

**NOTICE TO APPLICANTS**

**FY 2021 Continuum of Care (CoC)**

**INSTRUCTIONS FOR SUBMITTING ACCEPTED PROJECTS**

This notice includes instructions for submitting projects that were accepted for inclusion in the 2021 CoC NOFO Application to HUD. Please see the section that applies to your applications. One section is for renewal, the other is for new or expanded projects. **Please** **take each of the actions identified** **prior to submitting your project(s) in *e-SNAPS*. Failure to complete the tasks may result in having to reject the application back to you and may put the project at risk of being excluded in the application for funds.**

**INSTRUCTIONS FOR *RENEWAL* PROJECTS**

HUD expects applications to be internally consistent, to follow instructions and requirements of the NOFO and the local Rating and Ranking process. Prior to submitting your renewal project(s) in *e-SNAPS* please do the following:

1. Review and update, if needed, contact information in the Applicant Profile
2. Review the 2880 form in the Applicant Profile for accuracy. HUD published a detailed guide on completing this form, you can find this on the FY 2021 CoC competition resources page on the HUD exchange.
3. Verify that the EEO Form in the Applicant Profile is dated for 2021
4. In Section 1D # Congressional District, Item 17, be sure the operating dates start in 2022 and end in 2023
5. Review the Dedicated Beds and units section - remembering that dedicated projects must commit to serving both individuals and families
6. Verify that the total budget requests matches the approved amount on the Rank Order list and does not exceed the total on the Grant Inventory Worksheet (GIW) your organization approved last May.
7. Attach your match commitment letters or MOUs. Verify that the letters include the essential components as described by HUD for in-kind match MOUs. A sample template was provided during the summer 2021.
8. IF any changes were made, copy and paste a final version to the drop box - labeled FINAL - (insert Project name).
9. When those eight (8) items are completed, **renewals** can use the submit button on the summary page to submit to the priority listing.
10. Send an email to: KathrynDurant@RTFHSD.org and to PLelie@pointloma.edu to advise the CoC that this has been completed and ready to be included in the HUD e-SNAPS priority listing.

**(Celebrate completing the 2021 NOFO process!)**

**INSTRUCTIONS FOR NEW and EXPANSION PROJECTS**

You will follow the same steps as renewal projects for actions 1-9, then do the following:

1. Attach a copy of your 501(c)3 or other tax-exempt classification
2. Contact PLeslie@pointloma.edu for a final review of your project.
3. IF any changes were made, pdf and upload a copy to the Dropbox.
4. Wait to submit until you have been instructed to do so.

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