

# Detailed Instructions for Completing the New Project Application:

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## **Fiscal Year 2016 Continuum of Care Program Application Process**



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 2016 New Project Applications

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This document provides supplementary instructions for organizations completing the Fiscal Year (FY) 2016 new project application for funding available through the Notice of Funding Availability (NOFA) for the FY 2016 Continuum of Care (CoC) Program Competition. It details each field within the new application in order to help applicants unfamiliar with the process understand each screen in our electronic grants management system called *e-snaps*. It also provides updates for longtime applicants regarding application changes for the FY 2016 CoC Program Competition (See page 3). **Before reading these detailed instructions**, you should review and have ready access to the following documents to ensure that projects are consistent with the FY 2016 CoC Program Competition policies and procedures:

- [FY 2016 CoC Program Competition NOFA](#);
- [The CoC Program interim rule at 24 CFR part 578](#);
- [The McKinney-Vento Act, as amended by the HEARTH Act](#); and
- Local CoC policy guidelines for submitting a new application to the Collaborative Applicant

The structure of these instructions is designed to mirror the 8 parts and 32 possible screens of the new project application listed in Table 1 on the following page.

- Parts 1 and 2 are the same regardless of your project type;
- Screen and field visibility for Parts 3 through 6 are largely dependent on your particular project and are separated for each of the four new project types: Permanent Housing-Permanent Supportive Housing (PH-PSH), Permanent Housing-Rapid Rehousing (PH-RRH), Supportive Services Only for Coordinated Entry (SSO-CE), and Homeless Management Information Systems (HMIS); and
- Parts 7 and 8 are the same regardless of your project type.

For questions about your 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) at [www.hudexchange.info/get-assistance/](http://www.hudexchange.info/get-assistance/). 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. You can also find additional information regarding the CoC Program at [www.hudexchange.info/coc](http://www.hudexchange.info/coc).

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

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

Screen Title	New			
	PH-PSH	PH-RRH	SSO	HMIS
Before Starting	X	X	X	X
<b>Part 1 – SF-424</b>				
1A. Application Type	X	X	X	X
1B. Legal Applicant	X	X	X	X
1C. Application Details	X	X	X	X
1D. Congressional District(s)	X	X	X	X
1E. Compliance	X	X	X	X
1F. Declaration	X	X	X	X
<b>Part 2 – Subrecipient Information</b>				
2A. Subrecipients	X	X	X	X
2B. Experience of Applicant, Subrecipient(s), and Other Partners	X	X	X	X
<b>Part 3 – Project Information</b>				
3A. Project Detail	X	X	X	X
3B. Description	X	X	X	X
3C. Expansion	X	X	X	X
<b>Part 4 – Housing Services and HMIS</b>				
4A. Supportive Services for Participants	X	X		
4A. HMIS Standards				X
4B. Housing Type and Location	X	X		
<b>Part 5 – Participants and Outreach</b>				
5A. Households	X	X		
5B. Subpopulations	X	X		
5C. Outreach	X	X		
<b>Part 6 – Budget Information</b>				
6A. Funding Request	X	X	X	X
6B. Acquisition/Rehabilitation/New Construction	X			
6C. Leased Units	X			
6D. Leased Structures	X			
6E. Rental Assistance	X	X		
6F. Supportive Services	X	X	X	
6G. Operating	X			
6H. HMIS	X	X		X
6I. Sources of Match	X	X	X	X
6J. Summary Budget	X	X	X	X
<b>Part 7 – Attachments and Certification</b>				
7A. Attachments	X	X	X	X
CoC Rejection Letter	X	X	X	X
Con Plan Cert	X	X	X	X
7B. Certification	X	X	X	X
<b>Part 8 – Submission Summary</b>				
8A. Notice of Intent to Appeal	X	X	X	X
8B. Summary	X	X	X	X

## What's New

HUD has removed multiple screens and questions from the FY 2016 project application process in an effort to reduce application completion time. Applicants are no longer required to complete the following *e-snaps* screens and questions:

- HUD has removed the two screens and questions related to **Performance Measures** from what was previously **Part 6** of the application.
- HUD has removed the questions related to **Leverage Amounts** from what was previously **Part 7** “Sources of Match or Leverage” screen of the application.

## All Projects Part 1: SF-424

Part 1 of the Project Application, Screens 1A-1F, is configured as the SF-424, a universal application for federal assistance. Its completion is a pre-requisite for submission of a Project Application. Project applicant information, proposed project information, and certain compliance requirements are collected in the SF-424.

Only some of the items within the SF-424 require applicant input. Required fields are identified with an asterisk (\*) and are also specified as “required” in the on-screen instructions. All other fields, including those shaded in gray, are not available for edit and are either not applicable to the new project application, standard for all applications, or prepopulated from the Project Applicant Profile. It is your responsibility to review information prepopulated from the Project Applicant Profile to ensure accuracy and to correct inaccurate information by first exiting the project application and entering the Project Applicant Profile from the “Applicants” link on the *e-snaps* main menu. The “submission Summary” screen in *e-snaps* will indicate any screens that need to be completed by listing them as “Please Complete.”

Parts 2 – 8 of the Project Application are not visible until all mandatory SF-424 fields are completed.

### Screen 1A. Application Type

No fields on Screen 1A can be edited.

1. **Type of Submission.** No action required; the field cannot be changed.
2. **Type of Application.** This field should indicate “New.” When the project applicant selected a funding opportunity before opening the application, they determine if the Project Application they are completing is for a new, renewal, CoC planning, or UFA costs project. If the field does not indicate “New,” return to the *e-snaps* Funding Opportunity screen and create a “New” project.
3. **Date Received.** No action required. This field is not available for edit and automatically prepopulates with the current date. The date that the 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.** No action required; leave this field blank.
6. **Date Received by State.** No action required; leave this field blank.
7. **State Application Identifier.** No action required; leave this field blank.

## Screen 1B. Legal Applicant

All fields on Screen 1B populate from the *e-snaps* Project Applicant Profile.

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. HUD will contact the person listed in field "f" regarding curable deficiencies for the application, and so this person should be the most knowledgeable about the application. This may be the organization's authorized representative, a program manager, financial analyst, or grant writer.

## Screen 1C. Application Details

All items on Screen 1C populate from the Project Applicant Profile or with a set value and *cannot be edited*.

9. **Type of Applicant.** This field must identify how the project applicant is legally organized and populates from the organization type selected in the Project Applicant Profile.
10. **Name of Federal Agency.** No action required.
11. **Catalog of Federal Domestic Assistance (CFDA) Title.** No action required. This field cannot be edited. The CFDA title refers to the specific HUD program under which assistance is requested. The FY 2016 CoC Program Competition only provides assistance through the CoC Program, CFDA Number 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. Congressional Districts

Some of the items on Screen 1D are required, some are optional, and others are prepopulated 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 projects.
15. **Descriptive Title of Applicant's Project.** No action required. This field prepopulates 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).** HUD uses the district(s) selected here to report certain project data and award amounts to members of Congress. The following link can assist you with locating the correct congressional district(s): [www.nationalatlas.gov/printable/congress.html](http://www.nationalatlas.gov/printable/congress.html).
  - a. **Applicant.** No action required and this field cannot be edited. The congressional district(s) in which the project applicant operates is prepopulated on this screen from the *e-snaps* Project Applicant Profile.



b. **Project.** Identify the congressional district(s) in which the proposed project is expected to operate.

**17. Proposed project.** Provide the expected operating start and end dates for the proposed project period using the calendar fields provided. Official operating dates are recorded in HUD's electronic Line of Credit Control System (eLOCCS) and will be set according to the date of the first project expense.

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

## Screen 1E. Compliance

Project applicants must complete the fields on Screen 1E.

**19. Executive Order 12372.** The project applications submitted in the CoC Project 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) go to: [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. 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," is selected 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 selection, HUD will rescind the conditional award of funds with the project applicant.

## Screen 1F. 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 prepopulate from the Authorized Representative listed in the Project Applicant Profile and cannot be edited.

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

**Parts 2 through 8 of the application will remain hidden in *e-snaps* until the checkbox is selected and the screen is saved. If the box is not selected, the applicant will not be able to proceed with the application.**



## 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 in charge of implementing awarded projects have the adequate experience and past performance. Part 2 requires applicants to enter general information concerning the organizations that it plans to designate as subrecipients and to describe the experience of the applicant and its subrecipients.

### Screen 2A. Subrecipient(s)

Screen 2A allows applicants to list the subrecipients that 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: <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 application submissions, and Screen 2A must capture all subrecipient organizations and their designated contact persons. Project applicants are not required fill out this screen if there are no subrecipients.

Click the add  icon to begin entering subrecipient information on Screen 2A. Click the view  icon to review and update (if necessary) the subrecipient's information. To delete a subrecipient listed on

Screen 2A that has been added in error, click the delete  icon. Use the Hide/Show instructions on the screen for assistance in completing each field.

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

### Screen 2B. Experience of Applicant, Subrecipient(s) and Other Partners

Project applicants must describe their capacity and experience, including that of their subrecipients, developers, and contractors, on Screen 2B. Both applicants and potential subrecipients must show satisfactory capacity, funds draw down history, and performance for existing grant(s), as applicable and evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of monitoring findings

- 1. Describe the experience of the applicant and potential subrecipients (if any), in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.** Describe why the applicant, subrecipients, and partner organizations (e.g., developers, key contractors, subcontractors, service providers) are the appropriate entities to receive funding. Provide concrete examples that illustrate their experience and expertise in the following: 1) working with and addressing the target population's identified housing and supportive service needs; 2) developing and implementing relevant program systems, services, and/or residential property construction and rehabilitation; 3) identifying and securing

matching funds from a variety of sources; and 4) managing basic organization operations including financial accounting systems.

2. **Describe the experience of the applicant and potential subrecipients (if any) in leveraging other Federal, State, local and private sector funds.** Include experience with leveraging all Federal, State, local and private sector funds. If the applicant and subrecipient have no experience leveraging other funds, include the phrase “No experience leveraging other Federal, State, local, or private sector funds.”
3. **Describe the basic organization and management structure of the applicant and subrecipients (if any).** Include evidence of internal and external coordination and an adequate financial accounting system. Include the organization and management structure of the applicant and all subrecipients; be sure to include a description of internal and external coordination and the financial accounting system that will be used to administer the grant.
  - 4a. **Are there any unresolved monitoring or audit findings for any HUD grants (including ESG) operated by the applicant or potential subrecipients (if any)?** 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.
  - 4b. **Describe the unresolved monitoring or audit findings.** If you selected “Yes” above, provide a brief explanation for why the monitoring or audit finding remains unresolved.

## All Projects: Overview of Part 3 through Part 6: Component Types and Project Types

Detailed instructions for Part 3 through Part 6 are separated by project type (PH-PSH, PH-RRH, SSO-CE, and HMIS) and presented individually later in this guide.

Make sure to confirm the project type, as well as whether the project is applying for Permanent Housing Bonus funding or reallocation from eligible renewal projects with the CoC’s Collaborative Applicant **before completing** these parts of the application. The project type and funding stream (Permanent Housing Bonus or Reallocation) being requested determine how the proposed project is assessed for conditional award by HUD. Review 24 CFR 578.37 for more information on the basics of project types and the FY 2016 CoC Program Competition NOFA Sections II.B.2.-3. and III.A.3.f. and h. for information regarding eligible project types and the two different funding streams available for new projects in this year’s Competition (Permanent Housing Bonus or Reallocation).

Project applicants are expected to demonstrate compliance in the application with the requirements for whichever project type is identified. Project applicants will be responsible for submitting a project under the appropriate project type and funding stream according to the FY 2016 CoC Program Competition NOFA and 24 CFR part 578.

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. See the HUD Coordinated Entry Brief ([www.hudexchange.info/resource/4427/coordinated-entry-policy-brief/](http://www.hudexchange.info/resource/4427/coordinated-entry-policy-brief/)) for guidance and 24 CFR 578.7(a)(8) for information on current requirements.

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

- [PH-PSH: Permanent Supportive Housing](#)

- [PH-RRH: Rapid Rehousing](#)
- [SSO-CE: Coordinated Entry](#)
- [HMIS: Homeless Management Information Systems](#)

## All Projects: Overview of Part 7: Attachments and Certification

Part 7 is available for 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 an additional attachment screen will be visible for project applicants that are appealing a CoC's decision to reject the project or submitting the application with "No CoC" selected on Screen 3A.

### Screen 7A. Attachments

Screen 7A includes three links that allow applicants to upload and attach supplementary information to the 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 project applicants are required to 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 are labeled Other Attachment(s) and are available for any additional supporting documentation that may be required given the project applicant's unique circumstances.

### CoC Rejection Letter

For applicants submitting a Solo Applicant appeal, the CoC Rejection Letter is an additional attachment screen that allows 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 applicants who select "Appeal" on Screen 3A – meaning an eligible project applicant that attempted to participate in the CoC planning process in the geographic area in which they operate and believe they were denied the right to participate in a reasonable manner. If the applicant has not received a rejection letter from the CoC, the project applicant should submit a document affirming that no such letter was received. Review Sections VI.C.4. and X.C. of the FY 2016 CoC Program Competition NOFA and 24 CFR 578.35 for more information concerning the rejection letter and the project application appeals process.

### Consolidated Plan Certification

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

## Screen 7B. Certification

Screen 7B is prepopulated with the project applicant organization and the information for its authorized representative. A date must be selected to complete the certification. If the 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 applicant organization. Project applicants must complete the certification in order to submit the application.

## All Projects: Overview of 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 in the rare occurrence that the project applicant wishes 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 and intend to apply as a Solo Applicant. It provides a Solo Applicant with the ability to submit a Notice of Intent to Appeal directly to HUD with their project application. A copy of the notice of intent to appeal must also be provided to the CoC. For more information about the appeals process and the acceptable reasons for appealing a rejection from the CoC, solo applicants must review Sections VI.C.4 and X.C. of the FY 2016 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) in order to see this screen and apply directly to HUD for FY 2016 CoC Program funds.

In order to expedite the review process, project applicants are encouraged to submit as much documentation as possible on Screen 7A demonstrating that they were denied the right to participate in the CoC planning process for the geographic area in a reasonable manner. Additionally, the project applicant should attach the “notification of rejection” letter (provided by the CoC to the project applicant) to the CoC Rejection Letter screen, if the letter is available. In the absence of a rejection letter, submit a document from the project applicant 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 that 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. Select “Independent” if your application was rejected outside of the *e-snaps* process and this is your first submission in *e-snaps*. All project applicants are encouraged 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 a submission before the deadline and “No” to indicate a submission after the deadline.
- 4a. Describe the reason(s) provided by the CoC explaining their rejection of the project:** Project applicants appealing a rejected project must use this text box to describe the reason provided by the CoC for the rejection of the application. OR

**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.

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

## Screen 8B. Summary

Screen 8B provides a summary of the complete and incomplete Project Application screens, as well as any screens not required to be completed in order to submit the application. The "Last Updated" column provides the status of each screen listed, and the date on which 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 applications are routed to the CoC identified on Screen 3A. If "No CoC" is selected on Screen 3A, the project will be routed to a special team of reviewers for consideration.

