

**2019 CoC NOFA
FREQUENTLY ASKED QUESTIONS
AND WEEKLY NOTICES
August 5, 2019**

TOPIC	DETAIL	RESPONSE
Project Applications Renewals	I'm locked out of e-SNAPS and can't complete my renewal application, are you the administrator?	If you are locked out of <i>e-snaps</i> because of too many attempts to log in, click the 'Contact Us' button and advise them. Typically you will be given access in about 90 minutes, otherwise, it will reset overnight. If you cannot upload your renewal into Dropbox by midnight on 8/5/19 because of <i>e-snaps</i> , please advise your TA and complete and upload on 8/6/19.
Project Applications Renewals - Attachments	We've completed our renewal application but do not have all the 3rd party documentation for match. What should we do?	Complete the Match section of the application, then upload a statement from your organization that the match letters are pending. You will need to provide these ASAP. Your project will not be included in the list to HUD until these have been received.
Project Rating and Ranking Appeals	The workshop mentioned that there is a local appeal process. Can you give more information?	Although HUD does not require the local rating and ranking to include an appeals process, RTFH does offer this for the San Diego application. Appeals are submitted on a specific form that describes what is eligible for appeal. Displeasure with your score or your rank does not qualify for appeal. The process has a very fast turn-around, which is announced at the same time as the initial ranking order during the last week in August.
Project Applications Renewals - Attachments	The required documents list includes signed commitments for HMIS and CES but I can't find them. Where can I get this? Should I create my own statement?	The required statements are on page two of the Intent to Submit form , found on the post on the NOFA page titled, " Request for Intent to Apply for New Project Notice and Application Form ".
Application Due Dates	The expansion projects have three pieces. When are they due?	The original renewal is due August 5 th and should have checked "yes" that it is part of

		an expansion. The other two components are due on August 14th
Changes to Application	I'm trying to update my application but some parts are in "grey" cells and e-SNAPS won't let e change them.	Application items in "grey" are tied to either the Applicant Profile or other questions in the application. Item 1-6 are tied to the Applicant profile, other items, such as Housing First generally come from Part 3 or 4 of the application.
Application Budget	We want to change our renewal budget. How do we do that?	Your renewal budget categories must match what was confirmed on the Grant Inventory Worksheet (GIW) in April. Those cannot change at this time. If you want to change a specific line item in the budget, or update match, etc. you will indicate in the application that you want to make changes, then check the box(es) next to the sections you wish to change. Give a brief explanation at the bottom of the page then select "Save". You will then be able to make changes to those sections.