

**Housing First Solano  
Vallejo-Solano County Continuum of Care**

**HUD Homeless Assistance  
FY 2016 Continuum of Care  
NOFA Competition**

**Technical Assistance (TA) Handbook**

**July 14, 2016**

## CONTEXT

The CoC Program (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States, and local governments to quickly re-house homeless individuals, families, persons fleeing domestic violence, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by persons experiencing homelessness; and to optimize self-sufficiency among those experiencing homelessness.

Each year the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding Availability (NOFA), signifying the beginning of a funding competition among approximately 450 Continuums of Care (CoC), the community stakeholder groups that guide local responses to homelessness.

The FY 2016 CoC Competition consolidated application responses to the NOFA will consist of three parts: the **CoC Application**, which describes the CoC planning body, governance structure, overall performance, and the strategic planning process; the **CoC Project Listing**, which ranks the project applications for HUD and identifies any rejected applications, showing the CoC's priorities for funding; and a number of **Project Applications**, each of which reflects one project seeking funding.

Before the application is submitted to HUD, the CoC is required to hold a local competition to determine which project applications will be included in the consolidated application, along with their relative priority. The results of the local competition dictate which projects the CoC will prioritize. This TA Workshop is intended to help projects prepare for the 2016 local competition for CoC Program funds.

As a project applicant, you must participate in the local review and rank process and have your project selected for submission with the CoC consolidated application in the national competition in order to be eligible for funding. You must follow local procedures and submit local documents, and you also need to prepare for the HUD submission of the project application. HUD requires the use of a web-based application and grants management system called e-snaps.

The materials provided at this TA Workshop will guide you in preparing your applications. The local process handbook includes information about the local process in this community, and this TA Handbook contains information you need to know for the HUD process.

There are three things to keep in mind when preparing your application:

1. Ensuring your application is competitive for funding in your CoC's local competition
2. Ensuring the project you are applying for is eligible for HUD funding and compliant with HUD requirements, and
3. Ensuring your application is filled out correctly.

Of these three, the local process handbook will answer any questions you have about number 1, and this TA Handbook will answer the other two. **Designing Your Project** and **Program Requirements** sections speak to HUD eligibility and requirements. **Completing an Application in HUD's Web-Based Application System: e-snaps** will help you ensure your application is filled out correctly.

## HOW TO USE THIS TA HANDBOOK

This handbook is written to be a reference guide for recipient and subrecipient staff that are completing the project application or participating in project implementation. While you are welcome to read this document front to back, you may find it most useful to start from the Table of Contents.

## TABLE OF CONTENTS

Summary: 2016 NOFA Competition Overview and Funding Available.....	6
A. Highlights of the FY2016 NOFA and Competition .....	7
B. Ranking Explained.....	8
C. Before Applying for a CoC Grant .....	9
Designing your Project .....	10
I. HUD’s Homeless Policy and Program Priorities .....	10
II. Eligible New Project Types.....	11
A. New Projects Created by Reallocation.....	11
B. New Permanent Housing Bonus Projects .....	12
C. Overview of Eligible New Project Types .....	12
III. New Project Basic Design Requirements .....	14
A. Threshold Requirements .....	14
B. Funding Levels & Limits.....	16
C. Timeliness.....	16
D. Eligible Applicants.....	16
E. Initial Funding Term .....	17
F. Match Requirement.....	17
IV. Renewal Projects Design Requirements.....	18
A. Eligible Renewal Costs .....	18
B. Threshold Requirements .....	18
C. Funding Levels & Limits.....	19
D. Funding Term .....	20
E. Match Requirement.....	20
V. Eligible Costs to Inform Project Design.....	21
VI. Eligible Project Participants: Who Can Be Served? .....	23
Program Requirements .....	29
VII. Other Resources .....	29
A. Match .....	29
B. Leverage.....	29
C. Submission.....	30
D. Documentation of Other resources.....	31

E. Examples of Other Resources .....	32
VIII. Energy Star .....	34
IX. Later Responsibilities for Recipients and Subrecipients .....	35
A. New Projects .....	35
B. All Projects .....	35
C. Timeliness .....	37
Completing an Application in HUD’s Web-Based Application System: e-snaps .....	39
A. First Things First: Training Modules .....	39
B. Steps to Completing Your Project Application .....	40
C. Recipient Documents & Applicant Profile .....	42
D. Completing the Project Application .....	52
E. Indirect Cost Rate (Screen 7A, Question 4) .....	68
Resources .....	72

---

## SUMMARY: 2016 NOFA COMPETITION OVERVIEW AND FUNDING AVAILABLE

On June 29, 2016, the U.S. Department of Housing and Urban Development (HUD) released a Notice of Funding Availability (NOFA) for the McKinney-Vento Continuum of Care Homeless Assistance Grants for FY 2016. In 2016, the Solano CoC expects to be eligible to apply for approximately \$1,282,149 in funding to support housing and services for homeless households, and approximately \$36,633 for CoC Planning Funds.

### **Annual Renewal Demand Funding:**

\$1,221,094

This funding supports the CoC's existing housing and services. The CoC has the option to **continue to support** those programs, **or to redirect** those resources, in whole or in part, to (i) new permanent supportive housing projects dedicated for chronically homeless individuals and families; (ii) new rapid re-housing projects that will serve individuals and families who come directly from the streets or emergency shelters, or are fleeing domestic violence; (iii) new projects for dedicated HMIS; or (iv) new Supportive Services Only projects for a centralized or coordinated assessment system.

### **Permanent Housing Bonus Funding:**

\$61,055

This funding supports (i) new permanent supportive housing projects that will serve 100% chronically homeless individuals and families or (ii) new rapid re-housing projects that will serve individuals and families who come directly from the streets or emergency shelters, or are fleeing domestic violence

### **CoC Planning Funds:**

\$36,633

This funding supports CoC planning activities, and only the collaborative applicant CAP Solano JPA may apply for it.

**The planning grant will not be ranked in this year's competition and is not competitive with housing or service projects.** As such, this Handbook does not include comprehensive information about applying for planning grants.

As in past years, the funding that CoCs can apply for is divided into tiers, with projects prioritized in Tier 1 being more likely to be funded than projects of lower priority that are placed in Tier 2. In 2016, the amount of funding in Tier 1 is equal to the CoC's approved FY 2016 Annual Renewal Demand (ARD) less 7 percent (in 2015 it was 15 percent). The amount of funding in Tier 2 is equal to the amount remaining in the CoC's FY 2016 ARD plus the Permanent Housing Bonus amount. Bonus projects will be ranked and reviewed in the same

way as other projects, but applications for CoC planning will be submitted outside of the Tiering process.

Projects in Tier 2 will be selected and funded based on a score related to: the overall CoC score, the project's ranked order, project type, and their level of Housing First implementation. Compared to last year, HUD increased the points associated with a project ranked order, and decreased the points attributed to the overall CoC score and project type.

- **Anticipated Annual Renewal Demand:** \$1,221,094
- **Anticipated Tier 1 Amount:** \$1,135,617
- **Anticipated Tier 2 Amount:** \$146,532

**In 2016, funds are NOT available for:**

- Emergency shelter
- Homelessness prevention projects
- New transitional housing
- New supportive service only projects (except coordinated assessment)

---

#### A. HIGHLIGHTS OF THE FY2016 NOFA AND COMPETITION

- **Focus:** Again in 2016, the NOFA and scoring criteria are very focused on HUD's policy priorities, including creating a systemic response to homelessness; strategically allocating resources; ending chronic, veteran, youth, and family homelessness; and implementing Housing First system-wide.
- **CoC Review of Projects:** Through the FY 2016 Appropriations Act, Congress requires that for this NOFA:
  - CoCs cannot receive grants for bonus projects unless the CoC competitively ranks projects based on how they improve system performance.
  - HUD must base an increasing share of the CoC score on performance criteria.
  - HUD must prioritize funding for CoCs that have demonstrated the ability to reallocate resources to higher performing projects.

Relatedly, because new permanent housing projects may be created by reallocation or permanent housing bonus amount, HUD may reclassify projects a CoC has submitted as a bonus project to reallocation (and vice versa) if CoC has exceeded the amount allowable for the submitted funding type.

- **Technical Review.** This year's NOFA includes additional details about application deficiencies, including which are curable. Your project application will undergo a threshold and technical review before being submitted to HUD to ensure it is not deficient.
- **Program Income Again Eligible for Match.** As authorized by the FY 2016 HUD Appropriations Act, program income may now be used as a source of match and must be properly documented in the project application, however, match letters will not be submitted with the project application this year.

- **Leverage** documentation is no longer required as part of the project application.
- **Debriefing Availability.** New this year, for a period after award announcements HUD will provide a requesting applicant a debriefing related to its application, including the final score received for each rating factor. This may be relevant for projects placed in Tier 2.

---

## B. RANKING EXPLAINED

CoCs are required to either accept and rank or reject all projects submitted by project applicants in e-snaps, except CoC planning projects. CoCs are encouraged consider the policy priorities established in the NOFA in conjunction with local priorities to determine the ranking of projects. All projects must pass HUD's eligibility and threshold requirements to be funded, no matter their priority.

### TIER 1

The amount of funding available for Tier 1 is equal to 93 percent of the CoC's annual renewal demand. HUD will conditionally award projects from the highest scoring CoC to the lowest scoring CoC. Projects should be placed in priority order.

### TIER 2

The amount of funding available for Tier 2 is equal to the difference between Tier 1 and the CoC's final pro rata need amount (in our community, the annual renewal demand of \$1,221,094) plus the amount available for the permanent housing bonus. Funding will be determined by the point value of each project application based on a 100 point scale. All Tier 2 projects will be funded in point order.

Tier 2 points are awarded as follows:

- **CoC Score:** Up to 50 points in direct proportion to the CoC score
- **CoC Ranking:** Up to 35 points for the CoC's ranking of the project application(s), with the points spread evenly across the Tier 2 funding amount. Higher ranked projects get more points, however, the formula used to award points gives a disincentive for large projects.
- **Project Type:** Up to 5 points will be based on the type of project and the population served
  - 5 points for renewal and new Permanent Housing, renewal Safe Haven, Homeless Management Information System, Supportive Services Only for Coordinated Entry System, or Transitional Housing that exclusively serves homeless youth
  - 3 points for other renewal Transitional Housing
  - 1 point for other renewal Supportive Services Only project applications
- **Commitment to Policy Priorities:** Up to 10 points for Housing First commitment
  - For Permanent Housing: Will receive points based on how the project commits to applying the Housing First model
  - Homeless Management Information System and Supportive Services Only for Coordinated Entry System projects: Will automatically receive 10 points



- Transitional Housing and other Supportive Services Only projects: Will receive points based on how the project demonstrates that it is low-barrier, prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions to entry (such as sobriety or a minimum income threshold).

### **STRADDLING TIERS**

For any projects that straddle the two tiers, the Tier 1 portion will be funded in accordance with Tier 1 processes and the Tier 2 portion will be funded in accordance with Tier 2 processes. HUD may award project funds for just the Tier 1 portion, provided the project is still feasible with the reduced funding (i.e., is able to continue serving homeless program participants effectively).

### **RECLASSIFICATION**

Because new permanent housing projects may be created by reallocation or permanent housing bonus amount, HUD may reclassify projects a CoC has submitted as a bonus project to reallocation (and vice versa) if CoC has exceeded the amount allowable for the submitted funding type. If that were to occur, it may impact ranking and result in lower priority projects not being funded. Your CoC's project applications, and the CoC Application and its attachments, will be reviewed carefully to avoid this occurring in this CoC.

### **PLANNING COSTS**

This year, applications for planning costs will be unranked. CoCs may only submit one application for CoC planning costs and it must be submitted by the Collaborative Applicant that is listed on the CoC Applicant Profile in e-snaps. HUD will conditionally select all CoC planning projects that pass eligibility and threshold review.

---

## **C. BEFORE APPLYING FOR A COC GRANT**

This Handbook give an overview of the CoC requirements and this funding opportunity. To ensure a comprehensive understanding and compliance with all CoC requirements, all applicants should read and be familiar with:

- The FY2016 CoC NOFA
- The CoC Program Interim Rule and
- The FY2016 General NOFA.

Links to each of these documents can be found in the Resources section at the end of this Handbook.

## DESIGNING YOUR PROJECT

### I. HUD'S HOMELESS POLICY AND PROGRAM PRIORITIES

All projects should align with HUD's policy and program priorities, both to increase their likelihood of being funded in this cycle and to ensure that the funding is a good match for the project in the future. CoCs and Project Applications will be evaluated based on the extent to which they further HUD's policy priorities. Aligned with *Opening Doors: The Federal Strategic Plan to Prevent and End Homelessness*, the policy priorities set forth in the NOFA are:

1. **Creating a Systemic Response to Homelessness** by developing systemic supports that assure homeless assistance is well coordinated, well managed, inclusive, transparent, and achieves positive outcomes, by:
  - Measuring system performance
  - Creating an effective coordinated entry system
  - Promoting participant choice
  - Planning as a system
  - Making the delivery of homeless assistance more open, inclusive, and transparent
2. **Strategic Resource Allocation** based on performance evaluation and data of all resources, including:
  - Comprehensive review of projects and reallocation when it would reduce homelessness
  - Maximizing the use of mainstream resources
  - Leveraging resources through partnerships (PHAs, philanthropy, etc.)
  - Reviewing the efficacy of transitional housing
  - Administering programs in the most integrated setting appropriate for individuals with disabilities (*added since CoC Registration Notice*)
3. **Ending Chronic Homelessness**
  - Targeting permanent supportive housing beds to chronically homeless people by prioritizing for entry within each project's structure consistent with Notice CPD 14-012
  - Increasing units for chronically homeless people
  - Improving outreach
4. **Ending Family Homelessness**
  - Ensuring access to housing resources for families, such as rapid rehousing, affordable housing units, permanent supportive housing
5. **Ending Youth Homelessness**
  - Understanding the unique needs of homeless youth and reaching out to youth-serving organizations to help them fully participate in the CoC

- Meeting the needs of homeless youth, including Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) youth and victims of trafficking
- When evaluating the performance of youth programs, taking into account the specific challenges faced by homeless youth

#### 6. Ending Veteran Homelessness

- To the extent possible, prioritizing veterans and their families who cannot be effectively assisted with Department of Veterans Affairs (VA) services for CoC-funded services
- Coordinating CoC resources with VA-funded housing and services (e.g., HUD-VASH, SSVF)

#### 7. Using a Housing First Approach

- Using data to quickly and stably house homeless persons
- Engaging landlords and property owners
- Removing barriers to entry, such as poor credit history, lack of income or employment, or sobriety
- Adopting client-centered service methods

## II. ELIGIBLE NEW PROJECT TYPES

New projects may apply for one of two funding streams:

- Reallocation of funding for renewal projects or
- Permanent Housing Bonus funding.

