable to the given subpopulation, and ignore the light grey cells, which will total automatically after the screen is saved. If any number greater than “0” is entered into the column “**Persons not represented by an identified subpopulation,**” a mandatory textbox will appear at the bottom of the screen when the screen is saved. The project applicant must enter a description of the population being served that does not fall under any of the priority subpopulation columns.

The screen has additional controls that ensure that Screens 5A and 5B match. First, notice in Table 5 above that three columns are internally **mutually exclusive**. This means that a single person can only identify with one of the first three columns for each table (e.g., a single person cannot be a veteran while at the same time being a non-veteran). Columns 4 through 9, under “**May Contain Duplicate Entries;**” however, are not **mutually exclusive**. This means that a single person can identify with more than one column at the same time (e.g., a single person could be a veteran, suffering from a physical disability, and a victim of domestic violence).

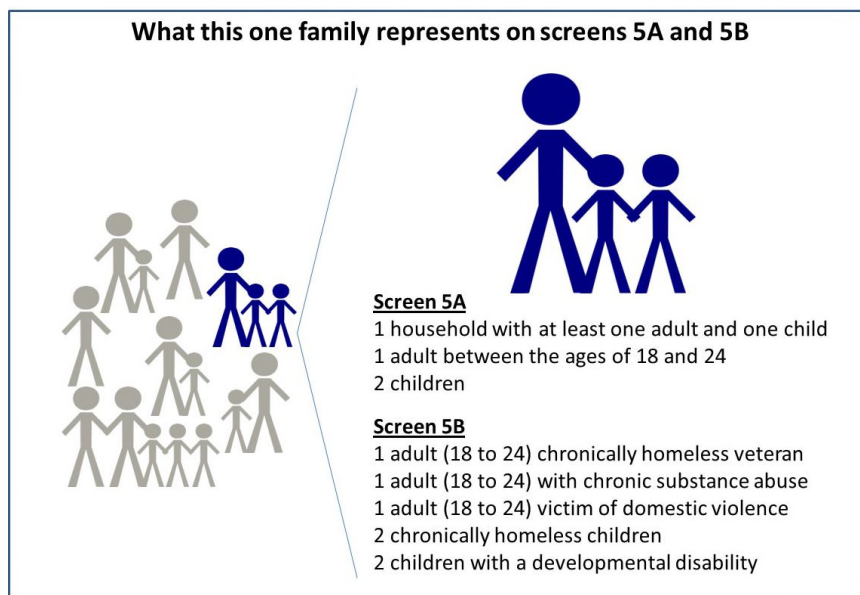
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Column 10, **Persons not represented by an identified subpopulation**, is mutually exclusive to all other columns. This means that if a single person falls under column 10 the person does not identify with any of the other subpopulations.

There are several other important controls to understand. The “**Total Persons**” for each column, for example, cannot be larger than the total persons for that household category on Screen 5A. Likewise, no cell in each row can contain a number greater than the total number of persons in the corresponding age group as reported on Screen 5A. At the same time, the screen requires an entry for each person served, so at a minimum, the total number from the tables must equal the total number of persons in each corresponding household column from Screen 5A.

The **Characteristics** column (the first column) is populated with the same characteristics used on Screen 5A. They have been applied to each table based on their relevance to the tables housing type.

Total fields will calculate automatically when at least one household field and one person(s) field is entered and the screen is saved. Use them as a point of reference to ensure that all persons and households are entered correctly.



### SH Screen 5C. Outreach for Participants

Screen 5C requires project applicants to identify where their eligible program participants will come from and must include percentages of program participants who will be served using requested funds.

**Note:** It is the responsibility of the project applicant to ensure that program participants served in SH are eligible for the project. For further guidance refer to 24 CFR part 578, and the FY 2017 CoC Program Competition NOFA.

Individuals coming from an institution where they have resided for 90 days or less **and** have entered the institution from the streets, emergency shelter, or safe haven, maintain their homeless status during that time. Include these program participants in the percentages for streets, places not meant for human habitation, emergency shelters, and safe havens accordingly.

- 1. Enter the percentage of homeless person(s) who will be served by the proposed project for each of the following locations:** Indicate the estimated percentage of homeless persons who will be admitted from each of the listed locations. The total estimated percentage must equal 100 percent to submit the project application.
  - **Directly from the street or other locations not meant for human habitation.**
  - **Directly from emergency shelters** (this includes domestic violence emergency shelters).

