

HUD CONTINUUM OF CARE (CoC) 2013 RENEWAL APPLICATIONS

Guidance Document #2: General Timeline and Accessing Your Project Application

December 10, 2013

This document provides updated information and tips on the Continuum of Care 2013 Renewal application process. We will continue to send out these updates as needed throughout the application process. Note that HUD has not yet provided comprehensive documentation of the step-by-step application process under this year's NOFA. In lieu of more detailed guidance from HUD, we are providing this preliminary information to help you get started. We expect that HUD may not publish detailed written instructions until mid-December.

Here's what's in this Guidance Document:

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Who do we contact with questions? For application questions, you can contact Ryan Deibert at 503-823-2368 or ryan.deibert@portlandoregon.gov. If you have specific questions about *e-snaps* you can find HUD guidance, training documents, search or browse FAQs or submit specific technical assistance requests or questions via HUD's OneCPD Resource Exchange: <https://www.onecpd.info/e-snaps/fy-2013-coc-program-nofa-coc-program-competition/>.

What does the overall process look like this year? The 2013 CoC application process is the second to be conducted since implementation of the HEARTH Act through CoC Interim Rule, which became effective in August, 2012. The [CoC Interim Rule](#) and HUD's [FY 2013 - FY 2014 CoC Notice of Funds Available \(NOFA\)](#) set the regulatory framework and application process at the national level. Generally, the process for renewal project applications in 2013 is fairly similar to prior years, though the NOFA outlines several changes that affect our full CoC's Consolidated Application (the combined application that the Portland Housing Bureau (PHB) submits on behalf of the full CoC).

For renewal projects, the most significant change to the FY 2013 – FY 2014 NOFA is that HUD projects that Congressional allocations for the CoC program for FY 2013 are not sufficient to fully fund all renewals. As such, HUD is requiring that all CoCs rank any new and renewal projects into two "tiers." The tiers are monetary thresholds, with "Tier 1" equal to the full renewal value of all CoC projects, less 5% (i.e. Tier 1 equals 95% of the value of all renewal projects); "Tier 2" is equal to the remaining 5%. Nationally, HUD projects that all projects placed in each CoC's Tier 1 will be funded, and that very few projects placed in Tier 2 will be funded.

In our first Guidance Document (sent via email on September 30, 2013), we explained our CoC's strategy for addressing the cuts that are required under HUD's tiered approach. In short, we intend to fund all renewal projects locally, though projects that received large increases in CoC funding between 2011 and 2012 may lose some of those "windfall" amounts so that we can fit all of our renewal projects in Tier 1. Under this strategy, all renewal projects will receive more than they did in 2011, though some may see less in 2013 than in 2012.

HUD has yet to confirm final Tier 1 amounts for each CoC, so we have not yet been able to calculate each project's final renewal amount. In general, you should expect that your renewal amount will be similar to the estimate we provided to each project in late September. We will confirm your eligible renewal amount as soon as HUD provides us with information necessary for us to do so.

The CoC Project Application (formerly known as Exhibit 2) includes several additional questions or minor changes to the format of existing questions. Largely because of these changes, projects are not able to import their 2012 Project Application data into their 2013 Project Application. You will need to manually reenter (and/or cut and paste) all information in your Project Application again this year.

HUD is again requiring that CoCs rate and rank all renewing projects this year. Because we have locally prioritized funding all renewals, this required rating and ranking will not affect renewal eligibility or amounts for any renewing projects. We will conduct the rating and ranking through staff-level review based on existing reports and Project Application data. We will separately request all information we require from you to conduct the rating and ranking process very soon. Again, our local rating and ranking will not affect your renewal eligibility or budget.

Similar to last year, HUD is assigning rating points to CoCs in the national competition based on leverage posted by new *and* renewing projects, with maximum points to CoCs posting more than 150% leverage. As such, we will again need renewals to describe and document leverage beyond required match. We will separately provide updated guidance regarding match and leverage very soon.

HUD will again conduct a basic threshold review of all renewal projects and will approve and award renewal projects relatively quickly following the full CoC application submission. Based on guidance in the NOFA, we expect that HUD will announce renewal awards within 45 days of the NOFA submission deadline (which would put announcements around mid-March).