Requirements, eligibility, amounts and processes differ for the two types of funding, so potential applicants should consider both carefully. However, new permanent housing projects will be evaluated using the same criteria regardless of whether the CoC has identified them as bonus or reallocation projects.

### A. NEW PROJECTS CREATED BY REALLOCATION

The CoC may **reallocate funds from renewal projects to be used for:**

1. New permanent supportive housing projects where all beds will be dedicated for use by chronically homeless individuals and families
2. New rapid re-housing to serve homeless individuals and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness
3. New dedicated Homeless Management Information System (HMIS) project
4. New Supportive Services Only (SSO) project specifically for a centralized or coordinated assessment system

There is no guarantee that reallocated funding will be available, but it may be if one or more renewal projects decides not to apply or is selected by the panel for reallocation.

---

## B. NEW PERMANENT HOUSING BONUS PROJECTS

The CoC can apply for funds for new Permanent Housing Bonus projects that may be used for:

1. New permanent supportive housing projects that will serve 100 percent chronically homeless families and individuals
2. New rapid re-housing to serve homeless individuals and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness

Bonus projects will be ranked with other projects, not funded separately as they were last year.

---

## C. OVERVIEW OF ELIGIBLE NEW PROJECT TYPES

### 1. PERMANENT SUPPORTIVE HOUSING FOR CHRONICALLY HOMELESS PEOPLE (BONUS OR REALLOCATION)

---

- Project must serve exclusively (100%) chronically homeless individuals and/or households with children (see “Eligible Project Participants: Who Can Be Served?” section of this manual, page 23).
- Grant funds may be used for (see “Eligible Costs to Inform Project Design” section of this manual, page 21):
  - Leasing
  - Operations
  - Rental Assistance
  - Supportive Services
  - HMIS
  - Indirect Costs
  - Administration
- Project should use a “Housing First” approach in its design. Housing First is a model of housing assistance that is offered without preconditions (such as sobriety or a minimum income threshold) or service participation requirements, and rapid placement and stabilization in permanent housing are primary goals.
- Projects are prohibited from discriminating against chronically homeless families with children.
- Housing may be single site or scattered sites, and can be integrated with affordable or market-rate units.
- Services must be offered. Services may vary depending on residents’ needs.

- Project may, but do not have to, require participating in non-disability related services. (Disability-related services include but are not limited to mental health services, outpatient health services, etc.)
- Substance abuse treatment projects may require participation in substance abuse treatment services as a condition of continued participation in the project.
- Lease is required; must be renewable, for a term of at least one year, and terminable only for cause.

## 2. RAPID RE-HOUSING FOR HOMELESS PEOPLE LIVING ON THE STREETS OR IN EMERGENCY SHELTER OR FLEEING DOMESTIC VIOLENCE (BONUS OR REALLOCATION)

---

- Grant funds may be used for (see “Eligible Costs to Inform Project Design” section of this manual, page 21):
  - Short term (up to 3 months) and/or medium-term (3-24 months) tenant-based rental assistance
  - Supportive services
  - HMIS
  - Indirect Costs
  - Administration
- Lease is required; must be renewable, for a term of at least one year (regardless of the length of assistance provided), and terminable only for cause.
- Project must:
  - Limit rental assistance to no more than 24 months per household.
  - Limit supportive services to no more than 6 months after rental assistance stops.
  - Re-evaluate at least once per year whether the project participant continues to lack the resources and support networks necessary to retain housing without CoC assistance.
  - Offer supportive services (may include any eligible CoC Program supportive service). Project participants should have access to a wide array of supportive services designed to help them retain stable, long-term housing.
  - Require project participants to meet with a case manager at least monthly. *(Project is exempt if the Violence Against Women Act or the Family Violence Prevention and Services Act prohibit the recipient from making housing conditional on the participant’s acceptance of services.)*
  - Follow CoC written policies for:
    - Determining and prioritizing eligible families
    - Determining the amount or percentage of rent that each project participant must pay
- Project may (if aligned with written standards adopted by the CoC in consultation with ESG recipients in the CoC’s geographic area and administered consistently across all projects):

- Set a maximum amount or percentage of rental assistance that a project participant may receive.
- Set a maximum number of months (up to 24 months) that a project participant may receive rental assistance.
- Set a maximum number of times that a project participant may receive rental assistance.
- Require project participants to share in the costs of rent.

### 3. DEDICATED HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) (REALLOCATION ONLY)

---

- HUD requires each CoC to designate an information system to comply with data collection requirements. HMIS supports CoC functioning, reporting and recordkeeping, centralized or coordinated assessment, and performance measurement.
- Grant funds may be used for (see “Eligible Costs to Inform Project Design” section of this manual, page 21):
  - HMIS
  - Indirect Costs
  - Administration
- The CoC’s HMIS Lead Agency is the only agency that can apply for this funding

### 4. SSO PROJECT FOR A CENTRALIZED OR COORDINATED ASSESSMENT SYSTEM (REALLOCATION ONLY)

---

- Centralized or coordinated assessment system is defined to mean a centralized or coordinated process designed to coordinate program participant intake, assessment, and provision of referrals. A centralized or coordinated assessment 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.
- Grant funds may be used for (see “Eligible Costs to Inform Project Design” section of this manual, page 21):
  - Supportive services
  - Indirect Costs
  - Administration

## III. NEW PROJECT BASIC DESIGN REQUIREMENTS

### A. THRESHOLD REQUIREMENTS

For new projects, the review process considers applicant and subrecipient eligibility and capacity, project eligibility, and project quality as part of the threshold review.

**Project Eligibility Threshold:** HUD will review eligibility threshold requirements on a pass/fail standard, and if standards are not met, the project will be rejected from the competition.

Applicants and subrecipients must:

- Be eligible under the CoC Program (see subsection D. below, page 16)
- Demonstrate financial and management capacity and experience to carry out the project and to administer Federal funds
- Submit required certifications
- Propose an eligible population for the project type, as designated by the CoC Program Interim Rule and the NOFA
- Show that the project is cost-effective, with costs not deviating substantially from the norm in that locale for similar project activities
- Agree to participate in HMIS (except for victim service providers who must use a comparable database)

**Project Quality Threshold:** HUD will review all new project applications to determine if they meet project quality threshold requirements with clear and convincing evidence. The housing and services proposed must be appropriate to the needs of the program participants and the community.

- For new permanent housing projects, applications must receive at least 3 out of 5 possible points to be funded. Quality threshold factors include:
  - Whether the type of housing, number, and configuration of units will fit the needs of the program participants
  - Whether the type of the supportive services offered (regardless of funding source) will ensure that participants obtain or retain permanent housing
  - Whether the plan to connect clients to benefits meets program participant needs
  - Whether participants are assisted in obtaining and remaining permanent housing in a manner that fits their needs; and
  - Whether at least 75% of program participants come from street, shelter, safe havens or fleeing domestic violence.
- For new SSO projects for centralized or coordinated assessment systems, applications must receive at least 2 out of 4 possible points to be funded. Quality threshold factors include:
  - Whether the system is easily accessible to all in the CoC's geography who are seeking information about homelessness assistance
  - Whether the advertising strategy is designed to reach persons with the highest barriers
  - Whether there is a standardized assessment process; and
  - Whether the project ensures participants are directed to housing/services that fit their needs.

**Other threshold requirements:**

- Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s), as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings
- For expansion projects, project applicants must clearly articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources.
- Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85.
- HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, or unresolved audit/monitoring finding related to one or more existing grants. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.
- All projects must have a DUNS number and active registration in SAM.

---

**B. FUNDING LEVELS & LIMITS**

Each year's Notice of Funding Availability (NOFA) will state how the funding amount is to be calculated. This year, these rules apply:

- New project applications must request the full FMR amount per unit.
- HUD will adjust leasing, operating, and rental assistance budget line items based on changes to the Fair Market Rents (FMR). All adjustments will be made prior to award announcement.
- If the recipient has a subrecipient, it is required to share at least 50% of project administrative funds with its subrecipient(s).

---

**C. TIMELINESS**

- Proof of site control, match, environmental review, and the documentation of financial feasibility must be completed within 12 months of the announcement of the award. The 12-month deadline may be extended by HUD for up to 12 additional months upon a showing of compelling reasons for delay due to factors beyond the control of the recipient or subrecipient.
- In order to expend funds within statutorily required deadlines, applicants funded for new sponsor-based and project-based rental assistance must execute the grant agreement and begin providing rental assistance within 2 years. However, HUD strongly encourages all rental assistance to begin within 12 months of award. Applicants unable to begin within 12 months should consult with the local HUD CPD Field Office.

---

**D. ELIGIBLE APPLICANTS**



- States
- Local governments
- Instrumentalities of State and local governments
- Public housing agencies
- Non-profit organizations

**NOTE: HUD will not evaluate applications from ineligible applicants.  
HUD will review the applicant's capacity to do the work.**

---

#### E. INITIAL FUNDING TERM

- New projects may request funding for a 1-year grant term (but in some cases, can also apply for a 2, 3, 4, 5, or 15 year grant).
- A new project requesting, for example, \$300,000 would receive the full amount for a one year grant, \$150,000 each year for a two year grant, and \$100,000 each year for a three year grant, and so on. If considering a longer term grant, please review the NOFA or consult with HomeBase Local Team members for grant term requirements.

---

#### F. MATCH REQUIREMENT

- See "Other Resources" section of this manual for more detail.

## IV. RENEWAL PROJECTS DESIGN REQUIREMENTS

To be eligible for renewal funding:

- The application must be approved by the CoC for submission in this NOFA.
- The applicant must have an executed grant agreement by December 31, 2016, and the current grant must expire between January 1 and December 31, 2017.
- The applicant must be the entity that signed the expiring grant agreement with HUD.

The list of potential projects eligible for renewal in FY 2016 for our CoC is provided as a handout, and is referred to in this Handbook as the Grants Inventory Worksheet or GIW. The total request for each renewing project may not exceed the amount HUD approved for that project on the GIW.

### A. ELIGIBLE RENEWAL COSTS

All renewal projects must submit an application that reflects the same costs and amounts as are listed on the Grant Inventory Worksheet for that grant. Those costs may include:

- Leasing
- Rental assistance
- Operating costs
- Supportive services
- HMIS
- Indirect Costs
- Administration

### Consolidation

HUD encourages the consolidation of renewal grants when the grants are with the same recipient, have the same component and expire in the same year, however, projects that have not yet been consolidated must submit separate project applications for individual renewal grants. Consolidation can occur at grant agreement execution, with some limitations.

### B. THRESHOLD REQUIREMENTS

HUD assumes renewal projects meet project eligibility and quality threshold requirements because of previously approved grant applications, unless information to the contrary is received (e.g., monitoring findings, results from investigations by the Office of Inspector General, the recipient routinely does not draw down funds from LOCCS at least once per quarter, consistently late APRs.). Eligibility threshold is determined on a pass/fail basis, and **if standards are not met, the project will be rejected from the competition.**

In addition, however, renewal projects must meet minimum project eligibility, capacity, timeliness, and performance standards identified in this NOFA or they will be rejected from consideration for funding.

When considering renewal projects for award, HUD will review information in eLOCCS; Annual Performance Reports (APRs); and information provided from the local HUD/CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants, and will assess projects using the following criteria on a pass/fail basis:

- Whether the project applicant's performance met the plans and goals established in the initial application as amended
- Whether the project applicant demonstrated all timeliness standards for grants being renewed, including that standards for the expenditure of grant funds have been met
- The project applicant's performance in assisting program participants to achieve and maintain independent living and record of success, except HMIS-dedicated projects are not required to meet this standard; and
- Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.

HUD reserves the right to reduce or reject a funding request from the project applicant for the following reasons:

- Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon
- Audit finding(s) for which a response is overdue or unsatisfactory
- History of inadequate financial management accounting practices
- Evidence of untimely expenditures on prior award
- History of other major capacity issues that have significantly affected the operation of the project and its performance
- History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and
- History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

---

### C. FUNDING LEVELS & LIMITS

Each year's Notice of Funding Availability (NOFA) will state how the renewal amount is to be calculated. This year, these rules apply:

- Eligible renewal projects requesting rental assistance are permitted to request a per-unit amount less than the Fair Market Rent (FMR), based on the actual rent costs per unit (but not more than). This will help to reduce the number of projects receiving rental assistance that have large balances of unspent funds remaining at the end of the operating year. Renewal project applicants must ensure that the amount requested will be sufficient to cover all eligible costs as HUD cannot provide funds beyond what is awarded through the competition.
- HUD will adjust leasing, operating, and rental assistance budget line items based on changes to the Fair Market Rents (FMR). All adjustments will be made prior to award announcement.

- To request increased funding to a higher level of services/housing than the previous grant, the applicant must submit a **new** application for any proposed expansion and renewal application to renew the existing project. (The only new applications for funding accepted will be those described earlier in this document, page 11.)
- If the recipient has a subrecipient, it is required to share at least 50% of project administrative funds with its subrecipient(s).

---

#### D. FUNDING TERM

- All renewals are eligible to apply for one year of renewal funding.

---

#### E. MATCH REQUIREMENT

- See “Other Resources” section of this manual for more detail.

## V. ELIGIBLE COSTS TO INFORM PROJECT DESIGN

Information about eligible costs under each line item can be found in the CoC Program Interim Rule, 24 CFR 578. A useful version of the CoC Program Interim Rule can also be found at: [https://www.hudexchange.info/resources/documents/CoCProgramInterimRule\\_FormattedVersion.pdf](https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf)

If you would like a document that clarifies eligible costs in an easy-to-read format, please contact your HomeBase Local Team member and one will be provided to you.