- **Any date (MM/DD/YYYY).** If a date is listed in the right column, then the screen identified in the same row and the left column was completed or revised on that date.
- **No Input Requested.** If "No Input Requested" is listed in the right column, then there are no mandatory fields on the screen identified in the same row and the left column.
- **Please Complete.** If "Please Complete" is listed in the right column, then the screen identified in the same row and the left column was not completed and there are remaining requirements or errors that must be addressed. Navigate back to that screen and complete the necessary fields. Look for helpful notes and warning messages at the bottom of the submission summary screen and on the screen identified in the left column that will guide you on the relevant fields and could provide detail on necessary corrections. Remember, any field with an asterisk (\*) must be completed before the project application can be submitted.

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 2016 CoC funding process, please visit [www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/](http://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/).*



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

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[\[Return to “part 3 through part 6 component types”\]](#)

The following instructions and screens apply to new Permanent Housing (PH)–**Permanent Supportive Housing (PSH)** projects only, and cover PH-PSH projects funded through both the Reallocation process and the 2016 Permanent Housing Bonus. Before completing this part of the application, carefully review the special eligibility requirements for new PH-PSH projects in the FY 2016 CoC Program Competition NOFA and be aware that requirements for some questions could vary depending on the type of funding stream being requested.

## PH-PSH Part 3: Project Information

Based on the component type selected on Screen 3A, in this case “**PH**,” or permanent housing, Project Applicants are expected to provide a full description of the project scope on Screen 3B, including the selection of “**PSH**,” in accordance with **PH-PSH** requirements at 24 CFR 578.37.

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

All fields on Screen 3A are required to be completed for submission of this application.

- 1a. CoC Number and Name:** The correct CoC must be identified in this field. The dropdown menu for this field contains each CoC that successfully registered in the FY 2016 CoC Program Registration process listed according to the CoC Number (e.g., NE-502) and CoC Name (e.g., Lincoln CoC). The project application will be sent to the CoC selected from the dropdown menu and will be reviewed and ranked once it is submitted by the project applicant in *e-snaps*.

**Note:** There is an option for “No CoC.” This option should only be used in the extremely rare instance that a project is located in a geographic area not currently served by a CoC. Project applicants that select “No CoC” will not be connected to a CoC Application for this Competition. This could affect HUD’s ability to award funds to this project.

- 1b. CoC Collaborative Applicant Name:** The correct CoC Collaborative Applicant Name must be identified in this field. The dropdown options for this field are based on the CoC Number and Name selected above. This list is prepopulated with the CoC’s designated Collaborative Applicant name that registered during the FY 2016 CoC Program Registration process.
- 2. Project Name:** No action required. This field prepopulates from the *e-snaps* “Project” form. Project applicants cannot modify the populated name in this field; however, project applicants may modify the project name by exiting the project application and opening the *e-snaps* “Project” form by selecting “Projects” from the left menu. Identify the current project name, click the link and make changes as needed.
- 3. Project Status:** This field defaults to the option “standard” and should only be changed to “Appeal” for project applicants who are appealing a CoC’s decision to reject the project application in the local CoC competition. All other project applicants should leave the field with the option “standard.” If “Appeal” is selected, an additional Screen 8A “Notice of Intent to Appeal” will become visible on the left menu and additional attachments will be required on the

attachments screen. For more information on the Solo Applicant Appeal process, please refer to 24 CFR 578.35 and Sections VI.C.4 and X.C of the FY 2016 CoC Program Competition NOFA.

4. **Component Type:** In this field, all project applicants must indicate the CoC program component type under which the project operates. PH-PSH projects must choose “PH.”
5. **Energy Star:** Select “Yes” if the project incorporates energy-efficiency measures in the design, construction, rehabilitation, and operation of the project. Project applicants that select “Yes” routinely replace older obsolete products and appliances (e.g., lighting, domestic hot water heaters, furnaces, boilers, air conditioning units, refrigerators, clothes washers and dishwashers) with Energy Star-labeled products when replacing existing products is more cost-effective than repair or the appliance is no longer in operating condition.
6. **Title V:** Title V of the McKinney-Vento Act allows unutilized, underutilized, excess, or surplus Federal properties to be used by homeless services providers for the purpose of assisting homeless persons. Select “Yes” or “No” to indicate whether the project will include one or more properties that have been or will be 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. **General Description:** 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 why CoC Program support is required. The information provided in this narrative must not conflict with information provided in other parts of the project application. For example, if the project operates with a commitment to the Housing First approach as indicated later on this screen, the narrative should also indicate a commitment to the Housing First approach.
2. Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work: Demonstrate how full capacity will be achieved over the term requested in this application. Keep in mind, in order to expend funds within statutorily required deadlines, applicants must be able to begin assistance within 12 months of conditional award. The one exception is for applicants who are conditionally awarded sponsor-based and project-based rental assistance. These conditional recipients will have 24 months to execute a grant agreement; however, HUD encourages all recipients conditionally awarded funds to begin assistance within 12 months. The estimated schedule should reflect these statutorily required deadlines.
3. **Will your project participate in a CoC Coordinated Entry Process?** New project applicants should select “Yes” if they will participate in a CoC coordinated entry process (known as centralized or coordinated assessment system in 24 CFR part 578 and the FY 2016 CoC Program NOFA) as soon as the project begins operations. If the CoC does not yet have a coordinated entry process, or if the project will not participate, select “No.” As a reminder, coordinated entry is a process designed to coordinate program participant intake, assessment, and provision of referrals. A coordinated entry process covers the CoC’s geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool and process. Unless you plan to participate in a process that is coordinated by the CoC across all providers in the community, select “No.”



**\* Please explain why your project does not participate in a CoC Coordinated Entry Process.** Participation in a CoC coordinated entry process is a requirement of 24 CFR part 578 for all recipients of CoC Program funds. Provide an explanation for why you do not expect the project to participate in a community's coordinated entry process during the requested grant term.

4. **Please identify the specific population focus. (Select ALL that apply) PH-PSH** project applicants must at least select "Chronic Homeless" and, if appropriate, 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.
5. **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: **1)** quickly and successfully connect individuals and families experiencing homelessness to permanent housing **2)** without barriers to entry, such as sobriety, treatment or service participation requirements or **3)** related preconditions that might lead to the program participant's termination from the program. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry; however, participation in supportive services is based on the needs and desires of program participants. Review Sections II.A.7. and VII.A.1.g of the FY 2016 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.
  - a. **Will 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 additional steps (e.g., required stay in transitional housing before moving to permanent housing). If you are a domestic violence (DV) program you should select "Yes" if you will quickly move program participants into permanent housing after immediate safety needs are addressed (e.g., a person who is still in danger from a violent situation and would move into PH once the dangerous situation has been addressed). Select "No" if the project does not work to move program participants quickly into permanent housing.
  - b. **Will the project remove the following barriers to accessing housing and services? (Select ALL that apply):** Check the box next to each item to confirm that your project will not include barriers to program access related to each of the following: 1) Having too little or no income, 2) Active or history of substance abuse, 3) Having a criminal record with exceptions for state-mandated restrictions, and 4) Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement). If all of these barriers to access will exist, select "None of the above."
  - c. **Will the project remove the following as reasons for program termination?** Check the box next to each item to confirm that your project will not include reasons for program participant termination related to each of the following: 1) Failure to participate in supportive services, 2) Failure to make progress on a service plan, 3) Loss of income or failure to improve income, 4) Fleeing domestic violence and 5) Any other activity not covered in a lease agreement typically found in the project's geographic area. If all of these reasons for program termination will exist, select "None of the above."
  - d. **Will the project follow a Housing First approach?** This field is automatically populated and cannot be edited. *Only if "Yes" was answered for 4a AND all of the boxes were checked*

for 4b and 4c, *will* this field indicate “**Yes**” 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 that is submitted as using a Housing First approach will be required to operate as such.

- 6. If applicable, describe the proposed development activities and the responsibilities that the applicant and potential subrecipients (if any) will have in developing, operating, and maintaining the property?** While visible for all applicants, only provide a narrative if the project includes property development (acquisition, new construction, and or rehabilitation). The narrative should specifically describe property development activities and applicants are not required to repeat the entire project plan and schedule described in question 2.
- 7. Will the PH project provide PSH or RRH?** PH-PSH projects must select “**PSH.**” Project applicants who select “**PSH**” will be able to select Rental Assistance, Leased Units, or Leased Structures, Operating or Acquisition/Rehabilitation/New Construction as eligible housing activities in Part 6 of the application. PH-PSH project applicants may also select Leased Structures to provide supportive services.
- 8. Will the project request costs under the rental assistance budget line item?** If applying for rental assistance, select “**Yes.**” If you select “**Yes,**” you will be required to create a rental assistance budget on Screen 6E before submitting the application. Project applicants must select the *type* of rental assistance (Project-based Rental Assistance (PRA), Sponsor-based Rental Assistance (SRA), or Tenant-based Rental Assistance (TRA)) in Part 6, Budget Information. Project applicants not applying for rental assistance must select “**No.**”
- 9. Will participants be required to live in a particular structure, unit, or locality, at some point during the period of participation?** Select “**Yes**” or “**No**” to indicate whether program participants will be required to live in a specific place determined by the project applicant at any point. *If TRA* is requested, program participants may be required to live in a specific area and in a specific structure (for the first year of their participation), *only* where it is necessary to facilitate the coordination of supportive services (see 24 CFR 578.51(c) for more information).
- 9a. If yes, explain how and why the project will implement this requirement.** Describe why the project applicant has chosen to enforce this requirement for program participants. Applicants requesting TRA that are implementing this requirement must explicitly describe how it is necessary for facilitating the provision of supportive services.
- 10. Will more than 16 persons live in one structure?** Select “**Yes**” or “**No**” to indicate whether more than 16 persons will reside in any one of the structures assisted with funds requested through this application.
- 10a. Describe the local market conditions that necessitate a project of this size.** If there are more than 16 people, use the text box to explain how local market conditions necessitate this size.
- 10b. Describe how the project will be integrated into the neighborhood.** If there are more than 16 people, use the text box to explain how neighborhood integration can be achieved for program participants.

### **PH-PSH Screen 3C. Project Expansion Information**

Project applicants must complete Screen 3C only if a new project will expand capacity at any project that the project applicant organization currently operates. Expansion includes four explanations:

- 1. Increasing the number of homeless persons served;**

2. **Providing additional supportive services to homeless persons;**
3. **Bringing existing facilities up to state/local government health and safety standards; and**
4. **Replacing the loss of nonrenewable funding (private, federal, other excluding state/local government).**

Applicants should not use an “expansion” project to provide existing program participants with the *same* housing and services funded by the CoC Program that they are currently receiving under the original project; rather, the project must serve new program participants or provide existing program participants with an expanded variety of services or the same activities that are CoC Program eligible but were previously paid for by a different non-renewable source. Project applicants should carefully consider the design of the new project to ensure it meets all conditions set forth in the McKinney Vento Act as amended, 24 CFR part 578, and the FY 2016 CoC Program Competition NOFA.

Project applicants must select “Yes” or “No” to indicate whether the proposed project establishes an expansion project. If “Yes,” the project applicant must select and “Add” one or more of the four expansion activities described above. Once an activity is added, save the screen to reveal additional questions that allow the project applicant to describe the specific expansion activities. All questions must be answered in as much detail as possible, even if details were also included in the project description on Screen 3B.

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

In Part 4 of the Project Application, project applicants are expected to provide detail regarding the housing and services that will be provided.

### **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.

- 1a. Are the proposed project policies and practices consistent with the laws related to providing education services to individuals and families?** Any project applicant requesting funds to provide housing or services to children and youth, with or without families, must indicate whether the project has established policies and practices that are consistent with, and do not restrict the exercise of rights provided by subtitle B of title VII of the McKinney-Vento Act (42 U.S.C. 11431, *et seq.*), and other laws (e.g., Head Start, part C of the Individuals with Disabilities Education Act) relating to the provision of educational and related services to individuals and families experiencing homelessness. Only projects that will not serve children or youth under 25 should select the “Not applicable” response to these questions.
- 1b. Will the proposed project have a designated staff person to ensure that the children are enrolled in school and receive educational services, as appropriate?** Any project applicant requesting funds to provide housing or services to children and youth, with or without families must indicate whether a staff person has been designated to ensure that children are enrolled in school and connected to the appropriate services within the community, including early childhood programs such as Head Start, Part C of the Individuals with Disabilities Education Act, and McKinney-Vento education services. Only projects that will not serve children or youth under 25 should select the “Not applicable” response to these questions.
- 1c. Describe the manner in which the project applicant will take into account the educational needs of children when youth and families are placed in housing:** This question is visible and required only if “No” is selected in response to question 1a or 1b. Project applicants not in compliance

with Federal education assurances must provide an adequate description of the reason(s) for noncompliance and a corrective action plan. Failure to comply with Federal education assurances may result in Federal sanctions, and significantly reduce the likelihood of receiving funding through the CoC Program Competition.

**2. Describe how participants will be assisted to obtain and remain in permanent housing:**

Describe plans to move program participants from the streets, other places not meant for human habitation, emergency shelters, and safe havens into PSH, as well as plans to ensure that program participants stabilize in PSH. A good response will acknowledge the needs of the target population and include plans to address those needs through current and proposed case management activities and the availability and accessibility of supportive services through primary health services, mental health services, educational services, employment services, life skills, and child care services. Good strategies should be highly population specific and will look markedly different for youth, older adults, and families. For example, youth may require a more time intensive service array including specifically tailored life skills, housing, and education programming with more points of contact with a case manager meeting them at their apartment or in youth relevant locations. Similarly, a young parents program might include parenting classes and other child care services.

If program participants will be housed in units not owned by the project applicant, the narrative must also indicate how appropriate units will be identified and how the project applicant or subrecipient will ensure that rents are reasonable. Established arrangements and coordination with landlords and other homeless services providers should be detailed in the narrative.

**3. Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently:** Address the needs of the target population, the required supportive services, the availability and accessibility of those supportive services, and any coordination with other homeless services providers and mainstream systems. Describe how service delivery directly leads to program participant employment; how service delivery leads directly to program participants accessing SSI, SSDI, or other mainstream services; and how the requested funds contribute to program participants becoming more independent. Note: Education plays an important role in the personal development of program participants, *especially youth participants*, and should be considered a strategy to maximize their ability to live independently. Youth are also unlikely to have job experience or familiarity with the workforce and government-provided supplementary income sources and so may require unique programming to meet their needs.

**4. For all supportive services available to participants, indicate who will provide them and how often they will be provided:** This list identifies **ALL** of the supportive services that are provided to program participants in the PH-PSH project by the project applicant, subrecipient, partner organization, or Non-Partner organization. The project applicant should complete each row of drop down menus for all supportive services that will be provided to program participants regardless of funding source. Do not limit this selection to just the supportive services that are being requested in your project application – include the supportive services that are being provided by other organizations or grants as well. If more than one Provider or Frequency is relevant for a single service, select the provider and access that is used the most often. If more than one provider offers the service equally 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;

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- **“Subrecipient”** to indicate that a subrecipient, as indicated on form 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, choose the interval that is most frequent, e.g., both weekly and monthly are equally common – choose weekly.