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- **Directly from Safe Haven.**

### SH Part 6: Budgets

Part 6 of the application requests project information related to budget requests and information about required grant matching funds.

**Note:** New for the FY 2017 CoC Program Competition, project applicants submitting renewal SH projects are no longer required to list detailed descriptions and quantities for leased units, supportive services, operating, or HMIS Budget Line Items (BLIs). In general, HUD expects the details of the most recent approved budgets as amended to be the base of renewal grant expenses. However, any reasonable and eligible costs within each CoC cost category can be expended and HUD will verify costs through monitoring.

The budget screens in Part 6 should match the dollar values included on the CoC's final FY 2017 HUD-approved GIW listed on the HUD Exchange with the following limited exceptions:

1. a budget may be lower than the annual renewal amount on the final 2017 GIW if the CoC reduced the project's budget through the reallocation process;
2. a budget may be lower than the annual renewal amount on the final 2017 GIW if the CoC attempted to accommodate the Tier 1 and Tier 2 processes as outlined in the FY 2017 CoC Program Competition NOFA; and
3. eligible renewal projects not included on the final GIW, including those with a HUD-approved amendment that is completed by the FY 2017 application deadline of 8:00 p.m. eastern time on September 28, 2017.

Project applicants should contact the CoC's Collaborative Applicant immediately if they are unsure how their CoCs' expect them to apply, as an error in the project application could have a negative impact on this application and other project applications that are requesting FY 2017 CoC Program Competition funds.

Grant consolidations of individual FY 2016 renewal awards that have already been processed during CY 2017 must reflect the current grant agreement, as amended, and should have been indicated on the CoC's final FY 2017 GIW. Grant Consolidations of individual FY 2016 renewal awards that are currently in process, should also have been indicated on the CoC's final FY 2017 GIW and should be completed **before** the FY 2017 application deadline of 8:00 p.m. eastern time on September 28, 2017. If a grant consolidation amendment is not going to be executed by the deadline, the project applicant must submit a separate project application for each individual renewal grant.

**If any formal amendment that is in process—has not been executed by the deadline—and it is reflected on the CoC's final GIW—contact the local HUD field office as this information must be communicated to the Office of Special Needs (SNAPS) prior to the project review process by HUD.**

### SH Screen 6A. Funding Request

Screen 6A provides the framework through which a project applicant creates a project budget.

1. **Do any of the properties in this project have an active restrictive covenant?** Select "Yes" or "No" to indicate whether one or more of the project properties are subject to an active restrictive covenant.  
**Note:** Any project awarded capital cost funds under the SHP Program (new construction, acquisition, or rehabilitation) has a 20-year use restriction. If the project was initially awarded capital costs under the CoC Program (FY 2012 and beyond) a 15-year use restriction is in place.
  3. **Does this project propose to allocate funds according to an indirect cost rate?** Select "Yes" or "No" to indicate whether the project either has an approved indirect cost plan in place or will propose an indirect cost plan by the time of conditional award. For more information concerning indirect costs plans, refer to 2 CFR 200.203(c)(2) and contact your local HUD field office.
- \* **If "Yes", you must add the following questions:**



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**3a. Please complete the indirect cost rate schedule below:** Complete at least one row using information from either you approved plan or your proposal.

Administering Department/Agency	Indirect Cost Rate	Direct Cost Base
	%	
	%	
	%	

**3b. Has this rate been approved by your cognizant agency?** Select “Yes” if the indirect cost rate has already been approved by your cognizant agency. Select “No” if it has either not been submitted to or has been submitted, but has not yet been approved by your cognizant agency.


**3c. Do you plan to use the 10% de minimis rate?** Select “Yes” only if you plan to use the 10 percent *de minimis* rate as described in 2 CFR 200.203(c)(2).

**4. Select a grant term:** This field automatically populates with a 1-year grant term and is read-only.

**5. Costs for which funding is being requested:** The checkmark in the box shows the eligible renewal costs for which funding is being requested (see 24 CFR 578, Subpart D; Program Components and Eligible Costs).