What are our internal deadlines for Project Application submission this year? HUD's general timeline for the CoC competition is very challenging, particularly given HUD's continued delay in issuing written instructions for completion of the Project Applications and the competition's overlap with the winter holiday season. We are attempting to provide local guidance in as timely a manner as possible, but can only issue additional guidance as HUD makes information available to us. As such, our internal timeline for application will also be challenging. We apologize for this, and have done as much as possible to support you as you work through the application process. The general timeline is:

Application Step	Date (2013/2014)
HUD releases 2013-14 CoC NOFA	Friday, November 22
PHB releases preliminary local guidance to renewing projects	Tuesday, December 10
HUD releases additional application instructions	Date unknown, HUD states "mid-December"
PHB releases additional local guidance to renewing projects and schedules informal Q&A session for renewing projects	TBD, following release of additional HUD instructions
All renewing Project Applications (formerly known as Exhibit 2) complete and submitted in e-snaps	5:00 PM, Friday, January 3
PHB reviews all renewing Project Applications – requested changes sent to new and renewing projects	January 3 – 13
Renewing projects incorporate all requested changes to their Project Applications into e-snaps	Wednesday, January 15
PHB reviews and gives final approval to all Project Applications	January 15 - 17
PHB completes all project rating and ranking and other required elements of the Consolidated Application, and makes full Consolidated Application available for review online	Approximately, January 29
PHB submits full Consolidated Application to HUD	No later than February 3

Where do I access e-snaps, and what if I've forgotten my user name or password (or need a new user name and password for new staff)? You can access e-snaps at www.hud.gov/esnaps. Instructions for adding or deleting users to e-snaps are available at the [CoC Program Competition Resources](#) site. Instructions for creating a user profile or updating passwords are available on pages 4-8 of the [Project Applicant Profile Instructional Guide](#).

How do I access HUD's instructions for completing my 2013 Project Application (formerly known as Exhibit 2) in e-snaps? HUD has not yet published step-by-step instructions for accessing and completing your Project Application, but has stated that they will do so in "mid-December." We will provide updated local guidance as soon as possible after HUD publishes written instructions. In the meantime, we summarize steps that you can take to begin preliminary steps to access your Project Application below.

While we are waiting for more detailed instructions from HUD, how can I begin to access and update my Project Application right now?

- 1. Complete your Applicant Profile:** To get started with your Project Application, you first need to complete your project Applicant Profile if you haven't already done so. See HUD's [Project Applicant Profile Instructional Guide](#) for step-by-step instructions. Also, see additional tips on completing your applicant profile on pages 5-6 below.
- 2. Create and access your Project Application in e-snaps:** Once your Project Applicant Profile is updated and completed, you need to follow the links located in the left navigation pane within e-snaps.

- a. You must register your organization for the appropriate funding opportunity by selecting "Funding Opportunity Registrations" on the left menu bar.
 - b. Once on the "Funding Opportunity Registrations" screens, select the "Register" icon next to "Renewal Project Application FY2013."
 - c. The "Funding Opportunity Details" screen appears. When the question appears asking if you want to register the applicant for the funding opportunity, select "Yes" to confirm that you want to register your organization. The screen will then indicate that the Applicant has been registered. Select the "Back" button to return to the "Funding Opportunity Registrations" screen.
 - d. Next, you must create a project for the specific Application in e-snaps on the "Projects" screen.
 - Select "Projects" on the left menu bar.
 - The "Projects" screen appears.
 - Select "Renewal Project Application FY2013" from the "Funding Opportunity Name" dropdown.
 - The screen refreshes and an "Add" icon appears on the left side of the screen above the column headings.
 - Select the "Add" icon.
 - The "Create a Project" screen appears. Enter the required information on the screen. Unless HUD has instructed you otherwise, you should enter the project name exactly as it appears in the list in Appendix A of this document. This will be the project name that will appear in your grant award letter.
 - Select "Save and Back."
 - The project name will be listed on the screen.
 - Repeat steps for each Project.
3. **Complete Section 1 and begin Section 2 of your Project Application(s):** Now that you have registered for the appropriate funding opportunity and created a project, you can navigate to the Submission screen on the left menu bar, select the orange folder next to your project, and begin the Project Application. Note that there may be several orange folders with similar project names. Make sure to select the project with "Renewal Project Application FY2013" listed in the "Funding Opportunity Name/Step Name" column. Some additional notes:
- a. Within the Project Application, you must complete Part 1 (SF-424) and electronically sign the declaration at 1F before you will be able to access any other portions of the project application (Section 2). Once you've completed Part 1 (SF-424), you may be able to begin completing much of the information in Section 2, but until HUD provides additional written instructions and confirms our final Tier 1 amount, we may not be able to provide sufficient background for you to complete Section 2 accurately. We will send additional guidance to help with Section 2 as soon as it's available.
 - b. Throughout the Project Application, several fields are intentionally left blank and you will not be able to edit them. Other answers are imported directly from your Applicant Profile, and may only be changed by leaving the Project Application, editing your Applicant Profile, and returning to your Project Application. It may be helpful to verify these types of details by clicking "[show]" next to the word "Instructions" at the top of each page within the Project Application.

