



HUD CONTINUUM OF CARE (CoC) 2015

Renewal Guidance Document #2: Overview of 2015 CoC NOFA and Completing Renewal Project Applications

REVISED 10/5/15

This guidance document provides summary information and links for CoC grantees to complete the 2015 CoC renewal application process. HUD has released comprehensive documentation of the step-by-step renewal application process, available through HUD’s website at the [CoC Program Competition Resources](#) page. We strongly encourage you to review these documents thoroughly.

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A. Contact information

For questions on your application, contact Jennifer Chang at 503-823-2391 or Jennifer.Chang@portlandoregon.gov. You can go directly to HUD to find answers about *e-snaps* through HUD guidance and instruction guides found here: [2015 CoC Program Competition Resources](#), or by submitting your question(s) via the HUD exchange website at: <https://www.hudexchange.info/get-assistance/my-question/>

B. Overview and timeline of 2015 CoC NOFA process:

The 2015 CoC application process is the fourth to be conducted since implementation of the HEARTH Act through CoC Interim Rule. The [CoC Interim Rule](#) and [FY 2015 CoC Program NOFA](#) (released on September 17th and revised on September 24th), set the rules and application process on a national level. As in prior years, **HUD anticipates there will be sufficient funding nationally to award all eligible renewal projects.** However, HUD again requires each CoC to submit renewal projects in two “tiers,” which are monetary thresholds based on a percentage of our CoC’s total renewal amount: “Tier 1” equals 85% of our total CoC renewal amount and “Tier 2” is equal to the remaining 15%, plus the amount each CoC is eligible to apply for new bonus project(s). In awarding 2015 project funding, HUD will first fund all projects in Tier 1 and then move on to fund projects in Tier 2 as funds are available. In addition to the tiered application process, HUD again requires all CoCs to rate and rank each renewal and new project applications in the CoC. Updates will be coming soon regarding the rating and ranking and Tier 1/Tier 2 placement.

The process for renewing project applications in 2015 is similar to prior years. HUD will continue to allow applicants to import data from their 2014 project applications directly via e-snaps, which will reduce the amount of work required. HUD will again conduct a basic threshold review of all renewal projects and will approve and award renewal projects relatively quickly after the full CoC application submission.

Additionally, under the conditions of the 2015 NOFA, our community will be able to submit applications for new bonus project(s) for up to \$2,297,174. Two types of projects are allowed:

- PSH projects that serve 100% chronically homeless families and individuals
- RRH projects that serve individuals and families coming directly from the streets or emergency shelters, including people fleeing from DV and other persons meeting criteria of paragraph (4) of the definition of homeless

Information regarding the process and selection of new bonus project(s) for our 2015 CoC application can be found here: <http://www.portlandoregon.gov/phb/68785>

C. Timeline & important dates:

HUD’s timeline for the 2015 CoC competition requires a quick turn-around. This year they have given an application period of 64-days. The timeline is:

Application Step	Date (2015)
HUD released 2015 CoC NOFA	Thursday, September 17
PHB releases local guidance to renewing projects	Thursday, September 24
All renewal project applications completed & submitted in e-snaps	5:00 PM, Monday, October 19
PHB reviews all renewing Project Applications – requested changes sent to new and renewing projects	October 19 – October 26
Home for Everyone (HFE) Resource Advisory Committee finalizes CoC project rating & ranking results and Tier 1/Tier 2 placements for HFE Coordinating Board approval	Wednesday, November 4
Renewing projects incorporate all requested changes to their Project Applications into e-snaps	Wednesday, November 4
PHB reviews and gives final approval to all Project Applications	November 5 – 10
PHB consolidates and completes all elements of the CoC’s 2015 application, makes available for review online	Friday, November 12
PHB submits full 2015 Application to HUD	Thursday, November 19

D. Getting Started: e-snaps, HUD links and the 2015 Grant Inventory Worksheet (GIW):

Accessing e-snaps: 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 5-8 of the [Project Applicant Profile Instructional Guide](#).