### SH Screen 6B. Leased Units Budget

Screen 6B appears if the “Leased Units” budget line item is selected on Screen 6A. Project applicants requesting Leased Units costs must itemize their requests by unit size and then to enter the total leased units cost for each Fair Market Rent (FMR) area where funds are being requested. The FMR area and unit composition entered by unit type will not be connected to the budget for renewal projects. Instead, renewal project applicants must manually enter the total requested amount for leased units, which should be based on the final FY 2017 GIW, as amended or reduced due to reallocation.

The screen opens with a primary screen that will aggregate the total assistance requested and total units requested for each FMR area. To add units for a new FMR area, click the add  icon to access the “Leased Units Budget Detail screen.” Once the detail screen is opened, project applicants must specify the appropriate FMR area where the units are located. The list is sorted by state abbreviation, and most areas calculated by county or metropolitan area.

- **Size of units:** These options are system generated. Unit size is defined by the number of distinct bedrooms and not by the number of distinct beds.
- **Number of units:** For each unit size, enter the number of units for which funding is being requested.
- **Total Units and Annual Assistance Requested:** Enter in the total leased units amount according to the CoC’s final FY 2017 GIW, or as amended.
- **Grant Term:** The value “1 Year” automatically populates this field and is read-only. Renewal projects can only request 1 year of funding, regardless of the “Grant Term” selected on Screen 6A.
- **Total Request for Grant Term:** This field will equal the total leasing amount entered above.

All grey fields will calculate after project applicants complete and save the required fields.

From the primary screen, project applicants can view and edit detail screens by clicking the view  icon next the relevant FMR Area in the list. To delete a detail screen, click the delete  icon next to the relevant FMR Area in the list.

### SH Screen 6D. Sources of Match

The “Sources of Match” screen is applicable to all project applications and enables project applicants to enter the CoC Program required match, including the type of source and the value of the match commitment.

For detailed information that describes CoC Program match requirements see 24 CFR 578.73.

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**Note: Policy update in CoC Program implementation.** Program income may be counted as match for CoC Program funds. CoC Program eligible costs paid for by program income may be considered match for grants awarded in the FY 2017 CoC Program Competition.


**New in the FY 2017 CoC Program Competition,** HUD added the following new questions on the primary “Sources of Match” screen concerning CoC-generated program income because project applicants that intend to use program income as match must provide an estimate of how much of the program income will be used for match.

- 1. Does this project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant?** Answer “Yes” or “No.” If “Yes,” the following questions and text box will appear. If “No,” no further response is required.
- 1a. Briefly describe the source of the program income:** Enter a description of the source of program income. **Note:** CoC-generated Program Income includes occupancy charges paid to the recipient or subrecipient. These amounts are considered program income and **may** be used as match funds.
- 1b. Estimate the amount of program income that will be used as Match for this project:** Enter estimated amount in the field provided.

Match funds are acquired from sources outside of this grant’s funding request. The match information entered in *e-snaps* should be based on the **current commitments at the time of project application, covering the requested grant operating period (i.e., grant term), and NOT based on projections.** HUD expects the amount(s) listed on this screen to be accurate, with a commitment letter(s) in place that includes the amount(s) listed.

Match contributions can be cash, in-kind, or a combination of both. For match to be counted as cash or in-kind, amounts must be used for CoC Program eligible costs. Match must be equal to or greater than 25 percent of the total grant request for all eligible costs including Administration costs but excluding Leasing costs (i.e., Leased Units and Leased Structures). An example, if the “**Total Assistance Requested**” from the project applicant is \$100,000, and the project applicant did not request costs for Leased Units or Leased Structures, then the project applicant must secure commitments for match funds equal to or greater than \$25,000. The match amount could be all cash, all in-kind contributions, or a mixture of both, and used for any CoC Program eligible activities the project applicant chooses.

HUD strongly encourages project applicants to review the FAQs posted at [www.hudexchange.info/coc/faqs/](http://www.hudexchange.info/coc/faqs/), by searching for the keyword “**match.**”

The primary “**Sources of Match**” screen presents a summary for match that will aggregate multiple cash and in-kind commitments entered in the “**Sources of Match Details**” screens expected from each source and then calculate the totals. To add a match commitment, please click the add  icon to access a new “**Sources of Match Details**” screen for each commitment.