**NOTE: Projects often have additional limitations beyond those in the Interim Rule, due to their project design or the NOFA under which they were originally funded.**

A few things to highlight because they have **changed in recent years** include:

- For FY2015 and FY2016, program income can be used at match. Program income must always be used for eligible activities under the grant.
- Non profits organizations now have permanent authority to administer rental assistance projects.
- **In Tenant-based Rental Assistance** is rental assistance in which program participants choose housing of an appropriate size in which to reside, and certain households with domestic violence experience have been able to retain the assistance outside the CoC's area. **New this year**, other program participants may also choose housing outside the CoC's geographic area. If the recipient is able to meet all CoC requirements in the area where the participant chooses housing. If unable to meet the requirements, the recipient may refuse to permit the participant to retain TBRA if the participant moves outside of the geographic area.
- Indirect costs (also known as "facilities and administrative costs" defined at 2 CFR 200.56) are eligible under the CoC Program, and if the applicant does not have an approved federally negotiated indirect cost rate, the applicant may use a de minimis rate of 10 percent of modified total direct costs. (See call out box on next page for more detail.)

Also remember:

- Staff training and the costs of obtaining professional licenses or certifications needed to provide supportive services are not eligible supportive services costs. Some limited training is eligible under administrative costs, however.
- Administrative costs do not include staff and overhead costs directly related to carrying out other eligible activities (e.g. rental assistance), because those costs are eligible as part of those activities.
- Time spent preparing the annual application to HUD is **not** an eligible use of CoC funds.

## INDIRECT COSTS

Indirect costs (also known as “facilities and administrative costs” defined at 2 CFR 200.56) are those costs incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved. To facilitate equitable distribution of indirect expenses to the cost objectives served, it may be necessary to establish a number of pools of indirect costs. Indirect cost pools should be distributed to benefited cost objectives on bases that will produce an equitable result in consideration of relative benefits derived. Refer to 2 CFR 200.413 and 200.414 for additional information on determining if costs charged to the award are direct or indirect.

Applicants selected for funding pursuant to this NOFA may charge indirect costs to the award.

Applicants with an approved federally negotiated indirect cost rate must submit with their application a copy of their approved Indirect Cost Rate Proposal to substantiate their request.

Applicants that do not have an approved federally negotiated indirect cost rate may charge a maximum rate of 10 percent of modified total direct costs. 2 CFR 200.414(f) states that nonfederal entities that have never received a negotiated indirect cost rate (except a governmental department or agency unit that receives more than \$35 million in direct Federal funding) may elect to charge a de minimis rate of 10 percent of modified total direct costs, which may be used indefinitely. If chosen, this methodology must be used consistently for all federal awards until the entity chooses to submit an indirect cost rate proposal and negotiate for a rate.

If an applicant chooses to negotiate for an indirect cost rate, the applicant must contact the designated cognizant agency for indirect costs. For information about cognizant agencies for indirect cost rates, see 2 CFR 200.19.

## VI. ELIGIBLE PROJECT PARTICIPANTS: WHO CAN BE SERVED?

All HUD CoC funding programs require that participants be homeless. However, different project types have different requirements for who is homeless and who is eligible.

While some of the categories below identify a certain subpopulation of homeless people who projects **MUST** serve exclusively, this does not mean the subpopulation may not be served by another project that is not limited to that population. However, HUD indicates that for any PSH beds, chronically homeless people within the specified subpopulation should be prioritized for entry.

As always, what governs is your grant agreement. If your grant agreement limits who you can serve, that is the population you must serve. **New project applicants may have stricter limitations on who they are eligible to serve than what is included here.**

### **Key to abbreviations:**

**PSH** = permanent supportive housing

**RRH** = rapid rehousing

**SH** = Safe Haven

**TH** = transitional housing

**SSO** = supportive services only

**CH** = Projects funded under the Samaritan Bonus for chronically homeless individuals or other projects serving only chronically homeless people

### **HEARTH Definition Categories**

**Cat 1** = Shelter, Streets, etc.

**Cat 2** = Imminently At Risk of Homelessness

**Cat 3** = Families/youth homeless under other Federal statutes

**Cat 4** = Homeless due to domestic violence, etc.

### **Who Is “Homeless”?**

	<b>PSH<sup>#</sup></b>	<b>RRH</b>	<b>SH</b>	<b>TH</b>	<b>SSO</b>	<b>CH</b>
Living in places not meant for human habitation: cars, parks, sidewalks, and abandoned buildings	X Cat 1	X Cat 1	X Cat 1	X Cat 1	X Cat 1	X Cat 1
Living in emergency shelter or government/charity-funded motel (emergency voucher)	X Cat 1	X Cat 1	X Cat 1	X Cat 1	X Cat 1	X Cat 1
Living in a Safe Haven	X Cat 1	X Cat 1	X Cat 1	X Cat 1	X Cat 1	X Cat 1
Lived in one of the above places but temporarily – for no more than 90 days – in an institution	X Cat 1	X Cat 1	X Cat 1	X Cat 1	X Cat 1	X Cat 1
Living in Transitional Housing for homeless and originally came from the streets or emergency shelter	X Cat 1	X* Cat 1	X Cat 1	X Cat 1	X Cat 1	

<sup>#</sup> New PSH projects funded under the FY2016 CoC NOFA must comply with the CH column.

	PSH <sup>#</sup>	RRH	SH	TH	SSO	CH
Living in Transitional Housing for homeless and DID NOT originally come from the streets or emergency shelter	Limited to Cat 4			X Cat 1	X Cat 1	
Being evicted within fourteen days and no subsequent residence has been identified and lacks resources and support network to access housing		X* Cat 2		X Cat 2	X Cat 2	
Unaccompanied youth under 25 or families with children homeless under other Federal statutes and who have not had a lease/ownership/occupancy agreement for past 60 days, have moved 2+ times in past 60 days, and will continue being unstably housed because of one of several conditions/situations (e.g. chronic disabilities, employment barriers, etc.)		X* Cat 3 (if have special HUD approval)		X Cat 3 (if have special HUD approval)	X Cat 3 (if have special HUD approval)	
Fleeing domestic/dating violence, sexual assault, stalking, etc. and no other residence has been identified and lacks resources and support network to access housing.  <b>In the 2015 NOFA, HUD clarified that persons fleeing or attempting to flee human trafficking, including sex trafficking, qualify under this category.</b>	X Cat 4 but from streets, ES, SH, or TH (or institutions less than 90 days)	X Cat 4		X Cat 4	X Cat 4	X Cat 4 but see chronically homeless below

### Other Eligibility Requirements for CoC Project Participants

	PSH	RRH	SH	TH	SSO	CH
Must be disabled (physically, mentally, emotionally, developmentally, due to alcohol and/or drugs, or due to HIV/AIDS): <ul style="list-style-type: none"> <li>Long-continuing or indefinite duration</li> <li>Substantially impedes ability to live independently</li> <li>Of a nature that would be improved by suitable housing</li> </ul> (See the full definition of disability below.)	X	May serve	X	May serve	May serve	X

\* New RRH projects funded under this FY2016 CoC NOFA may not serve persons living in TH, persons being evicted within fourteen days (Category 2), or youth/families homeless under other Federal statutes (Category 3).



	PSH	RRH	SH	TH	SSO	CH
Must live alone, suffer from serious mental illness and other debilitating behavioral conditions, live on the streets, and have been unwilling or unable to participate in supportive services.	May serve	May serve	X	May serve	May serve	May serve
<p>Must be chronically homeless, defined as:</p> <p><b>New for the 2016 NOFA!</b></p> <p>A homeless individual, or a family with an adult head of household (of if no adult, a minor head of household) with a disability (see “Persons with Disabilities” defined below) who:</p> <ul style="list-style-type: none"> <li>• Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; AND</li> <li>• Has been homeless in such place for at least 12 months OR on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights</li> </ul> <p>Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but are included in the 12-month total.</p>	May serve	May serve	May serve	May serve	May serve	X

**People in the following situations are NOT homeless:**

- In housing, even though they are paying an excessive amount for their housing, the housing is substandard and in need of repair, or the housing is crowded;
- Living with relatives or friends;
- Living in a Board and Care, Adult Congregate Living Facility, or similar place;
- Being discharged from an institution (after a stay of 90 consecutive days or more); or
- Utilizing Housing Choice Vouchers, except Katrina evacuees that received Katrina Disaster Housing Assistance Program (KDHAP) Housing Choice Vouchers

**FREQUENTLY ASKED QUESTIONS: WHO IS HOMELESS?**

*With regard to the final rule on the definition of homeless, does the condition that “The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance” apply when an individual or family who is living with someone is told they need to move out in a week?*

Yes, as long as they meet all of the other requirements of category 2 of the homeless definition. The second category of the definition of homeless includes individuals and families who are within 14 days of losing their housing, including housing they own, rent,

are sharing with others, or are living in without paying rent. It also includes individuals and families who are living in hotels and motels that they are paying for using their own resources. Any individual or family who will lose their housing within 14 days – including those who are within one week of losing their housing – who have not identified a subsequent residence, and who lack the resources or support networks needed to obtain other permanent housing, qualifies as “homeless” under category 2 of the homeless definition.

*With regard to the final rule on the definition of homeless, are all individuals and families that are currently residing in transitional housing programs now eligible for permanent supportive housing?*

No, not all individuals and families currently residing in transitional housing will be eligible for permanent supportive housing. Permanent housing projects must continue to abide by the limitations and requirements included in the NOFA under which they were funded, including the limitation on eligibility. For example, projects funded in the FY2016 CoC Competition must continue to abide by the limitation on Permanent Supportive Housing set forth in the NOFA in Section V.G.2.b(4), which states, “The only persons who may be served by any non-dedicated permanent housing beds are those who come from the streets, emergency shelters, safe havens, institutions, or transitional housing. Homeless individuals and homeless families coming from transitional housing must have originally come from the streets or emergency shelter. Homeless individuals and families with a qualifying disability who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life threatening conditions and are living in transitional housing, are eligible for permanent supportive housing even if they did not live on the streets, emergency shelters, or safe havens prior to entry in the transitional housing. Persons exiting institutions where they resided for 90 days or less and came from the streets, emergency shelter, or safe havens immediately prior to entering the institution are also eligible for permanent supportive housing.”

*Are youth who are within 14 days of exiting the foster care system who have not identified other permanent housing and have no other resources or support networks to obtain permanent housing defined as homeless under Category 2 of the definition of homeless?*

No. Youth who are within 14 days of exiting the foster care system who have not identified other permanent housing and who have no other resources or support networks to obtain permanent housing are not defined as homeless under Category 2 of the definition of homeless. This is different than how HUD operationalized eligibility for Transitional Housing and Supportive Service Only projects under the Supportive Housing Program.

The HEARTH Act amendments changed the definition of homeless for HUD’s Homeless Assistance programs and HUD began implementing the changes through the FY2011 Homeless Assistance Grants Program competition. In most instances, the definition was broadened; however, in this one instance, the definition was narrowed.

The statutory language in Section 103(5), which HUD further clarified through the regulations, defines as homeless, “An individual who resided in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided.” Through the regulation, HUD further clarified that individuals exiting systems of care, including institutions and foster care, are no longer defined as homeless if they have resided there for more than 90 days and were not previously living on the streets or in emergency shelter prior to entering the institution or system of care. This means that unaccompanied youth being emancipated from the foster care system are not defined as homeless under Category 1, unless they are residing on the streets or in an emergency shelter at the point of intake. Additionally, HUD has determined that individuals exiting institutions, or systems of care, are not defined as homeless under paragraph (2) of the definition of homeless even if they are within 14-days of discharge and no subsequent residence has been identified. This means that unaccompanied youth who are being emancipated from the foster care system are not defined as homeless under Category 2, and are therefore not eligible for those projects that serve Category 2 in the CoC Program.

#### **Definition of “Persons with Disabilities”:**

- A person shall be considered to have a disability if he or she has a disability that:
  - Is expected to be long-continuing or of indefinite duration;
  - Substantially impedes the individual’s ability to live independently;
  - Could be improved by the provision of more suitable housing conditions; and
  - Is a physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, posttraumatic stress disorder, or brain injury.
- A person will also be considered to have a disability if he or she has a developmental disability.<sup>1</sup>
- A person will also be considered to have a disability if he or she has acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome, including infection with the human

---

<sup>1</sup> Developmental disability means, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002): (1) A severe, chronic disability of an individual that—

(i) Is attributable to a mental or physical impairment or combination of mental and physical impairments;

(ii) Is manifested before the individual attains age 22;

(iii) Is likely to continue indefinitely;

(iv) Results in substantial functional limitations in three or more of the following areas of major life activity:

(A) Self-care;

(B) Receptive and expressive language;

(C) Learning;

(D) Mobility;

(E) Self-direction;

(F) Capacity for independent living;

(G) Economic self-sufficiency; and

(v) Reflects the individual’s need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.

(2) An individual from birth to age 9, inclusive, who has a substantial developmental delay or specific congenital or acquired condition, may be considered to have a developmental disability without meeting three or more of the criteria described in paragraphs (1)(i) through (v) of the definition of “developmental disability” if the individual, without services and supports, has a high probability of meeting those criteria later in life.

immunodeficiency virus (HIV).

- The term person with disabilities also includes, except in the case of the SRO component,
  - Two or more persons with disabilities living together,
  - One or more such persons living with another person who is determined to be important to their care or well-being, and
  - The surviving member or members of any disabled household who were living, in a unit assisted with CoC funds, with the deceased member of the household at the time of his or her death. (The right to rental assistance under this part will terminate at the end of the grant period in which the deceased member was a participant.)

Key to the definition of disability is determining that the impairment is of long-continued or indefinite duration and **substantially impedes** the person's ability to live independently. For example, drug or alcohol abuse that does not substantially impede a person's ability to live independently **does not** qualify as a disability.

## PROGRAM REQUIREMENTS

### VII. OTHER RESOURCES

#### A. MATCH

Recipients and subrecipients are required to provide cash or in-kind match from sources outside of this grant funding request in accordance with the CoC regulations.