TIPS FOR UPDATING YOUR APPLICANT PROFILE

The Applicant Profile stores important information for your organization and its designated contact person, as well as many of the attachments that are required to complete your Project Application. You will not be able to access your Project Application until you have completed the Applicant Profile (though see some notes about workarounds on page 6).

Unlike the Project Application, HUD has published detailed step-by-step instructions for accessing, updating, and completing your Applicant Profile. They are contained in HUD's [Project Applicant Profile Instructional Guide](#). Please review that guide carefully; it should be very helpful.

Which attachments to the Applicant Profile do we need to complete?

- Applicant/Recipient Disclosure/Update Report (HUD Form 2880):** This is a required form. You are required to submit one form per project. In 2013 HUD is again requiring that all projects upload a current date 2880 that accurately reflects the total amount requested in the 2013 competition. The form must be signed and dated no earlier than September 1, 2013. Because we do not yet know final renewal award amounts, you will either need to leave that field blank and/or upload a blank placeholder document for the time being (see note on that below). For the second question, most applicants will answer “no”. Our understanding is that the question is asking whether a specific project receives more than \$200k in HUD money in addition to what they're getting in this CoC renewal application. If you have multiple projects, you must fill out one form per project and then combine the forms into one file as a zip file before uploading it. (Information on how to create a zip file is available [here](#).) Find blank HUD Form 2880s at [this link](#).
- Disclosure of Lobbying Activities (SF-LLL):** This form is required if your organization is a nonprofit organization and is engaged in lobbying. Here is what the form says about who must fill it out: “The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action.” HUD requires that update previous versions of this form with a new SF-LLL signed and dated within the past 12 months. If your agency is not engaged in lobbying associated with CoC, you should complete the form by filling in your agency name and address in 4; leaving 5, 8, and 9 blank; and filling in and signing info in 11. Scan and upload. If you are engaged in lobbying, you’ll need to fill it out with that information instead. Find blank SF-LLL forms at [this link](#).
- Code of Conduct:** The 2013 instructions indicate that if you previously uploaded a copy of your Code of Conduct into *e-snaps* or your Code of Conduct is listed [here](#), you *will not* be required to submit another copy. Applicants not meeting these requirements or whose previously submitted Code of Conduct is no longer accurate (e.g. if the authorized representative has changed) should attach a copy of the Code of Conduct with the Applicant Profile.
- Drug-free Workplace Certification (HUD Form 50070):** In prior years, the 50070 and Code of Conduct were submitted together as a single document. In 2013, HUD requires that Applicants submit the 50070 as a separate document, even if it was previously attached in a prior competition. The form must be signed and dated no earlier than September 1, 2013. Find blank HUD Form 50070s at [this link](#).
- Non-profit documentation:** If you choose M or N for “Type of Applicant,” you are required to upload non-profit documentation unless the documentation already appears in the “Nonprofit Document” screen *and* the documentation has not changed. If it has changed, delete the old document and upload the new.
- Survey on Ensuring Equal Opportunities for Applicants:** The NOFA text indicates that “completion/submission of this survey is voluntary,” but the attachment appears to be required by e-snaps

for all non-profits in 2013. HUD's instructions indicate that you must replace an existing survey with a "new current date" version. Find blank Survey on Ensuring Equal Opportunities for Applicants forms at [this link](#).