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

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

- 5a 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. Select **“No”** if transportation will not be regularly provided or cannot be provided consistently as requested.
- 5b Use of a single application form for four or more mainstream programs?** Select **“Yes”** if the project will use a single application form that will allow program participants to sign up for four or more mainstream programs. Select **“No”** if application forms will cover three or fewer mainstream programs.
- 5c Regular follow-ups with participants to ensure mainstream benefits are received and renewed?** Select **“Yes”** if the project will regularly follow-up with program participants, at least annually, to ensure that they have applied for and are receiving their mainstream benefits and renew benefits when required. Select **“No”** if there will be no or irregular follow-up concerning mainstream benefits.
- 6. Will project participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency?** Select **“Yes”** if program participants will have access to SSI/SSDI technical assistance. The assistance can be provided by the applicant, a subrecipient, or a partner agency—through a formal or informal relationship. Select **“No”** if there will be no or significantly limited access to SSI/SSDI technical assistance.
- 6a. Has the staff person who will provide 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 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

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

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 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 column for the housing detail that you wish to edit.

The project applicant must use Screen 4B to report each housing type and location that will be supported using requested CoC Program funds, including the number of available units, beds, and beds dedicated and prioritized for the listed subpopulations. The numbers reported must reflect the units, beds *at full capacity at a single point in time* (with exception to “prioritized CH beds”; see question 3 below) 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).

According to the FY 2016 CoC Program Competition NOFA, new PH-PSH projects are required to dedicate all beds to households experiencing chronic homelessness. In this case, **the number of beds should always be equal to the number of dedicated CH beds.**

1. **Housing type:** Report the type of housing structures in which program participants under this project will be housed. Each housing type must be listed individually according to the following options:
  - **Barracks:** Individuals or families sleep in a large room with multiple beds. Also includes large shelters which are traditionally used in the Emergency Solutions Grants Program.
  - **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 (1) 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 (2) 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.



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- **Single family homes/townhouses/duplexes:** Each individual or family has a self-contained, single family home, townhouse, duplex that is dispersed throughout the community.
2. **Indicate the maximum number of Units and Beds available for project participants at the selected housing site:** Enter the number of units, beds, and CH beds that will be available at a point in time and used for housing program participants in this project.
- a. **Units:** Enter the total number of units that will be available at a point in time in the selected housing type and location used for housing program participants.
  - b. **Beds:** Enter the total number of beds that will be 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. **Beds for the Chronically Homeless:** Please review the [HUD Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status](#). The notice provides detailed information concerning beds that are required to serve persons experiencing chronic homelessness as defined in 24 CFR 578.3, in accordance with 24 CFR 578.103.
- a. **How many of the total beds entered in "2b. Beds" are dedicated to the chronically homeless?** In this field, enter the total number of beds that will be dedicated to the chronically homeless (CH) program participants. 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.
  - b. **How many of the total beds entered in "2b. Beds" are not dedicated to the chronically homeless?** For all new PH-PSH projects, this field should equal "0." This field will calculate automatically and is the difference between the total beds entered into field 2b. Beds and the value entered into 3a above.
  - c. **How many of the beds listed in question "3b." above will likely become available through turnover in the FY 2016 operating year?** For all new PH-PSH projects, enter the value "0." This field is intended to present the number of turnover beds that will not be dedicated to the chronically homelessness out of those beds automatically calculated in field 3b. All PH-PSH beds should be dedicated to chronically homeless households.
  - d. **How many of the beds listed in question "3c." above will be prioritized for use by the chronically homeless in the FY 2016 operating year?** For all new PH-PSH projects, enter the value "0." This field is intended to present the number of beds that will be prioritized for the chronically homeless individuals and families as soon as they turnover out of the number of turnover beds that you estimated in field 3c. All new PH-PSH beds should be dedicated, and not prioritized, for chronically homeless households.
4. **Address:** Project applicants are required to 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 home housing, or for projects that have units at multiple locations, programs 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 date. If the project uses tenant based rental assistance, or if the address for scattered-site or single family homes cannot be identified at the time of application submission, enter the address for the program administration office. Projects serving victims of domestic violence, including human trafficking, may 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 will be 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, 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.

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

The numbers on Screen 5A are intended to reflect the households and persons **proposed to be served on a given night when the project is at full operational capacity**. The screen must include at least one household and at least one person.

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

- **Households with at least One Adult and One Child:** To fall 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:** To fall 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:** To fall 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 and 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 older adults.
- **Adults ages 18-24:** A category implemented to account for transition age youth. **Youth must 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 be totaled automatically once the screen is saved. The screen has been 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 more than one household entered. 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.

### **PH-PSH Screen 5B. Project Participants - Subpopulations**

New PH-PSH projects are required to serve ***100 percent chronically homeless individuals and families*** and the head of household must have the qualifying disability and meet all of the criteria required by the definition of chronically homeless included in 24 CFR 578.3. Screen 5B is meant to represent a detailed subpopulation breakdown of the persons reported in the three housing types on Screen 5A, including the number of chronically homeless program participants. Just 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 also</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 also</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*.</li> </ul> <p>* “Veterans” include all persons who served in the military, regardless of discharge status.</p>
<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 be 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 be totaled automatically once 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 under the applicable table when the screen is saved. The applicant must enter text that describes 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, you will notice in Table 5 above that three columns are internally “mutually exclusive.” This means that a single person can

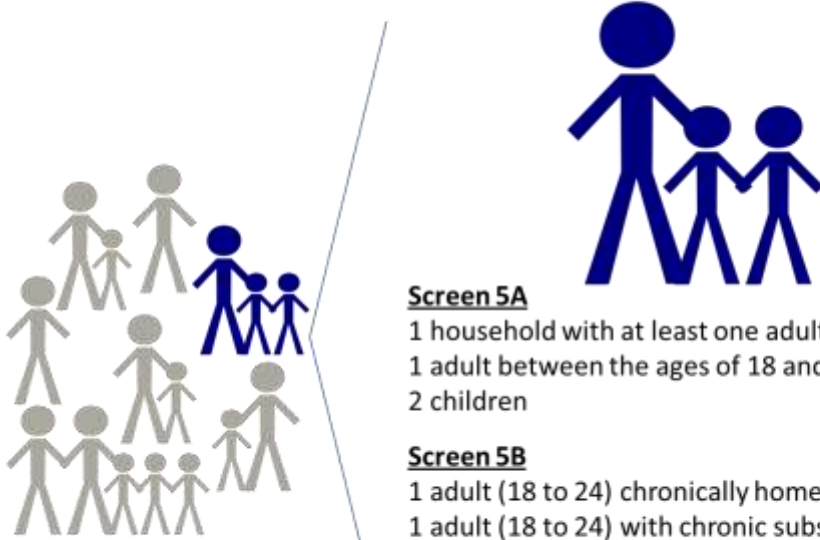
only identify with one of the first three columns for each table (i.e., a single person cannot be a veteran while at the same time being a non-veteran). Columns 4 through 9, under “May Contain Duplicate Entries, however, are not “mutually exclusive.” This means that a single person can identify with more than one column at the same time (e.g., a single person might 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 ten 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 is engineered to require an entry for each person served and 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.

Finally, the screen has a built in control for new PH-PSH projects 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, the system will report an error and prevent application submission when the screen is saved.

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.

**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

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 have been entered correctly.

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

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

Project applicants must ensure that all persons served in new PSH projects meet the requirements found in 24 CFR part 578 and the FY 2016 CoC Program Competition NOFA.

- 1. Enter the percentage of homeless person(s) who will be served by the proposed project for each of the following locations:** Indicate the percentage of homeless persons who will be admitted from each of the listed locations. The total percentage must equal 100% in order to submit the project application.

Keep in mind that all persons served in new PH-PSH projects must meet the definition of chronically homeless in 24 CFR 578.3. The locations listed below reflect all of the locations from which a person experiencing chronic homelessness may be coming.

- **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.**

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 and places not meant for human habitation, emergency shelters, and safe havens accordingly.

Entry into a transitional housing project generally results in the loss of chronically homeless status. This is because 24 CFR part 578 requires that a person come directly from a place not meant for human habitation, emergency shelter, or a safe haven to be considered chronically homeless. However, there are currently two exceptions to this rule:

- Veterans in transitional housing funded through the Department of Veterans Affairs (VA), who met the criteria for chronically homeless when they entered the VA system; and
- Chronically homeless households selected for PSH that are in the process of identifying an appropriate unit and are temporarily placed in transitional housing during the search.

If the project applicant anticipates that any of its program participants will come from either of these circumstances, they should include these project participants in the percentages for streets/places not meant for human habitation, emergency shelters, and safe havens accordingly.

- 2. Describe the outreach plan to bring these homeless participants into the project.** A textbox is provided for a brief explanation. Explain how program participants will be identified and connected with the offered housing and services. For projects participating in a CoC's coordinated entry process, simply explain that coordinated entry will provide outreach and access and describe the specific coordination and referral process between coordinated entry and this project.

Please refer to 24 CFR part 578, the FY 2016 CoC Program Competition NOFA, and the homeless definition at [www.hudexchange.info/resource/1928/hearth-defining-homeless-final-rule/](http://www.hudexchange.info/resource/1928/hearth-defining-homeless-final-rule/) for further guidance.

## PH-PSH Part 6: Budgets

In Part 6 of the application, project applicants detail their budget requested according to the CoC Program's eligible Budget Line Items (BLIs). Pay special attention to Question 2 on Screen 6A and accurately identify whether the project is being created using the *reallocation* process or applying as *Permanent Housing Bonus* project. If you are unsure, contact the CoC's Collaborative Applicant for clarification.

**Funding Limitations:** Applicants applying for **Permanent Housing Bonus** projects are permitted to apply for up to 5 percent of the CoC's FPRN amount. Applicants applying for a new PSH project through **reallocation** are limited to the amount of funding made available to them by the CoC through eliminating or reducing other grants. In order to determine the maximum amount you are eligible to apply for it is important that you consult with your CoC prior to submitting your project application.

**Maximum Grant Terms:** The maximum grant term for a new grant under the CoC Program is dependent upon the costs requested in the budget and will have a significant impact on the total requested value of the project application with significant implications for both project and CoC funding. Review Section IV.B.2. of the FY 2016 CoC Program Competition NOFA carefully before selecting a grant term and contact your CoC's collaborative applicant to confirm your selection before submitting the application.

Finally, new PSH project applications that are conditionally awarded must begin carrying out the activities described in the application for funds on or before September 30, 2018 to comply with the funding obligation standards contained in the appropriations bill that authorizes the funds for this competition. HUD strongly encourages all rental assistance to begin within 12 months of award. Refer to Section IX.B.2. of the FY 2016 CoC Program Competition NOFA for more details.

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

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

- 1. Will it be feasible for the project to be under grant agreement by September 30, 2018?** Select "Yes" or "No" to indicate whether the project will begin operating by September 30, 2018. Unobligated funds will not be available after September 30, 2018. Project applicants will not be able to submit project applications that cannot feasibly meet the September 30, 2018 deadline.
- 2. Is the project proposing to use funds reallocated from the CoC's annual renewal demand OR is the project applying for funding through the Permanent Housing Bonus?** Select "Reallocation" if the project is being created using the reallocation process as indicated on the Reallocation form submitted by the Collaborative Applicant. Select "Permanent Housing Bonus" if the project is being created through the Permanent Supportive Housing Bonus.
- 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, please consult 2 CFR 200.203(c)(2) and contact your local HUD field office.

\* If "YES", you must respond to the following questions:

**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 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% de minimis rate as described in 2 CFR 200.203(c)2).

**4. Select a grant term:** Indicate the number of years for which funding is being requested (carefully review Section IV.B.2. of the FY 2016 CoC Program Competition NOFA). The selection made here will automatically calculate the total amount of funding requested on the budget screens. For example, if 1 year is selected, the budget line item(s) selected will calculate 1-year amounts. If 2 years is selected, the budget line item(s) selected will calculate 2 year amounts. The one exception is if a project is eligible for a 15 year grant term, the maximum amount of funding you can request will only be for 5 years.


**5. Select the costs for which funding are being requested:** Check the box next to the eligible costs for which funding is being requested (see 24 CFR part 578, Subpart D; Program Components and Eligible Costs). Each checked box will unlock the corresponding budget line item, screens 6B through 6H:

- **Acquisition/Rehabilitation/New Construction:** Check the box to unlock and reveal the Acquisition/Rehabilitation/New Construction budget screen. These costs cannot be combined with Leased Structures or Rental Assistance in a single leased structure or unit.
- **Leased Units:** Check the box to unlock and reveal the Leased Units budget screen. The lease must be between the landlord and the recipient. These costs cannot be combined with Rental Assistance, Acquisition, Rehabilitation, or New Construction in a single housing unit.
- **Leased Structures:** Check the box to unlock and reveal the Leased Structures budget screen. Leased structures are buildings leased by the project applicant that contain multiple units for program participants or serve as the structure for supportive services or operations. **Note:** These costs **cannot** be combined with Rental Assistance, Acquisition, Rehabilitation, or New Construction in a single leased housing unit. A leased structure budget can only be requested with rental assistance when the two budget line items are used in separate structures or to cover different, and not overlapping, portions of the same structure.
- **Rental Assistance:** Check the box to unlock and reveal the Rental Assistance budget screen. The lease must be between the landlord and the program participant; except for Sponsor Based Rental Assistance (SRA), where the sponsor owns or leases the unit and has a sublease with the program participant. Rental Assistance **cannot** be combined with Leased Units, Leased Structures, or Operating in a single housing unit. Funds for Leased Structures or Operating may only be requested together with rental assistance if the Leased Structures (whole or in part) are being used for Supportive Services and not for rental assistance or

when the budget line items are used in separate structures or to cover different, and not overlapping, portions of the same structure.

- **Supportive Services:** Check the box to unlock and reveal the Supportive Services budget screen.
- **Operating:** Check the box to unlock and reveal the Operating budget screen. Remember, these costs cannot be used with Rental Assistance in a single housing unit, even if the Rental Assistance is being paid for by another CoC Program project.
- **HMIS:** Check the box to unlock and reveal the HMIS budget screen.

### PH-PSH Screen 6B. Acquisition/Rehabilitation/New Construction Budget



Screen 6B appears if the Acquisition/Rehabilitation/New Construction budget cost is selected on Screen 6A. Complete this screen to request funds for all development activities. The summary page on Screen 6B will aggregate the acquisition, rehabilitation, and new construction costs requested for each proposed project site and then calculate the total for all costs requested. To add a site, click the add  icon. This will open the Acquisition/Rehabilitation/New Construction detail budget screen.

Project applicants must enter a specific location for each site requesting capital costs. Create a name for each site that you will recognize, which will populate the list on the summary screen. Then fill out Street Address, City, State, and Zip Code. The address must be the actual site of the proposed development activities and not the administrative office of the project applicant or subrecipient. Projects serving victims of domestic violence, including human trafficking, may use a PO Box or other anonymous address to ensure the safety of program participants.

Project applicants must then enter the amount requested for eligible development costs at the structure site. A field is available for each cost type; however, *e-snaps* is designed to restrict how development costs can be requested, and 24 CFR 578.43-47 regulates how the three development costs may be used together:

- Project applicants *may* apply for both acquisition and rehabilitation line item costs for the same structure;
- Project applicants *must* include land acquisition costs in the line item for new construction if acquiring land specifically for the new construction; and,
- Project applicants *may not* enter an amount for both new construction and rehabilitation for the same structure.