- The recipient or subrecipient must match all grant funds, except for leasing funds, with no less than **25 percent** of funds or in-kind contributions from other sources. The 25 percent match must be provided on a grant-by-grant basis.
- **Cash Match:** A recipient or subrecipient may use funds from any source, including any other federal sources (excluding Continuum of Care program funds and/or program income), as well as State, local, and private sources, provided that funds from the source are not statutorily prohibited to be used as a match. (The recipient must ensure that the rules governing match funds allow them to be match for the CoC Program.) The cash must be used for activities that are eligible under Subpart D of the CoC Interim Rule.
  - **NOTE: In FY2015 and FY2016, program income CAN be used as match.**
  - Funds from HUD-VASH (VA Supportive Housing program) and other Federal programs are eligible sources of Match and are considered Government sources. Project applicants are encouraged to include funds from these sources, whenever possible.
- **In-kind Match:** The recipient or subrecipient may use the value of any real property, equipment, goods, or services contributed to the project as match, provided that, if the recipient or subrecipient had to pay for them with grant funds, the costs would have been eligible.
  - Before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services.
    - Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient's or subrecipient's organization.
    - The MOU must establish the unconditional commitment, except for selection to receive a grant, by the third party to provide services, the specific service to be provided, the profession of the persons providing the service, and the hourly cost of the service to be provided.

#### B. LEVERAGE

In the past, having letters indicating financial support (“leverage letters”) for its projects improved the CoC’s score in the national competition. In 2016, the CoC is not scored on the amount of leverage it submits and leverage documentation is not required as part of the project application.

---

#### A. DOCUMENTATION

Applicants are required to document all match commitments for HUD. Documentation must be dated between May 1, 2016 and September 14, 2016.

The following pages provide a form for documentation and potential sources of match. The agency may write a letter instead of using the chart on the following page, but the letter must include each of the pieces of information represented.

In the project application, projects must list the type of source and the value of each match commitment, but will NOT be required to attach the match letter. The match information entered in e-snaps should be based on the current commitments at the time of project application, covering the requested grant operating period, and NOT based on projections. The application should be accurate, with a commitment letter(s) in place that includes the amount(s) listed.

## B. FORM OF MATCH LETTER

[This must be on the letterhead of the entity providing the resource.]

In the chart below is information regarding the resource being provided by this agency.

Name of organization providing the resource	
Type of contribution*	
Value of the contribution**	
Name of project	
Name of grant recipient and/or subrecipient	
Date the contribution will be available***	[____], 2017 <u>OR</u> [____], 2018
Name of person authorized to commit these resources	
Title of person authorized to commit these resources.	
Signature of person authorized to commit these resources.	
Date	Must be dated between May 1 and September 14, 2016

\* E.g., cash, childcare, case management, health care, etc.

\*\* If possible, identify the formula and values used in calculating the value.

\*\*\* **For renewals, this date must be within your 2017-2018 operating year.**

## C. EXAMPLES OF LEVERAGE

### **Advocacy**

Assistance to immigration  
Benefits advocacy  
Housing advocacy  
Legal assistance, advocacy, representation, and referrals  
Peer advocacy  
Tenant rights workshops

### **Children**

After-school children's program  
Child development consultation  
Child care services  
Children's books, loaned television, videos, art supplies as available, training, tickets for special events  
Children's art program  
Children's books  
Children's circus program  
Children's holiday party and shopping spree  
K-12 homeless education  
Parenting classes  
Summer camp  
Therapeutic day Care  
Weekly children's art program

### **Counseling**

Bereavement counseling and pastoral services  
Counseling services  
Crisis intervention  
Landlord/tenancy counseling  
Pre-treatment counseling, support groups, counseling, and housing assistance  
Recovery groups  
Support groups  
Therapy

### **Education, Employment and Training**

After school and associated summer school activities  
Aftercare services  
Basic computer skills classes and individual tutoring for residents and graduates  
Benefits and Work Incentive Workshops  
Computer literacy training

Employment and training services  
Education/courses  
Education Counseling  
ESL  
Job development and employment services  
Job research  
Job placement  
Job retention  
Leadership training  
Life skills training  
Literacy  
Nutrition education/cooking classes  
School supplies for children  
Sewing classes  
Training tuition  
Training videos and games  
Transitional housing  
Tutoring  
Uniform vouchers  
Vocational services

### **Financial Services**

Asset/resource management services  
Money management  
Representative payee services

### **Health**

Acupuncture services  
Adult day health care  
AIDS-related services  
Dental screening services  
Detoxification services  
Dual diagnosis services  
Emergency room services  
Gynecological services  
Health care resources and education  
Healthcare services  
Medical services  
Medical, psychiatric and pharmacy services  
Medication support  
Mental health services  
Peer support  
Pregnancy testing  
Preventative Health Care Services  
Psychiatric disability evaluations  
Psychotherapy  
Residential and outpatient treatment services  
Respite care



Substance abuse services  
Triage

### **Housing**

Construction loans cash match  
Emergency motel vouchers  
Emergency shelter  
Financial move in grants, housing search support and monthly housing clinics  
Housing  
Housing placement  
Housing search assistance  
Leasehold value of building  
Maintenance and repair projects/beautification project  
Move-In assistance  
Property management  
Rental assistance and financial assistance for move-in costs  
Rental subsidies

### **Human Resources**

Americorps VISTA Volunteers  
Advertising  
Applicant interview  
Consultation staff  
Mental health advocacy staff  
New employee orientation  
Pre-Employment process  
Volunteer hours

### **In-Kind**

Cash/Grants  
Clothing  
Equipment  
Food  
Furnishings  
Household items  
Welfare benefits

### **Operations**

Administrative support  
Clerical services  
Consulting and practical support  
Facility Space  
Indirect Expenses  
Mail service

Office/workshop space  
Programming  
Voice mail

### **Supportive Services**

Artistic services to residents  
Assessment services  
CalWORKS eligibility support  
Case management  
Community development  
Family Support Services  
Grooming  
Independent living services  
Mentoring services  
Outreach  
Recreational trips and activities  
Referrals  
Restraining order assistance, court accompaniment and consultation  
Shelter services  
Story telling  
Support services supervision  
Team Leader  
Technical assistance  
Translation services  
Veteran's services assistance  
YMCA membership & joining fees  
Transportation  
Subsidized/free bus passes  
Transportation  
Vehicle

## VIII. ENERGY STAR

The Department of Housing and Urban Development has adopted a wide-ranging energy action plan for improving energy efficiency in all program areas. As a first step in implementing the energy plan, HUD, the Environmental Protection Organization (EPA), and the Department of Energy (DOE) have signed a partnership to promote energy efficiency in HUD's affordable housing programs, including public housing, HUD insured housing, and housing financed through HUD formula and competitive programs. The purpose of the Energy Star partnership is to promote energy-efficient affordable housing stock while protecting the environment.

HUD promotes energy-efficient housing. All McKinney-Vento CoC-funded projects are encouraged to purchase and use Energy Star labeled products. Applicants constructing, rehabilitating, or maintaining housing or community facilities are encouraged to promote energy efficiency in design and operations. They are urged especially to purchase and use products that display the Energy Star label. Applicants providing housing assistance or counseling services are encouraged to promote Energy Star materials and practices, as well as buildings constructed to Energy Star standards, to both homebuyers and renters. Applicants are encouraged to undertake program activities that include developing Energy Star promotional and information materials, providing outreach to low- and moderate-income renters and buyers on the benefits and savings when using Energy Star products and appliances, utilizing Energy Star-designated products in the construction or rehabilitation of housing units, and replacing worn products or facilities such as light bulbs, water heaters, furnaces, etc., with Energy Star products to reduce operating costs. Communities and developers are encouraged to promote the designation of community buildings and homes as Energy Star compliant. For further information about Energy Star, please go to <http://www.energystar.gov/>

## IX. LATER RESPONSIBILITIES FOR RECIPIENTS AND SUBRECIPIENTS

If your application is conditionally awarded, you will have a number of responsibilities. **Please be sure that you are capable of carrying all of them out before submitting your application.** The list that follows includes some of the recipient/subrecipient responsibilities. For 2016, these requirements are detailed in the 2016 General Section NOFA, 2016 CoC Program NOFA, and the CoC Interim Program Rule (24 CFR 578). **All grant recipients and subrecipients should read these three documents carefully.**

### A. NEW PROJECTS

- **Pre-Contract Requirements:**
  - Proof of site control, match, environmental review, and the documentation of financial feasibility must be completed within 12 months of the announcement of the award. The 12-month deadline may be extended by HUD for up to 12 additional months upon a showing of compelling reasons for delay due to factors beyond the control of the recipient or subrecipient.
  - **Environmental Review:** All grants for acquisition, rehabilitation, conversion, leasing, repair, disposal, demolition, or construction must demonstrate that the project site is free of hazardous materials that could affect the health and safety of the occupants.
  - **Other like requirements** (e.g. lead based paint, environmental requirements, real property acquisition and relocation, etc.)

### B. ALL PROJECTS

- **Annual Audits:** Any recipient expending \$750,000 or more in a year in Federal Funds must conduct a single or program-specific audit for that year in accordance with the provisions of OMB Circular No. A-133.
- **Reporting:**
  - **Annual Performance Reports (APR):** Your agency will be responsible for submitting an APR for each project every year, which provides client data, service utilization information, program outcomes, and financial information. HUD may terminate the renewal of any grant and require repayment if the APR is not filed on time or if HUD deems the APR unacceptable or showing noncompliance with grant requirements
  - **Record-keeping:** Recipients must maintain records and within the timeframe required, make any reports, including those pertaining to race, ethnicity, gender, and disability status that HUD may require. CoC applicants may report this data as part of their APR submission to HUD.
  - **Transparency Act:** Award notices may also include requirements for sub-award reporting in compliance with the requirements of the Federal Financial Assistance Accountability and Transparency Act of 2006 (Pub. L.

109-282) (Transparency Act) and Section 872 of the Duncan Hunter National Defense Authorization Act for Fiscal Year 2009 (Pub. L. 110-417)

- **Impact/Success Indicators:** All projects, except for HMIS, must provide systematic indicators for evaluating the positive impact/success the project will have on clients and reducing homelessness in the community. HUD will require projects to include measures for: length of time in the project; recidivism; movement to and stability in permanent housing; connection with mainstream benefits; and job and income growth for persons who are homeless. Projects may also indicate additional measures on which the project will chart success.
- **Other Data Requests:** Your agency must provide performance and other requested data to the CoC for community-level analysis and planning.
- **Match Documentation:** Your agency must maintain documentation of any required match funding in your financial reports on a grant-specific basis.
- **HMIS Participation:** Your agency must participate in the CoC's Homeless Information Management System and enter data consistent with the applicable HMIS Data Standards.
- **Performance:** Your agency must perform the tasks outlined in your application and grant agreement, including complying with all of the language in the Applicant Certifications, and following all HUD statutes and regulations applicable to the grant.
- **Energy Star:** HUD encourages all recipients of its funds to use Energy Star appliances for energy conservation.
- **Documentation of Homeless Status and Disability Status:** HUD requires all recipients to document the homeless status, and in some cases the disability status, for all clients.
- **Housing Related Requirements:** HUD required recipients to ensure: compliance with HQS, that housing is appropriate to the needs of the persons served, suitable dwelling size, and that housing rental amount is within HUD's guidelines.
- **Service Related Requirements:** Supportive housing programs must provide meals or meal preparation facilities, and residential supervision. All programs must provide ongoing assessment of supportive services.
- **Fair Housing:** HUD requires compliance with requirements related to Fair Housing and Equal Opportunity, Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity, and Resolution of Outstanding Civil Rights Matters. This includes outreach to underserved populations, including those with Limited English Proficiency.
- **Calculation of Client Rent:** HUD determines the amount of rent that can be charged to clients, and recipients must show documentation of rental calculations.
- **No program fees:** Recipients and subrecipients may not charge program participants program fees.
- **Policies:** All CoC recipients are required to institute certain policies including: participant participation, grievance procedures, due process for participant

termination, staff rules, emergency safety and evacuation procedures, confidentiality restrictions, non-discrimination, free from religious influences, conflict of interest, anti-lobbying, drug-free workplace, etc.

- **State and Local Requirements:** Services provided with CoC program funds must be provided in compliance with all applicable State and local requirements, including licensing requirements.
- **Mainstream Resources:** You must coordinate and integrate your program with other mainstream health, social services and employment programs for which your clients may be eligible
- **Prevention and Discharge Planning:** Any governmental entity serving as an applicant must agree to develop and implement to the maximum extent practical and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care other youth facilities, or corrections programs and institutions) in order to prevent such discharge from immediately resulting in such persons entering the homeless system.
- **Coordination with Educational Agencies:** Any program serving homeless families will have to certify that their programs will establish policies and practices that are consistent with, and do not restrict the exercise of rights provided by the education subtitle of the McKinney Vento Act and other laws relating to the provision of education and related services to individuals and families experiencing homelessness. They must also designate a staff person to ensure that children are enrolled in school and connected to appropriate services within the community.
- **Limited English Proficiency:** Recipients and subrecipients must comply with Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)"
- **Ethics:** Recipients and subrecipients must not be debarred or suspended, not have delinquent federal debts, conduct business in accordance with core values and ethical standards/code of conduct.

---

## C. TIMELINESS

All projects must adhere to certain timeliness standards in order to receive this funding.

- Recipients conditionally awarded funds in the 2016 CoC funding round must be obligated by September 30, 2018 and spent by September 30, 2023. However, grant terms and timeliness standards may require shorter timelines.
- Recipients must draw down funds at least once per quarter of the program year, after eligible activities commence.
- See also "Timeliness" under "New Project Basic Design Requirements



## COMPLETING AN APPLICATION IN HUD'S WEB-BASED APPLICATION SYSTEM: E-SNAPS

HUD requires application submission through the web-based e-snaps system. The e-snaps website is [www.hud.gov/esnaps](http://www.hud.gov/esnaps). To get started in e-snaps, follow the steps below.

### A. FIRST THINGS FIRST: TRAINING MODULES

**Please review the HUD Training Modules BEFORE accessing e-snaps or attempting to enter data. They may save you time since they offer very detailed instructions and very useful tips.**

They can be accessed on this webpage:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

**The following e-snaps Training Materials are available:**

#### General Resources

- e-snaps Features and Functions Resource
- Adding and Deleting Registrants in e-snaps Resource
- Updating the Applicant Profile Resource
- Creating a Zip File and Capturing a Screenshot Resource
- DUNS Number and SAM Resource

#### CoC Program Competition- Project Applicants

- Project Applicant Authorized Representative Update Resource
- Project Applicant Profile Instructional Guide
- Project Transfers Resource
- Accessing the Project Application Resource
- New Project Application Instructional Guide
- Renewal Project Application Instructional Guide
- Performance Measures - Project Application Instructional Guide (not removed from e-snaps but apparently not relevant in 2016)
- Budgets - Project Application Instructional Guide

## B. STEPS TO COMPLETING YOUR PROJECT APPLICATION

1. Enter e-snaps by logging in to <http://www.hud.gov/esnaps>, using your prior user name and password or, if your agency has not used e-snaps before, by establishing a new account. (See “Project Applicant Profile Instructional Guide” training module for guidance, if you will be the grant recipient, or ask your proposed grant recipient, if you will be the subrecipient.)
2. Recipients should complete the Applicant Profile (see the next section of this Handbook “Recipient Documents” for guidance). DO NOT ATTEMPT TO GO DIRECTLY TO YOUR PROJECT APPLICATION. If you get there, there is likely a mistake and you will probably have to retrace your steps.
3. Once you have established your agency as an applicant with the Applicant Profile, you can initiate your Project Application(s). Although you only need one Applicant Profile per agency (in almost all cases), you will need to complete a Project Application for each project.
4. Do NOT hit submit on your application until after the local competition when you’ve been instructed to do so!