**Complete the following fields in the “Sources of Match Details” screen for each match commitment:**

- **This commitment will be used as Match.** “Yes” is the default, the field is read-only.
- **Type of Commitment:** Select Cash or In-kind (non-cash) to indicate the type of contribution that describes this match commitment.  
**Note:** If applications include third-party In-Kind match on Screen 6D a separate 7A attachment screen will appear that should be used to attach MOU(s) documentation that confirms the in-kind match commitment. If the MOU documentation is not available at application submission, it will be a condition for grant execution, if HUD conditionally awards the project.
- **Type of source:** Select Private or Government to indicate the source of the contribution. Funds from HUD-VASH (VA Supportive Housing program) and other Federal programs are eligible sources of match and are considered Government sources. HUD encouraged project applicants to include funds from these sources, whenever possible.

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- **Name the Source of the Commitment:** Be as specific as possible and include the office or grant program as applicable. Enter the name of the entity providing the contribution. It is important to provide sufficient detail so the local HUD field office can quickly identify and approve the commitment source.
- **Date of written commitment:** Enter the date of the written contribution.
- **Value of written commitment:** Enter the total dollar value of the contribution.

Once the primary “**Sources of Match**” screen is saved, the values entered on the “**Sources of Match Details**” screen(s) will populate the summary amounts. The Cash, In-Kind, and Total Match will also automatically populate the “**Summary Budget**” screen where the 25 percent match requirements will be calculated and applied. If the amounts on the “**Summary Budget**” screen are too low, additional match funds must be added to the “**Sources of Match Details**” screen(s).

Project applicants can view and edit the “**Sources of Match Details**” screen(s) from the primary “**Sources of Match**” screen by clicking the view  icon next to the relevant commitment in the list. To delete a “**Sources of Match Detail**” screen, click the delete  icon next to the relevant commitment in the list.

### SH Screen 6E. Summary Budget

Screen 6E summarizes the funding request for the total term of the project. All requested amounts should match the existing grant agreement or grant agreement amended, which should match the final FY 2017 GIW, unless the budget line item has been reduced due to reallocation or tier-based strategy described at the beginning of the Part 6 guidance. **If the budget requested does not match the final FY 2017 GIW, and the project is not being reduced due to reallocation, please consult with the CoC’s Collaborative Applicant prior to submitting a project application.**

This screen includes 5 fields that can be updated before submission. Fields are read-only with the following exceptions:

- **Leased Structures**
- **Supportive Services**
- **Operating**
- **HMIS**
- **Admin (Up to 10%)** *E-snaps* will not allow project applicants to request more than 10 percent of the request listed in the field “**6. Sub-Total Costs Requested.**” If an ineligible amount is entered, *e-snaps* will report an error and prevent application submission when the screen is saved.

The summary budget will include a summary of Cash, In-Kind, and Total Match entered on Screen 6D. If an amount less than 25 percent of the total budget, including admin costs but excluding leasing costs, is indicated, *e-snaps* will report an error and prevent application submission when the screen is saved. To correct return to Screen 6D to make adjustments.

[\[RETURN TO “All Projects - Part 3 through Part 6: Component Types”\]](#)

For more information concerning the FY 2017 CoC Program Competition, please visit the links: [FY 2017 Continuum of Care \(CoC\) Program Competition: Funding Availability](#) and [CoC Program Competition: e-snaps Resources](#).

# Dedicated Homeless Management Information Systems (HMIS) Renewal Project Applications

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The following instructions and screens apply to dedicated Homeless Management Information Systems (HMIS) projects only.

## HMIS Part 3: Project Information

For HMIS projects the component type is “**HMIS**” on Screen 3A and HUD expects project applicants to provide details of the project’s scope, in accordance with **HMIS** requirements at 24 CFR 578.37.

### HMIS Screen 3A. Project Detail

All fields on Screen 3A must be completed to submit the project application.

All fields on Screen 3A must be completed for submission of this application.

- 1. Expiring grant PIN number:** This field populates with the grant PIN number from the “**Federal Award Identifier**” field on Screen 1A. This field is read-only; however, project applicants can modify information in Screen 1A to correct errors that appear in Screen 3A.

**Note:** If project applicants do not enter the correct grant PIN number, this could cause significant delays in the conditional award of the project if HUD conditionally selects it for funding. Refer to the final FY 2017 GIW, conditional award letter or executed grant agreement for the expiring grant, or if a recently consolidated grant, the consolidated grant agreement for confirmation. The grant number on the GIW or amendment must match the grant number on the corresponding grant agreement.