If grant funds are used for new construction, the applicant must demonstrate that the costs of new construction are substantially less than the costs of rehabilitation or that there is a lack of available appropriate units that could be rehabilitated at a cost less than new construction. Refer to 24 CFR 578.43-47 for details on eligible acquisition, rehabilitation, and new construction costs.

From the summary screen, you can view and edit detail screens by clicking the view  icon next the relevant structure name in the list. To delete a detail screen, click the delete  icon next to the relevant structure name in the list


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

Screen 6C appears if the Leased Units budget line item is selected on Screen 6A. Project applicants requesting Leased Units costs are required to itemize their requests by unit size and indicate the HUD paid rent per month (at or below Fair Market Rent (FMR) displayed for reference). The number of units



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is then automatically multiplied by the HUD paid rent and 12 months for the annual rate per unit size. The total leased units request multiplies the sum of the annual rates per unit size by the grant term selected on Screen 6A.



The screen opens with a summary page that will aggregate the total assistance requested and total units requested for each FMR area. Click the add  icon to add units for a new FMR. This will open the Leased Units Budget Detail screen.

Once the detail screen is opened, project applicants must specify the appropriate FMR area where the units will be 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 rent values in the FMR Area column listed in the chart on this screen for reference only.

Project applicants must review the Leased Units Annual Budget chart:

- **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.
- **FMR:** These fields are populated with the FY 2016 FMRs based on the FMR area selected by the project applicant and are for reference only. The FMRs are available online at [www.huduser.org/portal/datasets/fmr.html](http://www.huduser.org/portal/datasets/fmr.html).
- **HUD Paid Rent:** For each unit size, enter the rent to be paid by this grant. The rent cannot exceed the FMR amount in the previous column; however, project applicants may request amounts less than the FMR. Once funds are awarded, recipients must document compliance with the rent reasonableness requirement set forth in 24 CFR Part 578.49(b)(2).
- **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 row is automatically calculated as the sum of the amounts entered into each "HUD Paid Rent" field multiplied by 12 months, and the sum of the amounts entered into the "number of units" field.
- **Grant Term:** This field is populated based on the grant term selected on the "Funding Request" screen and will be read-only.
- **Total Request for Grant Term:** This field will equal the total annual assistance amount calculated above multiplied by the grant term.


All gray fields will be calculated once the required fields have been completed and the screen saved.

From the summary screen, you 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.

Often, when leasing a structure(s) or unit(s) for the purpose of program participant housing or supportive services, the cost of maintenance, repair, and utilities are included as a responsibility of the landlord in the lease agreement. However, in instances where these costs are not included in the lease agreement, these costs are generally eligible under the operating budget line item and should be included if they are anticipated.




## PH-PSH Screen 6D. Leased Structures Budget

Screen 6D appears if the Leased Structures budget line item is selected on Screen 6A. The screen opens with a summary page that will aggregate the total assistance requested for each structure requested. To add new structures, click the add  icon. This will open the Leased Structures detail budget screen.

The leased structures budget detail screen requires a structure name and address and the monthly HUD paid rent. This rent amount will be automatically multiplied by 12 months and then by the grant term selected on screen 6A to determine the total structure funding request. Leased structures are not confined to the project area's FMR amounts. Grant funds can pay the actual costs of leasing a structure or structures; however, in order for grant funds to be used, the rent paid must be reasonable when compared to rents being charged by other owners for similar spaces and may not exceed rents currently being charged by the same owner for comparable unassisted spaces.

Often, when leasing a structure(s) or unit(s) for the purpose of program participant housing or supportive services, the cost of maintenance, repair, and utilities are included as a responsibility of the landlord in the lease agreement. However, in instances where these costs are not included in the lease agreement, these costs are generally eligible under the operating budget line item and should be included if they are anticipated. When leasing a structure used solely for the purpose of providing supportive services to program participants and these costs are not included in the lease agreement (or where the recipient or subrecipient owns the building), the costs of operating that structure are eligible and must be charged to the supportive services budget line item.

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

Screen 6E appears if the Rental Assistance budget line item is selected on Screen 6A. The summary table on Screen 6E will aggregate the total assistance requested and total units requested for each FMR area or rental assistance type for which rental assistance and units are being requested. To add units for a new FMR, please click the add  icon. This will open the Rental Assistance detail budget screen.

**Type of Rental Assistance:** Select the type of rental assistance (i.e., PRA, SRA, or TRA) from the drop down menus on the top of each screen. The selection must be appropriate to the population, type of housing and services that the project will serve according to the detail provided throughout the rest of the application. If there are more than one rental assistance types for the project, the 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 will be located. The list is sorted by state abbreviation, and most areas are calculated by country 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 applicant must create a separate detail budget screen for each FMR area.



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, 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.

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- **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).
- **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 selected on the "Funding Request" screen and will be read-only. This reflects "Years of Funding" and may not match the "Grant Term" selected on previous screens. The maximum "years of funding" is set at 5 years, but the maximum possible grant term is set at 15 years. See Section IV.B.2 of the FY 2016 CoC Program Competition NOFA for more information.
- **Total Request for Grant Term:** This field is automatically calculated based on the number of units, multiplied by the FMR per unit size, multiplied by 12 months, multiplied by the grant term.

All automatic fields will be calculated once the required field has been completed and saved.

From the summary screen, you can view and edit detail screens by clicking the view  icon next to the relevant list item. To delete a detail screen, click the delete  icon next to the relevant list item.

### PH-PSH Screen 6F. Supportive Services Budget

Screen 6F appears if the Supportive Services budget line item is selected on Screen 6A. The supportive services listed are exhaustive based on the eligible supportive services in 24 CFR 578.53. **Note:** The only cost category not included on this screen is "Direct provision of services." As 24 CFR 578.53(e)(17) explains, if the service is being directly delivered by the recipient or subrecipient, eligible costs under that service item also may include: the cost of labor or supplies, and materials incurred by the recipient or subrecipient in directly providing supportive services to program participants; and the salary and benefit packages of the recipient and subrecipient staff who directly deliver the services.

The itemized budget screen includes 17 eligible costs:

- |                                 |  |
|---------------------------------|--|
| 1. Assessment of Service Needs  | 10. Life Skills                        |
| 2. Assistance with Moving Costs | 11. Mental Health Services             |
| 3. Case Management              | 12. Outpatient Health Services         |
| 4. Child Care                   | 13. Outreach Services                  |
| 5. Education Services           | 14. Substance Abuse Treatment Services |
| 6. Employment Assistance        | 15. Transportation                     |
| 7. Food                         | 16. Utility Deposits                   |
| 8. Housing/Counseling Services  | 17. Operating Costs*                   |
| 9. Legal Services               |  |

**Note:** "Security Deposits" is not listed as an eligible supportive service cost. Security deposits are incorporated into the eligible costs under the leased units, leased structures, and rental assistance budget line items.

\*Applicants may only include Operating Costs (maintenance, repair, building security, furniture, utilities, and equipment) in the Supportive Services budget if the costs are for a facility that is used to provide supportive services for program participants.

Enter the quantity, detail, and total budget request for each supportive services cost. The request entered should be equivalent to the cost of *one year* of the relevant supportive service:

- **Eligible Costs:** The system prepopulates a list of eligible supportive services for which funds can be requested. The costs listed are the only costs allowed under 24 CFR 578.53. Refer to 24 CFR 578.53 for details on eligible supportive services costs.
- **Quantity AND Detail:** Enter the quantity in detail (e.g., 1 FTE) Case Manager Salary + benefits, or child care for 15 children) for each supportive service activity for which funding is being requested. **Note:** Simply stating 1 FTE is **NOT** providing “Quantity AND Detail” and limits HUD’s understanding of what is being requested. Failure to enter “Quantity AND Detail” may result in conditions being placed on the conditional award and a delay of funding.
- **Annual Assistance Requested:** For each grant year, enter the amount (\$) requested for each activity. The amount entered must only be the amount that is **DIRECTLY** related to providing supportive services to homeless program participants.
- **Total Annual Assistance Requested:** This field is automatically calculated based on the sum of the annual assistance requests entered for each activity.
- **Grant Term:** This field is populated based on the grant term selected on the "Funding Request" screen and is read-only.
- **Total Request for Grant Term:** This field is automatically calculated based on the total amount requested for each eligible cost multiplied by the grant term.

All automatic fields will be calculated once the required field has been completed and saved.

### PH-PSH Screen 6G. Operating Budget

Screen 6G appears if the Operating budget cost is selected on Screen 6A. The operating costs listed are all inclusive and determined by the eligible operating costs described in 24 CFR 578.55. Operating costs are associated with the operations of the project. For example, if a project applicant requests furniture costs, the furniture will remain with the project. A project applicant that requests a furniture line item must not give furniture to program participants when they terminate from the project; the furniture must remain with the project for the next program participant. Similarly, if the projects requests building security costs to pay for security personnel, it is understood that the security personnel will only ensure the safety and security of the building and grounds, and will not provide personal safety, case management, or counseling services to program participants. Complete the Operating budget screen to request funds for eligible operating costs for each year of the grant term.

**Note:** According to 24 CFR 578.59(a), staff overhead costs directly related to carrying out operating activities are eligible as part of those activities listed on the operating budget. The itemized budget screen includes 7 eligible costs:

- |                                 |                                |
|---------------------------------|--------------------------------|
| 1. Maintenance and Repair       | 5. Electricity, Gas, and Water |
| 2. Property Taxes and Insurance | 6. Furniture                   |
| 3. Replacement Reserve          | 7. Equipment                   |
| 4. Building Security            |                                |

Enter the quantity, detail, and total budget request for each operating cost. The request entered should be equivalent to the cost of 1 year of the relevant operating activity.

- **Eligible Costs:** The system prepopulates a list of eligible operating costs for which funds can be requested. The costs listed are the only costs allowed under 24 CFR 578.55. Refer to the 24 CFR 578.55 for details on eligible operating costs.

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- **Quantity AND Detail:** Enter the quantity in detail (e.g. .75 FTE hours and benefits for staff and the specific duty to be performed, utility types, monthly allowance for supplies) for each operating cost for which funding is being requested. **Note:** Simply stating 1FTE is **NOT** providing “Quantity AND Detail” and restricts understanding of what is being requested. Failure to enter “Quantity AND Detail” may result in conditions being placed on the conditional award and a delay of funding.
- **Annual Assistance Requested:** Enter the amount (\$) requested for each activity. The amount entered must only be the amount that is **DIRECTLY** related to operating the housing or supportive services facility.
- **Total Annual Assistance Requested:** This field is automatically calculated based on the sum of the annual assistance requests entered for each activity.
- **Grant Term:** This field is populated based on the grant term selected on the "Funding Request" screen and is read-only.
- **Total Request for Grant Term:** This field is automatically calculated based on the total amount requested for each eligible cost multiplied by the grant term.

Operating costs that are included in lease agreements to house program participants and for which a leased unit or leased structures budget line item has been requested should not be included on this screen. Instead, these costs should be considered a part of the leased units or leased structures budget request. Similarly, when leasing a structure used solely for the purpose of providing supportive services to program participants and these costs are not included in the lease (or where the recipient or subrecipient owns the building), the costs of operating that structure are eligible and ***must be charged to the supportive services budget line item*** “17. Operating Costs” and not the operating costs budget line item. Finally, keep in mind that operating costs cannot be combined in the same unit as rental assistance costs under the CoC Program. Where a single project requests rental assistance and operating budget line items, the applicant must demonstrate that the costs are used in distinct, non-overlapping, units.

### PH-PSH Screen 6H. HMIS Budget

Screen 6H appears if the HMIS budget line item is selected on Screen 6A. The HMIS costs listed are all inclusive and determined by the eligible HMIS costs described at 24 CFR 578.57. Complete the HMIS budget screen to request funds for eligible HMIS costs.

Please note that, according to CFR 578.59(a), staff and overhead costs directly related to carrying out HMIS activities are eligible as part of those activities listed on the HMIS budget. The itemized budget screen organizes all eligible HMIS costs from 24 CFR 578.57 into the following 5 categories:

1. Equipment [central server(s), personal computers and printers, networking, and security];
2. Software [software/user licensing, software installation, support and maintenance, and supporting software tools];
3. Service [training by third parties, hosting/technical services, programming (customization, system interface, data conversion), security assessment setup, internet access, facilitation, and disaster recovery];
4. Personnel [project management/ coordination, data analysis, programming, technical assistance and training, and administrative support staff]; and
5. Space & Operations [space costs and operational costs associated with that space].

If the recipient or subrecipient is a victim services provider, or a legal services provider, it may use CoC funds to establish and operate a comparable database that complies with HUD's HMIS requirements, listing costs under the comparable category on Screen 6H.

Enter the quantity, detail, and total budget request for each HMIS cost. The request entered should be equivalent to the cost of *1 year* of the relevant HMIS activity.

- **Quantity AND Detail:** Enter the "Quantity AND Detail" (e.g., .75 FTE hours and benefits for project management staff) for each HMIS cost for which funding is being requested.
- **Annual Assistance Requested:** Enter the annual amount (\$) requested for each activity.
- **Total Annual Assistance Requested:** This field is automatically calculated based on the sum of the annual assistance requests entered for each activity.
- **Grant Term:** This field is populated based on the grant term selected on the "Funding Request" screen and will be read-only.
- **Total Request for Grant Term:** This field is automatically calculated based on the total amount requested for each eligible cost multiplied by the grant term.

All automatic fields will be calculated once the required field has been completed and saved.

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

The "6I Sources of Match" screen is applicable to all projects and it enables project applicants to enter the CoC Program required match, including the type of source and the value of the match commitment. Please note that the Leverage fields previously included on this screen have been removed from the FY 2016 project application. Leverage documentation is no longer required as part of the project application.

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 as set forth in 24 CFR Part 578. 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). For 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.

**Note: Policy update in CoC Program implementation.** Program income can be counted as match funds in the FY 2016 CoC Program Competition. Costs paid for by program income can be considered Match for grants awarded in the FY 2016 CoC Program Competition. See:

<https://www.hudexchange.info/news/new-changes-to-hud-coc-and-esg-program-implementation/>

**Note:** This includes occupancy charges paid to the recipient or subrecipient and tenant's portion of the rent, if the recipient or subrecipient is also the landlord or owner and the program participant is paying rent directly to the recipient or subrecipient organization. These amounts are considered program income and can be used as Match funds.



Because match can be challenging to understand, HUD strongly encourages applicants to review the 12 FAQs posted at; [www.hudexchange.info/coc/faqs/](http://www.hudexchange.info/coc/faqs/), by searching for the keyword “match.” Applicants should also review 24 CFR 578.73 and the FY 2016 CoC Program Competition NOFA for detailed information concerning match.

The primary “6I 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 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” has been preselected for this field and cannot be changed because Leverage is no longer a selection in e-snaps.
- **Type of Commitment:** Select Cash (\$) or In-kind (non-cash) to indicate the type of contribution that describes this Match commitment.
- **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. Project applicants are encouraged 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 as much detail as possible so 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 “6I 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 “6J Summary Budget” screen where the 25 percent match requirements will be calculated and applied. If the amounts on the “6J Budget Summary” screen are too low, additional Match funds must be added to the “Sources of Match Details” screen(s).