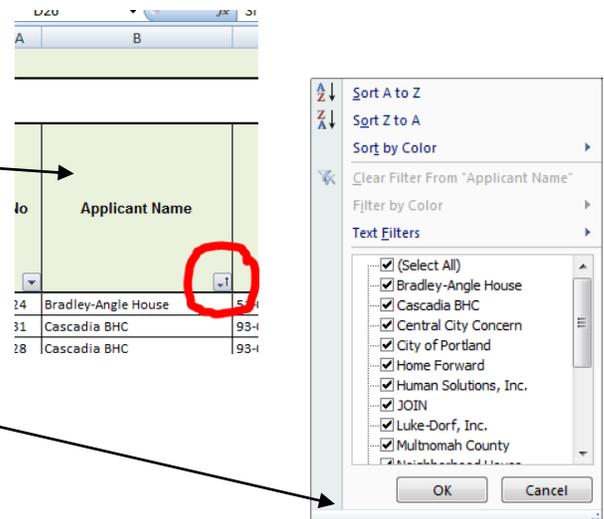
Important! HUD Links: HUD has made available several detailed guidance documents to assist us in completing our renewal project applications. You are strongly encouraged to review them:

- [Project Applicant Profile Instructional Guide](#): Instructions for updating your Applicant Profile –this is the required first step before you can access your Project Application.
- [Renewal Project Application Instructional Guide and Renewal Project Application Detailed Instructions](#): This guide provides instructions required to access your Project Application, and navigate both Section 1 and Section 2 of your Project Application.
- [Performance Measures – Project Application Instructional Guide](#): Detailed instructions for completing the Performance Measures section of your Project Application.
- [Budgets – Project Application Instructional Guide](#): This guide provides detailed instructions for completing the budget section of your Project Application.

HUD’s published documents are a comprehensive resource for working with your project applications in e-snaps. Section E of this document summarizes the steps to submitting your Project Application and useful tips during the application process.

2015 Grant Inventory Worksheet (GIW): Throughout the renewal application process, you will need to refer to our CoC’s final approved 2015 GIW, which was distributed via email along with this guidance and is available [online here](#). When opening the GIW in Excel, make sure the “FY 2015 GIW” tab is selected. A couple of steps that make it easier to reference:

- Filter the list for your projects by clicking on the filter tool in the “Applicant Name” column header:
- Uncheck the “Select All” box and then check the box for your agency:



E. Steps for accessing and completing your application: There are six steps to complete your Renewal Project Application:

- 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. HUD's [Project Applicant Profile Instructional Guide](#) provides step-by-step instructions. Additional tips on completing your applicant profile are in Section F (page 6) of this document.
- 2. Create and access your Project Application in *e-snaps*:** Once your Project Applicant Profile is updated and completed, you need to follow the instructions on HUD's [Renewal Project Application Instructional Guide and Renewal Project Application Detailed Instructions](#) (pages 9-16) to create your project application in *e-snaps*. This includes: Funding Opportunity Registration, Projects and Submissions.
VERY IMPORTANT: When creating a Renewal Project Application, you will see an "Import Data From:" field. To import the data from your project application from last year, you must select the project that is being renewed. This will ensure your project information is imported and will decrease the amount of information that must be entered in the FY 2015 Project Application.
- 3. Complete your Project Application:** Now that you have registered for the appropriate funding opportunity and created a project, follow HUD's [Renewal Project Application Instructional Guide](#), [Performance Measures – Project Application Instructional Guide](#), and [Budgets – Project Application Instructional Guide](#) to complete and submit your application. Begin by navigating 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 FY2015" listed in the "Funding Opportunity Name/Step Name" column. Some additional notes:
 - Within the Project Application, you must complete Part 1 (SF-424) in its entirety before the rest of the application screens appear on the left menu bar. You must electronically sign the declaration at 1F before you will be able to access any other portions of the project application (Section 2).
- 4. Submit your Project Application for review by PHB (Portland Housing Bureau):** Once you've completed your Project Application in *e-snaps*, follow the instructions on page 70 of the [Renewal Project Application Instructional Guide](#) to submit the application to PHB within *e-snaps*. It's important to note that within *e-snaps* you are only submitting the application for PHB's review. Only PHB, as our designated CoC Collaborative Applicant, can submit applications to HUD once we have determined that all CoC applications are complete. **You must complete this step by 5:00 PM, Monday, October 19.**
- 5. PHB reviews your application(s) and notifies you of any required changes:** PHB will notify you of any required changes to your applications between October 19 and 26. **You must complete all required changes no later than Wednesday, November 4.**
- 6. PHB submits the full CoC application to HUD:** PHB will submit the full CoC application to HUD by November 19th. HUD will begin threshold review of renewal applications and will likely make grant awards for renewals late in 2015 or early in 2016.