If I'm waiting for signatures or other information (like final budget confirmation) on the Applicant Profile attachments, can I access my Project Application in the meantime? *E-snaps* does not allow you to access your Project Application until you have hit the "Complete" button on the Applicant Profile, and you can't hit the "Complete" button until all required components are completed, including uploads of required documents. That said, you can upload "placeholder" documents (e.g. a blank HUD 2880 form instead of a complete, signed and scanned document), and then hit "Complete". This will allow you to move on to access your Project Application. Later, when you get the completed, signed documents, you can edit your Applicant Profile by completing the following steps: 1) Click "Applicants" in the left hand column of the home screen in *e-snaps*, 2) Click the yellow folder next to your agency name, 3) Click "Submission Summary" in the left hand column, 4) Click "Edit", 5) Choose the screen for the file you need to upload (in this example, click "Applicant/Recipient Disclosure/Update Report (HUD 2880)"), 6) Click the red "X" next to the uploaded placeholder file to delete it, 7) Upload the completed file, and click "Save," 8) Return to the "Submission Summary" screen, 9) Click "Complete".

TIPS FOR BEGINNING YOUR PROJECT APPLICATION

Unfortunately, all of the work that you did in prior years to enter your Project Application into *e-snaps* will not import directly into your Project Application this year, but the work is far from lost. Projects are strongly encouraged to cut and paste as much of the information from your 2012 Project Application as is pertinent in order to minimize errors and effort. That said, there are many new questions, and some of the questions have changed slightly. Please review each question carefully to make sure data that you're cutting and pasting from your 2012 Project Application is still accurate.

HUD hasn't yet released detailed instructions for completing each component of the Project Application (including the SF-424) but has stated they expect to do so in "mid-December." Similarly, HUD has not yet provided us with confirmation of our final Tier 1 amount, so we cannot confirm final renewal budgets for projects. That will make it difficult to complete many parts of your Project Application, especially in Section 2, but at a minimum, you can begin to complete Section 1 while we await further guidance.

Here are some tips regarding creating and accessing your project and beginning Section 1. We will send additional guidance with tips for completing Section 2 once HUD makes them available.

How do I name my project? Unless HUD has instructed you otherwise, you should enter the project name exactly as it appears in the list in Appendix A of this document. This will be the project name that will appear in your grant award letter.

How should I answer each of the specific questions in the SF-424 (Section 1)? In general, you are strongly encouraged to complete the Section 1 with the same information that you provided last year, unless that information has changed. Throughout the Project Application, several fields are intentionally left blank and you will not be able to edit them. Other answers are imported directly from your Applicant Profile, and may only be changed by leaving the Project Application, editing your Applicant Profile, and returning to your Project Application. It may be helpful to verify these types of details by clicking "[show]" next to the word "Instructions" at the top of each page within the Project Application. Tips relating to specific questions are also highlighted below.

Form 1A. Application Type, question 5b. (Federal Award Identifier) must be answered with the project's correct expiring grant number as it was listed on our HUD-approved grant inventory worksheet. See Appendix A for a list.

On Form 1C. Application Details, the funding opportunity number for the 2013 application should auto-populate, but it's FR-5700-N-31B.

On Form 1D. Congressional Districts, Question 17 (Proposed Start Date), you should enter the day after your current grant end date as the Start Date. For example, if your current grant end date is 06/30/2014, then you should enter 07/01/2014 as your Proposed Start Date. Your Proposed End Date should be one-year later (in this example, it should be 06/30/2015). Confirm your current grant end date in Appendix A.

On Form 1E. Compliance, Question 19 reads: “Is the Application subject to review by State Executive Order 12372 Process?” You should answer: “Program is subject to E.O. 12372 but has not been selected by the State for review,” and leave blank the date the application was made available to the State for review.

Screen 3A:

- **Where can I verify my Expiring Grant Number?** Find it either on your current grant agreement with HUD or listed in Appendix A of this document.
- **What is our CoC Number and Name?** OR-501 Portland/Gresham/Multnomah County CoC
- **How do I answer “Project Status”?** Standard
- **Where do I find my project component type?** Verify your component type in Appendix A.

We will distribute additional guidance regarding completion of remaining sections of the Project Application as soon as HUD makes relevant information available to us.