You can view and edit the “Sources of Match Details” screen(s) from the primary “6I Sources of Match” screen by clicking the view  icon next to the relevant commitment in the list. To delete a Match detail screen, click the delete  icon next to the relevant commitment in the list.

## PH-PSH Screen 6J. Summary Budget

Screen 6J summarizes the funding request for the total term of the project as entered in the budget Screens 6B through 6I. Use this screen to verify the information recorded on each budget detail screen and return to relevant detail screens that have aggregated on Screen 6J incorrectly. This screen includes only one field that can be completed before submission. Project administrative costs can be recorded as “Admin” on this screen as in previous years. All fields are read-only with exception to the Total Requested for Grant Term for Admin.

- **Admin (Up to 10%):** Enter the amount (\$) of requested administration funds. The grant will not fund greater than 10 percent of the request listed in the field ‘sub-Total Costs Requested.’ If an



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ineligible amount is entered, the system 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. If an amount less than 25 percent of the total budget, including admin costs but excluding leasing costs, the system will report an error and prevent application submission when the screen is saved. Remember, Cash and In-Kind Match entered on Screen 6J must qualify as eligible program expenses under the CoC Program. Compliance with eligibility requirements will be verified at grant agreement.

The total values are automatically calculated by the system when you click the 'save' button.

[\[RETURN TO "PART 3 THROUGH PART 6 COMPONENT TYPES"\]](#)

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

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## [\[RETURN TO “PART 3 THROUGH PART 6 COMPONENT TYPES”\]](#)

The following instructions and screens apply to new Permanent Housing (PH)–*Rapid Rehousing (RRH)* projects only, and cover PH-RRH projects funded through both the Reallocation process and the Permanent Housing Bonus. Before completing this part of the application, carefully review the special eligibility requirements for new PH-RRH projects in the FY 2016 CoC Program Competition NOFA and be aware that requirements for some questions may vary depending on the type of funding stream being requested.

## PH-RRH Part 3: Project Information

All fields on Screen 3A are required and provide HUD with the basic details of the project.

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

All fields on Screen 3A are required to be completed for submission of the application.

- 1a. CoC Number and Name:** The correct CoC must be identified in this field. The dropdown menu for this field contains each CoC that successfully registered in the FY 2016 CoC Program Registration process and is listed according to the CoC Number (e.g., NE-502) and CoC Name (e.g. Lincoln CoC). The project application will be sent to the CoC selected from the dropdown menu and will be reviewed and ranked once it is submitted by the project applicant in *e-snaps*.

Please note that there is an option for “No CoC.” This option should only be used in the extremely rare instance that a project is located in a geographic area not currently served by a CoC. Project applicants that select “No CoC” will not be connected to a CoC application for this competition. This may affect HUD’s ability to award funds to this project.

- 1b. CoC Collaborative Applicant Name:** The correct CoC Collaborative Applicant Name must be identified in this field. The dropdown options for this field are based on the CoC Number and Name selected above. This list is prepopulated with the CoC’s designated Collaborative Applicant name that registered during the FY 2016 CoC Program Registration process.
- 2. Project Name:** No action required. This field populates from the *e-snaps* “Project” form. Project applicants cannot modify the populated name in this field; however, project applicants may modify the project name by exiting the project application and opening the *e-snaps* “Project” form by selecting “Projects” from the left menu. Identify the current project name, click the link and make changes as needed.
- 3. Project Status:** This field defaults to the option ‘standard’ and should only be changed to “Appeal” for projects applicants who are appealing a CoC’s decision to reject the project application in the local CoC competition. All other projects should leave the field with the option ‘standard.’ If “Appeal” is selected, an additional Screen 8A “Notice of Intent to Appeal” will become visible on the left menu and additional attachments will be required on the attachments screen. For more information on the Solo Applicant Appeal process, refer to 24 CFR 578.35 and Sections VI.C.4. and X.C. of the FY 2016 CoC Program Competition NOFA.



4. **Component Type:** In this field, all project applicants must indicate the CoC program component type under which the project operates. PH-RRH projects must choose “**PH**.”
5. **Energy Star:** Select “**Yes**” if the project incorporates energy-efficiency measures in the design, construction, rehabilitation, and operation of the project. Project applicants that select “**Yes**” routinely replace older obsolete products and appliances (e.g., lighting, domestic hot water heaters, furnaces, boilers, air conditioning units, refrigerators, clothes washers and dishwashers) with Energy Star-labeled products when replacing existing products is more cost-effective than repair or the appliance is no longer in operating condition.
6. **Title V:** Title V of the McKinney-Vento Act allows unutilized, underutilized, excess, or surplus Federal properties to be used by homeless services providers for the purpose of assisting homeless persons. Select “**Yes**” or “**No**” to indicate whether the project includes one or more properties that have been 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. **General Description:** Provide a clear and concise project 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, partners, and the reason why CoC Program support is needed. The information provided in this narrative must not conflict with information provided in other parts of the project application. For example, if the project specifically focuses on youth as indicated later on this screen, the narrative should not indicate otherwise.
2. **Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work:** Demonstrate how full capacity will be achieved over the term requested in this application. Keep in mind, in order to expend funds within statutorily required deadlines, applicants must be able to begin assistance within 12 months of conditional award. The estimated schedule should reflect these statutorily required deadlines.
3. **Will your project participate in a CoC Coordinated Entry Process?** New project applicants should select “**Yes**” if they will participate in a CoC coordinated entry process (known as centralized or coordinated assessment system in 24 CFR part 578 and the FY 2016 CoC Program NOFA) as soon as the project begins operations. If the CoC does not yet have a coordinated entry process, or if the project will not participate, select “**No**.” As a reminder, coordinated entry is a process designed to coordinate program participant intake, assessment, and provision of referrals. A coordinated entry process covers the CoC’s geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool and process. Unless you participate in a process that is coordinated by the CoC across all providers in the community, select “**No**.”
  - \* **Please explain why your project will not participate in a CoC Coordinated Entry Process.** Participation in a CoC coordinated entry process is a requirement of 24 CFR part 578 for all recipients of CoC Program funds. Provide an explanation for why you do not expect the project to participate in a community’s coordinated entry process during the requested grant term
4. **Please identify the specific population focus. (Select ALL that apply)** 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.

- 5. Will the project follow a "Housing First" approach?** 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 **1)** quickly and successfully connect individuals and families experiencing homelessness to permanent supportive housing **2)** without barriers to entry, such as sobriety, treatment or service participation requirements or **3)** related preconditions that might lead to program termination. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry; however, participation in supportive services is based on the needs and desires of the program participants. Review Sections II.A.7. and VII.A.1.g of the FY 2016 CoC Program Competition NOFA and the Housing First in PSH brief located 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.
- a. Will 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 additional steps (e.g., required stay in transitional housing before moving to permanent housing). If you are a domestic violence (DV) program you should select “Yes” if you will quickly move program participants into permanent housing after immediate safety needs are addressed (e.g., a person who is still in danger from a violent situation and would move into PH once the dangerous situation has been addressed). Select “No” if the project does not work to move program participants quickly into permanent housing..
- b. Will the project remove the following barriers to accessing housing and services? (Select ALL that apply):** Check the box next to each item to confirm that your project has removed (or never had) barriers to program access related to each of the following: 1) Having too little or little income, 2) Active or history of substance abuse, 3) Having a criminal record with exceptions for state-mandated restrictions, and 4) Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement). If all of these barriers to access still exist, select “None of the above.”
- c. Will the project remove the following as reasons for program termination?** Check the box next to each item to confirm that your project has removed (or never had) reasons for program participant termination related to each of the following: 1) Failure to participate in supportive services, 2) Failure to make progress on a service plan, 3) Loss of income or failure to improve income, 4) Fleeing domestic violence, and 5) Any other activity not covered in a lease agreement typically found in the project’s geographic area. If all of these reasons for program termination still exist select “None of the above.”
- d. Will the project follow a Housing First approach?** This field is automatically calculated and cannot be edited. *Only if* “Yes” was answered for 4a **AND** all of the barriers and reasons boxes were checked for 4b and 4c, *will* this field indicate “Yes” 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 will be required to operate as such.
- 6. If applicable, describe the proposed development activities and the responsibilities that the applicant and potential subrecipients (if any) will have in developing, operating, and maintaining the property?** Developmental activities are not applicable for PH-RRH projects. This narrative should be left blank.

7. **Will the PH project provide PSH or RRH?** PH-RRH projects must select “**RRH**.” Project applicants who select “**RRH**” will only be able to select Tenant Based Rental Assistance (TRA) as a housing option.
8. **Will the project request costs under the rental assistance budget line item?** If applying for rental assistance, select “**Yes**.” If you select “**Yes**,” you will be required to create a rental assistance budget on Screen 6E before submitting the application. Project applicants not applying for rental assistance should select “**No**.” If “**No**” is selected for RRH projects not requesting CoC Program rental assistance funds, please be clear in your project description about where the resources for the housing are coming from. To be considered a PH-RRH project (instead of an SSO project) in the CoC Program there must be a direct connection to housing.

Note: Projects 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).

9. **Will participants be required to live in a particular structure, unit, or locality, at some point during the period of participation?** Select “**Yes**” or “**No**” to indicate whether program participants will be required to live in a specific place determined by the project applicant at any point. Recipients receiving funds for TRA may only require program participants to live in a specific area and in a specific structure where it is necessary to facilitate the coordination of supportive services. However, requiring program participants to reside in a certain structure or area is not consistent with the RRH model. Therefore, HUD encourages all applicants awarded RRH grants to provide as much client choice as possible in the selection of their permanent unit, keeping in mind that program participants will remain in these units after the RRH assistance ends.
  - 9a. **If yes, explain how and why the project will implement this requirement.** Describe why the project applicant has chosen to enforce this requirement for program participants. Applicants that are implementing this requirement must explicitly describe why it is necessary for facilitating the provision of supportive services and consistent with the RRH model.
10. **Will more than 16 persons live in one structure?** Select “**Yes**” or “**No**” to indicate whether more than 16 persons will reside in any one of the structures assisted with funds requested through this application.
  - 10a. **Describe the local market conditions that necessitate a project of this size.** If there are more than 16 people, use the text box to explain how local market conditions necessitate this size.
  - 10b. **Describe how the project will be integrated into the neighborhood.** If there are more than 16 people, use the text box to explain how neighborhood integration can be achieved for program participants.

### **PH-RRH Screen 3C. Project Expansion Information**

Project applicants must complete Screen 3C only if a new project will expand capacity at any project that the project applicant organization currently operates. Expansion includes four explanations:

1. **Increasing the number of homeless persons served;**
2. **Providing additional supportive services to homeless persons;**
3. **Bringing existing facilities up to state/local government health and safety standards; and**
4. **Replacing the loss of nonrenewable funding (private, federal, other excluding state/local government).**

Applicants should not use an “expansion” project to provide existing program participants with the *same* housing and services funded by the CoC Program that they are currently receiving under the original project; rather, the project should be serving new program participants or providing existing program participants with an expanded variety of services or the same activities that are CoC eligible but were previously paid for by a different non-renewable source. Project applicants should carefully consider the design of the new project to ensure it meets all conditions set forth in the McKinney-Vento Homeless Assistance Act, 24 CFR part 578, and the FY 2016 CoC Program Competition NOFA.

Project applicants must select “Yes” or “No” to indicate whether the proposed project establishes an expansion project. If “Yes,” the project applicant must select and “Add” one or more of the 4 expansion activities described above. After an activity is added, save the screen to reveal additional questions that allow the project applicant to describe the specific expansion activities. All questions must be answered in as much detail as possible, even if details were also included in the project description on Screen 3B.

## PH-RRH Part 4: Housing and Services

In Part 4 of the Project Application, project applicants are expected to provide detail regarding the housing and services that will be provided.

### 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.

- 1a. Are the proposed project policies and practices consistent with the laws related to providing education services to individuals and families?** Any project applicant requesting funds to provide housing or services to children and youth, with or without families, must indicate whether the project has established policies and practices that are consistent with, and do not restrict the exercise of rights provided by subtitle B of title VII of the McKinney-Vento Act (42 U.S.C. 11431, *et seq.*), and other laws (e.g., HEAD Start, part C of the Individuals with Disabilities Education Act) relating to the provision of educational and related services to individuals and families experiencing homelessness. Only projects that will not serve children or youth under 25 should select the “Not applicable” response to these questions.
- 1b. Will the proposed project have a designated staff person to ensure that the children are enrolled in school and receive educational services, as appropriate?** Any project applicant requesting funds to provide housing or services to children and youth, with or without families must indicate whether a staff person has been designated to ensure that children are enrolled in school and connected to the appropriate services within the community, including early childhood programs such as Head Start, Part C of the Individuals with Disabilities Education Act, and McKinney-Vento education services. Only Projects that will not serve children or youth under 25 should select the “Not applicable” response to these questions.
- 1c. Describe the manner in which the project applicant will take into account the educational needs of children when children and/or families are placed in housing.** This question is visible and required only if “No” is selected in response to question 1a or 1b. Project applicants not in compliance with Federal education assurances must provide an adequate description of the reason(s) for noncompliance and a corrective action plan. Failure to comply with Federal education assurances may result in Federal sanctions, and significantly reduce the likelihood of receiving funding through the CoC Program Competition.
- 2. Describe how participants will be assisted to obtain and remain in permanent housing:** Describe plans to move program participants from the streets, other places not meant for human

habitation, emergency shelters, or fleeing domestic violence, including trafficking into permanent housing, as well as plans to ensure that program participants stabilize in permanent housing. A good response will acknowledge the needs of the target population and include plans to address those needs through current and proposed case management activities, and the availability and accessibility of supportive services through primary health services, mental health services, educational services, employment services, life skills, and/or child care services. Good strategies should be highly population specific and will look markedly different for youth, older adults, and families. For example, youth may require a more time intensive service array including specifically tailored life skills, housing, and education programming with more points of contact with a case manager meeting them at their apartment or in youth relevant locations. Similarly, a young parents program might include parenting classes and other child care services.

If program participants will be housed in units not owned by the project applicant, the narrative must also indicate how appropriate units will be identified and how the project applicant or subrecipient will ensure that rents are reasonable. Established arrangements and coordination with landlords and other homeless services providers should be detailed in the narrative.

- 3. Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently:** Address the needs of the target population, the required supportive services; the availability and accessibility of those supportive services; and any coordination with other homeless services providers and mainstream systems. Describe how service delivery directly leads to program participant employment; how service delivery leads directly to program participants accessing SSI, SSDI, or other mainstream services; and how the requested funds contribute to program participants becoming more independent.

**Note:** Education plays an important role in the personal development of program participants, *especially youth participants*, and should be considered a strategy to maximize their ability to live independently. Youth are also unlikely to have job experience or familiarity with the workforce and government provided supplementary income sources and so may require unique programming to meet their needs.

- 4. For all supportive services available to participants, indicate who will provide them and how often they will be provided:** This list identifies **ALL** of the supportive services that are provided to program participants in the PH-RRH project by the project applicant, subrecipient, partner organization, or Non-Partner organization. The project applicant should complete each row of drop down menus for all supportive services that will be provided to program participants regardless of funding source. Do not limit this selection to just the supportive services that are being requested in your project application – include the supportive services that are being provided by other organizations and grants as well. If more than one Provider or Frequency is relevant for a single service, select the provider and access that is used most often. If more than one provider offers the service equally 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 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 – choose weekly.