**Remember:** There is a local competition preceding the national competition. You must complete a local application in tandem with this one. Please see the Local Competition Handbook for more information.

### Some e-snaps tips:

- Your agency must have at least one person on staff who is able to access and enter data into e-snaps. It is preferable to have two, but having more than two can lead to confusion and errors.
- e-snaps is the HUD system; it is the channel through which your application(s) will be transmitted to HUD at the end of the competition. It is NOT the system for the local competition. Information regarding submission of your application materials can be found in the Local Competition Handbook.
- The e-snaps system is not always user-friendly or glitch-free. It is likely that you will encounter some problems along the way. Do not hesitate to contact your HomeBase Local Team members if you have problems with e-snaps. That said, many problems can be avoided by following the instructions closely and relying upon the Training Modules and by using the correct browser.



### **Short List of All Attachments to e-snaps**

Each applicant completes, in e-snaps, an applicant profile (the SF-424 Application for Federal Assistance) and then a project application for each project. This list summarizes the other documents that need to be uploaded to e-snaps. **All must be dated between May 1, 2016 and September 14, 2016**

#### **Attached to Applicant Profile**

- Form HUD-2880, Applicant/Recipient Disclosure/Update Report (one for each project, zipped together)
- SF-LLL, Disclosure of Lobbying of Activities (if applicable, for non profits only)
- Applicant Code of Conduct
- Form HUD-50070, Certification for a Drug-Free Workplace
- Documentation of Applicant Eligibility for non-profits only (e.g. 501(c)(3) letter)
- SF-424 Supplement: Survey on Ensuring Equal Opportunities for Application (non profits only, voluntary)
- (Only if applicant is requesting indirect costs AND has an approved federally negotiated indirect cost rate) Approved Indirect Cost Rate Proposal

**If your project expends funds in the geographic area of one or more other CoCs, please talk to HomeBase Local Team as an additional attachment may be required.**

#### **Attached to Project Application**

- Documentation of Subrecipient Eligibility (e.g. 501(c)(3) letter)

---

## C. RECIPIENT DOCUMENTS & APPLICANT PROFILE

**Please note:** Before you can access the online location where you complete the Project Application, you must complete and submit the Applicant Profile and related documents.

---

### 1. GENERAL INSTRUCTIONS

Review the following training modules at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/> when you are completing the Applicant Profile on e-snaps

- Updating the Applicant Profile Resource
- Project Applicant Profile Instructional Guide
- Accessing the Project Application Resource

**Follow the training modules precisely.  
They can be very helpful, but must be used slide by slide.**

**Information in this handout supplements the training modules by providing the local information you need to complete the forms. Use both side by side.**

#### **Tips:**

- The "Complete" button on the Applicant Profile must be selected within the timeframe of the competition period. Therefore, when you log in the first time during this NOFA period, even if there is a statement "This e.Form has been marked as complete," you **MUST** put the forms in edit-mode (select the Edit button on the Submission Summary page), revise the Profile (you must make at least one change and save it, even if you then change it immediately back), and select the "Complete" button again.
- **Complete one Applicant Profile per applicant only (NOT one per project).**
  - If you are applying for a new project and a renewal project, you will need to register for multiple funding opportunities within your Applicant Profile.
  - If you have multiple funding opportunities, make sure to create the project application under the correct Funding Opportunity name.
- Complete the Applicant Profile on e-snaps at [www.hud.gov/esnaps](http://www.hud.gov/esnaps)
- All required attachments must be uploaded before the Project Applicant will be able to access the Project Application. Please make sure all attachments are current before submitting your application. **Per the 2016 NOFA, all attachments must contain accurate and complete information and be dated between May 1, 2016 and September 14, 2016.**

- To upload attachments, the steps for most documents are:
  - Download the form from HUD's website
  - Complete and save the form on your computer
  - Upload that document when completing the Applicant Profile in e-snaps

## 2. PAGE 2. ORGANIZATION INFORMATION: CCR & DUNS

---

- You need to have a DUNS number and complete or renew your registration on the System for Award Management (SAM) (the successor to CCR) to enter into a grant agreement with HUD. The Dun and Bradstreet website is [www.dnb.com](http://www.dnb.com). The SAM website is [www.sam.gov](http://www.sam.gov). According to a HomeBase Local Team review of the SAM website, the following agencies have active registrations:

Agency	Active Registration on SAM?
Anka	Yes – Expires 10/19/2016
Caminar	Yes – Expires 11/02/2016
CAP Solano JPA	Yes – Expires 10/07/2016
Community Action North Bay	Yes – Expires 11/02/2016
LUHAD	No
Mission Solano	Yes – Expires 08/11/2016
Reynnaissance	Yes – Expires 09/15/2016
Solano County H&SS	Yes – Expires 06/15/2017

## 3. PAGE 4. ADDITIONAL INFORMATION: CONGRESSIONAL DISTRICTS AND CODE OF CONDUCT

---

### 1. Indicate applicant's congressional districts:

The congressional districts in this CoC include:

- CA-003
- CA-005

### 4. Is the applicant's code of conduct already on file with HUD?

**Background:** Applicants are required to develop and maintain a written code of conduct. Consistent with regulations governing specific programs, your code of conduct must prohibit real and apparent conflicts of interest that may arise among officers, employees, or agents; prohibit the solicitation and acceptance of gifts or gratuities by your officers, employees, or agents for their personal benefit in excess of minimal value; and outline administrative and disciplinary actions available to remedy violations of such standards.

Simply stated, the Code of Conduct:

- Must prohibit the solicitation and acceptance of gifts or gratuities by officers, employees, and agents for their personal benefit in excess of minimal value;
- Outline administrative and disciplinary actions available to remedy violations of such standards,
- Describe the method to be used to ensure that all officers, employees and agents of the organization are aware of the Code of Conduct, and
- Must be written on company letterhead that provides a mailing address, authorized official name, and telephone number.

All applicants for HUD funding must have a Code of Conduct on file with HUD. An applicant is prohibited from receiving an award of funds from HUD if it fails to meet this requirement for a Code of Conduct.

**Answering this question in the Applicant Profile:** An applicant who previously submitted an application and included a copy of its code of conduct **will not** be required to submit another copy if

- The applicant is listed on HUD's Web site:  
<http://www.hud.gov/offices/adm/grants/codeofconduct/cconduct.cfm>, **and**
- If the information (e.g. name of organization, authorized official) has not been revised.

You should review the copy previously submitted for accuracy. If the information on the attachment is still accurate, you do not need to replace the attachment for FY2016. If the information has changed, however, you will need to delete the attachment on file, complete a new attachment, and upload it to e-snaps (later in the Applicant Profile).

### ***If Not Listed***

An applicant not listed on the website must submit a copy of its code of conduct with its FY2016 application for assistance.

<b>Agency</b>	<b>Code of Conduct on HUD's Website?</b>
Anka	No
Caminar	No
CAP Solano JPA	No
Community Action North Bay	No
LUHAD	No
Mission Solano	No
Reynaissance	No
Solano County H&SS	Yes

### ***If Revised Information***

An applicant must also include a copy of its code of conduct if the information listed on the above website has changed, e.g.,

- The person who submitted the previous application is no longer your authorized organization representative,
- The organization has changed its legal name or merged with another organization, or
- The address of the organization has changed.

### **The Regulation that Applies to Non-Profit Organizations (and Institutions of Higher Educations and Hospitals)**

The recipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts.

No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved.

Such a conflict would arise when:

- (i) The employee, officer or agent,
- (ii) Any member of his immediate family,
- (iii) His or her partner, or
- (iv) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.

The officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to subagreements.

However, recipients may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipient.

### **The Regulation that Applies to State and Local Governments**

Grantees and subrecipients will maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts.

No employee, officer or agent of the grantee or subrecipients shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.

Such a conflict would arise when:

- (i) The employee, officer or agent,
- (ii) Any member of his immediate family,
- (iii) His or her partner, or
- (iv) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.

The grantee's or subrecipient's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements.

Grantee and subrecipients may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

To the extent permitted by State or local law or regulations, such standards or conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the grantee's and subrecipient's officers, employees, or agents, or by contractors or their agents.

The awarding agency may in regulation provide additional prohibitions relative to real, apparent, or potential conflicts of interest.

#### ***Post-award***

Before entering into an agreement with HUD, an applicant awarded assistance under a HUD program NOFA will be required to submit a copy of its code of conduct and describe the methods it will use to ensure that all officers, employees, and agents of its organization are aware of its code of conduct.

#### **AS A REMINDER**

**Project Applicants will be required to upload their attachments during this NOFA competition, even if they have uploaded these attachments before.** All required attachments must be uploaded before the Applicant will be able to access the Project Application. The attachments must contain accurate and complete information and must be dated between **May 1, 2016 and September 14, 2016.**

#### **5. FIRST UPLOAD: APPLICANT/ RECIPIENT DISCLOSURE/UPDATE REPORT (HUD-2880)**

---

A Project Applicant is **required** to submit one HUD form 2880 **per project dated during the current competition year (dated between May 1, 2016 and September 14, 2016)**, in order to complete the Applicant Profile. All Project Applicants **MUST** submit current date and correct HUD-2880(s) that **accurately reflect the total amount requested in the FY2016 CoC Program Competition.**

See a 2880 with instructions for completion on page 47

- The form is located at <http://portal.hud.gov/hudportal/documents/huddoc?id=2880.pdf> Once you have downloaded the HUD form, complete it and save a copy on your computer.
- If you have more than one project, fill out one form per project.
- For each project for which you expect to receive, assistance from HUD in excess of \$200,000 during the during the fiscal year, you must identify:
  - The amount requested in this year's application;
  - Any other government assistance include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof; and
  - The name, Social Security Number or Employer Identification number, type of participation in the project, and financial interest of each developer, consultant, contractor, and persons receiving \$50,000 or 10 percent of the funds requested in the application (whichever is lower).
- Combine all documents into one file as a zip file. Zipping the file is important because there is a limit to the size document that can be attached. Note that you can scan the 2880s into one PDF file, but there is a size limitation.

**Background on 2880s:** HUD must provide CoC assistance in accordance with HUD subsidy layering requirements in section 102 of the Housing and Urban Development Reform Act of 1989 (42 U.S.C. 3545) and 24 CFR part 4, subpart A. An applicant must submit information in its application on other sources of governmental assistance that the applicant has received, or reasonably expects to receive, for a proposed project or activities. HUD's review of this information is intended to prevent excessive public assistance for proposed project or activities by combining (layering) assistance under this program with other governmental housing assistance from federal, State, or local agencies, including assistance such as tax concessions or tax credits.

---

## HOW TO COMPLETE A FORM 2880

# Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing  
and Urban Development

OMB Approval No. 2510-0011 (exp. 11/30/2018)

Check this one.

**Instructions.** (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

## Applicant/Recipient Information

Indicate whether this is an Initial Report ☒ or an Update Report ☐

1. Applicant/Recipient Name, Address, and Phone (include area code):

Put the Applicant Agency Name, Address, and  
Phone Number here. Not the subrecipient's!

2. Social Security Number or  
Employer ID Number:

Employer ID #

3. HUD Program Name

CoC Program

Put CoC Program

4. Amount of HUD Assistance  
Requested/Received

Renewals: Match GIW.  
May need to revise after  
local competition.

5. State the name and location (street address, City and State) of the project or activity:

Put project's name and address.

## Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).

☒ Yes ☐ No

Check this one.

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information see 24 CFR Sec. 4.9

☐ Yes ☐ No

If your grant is >\$200,000,  
choose Yes. If not, choose No.

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. However, you must sign the certification at the end of the report.

## Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Provided	Expected Uses of the Funds

(Note: Use Additional pages if necessary.)

## Part III Interested Parties.

1. All developers, contractors, or consultants who are involved in the planning, development, or implementation of the project or activity and  
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)

(Note: Use Additional pages if necessary.)

## Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil or criminal penalties under 18 U.S.C. 1001. I certify that this information is true and correct.

Signature:

ED of Applicant  
signs

Date:

Make sure date is  
between May 1  
and Sept 14, 2016

X

Form HUD-2880 (3/13)

## 6. SECOND UPLOAD (FOR NON-PROFITS) DISCLOSURE OF LOBBYING ACTIVITIES (SF-LLL)



You should complete this form ONLY if you are a non-profit AND you participate in lobbying activities. **Not many agencies should complete this form.**

The form can be found at:

<http://www.hud.gov/offices/adm/hudclips/forms/files/sfill.pdf>

#### 7. THIRD UPLOAD: CODE OF CONDUCT

---

If you determined you need to update or upload a Code of Conduct earlier in the Applicant Profile (see page 43), this is the screen where you upload it.

#### 8. FOURTH UPLOAD: DRUG FREE WORKPLACE

---

You are required to submit one HUD 50070 (Certification for a Drug-Free Workplace) dated during the current competition (dated between May 1, 2016 and September 14, 2016). You can find the form to download at:

<http://portal.hud.gov/hudportal/documents/huddoc?id=50070.pdf>

See a 50070 with instructions for completion on 50.
---

## HOW TO COMPLETE A FORM 50070

### Certification for a Drug-Free Workplace

U.S. Department of Housing  
and Urban Development

Applicant Name	Insert Applicant Name here.
Program/Activity Receiving Federal Grant Funding	Insert Project Name here.

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

**2. Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above. Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

List all project sites here, including address, city, county, state, and zip code. If they don't fit, make a separate sheet, titled with the Applicant name and address and the Project name.