F. Tips for updating the Applicant Profile:

You will not be able to access your Project Application(s) until you have completed the Applicant Profile. Please review carefully the detailed step-by-step instructions found in HUD's [Project Applicant Profile Instructional Guide](#). Here are a few tips regarding the attachments:

- ❑ **Applicant/Recipient Disclosure/Update Report (HUD Form 2880):** This is a required form. You must submit one form per project. HUD requires all projects upload a current date 2880 that accurately reflects the total amount requested in the 2015 competition. ***The form must be signed and dated between July 1, 2015 and November 20, 2015.*** The amount entered for question #4 under the Applicant/Recipient Information section must be exactly equal to the amount listed on your project application and the [2015 Grant Inventory Worksheet \(GIW\)](#). For question #2 under the Part I, most applicants will answer “no.” Our understanding is the question asks if a specific project receives more than \$200k from HUD in addition to what it receives through the CoC renewal application. If you have multiple projects, you must fill out one form per project and then combine forms into one file as a zip file before uploading it. (click [here](#) for how to create a zip file.) Find blank HUD Form 2880s at [this link](#).
- ❑ **Disclosure of Lobbying Activities (SF-LLL):** Required for all nonprofit organizations. If applicable, you must submit a new SF-LLL form signed and dated within the past 12 months. Find blank SF-LLL forms at [this link](#). If your agency is not engaged in lobbying associated with CoC, complete the form by filling in your agency name and address in 4; leaving 5, 8, and 9 blank; and filling in & signing 11.
- ❑ **Code of Conduct:** The 2014 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):** HUD requires that Applicants submit updated 50070 forms, even if it was previously attached in a prior competition. ***The form must be signed and dated no earlier than July 1, 2015.*** Find blank HUD Form 50070s at [this link](#).
- ❑ **Non-profit documentation:** Required for all nonprofit organizations. If you are a nonprofit, 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 (SF-424 Supplement):** Required from all nonprofit organizations. HUD's instructions indicate you must replace an existing survey with a “new current date” version. Find blank SF-424 Supplement forms at [this link](#).

* *E -snaps* doesn't allow you to access your Project Application until you have hit the “Complete” button on the Applicant Profile, including uploads of all required documents. That said, you can upload “placeholder” documents (e.g. a blank HUD 2880 form instead of a completed one). This allows you to access your Project Application. Once you have all completed, signed documents, you can update and attach the completed forms on your Applicant Profile.

G. Tips for completing the Project Application:

Please review carefully the detailed step-by-step instructions found in HUD's [Renewal Project Application Instructional Guide](#). HUD provides detailed instructions within e-snaps on each page of the application (accessible by clicking on "Instructions: [show]" at the top of each page). All information from your last year's 2014 Project Application will import directly into your 2015 Project Application. Once you've completed the import, ***review each question carefully to make sure the data is still accurate. If needed, make updates and revisions to the information for the 2015 Project Application.***

The guidance below addresses questions specific to our CoC:

How do I name my project? Enter the project name exactly as it appears in the [2015 Grant Inventory Worksheet \(GIW\)](#) (also sent via email along with this guidance). This is 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, complete Section 1 with the same information you provided last year, unless that information has changed or you have received other instruction from HUD. 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 in Section 1 are also highlighted below.