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

### **5. Please identify whether the project includes the following activities:**

**5a 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 and educational programs, or jobs. Select **“No”** if transportation will not be regularly provided or cannot be provided consistently as requested.

**5b Use of a single application form for four or more mainstream programs?** Select **“Yes”** if the project will use a single application form that will allow program participants to sign up for four or more mainstream programs. Select **“No”** if application forms will cover 3 or fewer mainstream programs.

**5c Regular follow-ups with participants to ensure mainstream benefits are received and renewed?** Select **“Yes”** if the project will follow-up with program participants at least annually to ensure that they have applied for and are receiving their mainstream benefits and renew benefits when required. Select **“No”** if there will be no or irregular follow-up concerning mainstream benefits.

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


**6a. Has the staff person who will provide 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 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 and 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 prepopulate and update automatically when new housing types and locations are added to the list. To add 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 column for the housing detail that you wish 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 the proposed full capacity at a single point-in-time* 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 in which program participants under this project will be housed. Each housing type must be listed individually according to the following options:
  - **Barracks:** Individuals or families sleep in a large room with multiple beds. Also includes large shelters which are traditionally used in the Emergency Solutions Grants Program.
  - **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/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/duplex that is dispersed throughout the community.
2. **Indicate the maximum number of Units and Beds available for project 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.
  - a. **Units:** Enter the total number of units that will be available at a point in time in the selected housing type and location used for housing program participants.
  - b. **Beds:** Enter the total number of beds that will be available at a point in time in the selected housing type and used for housing program participants.



**Note:** that 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 are required to 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, programs 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 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 program administration office. Projects serving victims of domestic violence, including human trafficking, may 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 will be 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, 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.

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

The numbers on Screen 5A are intended to reflect the households and person proposed to be served on a given night when the project is at full operational capacity. The screen must include at least one household and at least one person.

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

- **Households with at least One Adult and One Child:** To fall 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:** To fall 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:** To fall 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 and 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 older adults
- **Adults ages 18-24:** A category implemented to account for transition age youth. *Youth must 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 here 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 here 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 be totaled automatically once the screen is saved. The screen has been 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 more than one household entered. 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.

### **PH-RRH Screen 5B. Project Participants - Subpopulations**

Screen 5B is meant to represent a detailed subpopulation breakdown of the persons reported in the three housing types on Screen 5A. Just 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 operating occupancy*. The screen is collectively exhaustive, therefore, each person identified on Screen 5A must be accounted for or the system will report an error and prevent application submission when the screen is saved.

Screen 5B is separated into three tables corresponding to the three household types on Screen 5A. See instructions for Screen 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 also</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 also</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*.</li> </ul> <p>* “Veterans” include all persons who served in the military, regardless of discharge status.</p>
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 be 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 be totaled automatically once 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 under the applicable table when the screen is saved. The applicant must enter text that describes 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, you will notice in Table 5 above that three columns are internally “mutually exclusive.” This means that a single person can

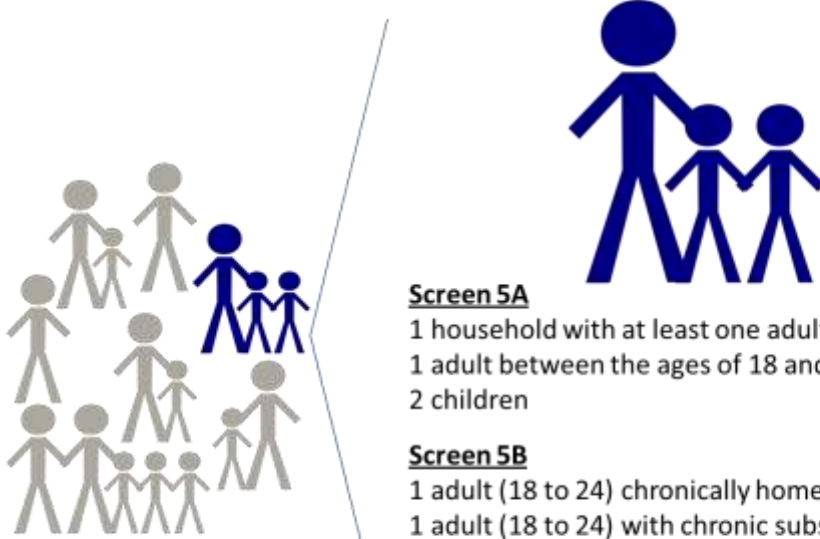
only identify with one of the first three columns for each table (i.e., a single person cannot be a veteran while at the same time being a non-veteran). Columns 4 through 9, under “May Contain Duplicate Entries,” however are not “mutually exclusive.” This means that a single person can identify with more than one column at the same time (e.g., a single person might 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 ten 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 in 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 is engineered to require an entry for each person served and 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 (column 1) is prepopulated 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 have been entered correctly.

**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-RRH Screen 5C. Outreach for Participants

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

Project applicants must ensure that all persons served in new RRH projects meet the requirements found in 24 CFR part 578 and the FY 2016 CoC Program Competition NOFA.

- 1. Enter the percentage of homeless person(s) who will be served by the proposed project for each of the following locations:** Indicate the percentage of homeless persons who will be admitted from each of the listed locations. The total percentage must equal 100% in order to submit the project application.

Keep in mind that new RRH projects may only serve individuals and families coming from the streets, emergency shelters, or persons fleeing domestic violence or other persons who qualify under paragraph (4) of the definition of homeless. It is critical that you refer to 24 CFR Part 578 and the FY 2016 CoC Program Competition NOFA, to confirm the eligible locations for each type of project.

- **Directly from the street or other locations not meant for human habitation.**
- **Directly from emergency shelters.**
- **Directly from safe havens. (Not appropriate for RRH)**
- **Persons fleeing domestic violence (or attempting to flee).**

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

- 2.** Describe the outreach plan to bring these homeless participants into the project. A textbox is provided for a brief explanation. Explain how program participants will be identified and connected with the offered housing and services. For projects participating in a CoC's coordinated entry process, simply explain that coordinated entry will provide outreach and access and describe the specific coordination and referral process between coordinated entry and this project.

Please refer to 24 CFR part 578, the FY 2016 CoC Program Competition NOFA, and the homeless definition at [www.hudexchange.info/resource/1928/hearth-defining-homeless-final-rule/](http://www.hudexchange.info/resource/1928/hearth-defining-homeless-final-rule/) for further guidance.

## **PH-RRH Part 6: Budgets**

In Part 6 of this application project applicants detail their budget requests according to the CoC Programs eligible Budget Line Items (BLIs). Pay special attention to Question 2 on Screen 6A and accurately identify whether the project is being created using the reallocation process of applying as a Permanent Housing Bonus project. If you are unsure, contact the CoC's Collaborative Applicant for clarification.

**Funding Limitations:** Applicants applying for **Permanent Housing Bonus** projects are permitted to apply for up to 5 percent of the CoC's FPRN amount. Applicants applying for a new RRH project through **reallocation** are limited to the amount of funding made available to them by the CoC through eliminating or reducing other grants. In order to determine the maximum amount you are eligible to apply for it is important that you consult with your CoC prior to submitting your project application.

**Maximum Grant Terms:** The maximum grant term for a new grant under the CoC Program is dependent upon the costs requested in the budget and will have a significant impact on the total requested value of the project application with significant implications for both project and CoC funding. Review Section IV.B.2. of the FY 2016 CoC Program Competition NOFA carefully before selecting a grant term and contact your CoC's collaborative applicant to confirm your selection before submitting the application.

Finally, all new RRH project applications that are conditionally awarded must begin carrying out the activities described in the application for funds on or before September 30, 2018 to comply with the funding obligation standards contained in the appropriations bill that authorizes the funds for this Competition. HUD strongly encourages all rental assistance to begin within 12 months of award. Refer to Section IX.B.2. of the FY 2016 CoC Program Competition NOFA for more details.

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

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

1. **Will it be feasible for the project to be under grant agreement by September 30, 2018?** Select “Yes” or “No” to indicate whether the project will begin operating by September 30, 2018. Unobligated funds will not be available after September 30, 2018. Project applicants will not be able to submit project applications that cannot feasibly meet the September 30, 2018 deadline.
2. **Is the project proposing to use funds reallocated from the CoC’s annual renewal demand OR is the project applying for funding through the permanent housing bonus?** Select “Reallocation” if the project is being created using the reallocation process as indicated on the Reallocation form submitted by the collaborative applicant. Select “Permanent Housing Bonus” if the project is being created through the permanent housing bonus.
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, please consult 2 CFR 200.203(c)(2) and contact your local HUD field office.

\* **If "YES", you must respond to the following questions:**

**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 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% de minimis rate as described in 2 CFR 200.203(c)(2).
4. **Select a grant term:** Indicate the number of years for which funding is being requested (carefully review Section IV.B.2. of the FY 2016 CoC Program Competition NOFA). The selection made here will automatically calculate the total amount of funding requested on the budget screens. For example: If 1 year is selected, the budget line item(s) selected will calculate 1 year amounts. If 2 years is selected, the budget line item(s) selected will calculate 2 year amounts. The one exception is if a project is eligible for a 15 year grant term, the funding will be for 5 years.
5. **Select the costs for which funding is being requested:** Check the box next to the eligible costs for which funding is being requested (see 24 CFR part 578, Subpart D; Program Components and

Eligible Costs). Each checked box will unlock the corresponding budget line item, screens 6B through 6H:

- **Rental Assistance:** Rental assistance is limited to Tenant Based Rental Assistance (TRA) for RRH projects. Check the box to unlock and reveal the Rental Assistance budget screen.
- **Supportive Services:** Check the box to unlock and reveal the Supportive Services budget screen.
- **HMIS:** Check the box to unlock and reveal the HMIS budget screen.

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

Screen 6E appears if the “Rental Assistance” budget line item is selected on Screen 6A. The summary table on Screen 6E will aggregate the total assistance requested and total units requested for each Fair Market Rent (FMR) area in which rental assistance and units are being requested. To add units for a new FMR, click the add  icon. This will open the Rental Assistance detail budget screen.

**Type of Rental Assistance:** New RRH projects must select TRA from a drop down 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 will be located. The list is sorted by State abbreviation, and most areas are calculated by country 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 applicant must create a separate detail budget screen for each FMR area.

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, 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.
- **FMR:** These fields are prepopulated 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).
- **12 Months:** These fields are prepopulated with the value 12 to calculate the annual rent request.
- **Total Request:** This column prepopulates 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 selected on the “Funding Request” screen and will be read-only. (See the FY 2016 CoC Program Competition NOFA for more information on grant terms.)
- **Total Request for Grant Term:** This field is automatically calculated based on the number of units, multiplied by the FMR per unit size, multiplied by 12 months, multiplied by the grant term.

All automatic fields will be calculated once the required field has been completed and saved.



From the summary screen, you can view and edit detail screens by clicking the view  icon next the relevant list item. To delete a detail screen, click the delete  icon next to the relevant list item.

## PH-RRH Screen 6F. Supportive Services Budget

Screen 6F appears if the “Supportive Services” budget line item is selected on Screen 6A. The supportive services listed are exhaustive based on the eligible supportive services in 24 CFR 578.53.

**Note:** The only cost category not on this screen is “Direct provision of services.” As 24 CFR.53(e)(17) explains, if the service is being directly delivered by the recipient or subrecipient, eligible costs under that service item also may include: the cost of labor or supplies, and materials incurred by the recipient or subrecipient in directly providing supportive services to program participants; and the salary and benefit packages of the recipient and subrecipient staff who directly deliver the services.

The itemized budget screen includes 17 eligible costs:

- |                                 |  |
|---------------------------------|--|
| 1. Assessment of Service Needs  | 10. Life Skills                        |
| 2. Assistance with Moving Costs | 11. Mental Health Services             |
| 3. Case Management              | 12. Outpatient Health Services         |
| 4. Child Care                   | 13. Outreach Services                  |
| 5. Education Services           | 14. Substance Abuse Treatment Services |
| 6. Employment Assistance        | 15. Transportation                     |
| 7. Food                         | 16. Utility Deposits                   |
| 8. Housing/Counseling Services  | 17. Operating Costs*                   |
| 9. Legal Services               |  |

**Note:** “Security Deposits” is not listed as an eligible supportive service cost. Security deposits are incorporated into the eligible activities under the rental assistance budget line item.

Enter the quantity, detail, and total budget request for each supportive services cost. The request entered should be equivalent to the cost of *1 year* of the relevant supportive service:

- **Eligible Costs:** The system prepopulates a list of eligible supportive services for which funds can be requested. The costs listed are the only costs allowed under 24 CFR 578.53. (Refer to 24 CFR 578.53 for details on eligible supportive services costs.)
- **Quantity AND Detail:** Enter the quantity in detail (e.g., 1 FTE Case Manager Salary + benefits, or child care for 15 children) for each supportive service activity for which funding is being requested. **Note:** Simply stating 1 FTE is **NOT** providing “Quantity AND Detail” and limits HUD’s understanding of what is being requested. Failure to enter “Quantity AND Detail” may result in conditions being placed on the conditional award and a delay of funding.
- **Annual Assistance Requested:** Enter the annual amount (\$) requested for each activity. The amount entered must only be the amount that is **DIRECTLY** related to providing supportive services to homeless program participants.
- **Total Annual Assistance Requested:** This field is automatically calculated based on the sum of the annual assistance requests entered for each activity.
- **Grant Term:** This field is populated based on the grant term selected on the “Funding Request” screen and will be read-only.

- **Total Request for Grant Term:** This field is automatically calculated based on the total amount requested for each eligible cost multiplied by the grant term.

All automatic fields will be calculated once the required field has been completed and saved.

### PH-RRH Screen 6H. HMIS Budget

Screen 6H appears if the HMIS budget line item is selected on Screen 6A. The HMIS costs listed are all inclusive and determined by the eligible HMIS costs described at 24 CFR 578.57. Complete the HMIS budget screen to request funds for eligible HMIS costs.

**Note:** In accordance with 24 CFR 578.59(a), staff and overhead costs directly related to carrying out HMIS activities are eligible as part of those activities listed on the HMIS budget. The itemized budget screen organizes all eligible HMIS costs from 24 CFR 578.57 into the following 5 categories:

1. **Equipment** [central server(s), personal computers and printers, networking, and security];
2. **Software** [software/user licensing, software installation, support and maintenance, and supporting software tools];
3. **Service** [training by third parties, hosting/technical services, programming (customization, system interface, data conversion), security assessment setup, internet access, facilitation, and disaster recovery];
4. **Personnel** [project management/coordination, data analysis, programming, technical assistance and training, and administrative support staff]; and
5. **Space & Operations** [space costs and operational costs associated with that space].

If the recipient or subrecipient is a victim services provider, or a legal services provider, it may use CoC funds to establish and operate a comparable database that complies with HUD's HMIS requirements, listing costs under the comparable category on Screen 6H.

Enter the quantity, detail, and total budget request for each HMIS cost. The request entered should be equivalent to the cost of *1 year* of the relevant HMIS activity.