- 2a. CoC Number and Name:** Select the CoC number and name from the dropdown menu to which the applicant intends to submit this project application. **Selecting the correct CoC is critical.** The dropdown menu contains all CoCs that successfully registered in the FY 2017 CoC Program Registration process and is listed according to the CoC Number (e.g., NE-502) and CoC Name (e.g., Lincoln County CoC). Based on the selection made in this field, *e-snaps* will send this project application to the CoC selected—once it is complete and submitted—for their review and to go through the local CoC selection process.

**Note:** Project applicants should only use the “**No CoC**” option in rare instances where a project is located in a geographic area not currently served by a CoC. If project applicants select “**No CoC**,” their project applications will not be connected to a CoC Application for this competition and this may affect HUD’s ability to award funds for a project application.

- 2b. CoC Collaborative Applicant Name:** Select the name of the CoC Collaborative Applicant for the CoC to which the project applicant intends to submit the project application. The dropdown menu for this field are based on the CoC Number and Name selected above. This list is populated with the CoC’s designated Collaborative Applicant name that registered during the FY 2017 CoC Program Registration process.
- 3. Project Name:** No action required. This field populates from the *e-snaps* “**Project**” screens. Project applicants cannot modify the populated name in this field; however, project applicants can modify the project name by exiting the project application screens and opening the *e-snaps* “**Project**” screens by selecting “**Projects**” from the left menu.
- 4. Project Status:** This field defaults to the “**Standard**” option and project applicants should only change it to “**Appeal**” if they are appealing a CoC’s decision to reject the project application in the local CoC competition when the project applicant believes it was not permitted to participate in the CoC planning process in a reasonable manner. If the project applicant selects “**Appeal**,” Screen 8A “**Notice of Intent**”

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to **Appeal**” will appear on the left menu. For further information about appeals see instructions for Screen 8A above.

- 5. Component Type:** All project applicants must indicate in this field the CoC Program component type under which the project operates. This must match the component type listed on the final FY 2017 GIW. For HMIS projects, project applicants must select “**HMIS**.”
- 6. Title V:** Title V of the McKinney-Vento Act allows homeless services providers to use unutilized, underutilized, excess, or surplus federal properties to assist persons experiencing homelessness. Select “**Yes**” or “**No**” to indicate whether the project includes one or more properties conveyed through the Title V process.

### HMIS Screen 3B. Description

All fields on Screen 3B are required and provide HUD with a detailed description of the project.

- 1. Provide a description that addresses the entire scope of the proposed project:** Provide a clear and concise description of the scope of the project. The description should describe the project plan for addressing the identified HMIS needs, projected project outcome(s), coordination with other sources or partners, and the reason CoC Program support is required. The information provided in this narrative must not conflict with information provided in other parts of the project application.
- 2. Does your project have a specific population focus?** Select “**Yes**,” if your project has special capacity in its facilities, program designs, tools, outreach, or methodologies for a specific subpopulation(s). This does not mean that your project exclusively serves that subpopulation(s), but rather that they are uniquely equipped to serve them.
  - 2a. Please identify the specific population focus. (Select ALL that apply)** If “**Yes**” to question 2 above, select one or more of the available subpopulations. If a subpopulation focus for your organization is not listed, please check the box next to “**Other**” and then enter in the subpopulation in the text box provided.

## HMIS Part 4: Implementation of HMIS

In Part 4 of the Project Application, Project applicants are expected to provide detail regarding the local implementation of HMIS. Dedicated HMIS projects must demonstrate that the local HMIS is, or will be, compliant with HMIS standards and requirements.

### HMIS Screen 4A. HMIS Standards

All fields on Screen 4A are required and should be answered based on the current configuration of the dedicated HMIS project.

For more information on HMIS and the HUD data standards, go to [www.hudexchange.info/hmis/hmis-data-and-technical-standards/](http://www.hudexchange.info/hmis/hmis-data-and-technical-standards/). Note that the current data and technical standards reflect the 2017 Data Standards, but for the purposes of these questions, please refer to 2014 Data Standards version 5.1 found under Older Resources at [www.hudexchange.info/resource/3824/hmis-data-dictionary/](http://www.hudexchange.info/resource/3824/hmis-data-dictionary/). For reference, Table 8 includes the 2014 version 5.1 Universal Data Standards.