- **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 [2015 Grant Inventory Worksheet \(GIW\)](#).
- **1C. Application Details**, the funding opportunity number for the 2015 application should auto-populate, but it's FR-5900-N-25.
- **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 06/30/2016, then enter 07/01/2016 as your Proposed Start Date. Your Proposed End Date should be one-year later (in this example, it should be 06/30/2017). Confirm your current grant end date in our 2015 GIW.
- **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.

Section 3A:

- **1. Expiring Grant Number:** Find it either on your current grant agreement with HUD or listed in our 2015 GIW.
- **2. CoC Number and Name:** OR-501 Portland/Gresham/Multnomah County CoC
- **3. CoC Collaborative Applicant Name:** City of Portland
- **4. Project Status:** Answer "Standard"
- **5. Project component type:** Verify your component type in our 2015 GIW.

Section 3B (Note this screen and the question numbering may look different depending on your project type (e.g. PH vs. TH) and whether the project includes rental assistance:

- **2. Does your project participate in a CoC Coordinated Entry Process? (* if No, explain why your project does not participate in a CoC Coordinated Entry Process)**

Follow the below guidance in answering this question:

HUD describes coordinated entry (or coordinated access or coordinated assessment) in the [CoC Interim Rule](#) as a process designed to coordinate program participant intake, assessment and provision of referrals. A coordinated entry system 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. (24 CFR Part 578.7(a)(8))

- A. If your project serves **youth**, answer “Yes”. Your project participates in the Homeless Youth Continuum (HYC) coordinated entry process.
- B. If your project serves **families**:
 - And participates in the Mobile Housing Team’s coordinated entry, or another project- or collaboration-specific coordinated entry process, answer “Yes.”
 - And **does not** participate in the Mobile Housing Team’s coordinated entry, or another project- or collaboration-specific coordinated entry process, answer “No.”
 - In the narrative write: “Project is currently not participating in an existing coordinated entry process. CoC planning efforts are underway in 2016 to connect non-participating CoC projects to coordinated entry.”
- C. If your project serves **survivors of domestic violence**:
 - And participates in the DV system’s coordinated entry, or another project- or collaboration-specific coordinated entry process, answer “Yes.”
 - And **does not** participate in the DV system’s coordinated entry, or another project- or collaboration-specific coordinated entry process, answer “No.”
 - In the narrative write: “Project is currently not participating in an existing coordinated entry process. CoC planning efforts are underway in 2016 to connect non-participating CoC projects to coordinated entry.”
- D. If your project serves **single adults**:
 - And participates in the HOPE program coordinated entry pilot, or another project- or collaboration-specific coordinated entry process, answer “Yes.”
 - And **does not** participate in HOPE program coordinated entry pilot, or another project- or collaboration-specific coordinated entry process, answer “No.”
 - **If your project is PSH**, in the narrative write: “Coordinated entry process is in pilot phase. Coordinated entry process will be implemented in 2016 and the project will participate in the coordinated entry process.”
 - **If your project is not PSH**, in the narrative write: “Project is currently not participating in an existing coordinated entry process. CoC planning efforts are underway in 2016 to connect non-participating CoC projects to coordinated entry.”

- **4. Housing First** HUD continues to advance through the 2015 CoC competition a strong emphasis on the importance and effectiveness of Housing First strategies. In this section, complete all the questions (4a, 4b, and 4c). e-snaps will use your responses to these questions to auto-populate 4d (“Does the project follow a “Housing First” approach). For more information on what HUD defines as a Housing First approach, see pages 10-11 of the [FY 2015 CoC Program NOFA](#).

Section 4A (Supportive Services for Participants):

- **1a. and 1b. (questions related to the education subtitles of the McKinney-Vento Act):** The 2015 NOFA requires all new and renewing projects that serve unaccompanied youth of families with children to assure compliance with the education subtitles of the McKinney-Vento Act. The Project Application includes questions that verify these assurances:
 - Applicants must demonstrate the project has or is establishing policies and practices consistent with, and do not restrict the exercise of rights provided by the educational subtitle of the McKinney-Vento Act, and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness; and
 - Applicants that provide housing or services to families must demonstrate that a staff person is designated to ensure 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.

