

**2017 Partners Ending Homelessness CoC Grant Timeline
for the CoC NOFA Time Period
HUD CoC NOFA Announcement: July 14, 2017
HUD CoC Application Deadline: September 28, 2017**

June 5 – September 28, 2017

Please note: Each year, the Continuum of Care NOFA (Notice of Funding Availability) is a little different. Please consult the CoC NOFA released by the U.S. Department of Housing and Urban Development (HUD) for all details regarding CoC project applications. Current CoC Program and 2017 Program Competition links are:

<https://www.hudexchange.info/programs/coc/> and
<https://www.hudexchange.info/programs/e-snaps/fy-2017-coc-program-nofa-coc-program-competition/> .

This timeline document should be used as a *guide* for Partners Ending Homelessness staff, as well as for HUD CoC project applicants/grantees. Updates to this document will be provided to project applicants after the NOFA is released and/or as needed.

June 5, 2017

- Partners Ending Homelessness submits CoC System Performance Measures in HUD HDX.

June 8, 2017

- **HUD CoC NOFA Information Meeting** at 10:30 am, Unitarian Universalist Church of Greensboro
- **PEH Issues RFP**

June 9, 2017

- Jackie Hundt to send CoC NOFA tentative timeline to all renewal project applicants (CoC Grants email group created by PEH).
- Project applicants can begin reviewing and updating their Applicant Profiles in *e-snaps*.

June 30, 2017 – RENEWAL PROJECTS & NEW PROJECTS (from Bonus or Reallocated Funds)

- Please follow any local PEH application instructions and guidelines. Submit your Letter of Intent to PEH per the issued RFP.
- Make sure SAM (formerly CCR) registration status is active (www.sam.gov). Make sure your agency has its DUNS.
- Make sure your Code of Conduct is on file with HUD.
(https://portal.hud.gov/hudportal/HUD?src=/program_offices/spm/gmomgmt/grants/info/conduct) **NEW LINK updated herein on July 17, 2017**
- In addition to the Letter of Intent, provide PEH with the following hard-copy paper documents, 3-hole punched, in the order listed below, by **June 30 at 5PM (Greensboro or High Point office)**. If you have any questions regarding this, please contact Brian Hahne or Gwen Taylor:
 - Most recent IRS 990, as submitted to the IRS
 - Most recent audit report and auditor's management letter
 - By-Laws
 - Articles of Incorporation
 - IRS 501(c)3 designation letter (status in place for at least one year prior to application deadline)
 - Current Board roster

- Copies of organizational (not CoC project) budgets for last year, current year, and next year (if available)
- Copies of Code of Conduct, Personnel Policies, Procurement Policies, Accounting Procedures for the Organization, and Conflict of Interest Policy (as applicable)
- NC Solicitation license or exempt letter
- Notarized statement of no overdue taxes
- Most current APR on file with HUD (*e-snaps* prior to April 1, 2017, or SAGE after April 1, 2017) Please indicate the date the APR was submitted.

Note: Since the APR in e-snaps (not sure about SAGE) is lots of pages, you can simply export the first screen ("Confirmation of CoC APR Requirement"), all of the financial screens (the financial pages should appear on screen Q3 and screen Q30a1-a4 OR Q31a1-a4), and the last screen ("Submission Summary") of the APR in e-snaps and print just those pages for your eligibility document submission.

July 7, 2017 – Applicant Profile Updated/Completed in e-snaps

- Renewal Projects: Submit any HUD project amendments or grant adjustments that took place in the past 12 months to Jackie Hundt (ghundt@triad.rr.com).
- Review your Applicant Profile (424) folder in *e-snaps* and update details as necessary. This must be done before you create a project application. New Project Applicants can contact Jackie Hundt about getting set up in *e-snaps* and completing the Applicant Profile (424) folder.
- Links to the attachments/forms will be sent in a separate email.
- Please submit a PDF of the Applicant Folder (424) and all attachments in 424 and Project Application to Jackie Hundt (ghundt@triad.rr.com) for review.
- IMPORTANT NOTE: With regards to the attachments in the Applicant Profile (424) folder, please attach all necessary documents per HUD requirements with appropriate details and dates. (In 2016, the NOFA stated documents should be dated between May 1 and the CoC deadline. For 2017, it should be safe to date attachments between July 1, 2017, and the deadline of September 28, 2017.) In the past, project applicants must have something attached in each upload spot in order to move forward in *e-snaps* and create a project application. Last year HUD required CoC Collaborative Applicants to certify that all attachments are accurate. Please review last year's attachments and any corrections I emailed you, so all forms are consistent. Final budget amounts as approved by the CoC's System Performance and Evaluation Committee and the CoC Board will be released as soon as available. Please proceed as usual, but expect that you may need to edit your attachments closer to the deadline. More details will follow. (Note: If there are corrections to any attachments, the Applicant Profile can be put in edit mode and new attachments can be uploaded.)