- **Quantity AND Detail:** Enter the "Quantity AND Detail" (e.g., .75 FTE hours and benefits for project management staff) for each HMIS cost for which funding is being requested.
- **Annual Assistance Requested:** Enter the annual amount (\$) requested for each activity.
- **Total Annual Assistance Requested:** This field is automatically calculated based on the sum of the annual assistance requests entered for each activity.
- **Grant Term:** This field is populated based on the grant term selected on the "Funding Request" screen and will be read-only.
- **Total Request for Grant Term:** This field is automatically calculated based on the total amount requested for each eligible cost multiplied by the grant term.

All automatic fields will be calculated once the required field has been completed and saved.

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

The "6I Sources of Match" screen is applicable to all projects and it enables project applicants to enter the CoC Program required match, including the type of source and the value of the match commitment. Please note that the Leverage fields previously included on this screen have been removed from the FY 2016 project application. Leverage documentation is no longer required as part of the project application.

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 as set forth in 24 CFR Part 578. 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). For 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.

**Note: Policy update in CoC Program implementation.** Program income can be counted as match funds in the FY 2016 CoC Program Competition. Costs paid for by program income can be considered Match for grants awarded in the FY 2016 CoC Program Competition. See:

<https://www.hudexchange.info/news/new-changes-to-hud-coc-and-esg-program-implementation/>

**Note:** This includes occupancy charges paid to the recipient or subrecipient and tenant's portion of the rent, if the recipient or subrecipient is also the landlord or owner and the program participant is paying rent directly to the recipient or subrecipient organization. These amounts are considered program income and can be used as Match funds.

Because match can be challenging to understand, HUD strongly encourages applicants to review the 12 FAQs posted at; [www.hudexchange.info/coc/faqs/](http://www.hudexchange.info/coc/faqs/), by searching for the keyword "match." Applicants should also review 24 CFR 578.73 and the FY 2016 CoC Program Competition NOFA for detailed information concerning match.



The primary "6I 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 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" has been preselected for this field and cannot be changed because Leverage is no longer a selection in e-snaps.
- **Type of Commitment:** Select Cash (\$) or In-kind (non-cash) to indicate the type of contribution that describes this Match commitment.
- **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. Project applicants are encouraged 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 as much detail as possible so 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 “6I 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 “6J Summary Budget” screen where the 25 percent match requirements will be calculated and applied. If the amounts on the “6J Budget Summary” screen are too low, additional Match funds must be added to the “Sources of Match Details” screen(s).

You can view and edit the “Sources of Match Details” screen(s) from the primary “6I Sources of Match” screen by clicking the view  icon next to the relevant commitment in the list. To delete a Match detail screen, click the delete  icon next to the relevant commitment in the list.

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

Screen 6J summarizes the funding request for the total term of the project as entered in the budget Screens 6B through 6I. Use this screen to verify the information recorded on each budget detail screen and return to relevant detail screens that have aggregated on Screen 6J incorrectly. This screen includes only one field that can be completed before submission. Project administrative costs can be recorded as “Admin” on this screen as in previous years. All fields are read-only with exception to the Total Requested for Grant Term for Admin.

- **Admin (Up to 10%):** Enter the amount (\$) of requested administration funds. The grant will not fund greater than 10 percent of the request listed in the field ‘sub-Total Costs Requested.’ If an ineligible amount is entered, the system 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. If an amount less than 25 percent of the total budget, including admin costs, the system will report an error and prevent application submission when the screen is saved. Remember, Cash and In-Kind Match entered into the budget on Screen 6J must qualify as eligible program expenses under the CoC Program. Compliance with eligibility requirements will be verified at grant agreement.

The total values are automatically calculated by the system when you click the ‘save’ button.

[\[RETURN TO “PART 3 THROUGH PART 6 COMPONENT TYPES”\]](#)

# Supportive Services (SSO) – Coordinated Entry (CE) New Project Applications

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[\[RETURN TO “PART 3 THROUGH PART 6 COMPONENT TYPES”\]](#)

The following instructions and screens apply to Supportive Services (SSO)–*Coordinated Entry (CE)* projects that can only request funds through the Reallocation process. Before completing this part of the application, carefully review the special requirements for SSO-CE projects in the FY 2016 CoC Program Competition NOFA. As a reminder, SSO-CE is the only type of eligible new SSO project in the FY 2016 CoC Program Competition, which must be used for a CoC’s Coordinated Entry process. No other types of new SSO projects are eligible for funding.

## SSO-CE Part 3: Project Information

All fields on Screen 3A are required and provide HUD with the basic details of the project

### SSO-CE Screen 3A. Project Detail

All fields on Screen 3A are required to be completed for submission of the project application.

- 1a. CoC Number and Name:** The correct CoC must be identified in this field. The dropdown menu for this field contains each CoC that successfully registered in the FY 2016 CoC Program Registration process and is listed according to the CoC Number (e.g., NE-502) and CoC Name (e.g. Lincoln CoC). The project application will be sent to the CoC selected from the dropdown menu and will be reviewed and ranked once it is submitted by the project applicant in *e-snaps*.

Please note that there is an option for “No CoC.” This option should only be used in the extremely rare instance that a project is located in a geographic area not currently served by a CoC. Project applicants that select “No CoC” will not be connected to a CoC application for this Competition. This may affect HUD’s ability to award funds to this project.

- 1b. CoC Collaborative Applicant Name:** The correct CoC Collaborative Applicant Name must be identified in this field. The dropdown options for this field are based on the CoC Number and Name selected above. This list is prepopulated with the CoC’s designated Collaborative Applicant name that registered during the FY 2016 CoC Registration process.
- 2. Project Name:** No action required. This field populates from the *e-snaps* “Project” form. Project applicants cannot modify the populated name in this field; however, project applicants may modify the project name by exiting the project application and opening the *e-snaps* “Project” form by selecting “Projects” from the left menu. Identify the current project name, click the link and make changes as needed.
- 3. Project Status:** This field defaults to the option ‘standard’ and should only be changed to “Appeal” for project applicants that are appealing a CoC’s decision to reject the project application in the local CoC competition. All other projects should leave the field with the option ‘standard.’ If “Appeal” is selected, an additional Screen 8A “Notice of Intent to Appeal” will become visible on the left menu and additional attachments will be required on the attachments screen. For more information on the Solo Applicant Appeal process, please refer to 24 CFR 578.35 [and Sections VI.C.4. and X.C. of the FY 2016 CoC Program Competition NOFA.](#)

4. **Component Type:** In this field, all project applicants must indicate the CoC Program component type under which the project operates. SSO projects must choose “SSO.”
5. **Energy Star:** Select “Yes” if the project incorporates energy-efficiency measures in the design, construction, rehabilitation, and operation of the project. Project applicants that select “Yes” routinely replace older obsolete products and appliances (e.g., lighting, domestic hot water heaters, furnaces, boilers, air conditioning units, refrigerators, clothes washers and dishwashers) with Energy Star-labeled products when replacing existing products is more cost-effective than repair or the appliance is no longer in operating condition.
6. **Title V:** Title V of the McKinney-Vento Act allows unutilized, underutilized, excess, or surplus Federal properties to be used by homeless services providers for the purpose of assisting homeless persons. Select “Yes” or “No” to indicate whether the project includes one or more of properties that have been conveyed through the Title V process.

### SSO-CE Screen 3B. Description

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

1. **General Description:** Provide a clear and concise description of the scope of the project. The description should describe the community’s approach to coordinated entry, how outreach, access, assessment, and referrals will be or are conducted and the role that this grant will play in supporting the process’s development or implementation. The description must also include the community partners involved in coordinated entry and how other funds will be leveraged to support any CoC Program funds during implementation and operation. The information provided in this narrative must not conflict with information provided in other parts of the application.
2. **Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work:** Demonstrate how full capacity will be achieved over the term requested in this application. Keep in mind, in order to expend funds within statutorily required deadlines, applicants must be able to begin operating within 12 months of conditional award. The estimated schedule should reflect these statutorily required deadlines.
3. **Please identify the specific population focus. (Select ALL that apply) 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. If you believe that a focus subpopulation is not listed, please check the box next to “Other” and then enter in the missing subpopulation in the text box provided.**
4. **Select the type of Supportive Services Only project for which you are requesting funding:**

Select Coordinated Entry from the dropdown menu, the only available selection.

  - 4a. **Will 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. **Will 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) Persons 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: Chronically Homeless, Individuals, Families, 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-CE Screen 3C. Project Expansion Information

Project applicants must complete Screen 3C only if a new project will expand capacity at any project that the project applicant organization currently operates. Expansion includes four explanations:

- 1. Increasing the number of homeless persons served;**
- 2. Providing additional supportive services to homeless persons;**
- 3. Bringing existing facilities up to state/local government health and safety standards; and**
- 4. Replacing the loss of nonrenewable funding (private, federal, other excluding state/local government).**

Applicants should use an “expansion” to serve new program participants or provide existing program participants with an expanded variety of services or the same activities that are CoC eligible but were previously paid for by a different non-renewable source. Project applicants should carefully consider the design of the new project to ensure it meets all conditions set forth in the Act, 24 CFR part 578, and the FY 2016 CoC Program Competition NOFA.

Project applicants must select “Yes” or “No” to indicate whether the proposed project establishes an expansion project. If “Yes,” the project applicant must select and “Add” one or more of the four expansion activities described above. Once an activity is added, save the screen to reveal additional questions that allow the project applicant to describe the specific expansion activities. All questions must



be answered in as much detail as possible, even if details were also included in the project description on Screen 3B.

## SSO-CE Part 6: Budgets

In Part 6 of the application, project applicants detail their budget requests according to the CoC’s eligible Budget Line Items (BLIs).

**Funding Limitations:** New SSO-CE project applicants can only apply for funding through the **reallocation** process and are limited to the amount of funding made available to them by the CoC through eliminating or reducing other grants. In order to determine the maximum amount you are eligible to apply for it is important that you consult with your CoC prior to submitting your project application.

**Maximum Grant Terms:** New SSO-CE projects may only request a 1 year grant term.

Finally, project applications that are conditionally awarded must begin carrying out the activities described in the application for funds on or before September 30, 2018 to comply with the funding obligation standards contained in the appropriations bill that authorizes the funds for this Competition. Please refer to Section IX.B.2 of the FY 2016 CoC Program Competition NOFA for more details.

### SSO-CE Screen 6A. Funding Request

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

1. **Will it be feasible for the project to be under grant agreement by September 30, 2018?** Select “Yes” or “No” to indicate whether the project will begin operating by September 30, 2018. Unobligated funds will not be available after September 30, 2018. Project applicants will not be able to submit project applications that cannot feasibly meet the September 30, 2018 deadline.
2. Is the project proposing to use funds reallocated from the CoC’s annual renewal demand OR is the project applying for funding through the Permanent Supportive Housing Bonus? SSO-The field has been automatically set to “Reallocation” and is read-only.
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, please refer to 2 CFR 200.203(c)(2) and contact your local HUD field office.

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

- 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 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% de minimis rate as described in 2 CFR 200.203(c)(2).
4. **Select a grant term:** Applicants must select a one-year grant term from the dropdown menu.

- 5. Select the costs for which funding is being requested:** All projects must identify the eligible costs for which funding is being requested (see 24 CFR 578, Subpart D; Program Components and Eligible Costs). SSO-CE applicants will only be able to select Supportive Services:

- **Supportive Services:** Check the box to unlock and reveal the Supportive Services budget screen.

## SSO-CE Screen 6F. Supportive Services Budget

Screen 6F appears once the Supportive Services budget line item is selected on Screen 6A. The supportive services listed are exhaustive based on the eligible supportive services in 24 CFR 578.53, however, applicants for SSO-CE projects should only request funds in eligible cost categories that are specifically relevant for the development and implementation of the CoC’s coordinated entry process. Please also note that the only cost category not included on this screen is “Direct provision of services.” The project applicant should include those costs under one of the other applicable eligible costs when specifically relevant for coordinated entry.

The itemized budget screen includes 17 eligible costs:

- |                                 |  |
|---------------------------------|--|
| 1. Assessment of Service Needs  | 10. Life Skills                        |
| 2. Assistance with Moving Costs | 11. Mental Health Services             |
| 3. Case Management              | 12. Outpatient Health Services         |
| 4. Child Care                   | 13. Outreach Services                  |
| 5. Education Services           | 14. Substance Abuse Treatment Services |
| 6. Employment Assistance        | 15. Transportation                     |
| 7. Food                         | 16. Utility Deposits                   |
| 8. Housing/Counseling Services  | 17. Operating Cost*                    |
| 9. Legal Services               |  |

\*Applicants may only include Operating Costs (maintenance, repair, building security, furniture, utilities, and equipment) in the Supportive Services budget if the costs are for the facility used to operate the coordinated entry (e.g., access points and assessment locations).

Enter the quantity, detail, and total budget request for each supportive services cost. The request entered should be equivalent to the cost of one year of the relevant supportive service.

- **Eligible Costs:** The system populates a list of eligible supportive services for which funds can be requested. The costs listed are the only costs allowed under 24 CFR 578.53. Refer to 24 CFR 578.53 for details on eligible supportive services costs.
- **Quantity AND Detail:** Enter the quantity in detail (e.g. 1 FTE Coordinated Entry Specialist Salary + benefits) for each supportive service activity for which funding is being requested. Please note that simply stating 1FTE is NOT providing “Quantity AND Detail” and limits HUD’s understanding of what is being requested. Failure to enter “Quantity AND Detail” may result in conditions being placed on the conditional award and a delay of funding.
- **Annual Assistance Requested:** Enter the amount (\$) requested for each activity. The amount entered must only be the amount that is DIRECTLY related to carrying out coordinated entry activities.
- **Total Annual Assistance Requested:** This field is automatically calculated based on the sum of the annual assistance requests entered for each activity.
- **Grant Term:** This field is populated based on the grant term selected on the "Funding Request" screen and will be read-only.

- **Total Request for Grant Term:** This field is automatically calculated based on the total amount requested for each eligible cost multiplied by the grant term.

All automatic fields will be calculated once the required field has been completed and saved.

## SSO-CE Screen 6I. Sources of Match

The “6I Sources of Match” screen is applicable to all projects and it enables project applicants to enter the CoC Program required match, including the type of source and the value of the match commitment. Please note that the Leverage fields previously included on this screen have been removed from the FY 2016 project application. Leverage documentation is no longer required as part of the project application.

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 as set forth in 24 CFR Part 578. 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). For 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.

**Note: Policy update in CoC Program implementation.** Program income can be counted as match funds in the FY 2016 CoC Program Competition. Costs paid for by program income can be considered Match for grants awarded in the FY 2016 CoC Program Competition. See:

<https://www.hudexchange.info/news/new-changes-to-hud-coc-and-esg-program-implementation/>

**Note:** This includes occupancy charges paid to the recipient or subrecipient and tenant’s portion of the rent, if the recipient or subrecipient is also the landlord or owner and the program participant is paying rent directly to the recipient or subrecipient organization. These amounts are considered program income and can be used as Match funds.

Because match can be challenging to understand, HUD strongly encourages applicants to review the 12 FAQs posted at; [www.hudexchange.info/coc/faqs/](http://www.hudexchange.info/coc/faqs/), by searching for the keyword “match.” Applicants should also review 24 CFR 578.73 and the FY 2016 CoC Program Competition NOFA for detailed information concerning Match.