For both questions, you should answer “yes”, unless your project does not serve children, in which case you should answer “not applicable.” If you have any concerns related to the degree to which your project complies with these assurances, we can provide further guidance regarding sample policies and practices.

Section 4A (HMIS Standards):

- **1a and 2 a:** The only projects that should answer “no” are projects that serve domestic violence survivors or new projects that are not yet operational. All other projects should answer “yes.” **Domestic violence service providers** should choose “Federal Law Prohibits” as their reason (question 1a) and can include this narrative:
 - “HMIS participation prohibited by VAWA: 42 USC Chapter 136 Section 13295 (b)(2) and FVPSA: 42 USC Chapter 110 Section 10406 (c)(5); Project uses comparable database for information collection and management as required in 24 CFR 578.57.”

For all projects answering “yes,” you can generate the required data for questions 3 and 4 by running the “HUD APR” in Service Point with the time period (01/01/2014 – 12/31/2014).

Sections 5A and 5B (Participant Screens):

- Data entered in these sections should reflect your estimate of the number of participants in the program when the program is at full capacity (at a point in time, *not* over the course of the year). Unless you anticipate significant changes in populations served between your 2014 grant and 2015 grant, you should repeat the values from your 2014 grant application. If you expect differences in client

populations, you should estimate this based on your project's past performance and in light of any changes to your project budget.

Sections 5C (Outreach for Participants):

- Make sure to note any client eligibility restrictions associated with your original CoC grant application. For instance, if your project was awarded under the Permanent Housing Bonus, you will generally be restricted to serving only clients who come from the street, shelter or Safe Havens. See more about eligible client populations at Section V.F.c.2.d.(4) (page 28-30) of the [FY 2015 CoC Program NOFA](#).

H. Tips for “Part 6: Performance Measures” of your Project Application:

As in prior years the Project Application includes a section on performance measures that are specific to the type of project you are renewing. Full instructions for completing the section are in HUD's [Performance Measures – Project Application Instructional Guide](#).

Your project's future performance in your APR will be measured against the performance measures you enter here, so establish performance measures that are consistent with your actual project performance, rather than aspirational. We encourage you to keep performance measures relatively simple and to not record additional performance measures in Screen 6B unless they are core to your program and part of your routine data collection and reporting.

HUD has identified specific options for the types of performance measures you can choose to track. These options vary by project type and are listed in *e-snaps* in the appropriate fields of the Project Application Performance Measures section:

- **Permanent Housing:** All applicants for permanent housing projects are required to set a housing stability goal to be accomplished by the end of the upcoming operating year and reported in the APR. Applicants must also identify a goal for one income-related measure on which data will be reported in the APR. Applicants may also include up to three additional measures to be accomplished by the end of the upcoming operating year and reported in the APR.
- **Transitional Housing:** Transitional housing applicants are required to set a housing stability goal to be accomplished by the end of the upcoming operating year and reported in the APR. Applicants must also identify a goal for one income-related measure on which data will be reported in the APR. Applicants may also include up to three additional measures to be accomplished by the end of the upcoming operating year and reported in the APR.
- **Supportive Services Only:** The performance measure options for SSO applicants will depend on your responses to the question on the 3B “Supportive Services Only” form.

HUD's competitive scoring of CoCs has significantly toward performance objectives, some of which are different from the performance objectives they have used in prior competitions. While the 2015 NOFA, *e-snaps* instructions and other HUD policy guidance do not specifically address how to develop your performance measures, you may want to consider your performance against the measures you established in 2014 and the following CoC Strategic Planning Objectives that HUD and/or our local continuum have established:

CoC Objective	HUD National Benchmark	2013 Local CoC Actual Performance
Percentage of participants remaining in permanent housing or moving from transitional to permanent housing	80%	92%

If your project’s actual performance is significantly lower, you should consider program improvements that will allow the project to set performance measures that are closer to these benchmarks.