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Signature	Date
X	Date between May 1 and Sept 14, 2016

Name, title, and signature of Applicant's authorized official

form HUD-50070 (3/98)  
ref. Handbooks 7417.1, 7475.13, 7485.1 & .3

## 9. FIFTH UPLOAD (FOR NON-PROFITS) NON-PROFIT DOCUMENTATION

---

### **Where is it?**

In your agency's records.

### **What is it?**

- A copy of the IRS ruling providing tax-exempt status under section 501(c)(3) of the IRS Code; or
- Documentation showing that the applicant/sponsor is a certified United Way agency; or
- A certification from a licensed CPA that no part of the net earnings of the organization inures to the benefit of any member, founder, contributor, or individual; that the organization has a voluntary board; that the organization practices nondiscrimination in the provision of assistance; and that the organization has a functioning accounting system that provides for each of the following (mention each in the certification):
  - (a) Accurate, current and complete disclosure of the financial results of each federally sponsored project.
  - (b) Records that identify adequately the source and application of funds for federally sponsored activities.
  - (c) Effective control over and accountability for all funds, property and other assets.
  - (d) Comparison of outlays with budget amounts.
  - (e) Written procedures to minimize the time elapsing between the transfer of funds to the recipient from the U.S. Treasury and the use of the funds for program purposes.
  - (f) Written procedures for determining the reasonableness, allocability and allowability of costs.
  - (g) Accounting records, including cost accounting records, which are supported by source documentation.
- Letter from authorized state official showing applicant as organized and in good standing as a public nonprofit organization

## 10. SIXTH UPLOAD (FOR NON-PROFITS) SURVEY ON ENSURING EQUAL OPPORTUNITIES FOR APPLICANTS (SF-424 SUPP)

---

This form is OPTIONAL and is for non-profits only. The form to download and complete on your computer can be found at:

<http://www.hud.gov/offices/adm/hudclips/forms/files/sf424supp.doc>

## 11. REGISTER FOR PROJECT APPLICATION FUNDING OPPORTUNITY

---

The final steps before you begin your Project Application are registering for the funding opportunity. Follow the instructions in the training module.

---

## D. COMPLETING THE PROJECT APPLICATION

### ***Please Note:***

- The following instructions provide guidance about completing the forms, not describing an eligible project. Please review the materials earlier in this Handbook regarding eligible costs and eligible participants.
- Project applications differ depending if they are for new or renewal projects, and the type of project (e.g. leasing, rental assistance, services). This handbook **includes a selection of the common questions people have trouble answering**, but **does not include all questions** on the applications. At the same time, if a question listed here is not part of your application, it does not necessarily mean there is a problem because it likely only applies for another project type. We have tried to note when questions only apply for certain project types.
- Renewal projects should reflect the information on the CoC's Grant Inventory Worksheet (GIW). You can find a list of eligible renewal projects in your packet; this list will be referred to interchangeably with the GIW in this handbook. New projects are not reflected on the GIW and their responses should just reflect their proposal.
- HMIS, SSO, and Planning Grant questions are not included in this section of the Handbook, however many of the questions and hints below are also part of the HMIS and Planning applications.
- **These instructions are based on the 2015 Project Applications and may change once the 2016 Project Applications are released. Please look for email and other instructions from HomeBase Local Team when the 2016 Project Applications are released.**

### **CoC Technical Review**

HUD expects each CoC to implement a thorough review and oversight process at the local level for both new and renewal project applications. Specifically, HUD requires that each CoC review all applications to ensure that: program participants and proposed activities are eligible, each project narrative is fully responsive based on the question and detailed instructions, the application is internally consistent, and all required attachments are accurate, complete and dated correctly. HomeBase Local Team will undertake this review for this CoC. While we hope this Handbook provides helpful guidance to you as you write your application; there will also be a second review to ensure it is complete.

## NEW PROJECTS

### Question

### New Project Answer and/or Notes

**Page 1A Application Type** A lot of the information in the first few charts is pre-populated from the Project Applicant Profile. If there are any discrepancies, or errors, edit the Project Applicant Profile, as you will not be able to change the Project Application.

Nothing to fill in on this page

### Pages 1B. Legal Applicant and 1C. Application Details

a. Legal Name

Remember: This is the recipient name, not the subrecipient.

The legal name must match the name on the organization's articles of incorporation or other legal governing authority. Surrogate names, abbreviations, or acronyms must not be listed.

f. Contact person

HUD will contact the person listed in field f regarding curable deficiencies for the application, and so this person should be the most knowledgeable about the application. This may be the organization's authorized representative, a program manager, financial analyst, or grant writer

### Page 1D. Congressional District(s)

15. Descriptive Title

If this is not the correct project name, you will need to edit in "projects" form on e-snaps

16. Congressional District(s): b. Project:

Must reflect congressional district(s) in which the project operates. Should be CA-003 and/or CA-005.

17a. Proposed Project start date

Please select a date in 2017 that is feasible for the start of your project. The operating start date must be the first day of the month.

17b. Proposed Project end date

For one year grants, please select a date 364 days after 17a

### Page 1E. Compliance and Page 1F. Declaration

19. Is the Application Subject to Review By State Executive Order 12372 Process?

Choose: b. Program is subject to E.O. 12372 but has not been selected by the State for review.

20. Delinquent debt

Project Applicants with an outstanding Federal debt will not be eligible to receive HUD funds, unless: (1) a negotiated repayment schedule is established and the repayment schedule is not delinquent, or (2) other arrangements satisfactory to HUD are made prior to the award of funds by HUD. The explanation of any debt owed and the repayment arrangements must be provided on Screen 1E. If arrangements satisfactory to HUD cannot be completed within 90 days of notification of selection, HUD will not execute a grant agreement with a project applicant.

### Page 2A. Project Subrecipients

Question	New Project Answer and/or Notes
	<ul style="list-style-type: none"> <li>• If there is a subrecipient(s), this should be completed with their information. If no recipient, can be left blank.</li> <li>• Congressional districts should be same as or a subset of 16b above.</li> <li>• Total subrecipient grant amount should not include the admin amount kept by the recipient (cannot exceed 50% of admin amount)</li> </ul>
<b>Page 2B. Experience of Applicant, Subrecipient(s), and Other Partners</b>	
1. Describe the experience of the applicant and potential subrecipients (if any), in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.	<ul style="list-style-type: none"> <li>• Describe why the applicant, subrecipients, and partner organizations (e.g., developers, key contractors, subcontractors, service providers) are the appropriate entities to receive funding.</li> <li>• Provide concrete examples that illustrate their experience and expertise in the following: <ul style="list-style-type: none"> <li>○ Working with and addressing the target population's identified housing and supportive service needs;</li> <li>○ Developing and implementing relevant program systems, services, and/or residential property construction and rehabilitation;</li> <li>○ Identifying and securing matching funds from a variety of sources; and</li> <li>○ Managing basic organization operations including financial accounting systems.</li> </ul> </li> </ul>
2. Describe the experience of the applicant and potential subrecipients (if any) in leveraging other Federal, State, local, and private sector funds	<ul style="list-style-type: none"> <li>• Include experience with all Federal, State, local and private sector funds.</li> </ul>
3. Describe the basic organization and management structure of the applicant and subrecipients (if any).	<ul style="list-style-type: none"> <li>• Include evidence of internal and external coordination and an adequate financial accounting system</li> <li>• Include the organization and management structure of the applicant <b>and</b> all subrecipients</li> <li>• Make sure to include a description of internal and external coordination and</li> <li>• Include the financial accounting system that will be used to administer the grant.</li> </ul>
4a. Are there any unresolved monitoring or audit findings for any HUD grants (including ESG) operated by the applicant or potential subrecipients (if any)?	<ul style="list-style-type: none"> <li>• Respond Yes if the recipient or subrecipient have open OIG audit findings; poor or non-compliance with applicable Civil Rights Laws and/or Executive Orders; or open McKinney-Vento related monitoring findings. Then describe the details and steps being taken to resolve the findings in the follow up question.</li> </ul>

## Question

## New Project Answer and/or Notes

**Page 3A. Project Detail** - This page determines what pages/questions are available later in application. If e-snaps asks you to fill out irrelevant information (e.g. about the number of units you will serve, but you are SSO project), review this page to ensure it is correct.

1a. CoC Number and Name	CA-518 - Vallejo/Solano County CoC
1b. CoC Collaborative Applicant Name	Community Action Partnership of Solano - JPA
3. Project Status	Correct answer: Standard
4. Component Type:	PH, HMIS, or SSO (if a Coordinated Entry grant)
5. Energy Star	Project Applicants that select "Yes" routinely replace older obsolete products and appliances with Energy Star-labeled products when replacing existing products is more cost-effective than repair.
6. Title V	This question refers to federal properties that were categorized as unutilized, underutilized, excess, or surplus for use to assist homeless persons, please answer as appropriate for your project.

### Page 3B. Project Description (questions differ by project type)

1. Provide a description that addresses the entire scope of the proposed project	<p>All project applicants must provide a comprehensive and concise project description. <b><i>References to ineligible activities or failing to provide an adequate description of the project may result in rejection of the project application.</i></b></p> <p>The project description should address the entire scope of the project and include:</p> <ul style="list-style-type: none"> <li>• Community needs</li> <li>• A clear picture of the target population(s) to be served</li> <li>• The plan for addressing the identified needs/issues of the CoC target population(s)</li> <li>• Projected outcome(s),</li> <li>• Coordination with other source(s)/partner(s), and</li> <li>• Reason why CoC Program support is required.</li> </ul> <ul style="list-style-type: none"> <li>○ The program description should describe the project at full operational capacity.</li> <li>○ <b><u>Project applicants MUST match this description to all other parts of the application</u></b> including Part 5, housing and income performance measures in Part 6, and budgets in Part 7</li> </ul>
2. Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring	<p>Demonstrate how full capacity will be achieved over the term requested in this application.</p> <p>Applicants must be able to begin assistance within 12</p>



Question	New Project Answer and/or Notes
effective and timely completion of all work.	months of conditional award.  Provide (1) a schedule and describe both (2) a management plan and (3) implementation methodology that will ensure that the project will begin operating within the requirements described in the FY 2016 CoC Program NOFA and CoC Program interim rule if it is selected for a funding award.
3. Will your project participate in a CoC Coordinated Entry process?	HUD and the CoC expect you to respond Yes.
4. Will your project have a specific population focus?	Select "Yes" if project will have a special capacity in its facilities, program designs, tools, outreach or methodologies for a specific subpopulation or subpopulations. This does not necessarily mean that the project exclusively serves that subpopulation(s), but rather that they are uniquely equipped to serve them. If "Yes" is selected, select the relevant checkbox(es).  Make sure the populations you select align with this grant opportunity (e.g. if you are applying for PSH, select chronic homeless). If a permanent housing project, make sure subpopulations with people with disability are checked.  <i>Note:</i> It is not in your best interest to overpromise to these questions.
5. Housing First. a. Will the project quickly move participants into permanent housing	HUD's preference is Yes.
b. Will the project remove the following barriers to accessing housing and services?	HUD's preference is that you check the first four boxes.
c. Will the project remove the following as reasons for project termination?	HUD's preference is that you check all three boxes.
d. Will the project follow a "Housing First" approach?	HUD's preference is Yes. If you answered the questions above in alignment with HUD's preferences, this will autopopulate Yes.
9. Will participants be required to live in a particular structure, unit, or locality, at some point during the period of participation	Yes/No. Permanent housing projects may require clients to live in a particular structure for the first year and in a defined geographical area for the entire term of stay in the program. This allowance applies to TRA projects when it is necessary for the coordination of supportive



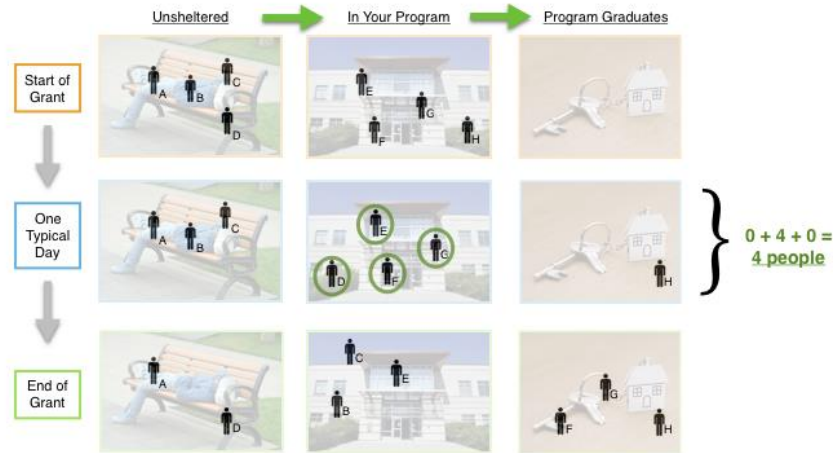
Question	New Project Answer and/or Notes
9b. If yes, how and why	services; however, TRA projects must still operate in a way that provides for tenant choice according to 24 CFR 578.51(c). Narrative should explain why the applicant has chosen to enforce this requirement for participants.
10a/b. Will more than 16 persons live in one structure?	Yes/No. (HUD prefers a no, unless justified by local market conditions). Narrative should explain the local market conditions that necessitate a project of this size and how neighborhood integration can be achieved for program participants.
<b>Page 4A. Supportive Services for Participants (not for HMIS or CE)</b>	
1a. Are the proposed project policies and practices consistent with the laws related to providing education services to individuals and families?	<ul style="list-style-type: none"> <li>• Yes if project will serve families or unaccompanied youth</li> <li>• N/A if project will serve adults only</li> </ul> <p>Please contact HomeBase Local Team if you need a form policy.</p>
1b. Does the proposed project have a designated staff person to ensure that the children are enrolled in school and receive educational services, as appropriate?	<ul style="list-style-type: none"> <li>• Yes if project will serve families or unaccompanied youth</li> <li>• N/A if project will serve adults only</li> </ul>
2. Describe how participants will be assisted to obtain and remain in permanent housing.	<p>Narrative:</p> <ul style="list-style-type: none"> <li>• Should address how the applicant will take into consideration the needs of the target population and the barriers that are currently preventing them from obtaining and maintaining permanent housing.</li> <li>• Should describe how those needs and barriers will be addressed through case management and/or other supportive services that will be offered through the project. Good strategies should be highly population specific and will look markedly different for youth, older adults, and families.</li> <li>• If housing units not owned by applicant, show how units will be identified and how to ensure reasonable rents</li> <li>• Detail arrangements and coordination with landlords and other providers</li> </ul>
3. Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently.	<p>Narrative should</p> <ul style="list-style-type: none"> <li>• Show how addressing needs of target population, services, availability/accessibility of services, coordination with other providers/mainstream systems, and</li> <li>• Describe how service delivery directly leads to employment, describe how service delivery leads directly to participants accessing</li> </ul>

Question	New Project Answer and/or Notes
	SSI/SSDI/mainstream services, and how funds contribute to participants' ability to live independently (youth programs should talk about education).
4. For all supportive services available to participants, indicate who will provide them, how they will be accessed, and how often they are provided.	<p data-bbox="667 378 1344 512">Should reflect all services for provided for participants, whether funded by CoC funds or other funds. If you do provide a service, please respond to all the related questions. At least one row must be completed.</p> <p data-bbox="667 554 1344 697">The list presented is both exclusive and exhaustive according to 24 CFR 578.53. Only the activities listed will be considered eligible activities with respect to the Project Application.</p> <p data-bbox="667 739 1344 835">Note: Having services that still say "Select" is acceptable and indicates service is not provided. Do not overpromise in this section.</p>
5. Questions about activities to increase access to mainstream benefits	The project application responses to these questions will be aggregated into the CoC application.