The primary “6I 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 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” has been preselected for this field and cannot be changed because Leverage is no longer a selection in e-snaps.
- **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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- **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. Project applicants are encouraged 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 as much detail as possible so 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 “6I 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 “6J Summary Budget” screen where the 25 percent match requirements will be calculated and applied. If the amounts on the “6J Budget Summary” screen are too low, additional Match funds must be added to the “Sources of Match Details” screen(s).

You can view and edit the “Sources of Match Details” screen(s) from the primary “6I Sources of Match” screen by clicking the view  icon next to the relevant commitment in the list. To delete a Match detail screen, click the delete  icon next to the relevant commitment in the list.

### SSO-CE Screen 6J. Summary Budget

Screen 6J summarizes the funding request for the total term of the project as entered on budget Screen 6F. Use this screen to verify the information recorded on each budget detail screen and return to relevant detail screens that have aggregated on Screen 6J incorrectly. This screen includes only one field that can be completed before submission. Project administrative costs can be recorded as “Admin” on this screen as in previous years. All fields are read-only with exception to the Total Requested for Grant Term for Admin.

- **Admin (Up to 10%):** Enter the amount (\$) of requested administration funds. The grant will not fund greater than 10 percent of the request listed in the field “sub-Total Costs Requested.” If an ineligible amount is entered, the system 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. If an amount less than 25 percent of the total budget, including admin costs, the system will report an error and prevent application submission when the screen is saved. Remember, Cash and In-Kind Match entered on Screen 6I must qualify as eligible program expenses under the CoC Program. Compliance with eligibility requirements will be verified before grant agreement.

The total values are automatically calculated by the system when you click the “save” button.

[\[RETURN TO “PART 3 THROUGH PART 6 COMPONENT TYPES”\]](#)

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

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[\[RETURN TO “PART 3 THROUGH PART 6 COMPONENT TYPES”\]](#)

The following instructions and screens are relevant for dedicated **Homeless Management Information Systems (HMIS)** projects only. Any organization can submit a new dedicated HMIS project application if designated by the CoC to do so; however, only the CoC’s designated HMIS Lead, which is the applicant or subrecipient and listed as the HMIS Lead on the CoC Application Profile, can carry out activities outlined in 24 CFR 578.57(a)(2)—the costs related to managing and operating the CoC’s HMIS as recipient or subrecipient.

## HMIS Part 3: Project Information

All fields on Screen 3A are required and provide HUD with the basic details of the project.

### HMIS Screen 3A. Project Detail

All fields on this screen are required and must be completed in order to submit the HMIS project application.

**1a. CoC Number and Name:** The correct CoC must be identified in this field. The dropdown menu for this field contains each CoC that successfully registered during the FY 2016 CoC Program Registration process listed according to the CoC Number (e.g., NE-502) and CoC Name (e.g., Lincoln CoC). The project application will be sent to the CoC selected from the dropdown menu and will reviewed and ranked once it is submitted by the project applicant in *e-snaps*.

**Note:** There is an option for “No CoC.” This option should only be used in the extremely rare instance that a project is located in a geographic area not currently served by a CoC. Project applicants that select “No CoC” will not be connected to a CoC application for this Competition. This may affect HUD’s ability to award funds to this project.

**2. CoC Collaborative Applicant Name:** The correct CoC Collaborative Applicant Name must be identified in this field. The dropdown options for this field are based on the CoC Number and Name selected above. This list is prepopulated with the CoC Collaborative Applicant name that was registered during the FY 2016 CoC Program Registration process. **Project Name:** No action required. This field populates from the *e-snaps* “Project” form. Project applicants cannot modify the populated name in this field; however, project applicants may modify the project name by exiting the project application and opening the *e-snaps* “Project” form by selecting “Projects” from the left menu. Identify the current project name, click the link, and make changes as needed.

**3. Project Status:** This field defaults to the option “standard” and should only be changed to “Appeal” for project applicants that are appealing a CoC’s decision to reject the project application in the local CoC competition. All other projects should leave the field with the option “standard.” If “Appeal” is selected, an additional Screen 8A “Notice of Intent to Appeal” will become visible on the left menu and additional attachments will be required on the attachments screen. For more information on the Solo Applicant Appeal process, refer to 24 CFR 578.35 and Sections VI.C.4. and X.C. of the FY 2016 CoC Program Competition NOFA.

4. **Component Type:** In this field, all applicants must indicate the CoC program component type under which the project operates. HMIS projects must choose “**HMIS.**”
5. **Energy Star:** Select “**Yes**” if the project incorporates energy-efficiency measures in the design, construction, rehabilitation, and operation of the project. Project applicants that select “**Yes**” routinely replace older obsolete products and appliances (e.g., lighting, domestic hot water heaters, furnaces, boilers, air conditioning units, refrigerators, clothes washers and dishwashers) with Energy Star-labeled products when replacing existing products is more cost-effective than repair and/or the appliance is no longer in operating condition.
6. **Title V:** Title V of the McKinney-Vento Act allows unutilized, underutilized, excess, or surplus Federal properties to be used by homeless services providers for the purpose of assisting homeless persons. Select “**Yes**” or “**No**” to indicate whether the project includes one or more of properties that have been 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. **General Description:** Provide a clear and concise project description of the scope of the project. The description should describe the community needs, the design and implementation of the HMIS system, the project plan for addressing the identified community needs, projected project outcome(s), coordination with other sources/partners, and the reason why CoC Program support is required.
2. **Will your project participate in a CoC Coordinated Entry Process?** Select “**Yes**” if the local HMIS will be, or is already, used in the implementation of a CoC coordinated entry process (known as centralized or coordinated assessment system in 24 CFR part 578 and the FY 2016 CoC Program NOFA). If the CoC does not yet have a coordinated entry process, or if the HMIS is not or will not be used to implement coordinated entry, select “**No.**” As a reminder, coordinated entry is a process designed to coordinate program participant intake, assessment, and provision of referrals. A coordinated entry process covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool and process. Unless the HMIS is used in the implementation of a process that is coordinated by the CoC across all providers in the community, select “**No.**”

## HMIS Part 4: HMIS Implementation

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

Screen 4A is designed to assess whether the HMIS implementation is in compliance with HUD data standards, whether the system has the capacity to produce HUD required reports, what capacity the system has to track clients progress, search client record detail, and de-duplicate client-level entries, and whether the system has implemented the security protocols and trainings necessary to protect client identity and system integrity.

Following website and table of Universal data standards provide additional context:

[www.hudexchange.info/hmis/hmis-data-and-technical-standards/](http://www.hudexchange.info/hmis/hmis-data-and-technical-standards/).



**Universal Data Standards**

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

- 1a. Is the HMIS currently programmed to collect all Universal Data Elements (UDE’s) 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 3.1 issued September, 2015. 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, and 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 allow end users to search client records to determine if a client is actively receiving services in the CoC?** Select “Yes” if the HMIS currently allows end users (e.g., program administrators, case managers, coordinated assessment teams) to search client records to determine if a client is actively receiving services in within the CoC’s geographic area. Select “No” if the HMIS cannot determine a client’s active CoC service record, or if the HMIS will soon include this capacity but does not have the capacity at the time of application submission.
- 4. 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 at the time of application submission.
- 5. Does the HMIS Lead have a security officer?** Select “Yes” if the HMIS Lead has a security officer on staff. Select “No” if the HMIS Lead does not have a security officer, or if the HMIS Lead plans on hiring/appointing a security officer but does not have one on staff at the time of application submission.
- 6. 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.



7. **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.
8. **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 Screen 4B. HMIS Training

Screen 4B is designed to assess whether the HMIS has the capacity to train HMIS users to adequately use the system supported by these CoC Program funds. Enter the date of the last, or next proposed, training date for each of the following categories:

- |   |                            |
|---|----------------------------|
| 1. Basic Computer Training              | 5. Security Training       |
| 2. HMIS Software Training for Sys Admin | 6. Privacy/Ethics Training |
| 3. HMIS Software Training               | 7. HMIS PIT Count Training |
| 4. Data Quality Training                | 8. Other (must specify)    |

Enter dates in the prescribed format (mm/yyyy). If there has been no training, please enter 00/0000. You can also specify up to 3 additional HMIS trainings that apply to the implementation of the proposed project.

## HMIS Part 6: Budgets

In Part 6 of the application, project applicants detail their budget requests according to the CoC’s eligible Budget Line Items (BLIs).

**Funding Limitations:** New HMIS project applicants may only apply for funding through the **reallocation** process and are limited to the amount of funding made available to them by the CoC through eliminating or reducing other grants. In order to determine the maximum amount you are eligible to apply for, it is important that you consult with your CoC prior to submitting your project application.

**Maximum Grant Terms:** New HMIS projects may only request a 1-year grant term.

Finally, project applications that are conditionally awarded must begin carrying out the activities described in the application for funds on or before September 30, 2018 to comply with the funding obligation standards contained in the appropriations bill that authorizes the funds for this Competition. Refer to Section IX.B.2. of the FY 2016 CoC Program Competition NOFA for more details.

## HMIS Screen 6A. Funding Request

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

1. **Will it be feasible for the project to be under grant agreement by September 30, 2018?** Select “Yes” or “No” to indicate whether the project will begin operating by September 30, 2018. Project applicants will not be able to submit project applications that cannot feasibly meet the September 30, 2018 deadline.
2. **Is the project proposing to use funds reallocated from the CoC’s annual renewal demand?**  
OR is the project applying for funding through the Permanent Supportive Housing Bonus? This field has been automatically set to “Reallocation” and is read-only.

**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 respond to the following questions:**

**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 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% de minimis rate as described in 2 CFR 200.203(c)(2).

**4. Select a grant term:** Applicants must select a 1-year grant term from the dropdown menu.

**5. Select the costs for which funding are being requested:** All projects must identify the eligible costs for which funding is being requested. HMIS projects **only** have the option of selecting the HMIS budget line item.

- **HMIS:** Check the box to unlock and reveal the HMIS budget screen.

## HMIS Screen 6H. HMIS Budget

Screen 6H appears if the “HMIS” budget line item is selected on Screen 6A. The HMIS costs listed are all inclusive and determined by the eligible HMIS costs described at 24 CFR 578.57. Complete the HMIS budget screen to request funds for eligible HMIS costs.

**Note:** In accordance with 24 CFR 578.59(a), staff and overhead costs directly related to carrying out HMIS activities are eligible as part of those activities listed on the HMIS budget. The itemized budget screen organizes all eligible HMIS costs from 24 CFR 578.57 into the following 5 categories:

- 1. Equipment** [central server(s), personal computers and printers, networking, and security];
- 2. Software** [software/user licensing, software installation, support and maintenance, and supporting software tools];
- 3. Service** [training by third parties, hosting/technical services, programming (customization, system interface, data conversion), security assessment setup, internet access, facilitation, and disaster recovery];
- 4. Personnel** [project management/ coordination, data analysis, programming, technical assistance and training, and administrative support staff]; and
- 5. Space & Operations** [space costs and operational costs associated with that space].

If the recipient or subrecipient is a victim services provider, or a legal services provider, it may use CoC funds to establish and operate a comparable database that complies with HUD’s HMIS requirements, listing costs under the comparable category on Screen 6H.

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Enter the quantity, detail, and total budget request for each HMIS cost. The request entered should be equivalent to the cost of 1 year of the relevant HMIS activity.

- **Quantity AND Detail:** Enter the “Quantity AND Detail” (e.g., 75 FTE hours and benefits for project management staff) for each HMIS cost for which funding is being requested.
- **Annual Assistance Requested:** For the 1-year grant term, enter the amount (\$) requested for each activity.
- **Total Annual Assistance Requested:** This field is automatically calculated based on the sum of the annual assistance requests entered for each activity.
- **Grant Term:** This field is populated based on the grant term selected on the "Funding Request" screen and will be read-only.
- **Total Request for Grant Term:** This field is automatically calculated based on the total amount requested for each eligible cost multiplied by the grant term.

All automatic fields will be calculated once the required field has been completed and saved.

### HMIS Screen 6I. Sources of Match

The “6I Sources of Match” screen is applicable to all projects and it enables project applicants to enter the CoC Program required match, including the type of source and the value of the match commitment. Please note that the Leverage fields previously included on this screen have been removed from the FY 2016 project application. Leverage documentation is no longer required as part of the project application.

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 as set forth in 24 CFR Part 578. 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). For 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.

**Note: Policy update in CoC Program implementation.** Program income can be counted as match funds in the FY 2016 CoC Program Competition. Costs paid for by program income can be considered Match for grants awarded in the FY 2016 CoC Program Competition. See: <https://www.hudexchange.info/news/new-changes-to-hud-coc-and-esg-program-implementation/>

**Note:** This includes occupancy charges paid to the recipient or subrecipient and tenant’s portion of the rent, if the recipient or subrecipient is also the landlord or owner and the program participant is paying rent directly to the recipient or subrecipient organization. These amounts are considered program income and can be used as Match funds.

Because match can be challenging to understand, HUD strongly encourages applicants to review the 12 FAQs posted at; [www.hudexchange.info/coc/faqs/](http://www.hudexchange.info/coc/faqs/), by searching for the keyword “match.” Applicants



should also review 24 CFR 578.73 and the FY 2016 CoC Program Competition NOFA for detailed information concerning Match.

The primary “6I 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 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” has been preselected for this field and cannot be changed because Leverage is no longer a selection in e-snaps.
- **Type of Commitment:** Select Cash (\$) or In-kind (non-cash) to indicate the type of contribution that describes this Match commitment.
- **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. Project applicants are encouraged 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 as much detail as possible so 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 “6I 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 “6J Summary Budget” screen where the 25 percent match requirements will be calculated and applied. If the amounts on the “6J Budget Summary” screen are too low, additional match funds must be added to the “Sources of Match Details” screen(s).

You can view and edit the “Sources of Match Details” screen(s) from the primary “6I Sources of Match” screen by clicking the view  icon next to the relevant commitment in the list. To delete a Match detail screen, click the delete  icon next to the relevant commitment in the list.

## HMIS Screen 6J. Summary Budget

Screen 6J summarizes the funding request for the total term of the project as entered in the budget Screens 6B through 6J. Use this screen to verify the information recorded on each budget detail screen and return to relevant detail screens that have aggregated on Screen 6J incorrectly. This screen includes only one field that can be completed before submission. Project administrative costs can be recorded as “Admin” on this screen as in previous years. All fields are read-only with exception to the Total Requested for Grant Term for Admin.

- **Admin (Up to 10%):** Enter the amount (\$) of requested administration funds. The grant will not fund greater than 10 percent of the request listed in the field “sub-Total Costs Requested.” If an ineligible amount is entered, the system will report an error and prevent application submission when the screen is saved.

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The summary budget will include a summary of Cash, In-Kind, and Total Match. If an amount less than 25 percent of the total budget, including admin costs, the system will report an error and prevent application submission when the screen is saved. Remember, Cash and In-Kind Match entered on Screen 6I must qualify as eligible program expenses under the CoC Program. Compliance with eligibility requirements will be verified before grant agreement.

The total values are automatically calculated by the system when you click the 'save" button.

[\[RETURN TO "PART 3 THROUGH PART 6 COMPONENT TYPES"\]](#)