#### Universal HMIS Data Standards

- |                           |                             |  |
|---------------------------|-----------------------------|--|
| 1. Name                   | 8. Disabling Condition      | 15. Relationship to Head of Household                            |
| 2. Social Security Number | 9. Residence Prior to Entry | 16. Client Location Code   |
| 3. Date of Birth          | 10. Program Entry Date      | 17. Length of Time on Street, in Emergency Shelter or Safe Haven |
| 4. Race                   | 11. Program Exit Date       |  |
| 5. Ethnicity              | 12. Destination             |  |
| 6. Gender                 | 13. Personal ID             |  |
| 7. Veteran Status         | 14. Household ID            |  |



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- 1a. **Is the HMIS currently programmed to collect all Universal Data Elements (UDEs) as set forth in the HMIS Data Standard Notice?** Select “Yes” if the HMIS is currently programmed to collect all of the HUD required UDEs, as required by the FY 2014 Data Standards version 5.1 issued September, 2016. If the HMIS is not programmed to capture all of the UDEs, select “No.”
- 1b. **If no, explain why and the planned steps for compliance:** If the HMIS does not capture all UDEs use the space provided to explain which UDEs are not capture by HMIS, why the UDEs are not captured, and provide the specific steps the HMIS Lead will take to comply with the HMIS Data Standard Notice.
- 2a. **Is the HMIS currently able to produce all HUD-required reports and provide data as needed for HUD reporting (i.e., Annual Performance Reports, reports for System Performance Measures, data for CAPER/ESG reporting)?** Select “Yes” if the HMIS can produce all HUD-required reports and provide data as needed for HUD reporting.
- 2b. **If no, explain why and the planned steps for compliance:** If the HMIS does not have the capacity to produce all HUD-required reports or provide data for HUD reporting, use the space provided to identify the HUD-required reports that are not or cannot be produced, the reason why and provide the specific steps the HMIS Lead will take to comply with the HMIS reporting requirements.
3. **Can the HMIS currently unduplicate client records within the HMIS?** Select “Yes” if the HMIS can unduplicate client records. Select “No” if the HMIS cannot unduplicate client records, or if the HMIS will soon include this capacity but does not have the capacity as of the time of application submission.
4. **Does your HMIS implementation have a staff person responsible for insuring the implementation meets all security standards as required by HUD and the federal partners?** Select “Yes” if the HMIS Lead has a staff person responsible for security standards. Select “No” if the HMIS Lead does not a staff person responsible for security standards, or if the HMIS Lead plans on hiring/appointing a person, but does not have one on staff as of the time of application submission.
5. **Does your organization conduct a background check on all employees who access HMIS or view HMIS data?** Select “Yes” if the HMIS Lead conducts background checks on all employees who access the HMIS, both the HMIS Lead personnel **and** administrators and staff at all recipients and subrecipients. Select “No” if the HMIS Lead does not conduct background checks.
6. **Does the HMIS Lead conduct Security Training and follow up on security standards on a regular basis?** Select “Yes” if the HMIS Lead conducts security training and follows up with recipient and subrecipient organizations. Select “No” if the HMIS Lead does not conduct security training or follow-up with recipients or subrecipients.
7. **Do you have a process in place to remove community members who no longer need access to HMIS (e.g. leave their job, fired, etc.)** Select “Yes” if there is a process in place to remove community members who no longer need access to HMIS. Select “No” if there is not a process in place to remove community members who no longer need access to HMIS.
- 7a. **How long does it take to remove access rights to former HMIS users?** HMIS must have the capacity to remove user access rights. Select the appropriate time frame from the options of “Within 24 hours,” “Within 1 week,” “Within 2 weeks,” “Within 1 month,” and “Longer than 1 month.” Select “Longer than 1 month” if the HMIS does not have this capacity.

### HMIS Part 6: Budgets

Part 6 of the application requests project information related to budget requests and information about required grant matching funds.

**Note:** New for FY 2017 CoC Program Competition, project applicants submitting renewal HMIS projects are no longer required to list detailed descriptions and quantities for HMIS Budget Line Item (BLI). In general, HUD expects the details of the most recent approved budgets as amended to be the base of renewal grant



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expenses. However, any reasonable and eligible costs within each CoC cost category can be expended and will be verified during a HUD monitoring.