I. Tips for “Part 7: Budget Information” of your Project Application:

For step-by-step guidelines on completing your Project Application budget, see HUD’s [Budgets – Project Application Instructional Guide](#). It is very important to carefully review your project budget application to make sure it exactly matches the budget listed in our [2015 Grant Inventory Worksheet \(GIW\)](#). All of the individual budget line items, as well as your total project budget, *must exactly equal* those included in the GIW.

Section 7A (Funding Request):

- **4.** Most projects bill directly for actual costs incurred, but some may bill using an indirect cost rate (particularly for admin). Consult with your accounting staff regarding how you bill. For more on eligible indirect costs, see Section 578.63 of the [CoC Interim Rule](#). **If you answer “yes”, you will be prompted to complete an indirect cost rate schedule table in e-snaps, and will be required to attach a copy of your approved indirect cost rate plan.**

Section 7H (Sources of Match/Leverage):

How do I enter match and leverage in the project budget?

Match and leverage are entered in the “Sources of Match/Leverage Detail” form in e-snaps.

- **Match:** Match must be equal to or greater than 25% of the total grant request for all eligible costs including Admin costs but excluding leasing costs (i.e. and funds identified for Leased Units and Leased Structures). Match must be cash or in-kind resources dedicated to eligible activities under the Subpart D of the [CoC Interim Rule](#). It may be from public (not statutorily prohibited by the funding agency from being used as match) or private sources. In order to maximize the amount that you can claim as leverage, you are strongly recommended to include only 25% as match. All other cash or in-kind commitment you bring to the project should be characterized as leverage.
- **Leverage:** Any cash or in-kind support dedicated to the project beyond the required 25% match should be listed as leverage in the “Sources of Leverage” screen. Cash or in-kind leverage is not limited to eligible activities under the CoC Interim Rule (e.g. It can include the value of case management activities that are not explicitly included as eligible activities under the CoC Interim Rule.), but leverage must be committed to the project, not specifically to project participants (e.g. TANF payments to project participants cannot be claimed as leverage).

Additional FAQ’s can be found by doing a search for keywords “match” and “leverage” at: <https://www.hudexchange.info/e-snaps/faqs/>

How much leverage should I post in my budget this year? This year, HUD will score CoCs based on whether they have a minimum of 150% leverage (across all projects). We strongly recommend detailing as much leverage as you can realistically document, which will benefit our CoC as a whole. In general, projects should aim to post at least 150% leverage beyond their required match amounts. At a minimum, make sure you have secured enough leverage to successfully operate your project and to assure HUD that your project is feasible.

How do I have to document the match and leverage that I include in my Project Application?

Match and leverage letters need to be based on the current commitments for the requested grant term at the time of project application and NOT based on projections.

- HUD currently has not specified when match letters need to be dated. However, it is recommended that letters be dated within 60 days of the 2015 NOFA deadline (Sept. 22, 2015 to Nov. 20, 2015).
- **HUD has specified that leverage letters need to be dated within 60 days of the 2015 NOFA deadline (Sept. 22, 2015 to Nov. 20, 2015).**

You do not need to upload commitment letters to *e-snaps*. However, you must have your letters completed and in-hand by November 20, 2015, the date the CoC application will be submitted to HUD. These letters need to be readily available when HUD requests them.

The written commitment must be documented on letterhead stationery, signed and dated by an authorized representative, and must, at a minimum, contain the following elements:

- the name of the organization providing the contribution;
- the type of contribution (e.g., cash, child care, case management, etc.);
- the value of the contribution;
- the name of project and its sponsor organization to which the contribution will be given;
- the date the contribution will be available.

Written agreements could include signed letters, memoranda of agreement, and other documented evidence of a commitment. The value of commitments of land, buildings, and equipment are one-time only and cannot be claimed by more than one project or by the same project in another year. For example, the value of donated land, buildings or equipment claimed in FY2014, or before, for a project cannot be claimed as leveraging by that project or any other project in subsequent competitions. Eventually any in-kind commitments of match will need to be documented with a memorandum of understanding (MOU) that is completed prior to your renewal grant execution.