## Point-in-Time Count

A **POINT-IN-TIME** COUNT CAPTURES THE PEOPLE WHO ARE IN YOUR PROGRAM ON ANY ONE NIGHT.

(Use a Point-in-Time Count for Screens 5A and 5B)



A **Point-in-Time Count** taken on **One Typical Day** would show **4 people** in your program. It does not matter that several other people have passed through your program — for a Point-in-Time Count, you should **only** look at how many people are in your program on **one typical day**.

### Question

### New Project Answer and/or Notes

#### Page 4B. Housing Type and Location (not for HMIS or CE)

- |                              |  |
|------------------------------|--|
| Total Units:                 | <ul style="list-style-type: none"> <li>Total CH Dedicated/non-Dedicated beds: Should align with charts 3B, 5A and 5B, budgets and the CoC point in time count for this project.</li> <li>If a PSH project, dedicated CH beds must equal total beds.</li> </ul> |
| Total Beds:                  |  |
| Total Dedicated CH Beds:     |  |
| Total Non-Dedicated CH Beds: |  |

#### Pages 5A/5B. Project Participants – Households/Subpopulations

- |            |   |
|------------|---|
| Households | <p>Must match Page 3B, including the narrative and project type selected, as well as the supportive services provided on Page 4A and the housing type and location information provided on Page 4B, AND budgets.</p> <ul style="list-style-type: none"> <li>If PSH project, must have a disabled adult in the family</li> <li>If a project for chronically homeless (see Page 4B) must reflect disabled adults and chronic homelessness.</li> </ul> |
|------------|---|

Should reflect the number of households or persons served at **single point in time at maximum occupancy**

- Should NOT be the number served over the

Question	New Project Answer and/or Notes
	<p>course of a year or grant term</p> <p>On Page 5B, the first 3 columns are mutually exclusive, the rest can duplicate, except that “Persons not represented by an identified subpopulation” are mutually exclusive to all other rows. If anyone is listed in “Persons not represented by an identified subpopulation,” you must describe the population being served in the textbox. Make sure the population described is <b>eligible</b>.</p>
<b>Page 5C. Outreach for Participants</b> (all projects except HMIS or CE)	
1. Enter the percentage of project participants that will be coming from each of the following locations:	<p>Consider participant eligibility for program type:</p> <ul style="list-style-type: none"> <li>• If a new PSH project, need to come from streets, shelter, or safe haven.</li> <li>• If new RRH, you must serve people from street, shelter, safe havens, or DV.</li> </ul> <p>Homeless under other federal statutes—serving requires HUD approval of CoC request. <b>NO</b> CoCs have approval.</p> <p>If people you will serve will spend 90 consecutive days or less in an institution, use homeless status from before the institutional stay, or describe the population in the text box.</p>
2. If the total is less than 100 percent, identify the other location(s)	If this question is answered, make sure the answer is within HUD’s eligibility requirements. Most projects should not have to complete this answer.
3. Describe the outreach plan to bring these homeless participants into the project	<p>For projects participating in a CoC’s coordinated entry process, simply explain that coordinated entry will provide outreach and access and describe the specific coordination and referral process between coordinated entry and this project.</p> <p>Explain how program participants will be identified and connected with the offered housing and services.</p> <p>Also describe the contingency plan if the project experiences difficulty in meeting the requirements regarding service populations (e.g. re-evaluating the intake assessment procedures or outreach plan).</p>
<b>6A. Funding Request</b>	
3. Does this project propose to allocate funds according to an indirect cost rate?	Please see the Indirect Cost Rate subsection below at page 68.
4. Select a grant term	1 Year. (Could be more for Bonus projects, but rarely chosen.)

Question	New Project Answer and/or Notes
5. Select the costs for which funding is being requested	<p>Project Applicants may NOT have any of the following combinations in a single structure or housing unit:</p> <ul style="list-style-type: none"> <li>• Acquisition and/or rehabilitation with new construction</li> <li>• Leasing with acquisition, rehabilitation, or new construction</li> <li>• Rental assistance with acquisition, rehabilitation, or new construction</li> <li>• Leasing and rental assistance</li> <li>• Rental assistance and operations</li> </ul>
<b>6C/6E. Leased Units Budget Detail/Rental Assistance Budget Detail</b>	
FMR area:	Solano County
Units	Units should align with Pages 4B/5A/5B as applicable
<b>6F/6G/6H/ Supportive Services/Operating/HMIS Budget Detail</b>	
Operations/Services Quantity Description	<p>Make sure there is enough Quantity Detail (e.g. “1 FTE Case Manager Salary + benefits, or child care for 15 children”. “1 FTE” is NOT enough) and that <u>costs are eligible</u>.</p> <p>Request should be equal to one year of the relevant cost.</p>
<b>6H. Sources of Match</b>	
Sources of Match	<p>The match information should be based on the current commitment at time of project application and NOT based on projections. HUD expects the amount(s) listed on this form to be accurate, with a commitment letter with the amount listed to be in place.</p> <p>“Date of written commitment” refers to the date the commitment was signed, not the date it will be available.</p>
<b>6I. Summary Budget</b>	
Admin	<b>MAKE SURE FILLED IN.</b>
Match	25% match required (including admin, excluding leasing)
<b>7A. Attachment(s)</b>	
Subrecipient Nonprofit Documentation	If the applicant and project subrecipient are different entities, and the subrecipient is a nonprofit organization
<b>8B. Submission Summary</b>	
Make sure nothing reads “Please Complete”	

## RENEWAL PROJECTS

### Question

### Renewal Project Answer and/or Notes

**Page 1A Application Type** A lot of the information in the first few charts is pre-populated from the Project Applicant Profile. If there are any discrepancies, or errors, edit the Project Applicant Profile, as you will not be able to change the Project Application.

5b. Federal Award Identifier **Must** match GIW. E-snaps autopopulates with last year's grant number, ensure last 4 digits reflect update.

### Pages 1B. Legal Applicant and 1C. Application Details

a. Legal Name Must match GIW (prepopulated from Applicant Profile).

Remember: This is the recipient name, not the subrecipient. The legal name must match the name on the organization's articles of incorporation or other legal governing authority. Surrogate names, abbreviations, or acronyms must not be listed. The applicant must also be the recipient of record for the grant requesting renewal, not a new agency taking over the grant.

f. Contact person HUD will contact the person listed in field f regarding curable deficiencies for the application, and so this person should be the most knowledgeable about the application. This may be the organization's authorized representative, a program manager, financial analyst, or grant writer

### Page 1D. Congressional District(s)

15. Descriptive Title If this title is not correct, you will need to edit in "projects" form on e-snaps

16. Congressional District(s): b. **Project:** Must reflect congressional district(s) in which the project operates. Should be CA-003 or CA-005.

17a. Proposed Project start date Must be the date 364 days before 17b

17b. Proposed Project end date Must match GIW but the date should be in **2018 (may autopopulate 2017, so make sure to watch this)**.

### Page 1E. Compliance and Page 1F. Declaration

19. Is the Application Subject to Review By State Executive Order 12372 Process? Choose: b. Program is subject to E.O. 12372 but has not been selected by the State for review.

20. Delinquent debt Project Applicants with an outstanding Federal debt will not be eligible to receive HUD funds, unless: (1) a negotiated repayment schedule is established and the repayment schedule is not delinquent, or (2) other arrangements satisfactory to HUD are made prior to the award of funds by HUD. The explanation of any debt owed and the repayment arrangements must be provided on Screen 1E. If arrangements satisfactory to HUD cannot be completed within 90 days of notification of selection, HUD will not execute a grant agreement with a project applicant.

Question	Renewal Project Answer and/or Notes
<b>Page 2A. Project Subrecipients</b>	
	<ul style="list-style-type: none"> <li>• If there is a subrecipient(s), this should be completed with their information. If no recipient, can be left blank.</li> <li>• Congressional districts should be same as or a subset of 16b above.</li> <li>• Total subrecipient grant amount should not include the admin amount kept by the recipient (cannot exceed 50% of admin)</li> </ul>
<b>Page 2B. Recipient Performance</b>	
1. APR Submission on Time	<ul style="list-style-type: none"> <li>• Should be Yes. APRs are due within 90 days of when the grant term expires. For those first-time renewals for which the original grant term has not yet expired, please write, "First-time renewal and grant term has not yet expired" and provide the date by which the APR must be submitted</li> </ul>
2. HUD Monitoring/OIG Audit Findings	<ul style="list-style-type: none"> <li>• Should be No. If you selected "Yes", indicate the date of the oldest unresolved finding and provide a brief explanation for why the monitoring or audit finding remains unresolved and the steps that have been taken towards resolution (e.g., responded to the HUD letter, but no final determination received).</li> </ul>
3. Quarterly Drawdowns	<ul style="list-style-type: none"> <li>• Should be Yes. If no, include an explanation.</li> </ul>
4. Recaptured Funds	<ul style="list-style-type: none"> <li>• Should be No. If yes, include an explanation for why funds were not expended.</li> </ul>
<b>Page 3A. Project Detail</b> - This page determines what pages/questions are available later in application. If e-snaps asks you to fill out irrelevant information (e.g. about the number of units you will serve, but you are SSO project), review this page to ensure it is correct.	
2a. CoC Number and Name	CA-518 - Vallejo/Solano County CoC
2b. CoC Collaborative Applicant Name	Community Action Partnership of Solano - JPA
4. Project Status	Correct answer: Standard
5. Component Type:	Must match GIW.
6. Energy Star	Project Applicants that select "Yes" routinely replace older obsolete products and appliances with Energy Star-labeled products when replacing existing products is more cost-effective than repair.
7. Title V	This question refers to federal properties that were categorized as unutilized, underutilized, excess, or surplus for use to assist homeless persons, please answer as appropriate for your project.
<b>Page 3B. Project Description</b>	
1. Provide a description that addresses the entire scope of the proposed project	All project applicants must provide a comprehensive and concise project description. <b><i>References to ineligible activities or failing to provide an adequate description of the project may result in rejection of the project application.</i></b>

Question	Renewal Project Answer and/or Notes
	<p>The project description should address the entire scope of the project and include:</p> <ul style="list-style-type: none"> <li>• Community needs</li> <li>• A clear picture of the target population(s) to be served</li> <li>• The plan for addressing the identified needs/issues of the CoC target population(s)</li> <li>• Projected outcome(s),</li> <li>• Coordination with other source(s)/partner(s), and</li> <li>• Reason why CoC Program support is required</li> </ul> <ul style="list-style-type: none"> <li>○ The program description should describe the project at full operational capacity.</li> <li>○ <b><u>Project applicants MUST match this description to all other parts of the application</u></b> including Part 5 and budgets in Part 6</li> </ul>
<p>2. Does your project have a specific population focus?</p>	<p>Select “Yes” if project has special capacity in its facilities, program designs, tools, outreach or methodologies for a specific subpopulation or subpopulations. This does not necessarily mean that the project exclusively serves that subpopulation(s), but rather that they are uniquely equipped to serve them. If “Yes” is selected, select the relevant checkbox(es).</p> <p><i>Note:</i> It is not in your best interest to overpromise to these questions. However, please match your answer to prior applications.</p> <p>Also, if a permanent supportive housing project, make sure subpopulations with people with disability are checked.</p>
<p>3. Housing First.</p>	<p>The Housing First answers will be aggregated for the CoC application, and if our CoC is more Housing First oriented, our score will increase. <b>For renewal housing projects, if you indicated your project is Housing First in the past, but it is not any longer based on your answers to the next questions, please talk to HomeBase Local Team staff.</b></p>
<b>Page 4A. Supportive Services for Participants</b>	
<p>1. For all supportive services available to participants, indicate who will provide them, how they will be accessed, and how often they are provided.</p>	<p>Should reflect all services for provided for participants, whether funded by CoC funds or other funds. If you do provide a service, please respond to all the related questions. At least one row must be completed.</p> <p>Note: Having services that still say “Select” is acceptable and indicates service is not provided. Do not overpromise in this section.</p>



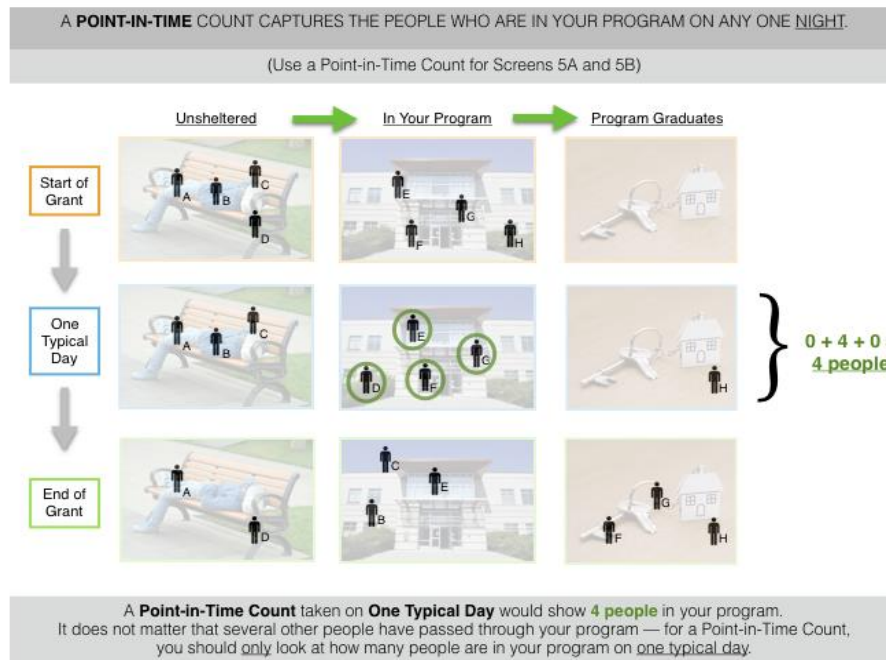
## Question

2. Questions about activities to increase access to mainstream benefits

## Renewal Project Answer and/or Notes

The project application responses to these questions will be aggregated into the CoC application.

