



# REGIONAL TASK FORCE ON THE HOMELESS

"OUR COMMUNITY, OUR HOMELESS, OUR ISSUES"

## NOTICE TO ALL AGENCIES PROJECT APPLICATIONS – GENERAL INFORMATION AND INSTRUCTIONS 2017 HUD CoC Competition

### Local Process Timeline

An email was sent out to all providers on August 3, 2017 regarding the posting of the local process calendar of activities. That document may be found on the RTFH website under Resource Library/Regional Homeless Funding/2017 CoC NOFA/Calendars or by clicking on this link: [http://www.rtfhsd.org/wp-content/uploads/2017/08/Collaborative-Applicant-2017-NOFA-Submission-Process-Timeline\\_FINAL.pdf](http://www.rtfhsd.org/wp-content/uploads/2017/08/Collaborative-Applicant-2017-NOFA-Submission-Process-Timeline_FINAL.pdf).

Applicants are responsible for attending to all applicable dates and this notice will not reiterate the calendar in its entirety. Key dates applicants should take note of are as follows:

- August 18 ALL applications must be entered into e-snaps. **DO NOT HIT SUBMIT!**
- August 31 Public notice of preliminary rating and ranking of all projects
- Sept 6 Appeals due
- Sept 8 Appeals heard
- Sept 11 Public notice of final rating and ranking of all projects

### Application Completion in E-snaps for All Projects

#### *Submission Requirements*

It is critical that all renewal and new project applications be **completed in e-snaps on or before August 18, 2017**. It is equally critical that persons completing the applications **do NOT hit the "SUBMIT" button**. The Collaborative Applicant (RTFH) is required to review each application for completeness and accuracy and will notify each provider when their respective applications have been reviewed and approved. ***Please export your application and upload a .pdf copy to your agency 2017 NOFA Dropbox folder using the appropriate project file.***

**Please do not push the "Submit" button at the end of your online application until you have received a specific email from your assigned NOFA Team Technical Assistant authorizing you to submit the application.**

Failure to heed these instructions will require a “rejection” of your application by the Collaborative Applicant which will then return the application to you. Once you have completed your application, please send an email to your assigned NOFA TA informing her that you have done so and wait.

### ***Completion Requirements***

HUD has made many changes this year to the online application process. It is the responsibility of each provider to acquire and read the various Instructions Guides that HUD has posted regarding these changes. Instructions Guides for project applicants may be found at <https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#coc-program-competition--project-applicants>.

Applicants are particularly advised to see the following guides:

- Project Applicant Profile Instructional Guide
- How to Access the Project Application, FY 2017
- How to Complete the HUD Form 2880 in e-snaps
- Budgets – Project Application Instructional Guide
- The general AND detailed instruction guides for renewal projects (separate guides)
- The general AND detailed instruction guides for new projects (separate guides)

The 2017 NOFA for the CoC competition was released on July 14, 2017 and may be found at: <https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/>.

There are more steps than in previous years to create and access the 2017 application, including for renewals. Follow the instructions carefully.

### ***Changes to Forms***

Unlike previous submission periods, HUD has electronically integrated several forms that used to be hard copy attachments. According to the NOFA, page 39, Section VI.C.2, the Form HUD-2880, the SF-LLL, and the Form HUD-50070 are now completed and certified electronically as a part of the Project Applicant Profile and/or the Application.

There was an error in an earlier notice regarding the Form HUD-2991. This form and process have NOT changed from previous years. Every project is required to have a 2991 submitted on behalf of their project application. As in previous years, **providers do not have to secure this form**. The Collaborative Applicant has a process in place whereby jurisdictions are contacted just once to sign the forms for all projects in their respective areas.

**Please do not contact your jurisdiction’s housing affairs office to secure or request this form. The NOFA TA team will be taking care of this for all projects in all jurisdictions.**

### ***Code of Conduct***

HUD has implemented very stringent requirements for Codes of Conduct. They also went through their online listing of approved Codes of Conduct and removed many agencies. They state:

“Note that for FY 2017 most of the existing Codes of Conduct have been removed due to non-compliance with 2 CFR part 200; therefore, you should confirm your organization is still listed on HUD's website.”

There are very few organizations in our CoC on the HUD list.

Each agency must see the instructions on page 39 of the NOFA regarding the Code of Conduct and provide the required information in the required format as a part of their Project Applicant Profile. Information regarding HUD's requirements for Codes of Conduct may be found at:

[https://portal.hud.gov/hudportal/HUD?src=/program\\_offices/spm/gmomgmt/grantsinfo/conduct](https://portal.hud.gov/hudportal/HUD?src=/program_offices/spm/gmomgmt/grantsinfo/conduct)

### ***Renewal Projects Only***

This year, HUD is allowing most renewal projects the opportunity to experience a very quick and streamlined renewal application process. This opportunity does not apply to first time renewals, meaning that if your project was initially funded as a result of the FY 2016 CoC competition process and you are renewing your project for the first time in FY 2017, the “auto-populate” feature will not apply to you. Please see HUD's comments on this on page 3 of the Renewal Project Application Instructional Guide.

However, if you are a renewal project not otherwise excluded per HUD, the process this year is considerably shorter. Once you follow the prescribed steps to create the application, you will be given the option to import your 2016 application.

Once that happens, the bulk of your renewal activity is limited to reviewing the info and editing a short list of specific screens. You ARE able to make changes on any screen following a prescribed protocol. All of the details may be found both as a part of the larger Renewal Project Application Instructional Guide as well in a two-page summary version called “Process for Completing FY 2017 Renewal Project Application Screens,” which may be accessed at the following link:  
<https://www.hudexchange.info/resources/documents/Process-for-Completing-FY-2017-Renewal-Project-Application-Screens.pdf>.

It is the responsibility of each applicant to check all of the information imported by HUD to ensure it is still consistent with your particular project's parameters. Once complete, notify your assigned NOFA TA and wait for permission to submit the application.

### ***New Projects Only***

In addition to the information above, excluding that which pertains to renewal projects, new projects have a number of additional requirements that must be met in order to be considered competitive at the local and national level. That information will be posted in a separate notice for new project applicants only. Please be on the lookout for that separate notice and respond accordingly.

## **2017 NOFA Technical Assistance**

As in previous years, the Collaborative Applicant is making available individuals who will serve as a technical assistance resource for all applicants. Specific agencies will be assigned to specific TAs. This year's Technical Assistants are Pat Leslie and Holly Youngmans. The assignments have not yet been completed, but will be communicated shortly along with contact information for each.

Thank you.

FY2017 HUD NOFA TA Team