CHANGES ARE BEING MADE THIS YEAR BY HUD REGARDING THE FORMS FOR PROJECT APPLICANTS. PLEASE REVIEW ALL 2017 INSTRUCTIONS FROM HUD AS THEY ARE POSTED ON THE HUD EXCHANGE. *This highlighted note added herein on July 19, 2017.*

July 14-31, 2017 – Review of HUD Details on CoC Project Application Process (*This is an estimate as some materials are not yet published.*)

- Review HUD details of CoC Project Application Procedures and Changes. See HUD links:
 - CoC Program and 2017 Program Competition: <https://www.hudexchange.info/programs/coc/> and <https://www.hudexchange.info/programs/e-snaps/fy-2017-coc-program-nofa-coc-program-competition/>

- e-snaps training for project applicants: General information is located at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>. HUD has published or is still publishing all of the resources (as of July 19, 2017), you will need to select Project Applicants on the lefthand side of this webpage to get to the Project Applicant resources. There are several resources that are useful – *Accessing the Project Application Resource (not available as of July 19, 2017)*, *Budgets – Project Application Instructions*, etc. Also, you should find links to *Detailed Instructions* for both new and renewal projects on this page as well. Scroll through the entire page to see all of the resources and which ones apply to your project.
- Typically, there are also detailed instructions for project applications in e-snaps on the lefthand gray bar.
- e-snaps web address: <https://esnaps.hud.gov/grantium/frontOffice.jsf>
- **Please begin working on your match letters. The letters must be dated within 60 days of the September 28, 2017 deadline.** *Notes from 2016: There are some important updates regarding Match documentation. Please consult the page 36-37 of the attached HUD Detailed Renewal Project instructions. The instructions first say: "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." As further indicated on page 36, "Because match can be challenging to understand, HUD strongly encourages applicants to review the 12 FAQs posted at; 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." You can provide a letter to document cash, in-kind goods/equipment, and in-kind property. You MUST provide an MOU to document in-kind services. The formatting of the letters and/or MOUs is important.*

Please refer to the NCCEH BOS match/leverage explainer document if you need further guidance and make sure you follow the instructions on formatting. (You will need to scroll down the page to locate the pdf.) <http://www.ncceh.org/bos/2016cocapplication/>

Lastly, the letters/MOUs MUST be attached to your e-snaps project application.

August 2, 2017 - estimated

- As in previous years, project applicants will receive a copy of the 2017 CoC project scoring categories and process to be used by the CoC's System Performance and Evaluation Committee and Board.
- All agencies submitting a 2017 CoC Project Application will also be expected to complete a quick form developed by PEH, where they will attest that they are operating low barrier housing first programs and following CoC written standards for Coordinated Assessment and Rapid Rehousing. Project Applicants should also anticipate submitting other information to PEH if required by the 2017 CoC NOFA. More details will follow after NOFA is released.

August 25, 2017 – RENEWAL and NEW Project Applications Due in e-snaps (Note: This is specific to the HUD *e-snaps* project application submission process that has been used in prior years. As of July 19, 2017, the 2017 *Accessing the Project Application Resource* is still pending publication by HUD, so there may be some changes to the steps indicated below.)

- Project Applicants must complete three steps to access the Project Application—complete the Project Applicant Profile, register for the correct Funding Opportunity, and create a Project (name the project as it is named in the GIW and import from last year’s renewal project). After doing so, the Project Application will appear on the "Submissions" screen.
- Open the "Submissions" folder, to locate your 2017 project application. Update and/or complete Project Applications in *e-snaps* per HUD instructions. Applicants should be able to import data from last year’s application, which will make the process go faster. (Note: If your project was new in 2016, then it will not import, so you will have to start from scratch with a 2017 renewal project form.) Please make sure the project name & number matches the name & number in the GIW and that the budget amounts are consistent with HUD-approved amounts (i.e., GIW) and/or CoC-approved amounts. Also, please review any corrections provided via email during the 2016 application review process by Jackie Hundt, so that the same mistakes are not made again. *Note: Remember the old project number imports, so you have to change it to the current one. Remember to edit the operating year is correct too, as the current year is what imports.*
- **Submit the project application in e-snaps in order to meet the 30-day before CoC deadline requirement.** If there are corrections, then Jackie Hundt will send the application back to the applicant for edits.
- Email exported PDF of Project Application to Jackie Hundt (ghundt@triad.rr.com) for review.

IMPORTANT NOTE: If the project application requires any data from the HMIS (as it sometimes has in the past), then Debbie Bailey will communicate with all project applicants regarding the necessary steps for running any required reports and/or inputting the HMIS data into the project application.

August 26 - September 8, 2017

- Partners Ending Homelessness, Jackie Hundt, and applicants to review Project Applications, Applicant Folder (424), and any attachments for necessary corrections.
- Project applicants will make corrections as needed and may enter final match amounts in project application. Please attach pdfs of all match letters.

Week of September 5, 2017 (estimated date)

- At least fifteen days prior to CoC NOFA deadline, CoC Board will vote upon and announce the final ranking of projects. As in the recent past, projects will be ranked in two tiers per HUD’s instructions, and projects in Tier 2 could possibly lose funding.

September 15, 2017

- Project Applicants submit final Project Applications to CoC in *e-snaps*.
- Email final exported PDFs of *e-snaps* CoC Project Application and *e-snaps* Applicant Profile and all associated attachments for Applicant Profile and Project Applications to PEH.
- Email PDFs of the match letters that are referenced and attached in your project application(s) to PEH.

September 11-18, 2017

- Partners Ending Homelessness staff and Jackie Hundt review and complete all attachments and documents needed for HUD CoC Application.
- Partners Ending Homelessness staff post CoC Application in its entirety on website for public inspection per HUD NOFA requirements.

September 19-22, 2017

- Partners Ending Homelessness staff finalize CoC Application submission.

September 25, 2017 – Internal Continuum of Care Deadline

- Partners Ending Homelessness to submit CoC Application (which includes project priority list and project applications) to HUD at least 2 days prior to HUD deadline.