The budget screens in Part 6 should match the dollar values included on the CoC’s final FY 2017 HUD-approved GIW listed on the HUD Exchange with the following limited exceptions:

1. a budget may be lower than the annual renewal amount on the final 2017 GIW if the CoC reduced the project’s budget through the reallocation process;
2. a budget may be lower than the annual renewal amount on the final 2017 GIW if the CoC attempted to accommodate the Tier 1 and Tier 2 processes as outlined in the FY 2017 CoC Program Competition NOFA; and
3. eligible renewal projects not included on the final 2017 GIW, including those with a HUD-approved amendment that is completed by the FY 2017 application deadline of 8:00 p.m. eastern time on September 28, 2017.

Project applicants should contact the CoC’s Collaborative Applicant immediately if they are unsure how their CoCs’ expect them to apply, as an error in the project application could have a negative impact on this application and other project applications that are requesting FY 2017 CoC Program Competition funds.

Grant consolidations of individual FY 2016 renewal awards that have already been processed during CY 2017 must reflect the current grant agreement, as amended, and should have been indicated on the CoC’s final FY 2017 GIW. Grant Consolidations of individual FY 2016 renewal awards that are currently in process, should also have been indicated on the CoC’s final FY 2017 GIW and should be completed **before** the FY 2017 application deadline of 8:00 p.m. eastern time on September 28, 2017. If a grant consolidation amendment is not going to be executed by the deadline, the project applicant must submit a separate project application for each individual renewal grant.

**If any formal amendment that is in process—has not been executed by the deadline—and it is reflected on the CoC’s final GIW—contact the local HUD field office as this information must be communicated to the Office of Special Needs (SNAPS) prior to the project review process by HUD.**

### HMIS Screen 6A. Funding Request

Screen 6A provides the framework through which a project applicant creates a project budget.

1. **Do any of the properties in this project have an active restrictive covenant?** This question is not applicable for a dedicated HMIS project, and so HMIS project applicants must select **“No.”**
3. **Does this project propose to allocate funds according to an indirect cost rate?** Select **“Yes”** or **“No”** to indicate whether the project either has an approved indirect cost plan in place or will propose an indirect cost plan by the time of conditional award. For more information concerning indirect costs plans, refer to 2 CFR 200.203(c)(2) and contact your local HUD field office.

\* **If “YES,” you must add the following questions:**

- 3a. **Please complete the indirect cost rate schedule below:** Project applicants must complete at least one row using information from either you approved plan or your proposal.

Administering Department/Agency	Indirect Cost Rate	Direct Cost Base
	%	
	%	
	%	

- 3b. **Has this rate been approved by your cognizant agency?** Select **“Yes”** if the indirect cost rate has already been approved by your cognizant agency. Select **“No”** if it has either not been submitted to or has been submitted, but has not yet been approved by your cognizant agency.
- 3c. **Do you plan to use the 10% de minimis rate?** Select **“Yes”** only if you plan to use the 10 percent *de minimis* rate as described in 2 CFR 200.203(c)(2).

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- 4. Select a grant term:** This field automatically populates with a 1-year grant term and is read-only.  
**Costs for which funding is being requested:** The checkmark in the box shows the eligible renewal costs for which funding is being requested (see 24 CFR 578, Subpart D; Program Components and Eligible Costs).

### HMIS Screen 6D. Sources of Match

The “**Sources of Match**” screen is applicable to all project applications and enables project applicants to enter the CoC Program required match, including the type of source and the value of the match commitment.

For detailed information that describes CoC Program match requirements see 24 CFR 578.73.

**Note: Policy update in CoC Program implementation.** Program income **may** be counted as match for CoC Program funds. CoC Program eligible costs paid for by program income may be considered match for grants awarded in the FY 2017 CoC Program Competition.


**New in the FY 2017 CoC Program Competition,** HUD added the following new questions on the primary “Sources of Match” screen concerning CoC-generated program income because project applicants that intend to use program income as match must provide an estimate of how much of the program income will be used for match.

- 1. Does this project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant?** Answer “Yes” or “No.” If “Yes,” the following questions and text box will appear. If “No,” no further response is required.
  - 1a. Briefly describe the source of the program income:** Enter a description of the source of program income.
  - 1b. Estimate the amount of program income that will be used as Match for this project:** Enter estimated amount in the field provided.

Match funds are acquired from sources outside of this grant’s funding request. The match information entered in *e-snaps* should be based on the **current commitments at the time of project application, covering the requested grant operating period (i.e., grant term), and NOT based on projections.** HUD expects the amount(s) listed on this screen to be accurate, with a commitment letter(s) in place that includes the amount(s) listed.