### Point-in-Time Count



### Page 4B. Housing Type and Location

Total Units:

Total Beds:

Total Dedicated CH

Beds:

Total Non-Dedicated

CH Beds:

- Total units, beds: should match last year's contracted amount, including CH beds dedicated and prioritized
  - **Shortcut tip:** If you haven't amended the grant, look at last year's Project Application in this chart. Renewal projects that indicated they would prioritize chronically homeless persons in beds that become available through turnover in non-dedicated permanent supportive housing projects must continue to do so.
- Total CH Dedicated/non-Dedicated beds: Should align with charts 3B, 5A and 5B, budgets and the CoC point in time count for this project.

**Pages 5A/5B. Project Participants – Households/Subpopulations** (all projects except HMIS)

Question	Renewal Project Answer and/or Notes
Households	<p data-bbox="570 237 1349 384">Must match Page 3B, including the narrative and project type selected, as well as the supportive services provided on Page 4A and the housing type and location information provided on Page 4B, AND budgets.</p> <ul data-bbox="570 394 1333 541" style="list-style-type: none"> <li>• If PSH project, you must have a disabled adult in each family</li> <li>• If a project for chronically homeless (see Page 4B), you must reflect disabled adults and chronic homelessness.</li> </ul> <p data-bbox="570 594 1341 657">Should reflect the number of households or persons served at single point in time at maximum occupancy</p> <ul data-bbox="618 667 1357 814" style="list-style-type: none"> <li>• Should NOT be the number served over the course of a year or grant term</li> <li>• Should align with last year's contracted amount (hint: see last year's application)</li> </ul> <p data-bbox="570 867 1341 1014">On Page 5B, the first 3 columns are mutually exclusive, the rest can duplicate, except that "Persons not represented by an identified subpopulation" are mutually exclusive to all other rows.</p> <p data-bbox="570 1066 1349 1203">If anyone is listed in "Persons not represented by an identified subpopulation," you must describe the population being served in the textbox. Make sure the population described is <b>eligible</b>.</p>
<b>Page 5C. Outreach for Participants</b> (all projects except HMIS)	
1. Enter the percentage of project participants that will be coming from each of the following locations:	<p data-bbox="570 1262 1190 1293">Consider participant eligibility for program type:</p> <ul data-bbox="618 1304 1328 1724" style="list-style-type: none"> <li>• If PH project, people need to come from: the streets, emergency shelters, Safe Havens, or transitional housing.</li> <li>• If a PSH bonus project or <b>prioritizing CH for units</b>, need to come from streets, shelter, or safe haven.</li> <li>• If a TH or SSO project, remember that you cannot serve people exiting an institution where they have lived more than 90 days</li> <li>• Homeless under other federal statutes—serving requires HUD approval of CoC request. <b>NO</b> CoCs have approval.</li> </ul> <p data-bbox="570 1776 1341 1873">If a person recently spent 90 consecutive days or less in an institution, use his or her homeless status from before the institutional stay, or describe the population in the text box.</p>

Question	Renewal Project Answer and/or Notes
2. If the total is less than 100 percent, identify the other location(s)	If this question is answered, make sure the answer is within HUD's eligibility requirements. Most projects should not have to complete this answer.
<b>6A. Funding Request- RENEWAL BUDGETS MUST MATCH GIW <u>EXACTLY UNLESS REALLOCATING</u>.</b>	
3. Are the requested renewal funds reduced from the previous award using reallocation?	Question refers to a change between this year's GIW and the project application. Must match CoC answers as recommended by Review & Rank Panel.
4. Does this project propose to allocate funds according to an indirect cost rate?	Please see the Indirect Cost Rate subsection below at page 68.
5. Select a grant term	1 Year (prepopulated for renewals).
6. Select the costs for which funding is being requested	Must match GIW
<b>6B/6D. Leased Units Budget Detail/Rental Assistance Budget Detail</b>	
FMR area:	Solano County
Number of units	<ul style="list-style-type: none"> <li>Must be equal to GIW amounts/units (as applicable)</li> <li>Units should align with Pages 4B/5A/5B as applicable</li> </ul>
<b>6E/6F/6G. Supportive Services/Operating/HMIS Budget Detail</b>	
Quantity Description	<p>Make sure there is enough Quantity Detail: (e.g. "1 FTE Case Manager Salary + benefits, or child care for 15 children". "1 FTE" is NOT enough) and that <u>costs are eligible AND approved</u></p> <p>If your project was originally funded under the Samaritan Bonus or otherwise was originally restricted in the amount/type of services available, the proposed Supportive Services budget must remain within the original restrictions.</p>
<b>6H. Sources of Match</b>	
Sources of Match	<p>The match information should be based on the current commitment at time of project application and NOT based on projections. HUD expects the amount(s) listed on this form to be accurate, with a commitment letter with the amount listed to be in place.</p> <p>"Date of written commitment" refers to the date the</p>

Question	Renewal Project Answer and/or Notes
	commitment was signed, not the date it will be available.
<b>6I. Summary Budget</b>	
Admin	<b>MAKE SURE FILLED IN.</b> Must match GIW.
Match	25% match required (including admin, excluding leasing)
Total budget	Must match GIW.
<b>7A. Attachment(s)</b>	
Subrecipient Nonprofit Documentation	If the applicant and project subrecipient are different entities, and the subrecipient is a nonprofit organization
Match/Leverage Documentation	You may need to attach match (and possibly leverage) documentation.
<b>8B. Submission Summary</b>	
	Make sure nothing reads "Please Complete"

#### E. INDIRECT COST RATE (SCREEN 7A, QUESTION 4)

##### FAQS

**What is an indirect cost rate?** The indirect cost rate allows a project to spend some of its HUD funding on costs that are difficult to assign to any particular project. Or as stated in 2 CFR 200.56, "Indirect (F&A) costs means those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved." For example, if your management/admin team runs three different projects out of the same building, then depreciation for that building would be an indirect cost. Similarly, the cost of an outside accounting firm that does the accounting for your entire organization would be an indirect cost, or the cost of a human resources tool like Zenefits.

**Is the indirect cost rate the same thing as the administration line item?** No. Sometimes both budgets are 10% of the total, but that's just a coincidence. They're two different concepts, and one project can apply for both admin and indirect costs.

**Will choosing to use an indirect cost rate change my CoC project's funding award?** No. The indirect cost rate does not increase or decrease the amount of funding your project receives from HUD. Instead, the indirect cost rate gives you more flexibility about how to spend that money.

#### HOW TO TELL IF YOUR PROJECT ALREADY HAS AN INDIRECT COST RATE AGREEMENT

**What is an Indirect Cost Rate Agreement?** An indirect cost rate agreement is an agreement between (1) a branch of the federal government and (2) a nonprofit, local government, or state government. The agreement sets the percentage of a federal grant that can be used on "indirect costs" like accounting and human resources.

**Where do I look to see if I have an Indirect Cost Rate Agreement?** If you are the CoC project

recipient (i.e. you have an eLOCCS account), you should talk to your accountant, lawyer, or executive director to find out if you have an indirect cost rate agreement. However, if you are a sub-recipient, then you should ask your recipient if it has an indirect cost agreement.

**What does an Indirect Cost Rate Agreement look like?** The Indirect Cost Rate Agreement will show the name of your organization, the dates covered by the agreement, and the percent of your budget that you are allowed to attribute to indirect costs. An example of an Indirect Cost Rate Agreement is below.

**NONPROFIT RATE AGREEMENT**

EIN: 94-161 [REDACTED] DATE: 03/06/2015

ORGANIZATION: Community [REDACTED] of [REDACTED] County  
[REDACTED] Gill Avenue  
[REDACTED], CA 936 [REDACTED]

FILING REF.: The preceding agreement was dated 05/27/2014

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

---

**SECTION I: INDIRECT COST RATES**

RATE TYPES:	FIXED	FINAL	PROV. (PROVISIONAL)	FRED. (PREDETERMINED)
<b>EFFECTIVE PERIOD</b>				
<b>TYPE</b>	<b>FROM</b>	<b>TO</b>	<b>RATE(%)</b>	<b>LOCATION</b>
FINAL	07/01/2013	06/30/2014	9.10	All
PROV.	07/01/2014	06/30/2016	9.10	All
				<b>APPLICABLE TO</b>
				All Programs
				All Programs

**What does the signature line of an Indirect Cost Rate Agreement look like?** There will be two signatures on the agreement — one for the grant recipient, and one for an officer of the federal government. If you can't find a federal officer's signature on your document, then it means you don't have an indirect cost rate agreement. In the example below, the agreement is electronically signed by Arif M. Karim, an officer of the federal Department of Health and Human Services.

BY THE INSTITUTION:	ON BEHALF OF THE FEDERAL GOVERNMENT:
Community [REDACTED] of [REDACTED] County	DEPARTMENT OF HEALTH AND HUMAN SERVICES
(INSTITUTION)	(AGENCY)
<i>Donna S. [REDACTED]</i>	<b>Arif M. Karim -S</b>
(SIGNATURE)	(SIGNATURE)
<i>DONNA S. [REDACTED]</i>	<b>Arif Karim</b>
(NAME)	(NAME)
<i>CHIEF FINANCIAL OFFICER</i>	Director, Cost Allocation Services
(TITLE)	(TITLE)
<i>3/9/2015</i>	3/6/2015
(DATE)	(DATE)

**What if I don't have an Indirect Cost Rate Agreement?**

If you or your primary recipient already has an indirect cost rate agreement on file, then you need to use that agreement. However, if you don't have a signed agreement on file yet, that is not a problem! You do not need an Indirect Cost Rate Agreement. HUD will allow you to use a

10% rate even with no agreement.

#### FILLING OUT SCREEN 7A IF YOU DO NOT HAVE AN INDIRECT COST AGREEMENT

Answer “Yes” to Question 4.

4. Does this project propose to allocate funds according to an indirect cost rate? Yes

Then, fill out the chart in Question 4a using the instructions below:

- Your “Administering Agency” is “N/A.”
- Your Indirect Cost Rate is “10%.”
- Your Direct Cost Base is your project’s total budget (as shown on the GIW) divided by 1.1.

For example, if your total project budget (including admin) is \$200,000, then your Direct Cost Base would be  $\$200,000 \div 1.1 = \$181,818$ . Note that this is not the same thing as “minus 10%” or “multiply by 90%.” You will get the wrong number if you try to subtract or multiply. Please follow the instructions exactly, and divide by 1.1.

a. Please complete the indirect cost rate schedule below:

Administering Department/Agency	Indirect Cost Rate	Direct Cost Base
N/A	10%	\$181,818

Finally, answer “No” to Question 4b, and “Yes” to Question 4c.

b. Has this rate been approved by your cognizant agency? No  
c. Do you plan to use the 10% de minimis rate? Yes

**That’s it! You’re done with the indirect cost rate.** Remember, only use this page if the organization receiving HUD funds does not have an indirect cost rate agreement. If you do have an indirect cost rate agreement, use the next page instead.

#### FILLING OUT SCREEN 7A IF YOU DO HAVE AN INDIRECT COST AGREEMENT

Answer “Yes” to Question 4.

4. Does this project propose to allocate funds according to an indirect cost rate? Yes

Then, fill out the chart in Question 4a using the instructions below:

- Your “Administering Agency” is the name of the federal agency that’s shown on your Indirect Cost Rate Agreement. For example, it might be the “U.S. Department of Health and Human

Services.”

- Your Indirect Cost Rate will be shown on your Indirect Cost Rate Agreement. It should be expressed as a percent, e.g., 9.10%.
- Your Direct Cost Base is your project’s total budget (as shown on the GIW) divided by one plus your Indirect Cost Rate (as shown on your Indirect Cost Rate Agreement).

For example, if your total project budget (including admin) is \$200,000, and your Indirect Cost Rate is 9.1%, then your Direct Cost Base would be  $\$200,000 \div (1 + 0.091) = \$183,318$ .

a. Please complete the indirect cost rate schedule below:		
Administering Department/Agency	Indirect Cost Rate	Direct Cost Base
U.S. Dept. of Health & Hum. Serv.	9.10%	\$183,318

Finally, answer “Yes” to Question 4b, and “No” to Question 4c.

b. Has this rate been approved by your cognizant agency?	Yes
c. Do you plan to use the 10% de minimis rate?	No

**That’s it! You’re done with the indirect cost rate.** Make sure you have a copy of your indirect cost rate agreement so you can attach it to your application.

Remember, only use this page if the organization receiving HUD funds does have an indirect cost rate agreement. If you do not have a signed indirect cost rate agreement, use the previous page instead.

## RESOURCES

- **2016 CoC NOFA:** <https://www.hudexchange.info/resources/documents/FY-2016-CoC-Program-NOFA.pdf>
- **General Section NOFA:** [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/grants/fundsavail/nofa16/gensec](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail/nofa16/gensec)
- **CoC Program Interim Rule (24 CFR part 578):** <https://www.hudexchange.info/resource/2035/coc-program-interim-rule-formatted-version>
- **Program Resources:** <https://www.hudexchange.info/homelessness-assistance/>
  - CoC Program Interim Rule training materials and program resources
- **Application Resources:** <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>
  - Application Instructional Guides
  - Application Detailed Instructions
  - FAQs
- **HUD Exchange e-snaps Ask A Question (AAQ):** <http://www.hudexchange.info/get-assistance/>
- **To join the HUD listserv:** [www.hudexchange.info/maillinglist](http://www.hudexchange.info/maillinglist)