Appendix A – Confirmation List of Project Information Required for Application Set-up

Applicant Name	Project Name	Grant Number	Expiration Date	Project Component
Bradley-Angle House	Andrea Lee Transitional Housing Program	OR0020L0E011205	6/30/2014	PH
Cascadia BHC	Royal Palm	OR0040L0E011205	3/31/2014	TH
Cascadia BHC	Special Needs Housing	OR0034L0E011205	6/30/2014	PH
Cascadia BHC	Special Needs Services	OR0041L0E011205	6/30/2014	SSO
Cascadia BHC	OTIH Project	OR0108L0E011204	11/30/2014	PH
Central City Concern	Alcohol and Drug Free Housing	OR0019L0E011205	3/31/2014	TH
Central City Concern	Sunrise Place	OR0042L0E011205	7/31/2014	TH
Central City Concern	Employment Recovery Program	OR0023L0E011205	1/31/2014	TH
Central City Concern	Madrona Studios	OR0120L0E011202	10/31/2014	PH
City of Portland	HMIS	OR0025L0E011205	3/31/2014	HMIS
City of Portland	OTIS Project	OR0031L0E011205	6/30/2014	PH
City of Portland	OR-501 CoC Planning Application FY2012	OR0172L0E011200	Not confirmed	
Home Forward	Shelter Plus Care 6	OR0036L0E011205	2/1/2014	PH
Home Forward	Shelter Plus Care CAP	OR0037L0E011205	6/1/2014	PH
Home Forward	Shelter Plus Care CPT	OR0109L0E011204	4/1/2014	PH
Home Forward	Shelter Plus Care ICH	OR0038L0E011205	4/1/2014	PH
Home Forward	Shelter Plus Care VAC	OR0039L0E011205	1/1/2014	PH
Home Forward	Shelter Plus Care 4	OR0035L0E011205	4/1/2014	PH
Human Solutions, Inc.	Moving to Permanent Housing	OR0030L0E011205	6/30/2014	PH
Human Solutions, Inc.	Opening Doors Rapid Re-Housing	OR0016L0E011202	9/30/2014	TH
Human Solutions, Inc.	Safe Home	OR0017L0E011203	9/30/2014	PH
Human Solutions, Inc.	Safe Home Partnership	OR0145L0E011201	9/30/2014	PH
Human Solutions, Inc.	Bridges to Housing	OR0168L0E011200	Not confirmed	PH
JOIN	NOWHome	OR0144L0E011201	12/31/2014	PH
Luke-Dorf, Inc.	The Clifford Apartments	OR0018L0E011202	8/31/2014	PH
Multnomah County	Domestic Violence Leasing and Supportive Services	OR0022L0E011205	6/30/2014	PH
Multnomah County	Family Futures	OR0024L0E011205	6/30/2014	TH
Multnomah County	Homesafe Supportive Housing Project	OR0026L0E011205	2/28/2014	PH
Multnomah County	Pathways Youth Leasing	OR0046L0E011205	9/30/2014	PH
Multnomah County	Horizon's Youth Leasing and Services	OR0028L0E011205	2/28/2014	PH
Multnomah County	Pathways Youth Mental Health Services	OR0032L0E011205	9/30/2014	SSO
Neighborhood House	Turning Point	OR0045L0E011205	5/31/2014	TH
New Avenues for Youth	Roads to Housing	OR0121L0E011202	8/31/2014	PH
Northwest Pilot Project, Inc.	Pathways Leasing II	OR0033L0E011205	1/31/2014	TH
Outside In	Old Town Collaborative Homeless Housing Project	OR0169L0E011200	Not confirmed	PH
Portland Impact, Inc	Richmond Place	OR0043L0E011205	6/30/2014	TH
The Salvation Army	The Women's Housing Collaborative	OR0135L0E011201	9/30/2014	PH
The Salvation Army	West Women's and Children's Transitional Housing	OR0044L0E011205	6/30/2014	TH
Transition Projects	Collaboration	OR0021L0E011205	6/30/2014	PH

Applicant Name	Project Name	Grant Number	Expiration Date	Project Component
Transition Projects	Horizons	OR0027L0E011205	6/30/2014	PH
Transition Projects	Jean's Place	OR0029L0E011205	6/30/2014	TH
Transition Projects	Rent Assistance Bonus	OR0167L0E011200	Not confirmed	PH