Match contributions can be cash, in-kind, or a combination of both. For match to be counted as cash or in-kind, amounts must be used for CoC Program eligible costs. Match must be equal to or greater than 25 percent of the total grant request for all eligible costs including Administration costs but excluding Leasing costs (i.e., Leased Units and Leased Structures). **Example:** If the “total assistance requested” for an HMIS project is \$100,000, then the project applicant must secure commitments for match funds equal to or greater than \$25,000. The match amount could be all cash, all in-kind contributions, or a mixture of both, and used for any CoC Program eligible activities the project applicant chooses.

HUD strongly encourages project applicants to review the FAQs posted at [www.hudexchange.info/coc/faqs/](http://www.hudexchange.info/coc/faqs/), by searching for the keyword “**match**.”

The primary “**Sources of Match**” screen presents a summary for match that will aggregate multiple cash and in-kind commitments entered in the “**Sources of Match Details**” screens expected from each source and then calculate the totals. To add a match commitment, please click the add  icon. This will open a new “**Sources of Match Details**” screen for each commitment.

**Complete the following fields in the “Sources of Match Details” screen for each match commitment:**



- **This commitment will be used as Match.** “Yes” is the default, the field is read-only.
- **Type of Commitment:** Select Cash or In-kind (non-cash) to indicate the type of contribution that describes this match commitment.

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**Note:** If applications include third-party In-Kind match on Screen 6D a separate 7A attachment screen will appear that should be used to attach MOU(s) documentation that confirms the in-kind match commitment. If the MOU documentation is not available at application submission, it will be a condition for grant execution, if HUD conditionally awards the project.

- **Type of source:** Select Private or Government to indicate the source of the contribution. Funds from HUD-VASH (VA Supportive Housing program) and other Federal programs are eligible sources of match and are considered Government sources. HUD encouraged project applicants to include funds from these sources when possible.
- **Name the Source of the Commitment:** Be as specific as possible and include the office or grant program as applicable. Enter the name of the entity providing the contribution. It is important to provide sufficient detail so the local HUD field office can quickly identify and approve the commitment source.
- **Date of written commitment:** Enter the date of the written contribution.
- **Value of written commitment:** Enter the total dollar value of the contribution.

Once the primary “**Sources of Match**” screen is saved, the values entered on the “**Sources of Match Details**” screen(s) will populate the summary amounts. The Cash, In-Kind, and Total Match will also automatically populate the “**Summary Budget**” screen where the 25 percent match requirements will be calculated and applied. If the amounts on the “**Summary Budget**” screen are too low, additional match funds must be added to the “**Sources of Match Details**” screen(s).

Project applicants can view and edit the “**Sources of Match Details**” screen(s) from the primary “**Sources of Match**” screen by clicking the view  icon next to the relevant commitment in the list. To delete a “**Sources of Match Detail**” screen, click the delete  icon next to the relevant commitment in the list.

### HMIS Screen 6E. Summary Budget

Screen 6E summarizes the funding request for the total term of the project. All requested amounts should match the existing grant agreement or grant agreement amended, which should match the final FY 2017 GIW, unless the budget line item has been reduced due to reallocation or tier-based strategy described at the beginning of the Part 6 guidance. **If the budget requested does not match the final FY 2017 GIW, and the project is not being reduced due to reallocation, please consult with the CoC’s Collaborative Applicant prior to submitting a project application.**

This screen includes 2 fields that can be updated before submission. Fields are read-only with the following exceptions:

- **HMIS**
- **Admin** (Up to 10%) *e-snaps* will not allow project applicants to request more than 10 percent of the request listed in the field “**6. Sub-Total Costs Requested.**” If an ineligible amount is entered, *e-snaps* will report an error and prevent application submission when the screen is saved.

The summary budget will include a summary of Cash, In-Kind, and Total Match entered on Screen 6D. If an amount less than 25 percent of the total budget, including admin costs but excluding leasing costs, is indicated, *e-snaps* will report an error and prevent application submission when the screen is saved. Return to Screen 6D to make adjustments.

The total values are automatically calculated by *e-snaps* when project applicants click the “**Save**” button.

[\[RETURN TO “All Projects Part 3 through Part 6: Component Types”\]](#)

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