2019 Partners Ending Homelessness CoC Grant Timeline for Guilford County CoC Project Applicants

HUD CoC NOFA Announcement: July 3, 2019
e-snaps Applications Available: week of July 8, 2019
HUD CoC Application Deadline: September 30, 2019

May 31 – September 30, 2019

Please note: Each year, the Continuum of Care NOFA (Notice of Funding Availability) is a little different. Please consult the CoC NOFA released by the U.S. Department of Housing and Urban Development (HUD) for all details regarding CoC project applications. Current CoC Program and 2019 Program Competition links are: https://www.hudexchange.info/programs/coc/ and https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/. This timeline document serves as a guide for Partners Ending Homelessness staff, as well as for HUD CoC project applicants/grantees, and any changes/updates will communicated to project applicants.

May 31, 2019
- Partners Ending Homelessness submits CoC System Performance Measures in HUD HDX.

June 4 – September 13, 2019 – Project Applicant Notification of Project Review & Selection Process (see Guilford CoC website for complete process timeline)
- As in previous years, project applicants will receive a copy of the 2019 CoC project scoring categories and process to be used by the CoC's System Performance and Evaluation Committee and Board. The documents were posted on the Guilford CoC website, and membership was notified on June 12, 2019. Updates to documents will be posted between July 15-19, and membership will be notified at that time. A training session will be scheduled for all project applicants.
- As part of project review, all agencies submitting a 2019 CoC Project Application will also be expected to complete a quick form developed by PEH, where they will attest that they are operating low barrier housing first programs and following CoC written standards for Coordinated Assessment and Rapid Rehousing. Project Applicants should also anticipate submitting other information to PEH if required by the 2019 CoC NOFA. More details will follow.

June 13, 2019 - Initial HUD CoC NOFA 2019 Information Meeting for Project Applicants at 11:30 am, Universalist Unitarian Church, Jamestown, NC (additional meetings may be scheduled – TBD)

July 12, 2019
- Jackie Hundt to send CoC NOFA tentative timeline to all renewal project applicants (CoC Grants email group created by PEH) and to new project applicants as they are identified.

July 12, 2019
- **PEH issues RFP, which includes posting RFP and Project Applicant timeline on website.**
- Project applicants can begin reviewing and updating their Applicant Profiles in *e-snaps*.

approximately July 8-24, 2019 – Review of HUD Details on CoC Project Application Process *(This is an estimate as some materials are not yet published.)*
- Review HUD details of CoC Project Application Procedures and Changes. See HUD links:
    o CoC Program and 2019 Program Competition: https://www.hudexchange.info/programs/coc/ and https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/.
    o *e-snaps* training for project applicants: General information is located at https://www.hudexchange.info/programs/e-snaps/**.** As soon as HUD publishes the resources,

you will scroll down on this webpage to get to the "Updating CoC and Project Applicant Information" and "Submitting Applications for Project Funding" resources.

- o Typically, detailed instructions for project applications are in *e-snaps* on the left-side gray bar.
- o *e-snaps* web address: https://esnaps.hud.gov/grantium/frontOffice.jsf
- o **Please begin working on your match letters. The letters must be dated within 60 days of the overall submission deadline.** *Please consult all HUD guidance and FAQs (searching with keyword "match") on Match. Past instructions stated: "Match funds are acquired from sources outside of this grant's funding request. 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 (i.e., grant term), and NOT based on projections**. HUD expects the amount(s) listed on this screen to be accurate, with a commitment letter(s) in place that includes the amount(s) listed. Applicants should also review 24 CFR 578.73 and the FY 2019 CoC Program Competition NOFA for detailed information concerning Match." You can provide a letter to document cash, in-kind goods/equipment, and in-kind property. You MUST provide an MOU to document in-kind services. The formatting of the letters and/or MOUs is important.*

  Please refer to the NCCEH BOS Explainers document regarding Match if you need further guidance and make sure you follow the instructions on formatting. (Scroll down the page to locate the pdf which will be posted soon.) https://www.ncceh.org/bos/currentcocapplication/

  Lastly, the letters/MOUs MUST be attached to your e-snaps project application.

July 26, 2019 – RENEWAL PROJECTS & NEW PROJECTS (from Bonus or Reallocated Funds)
- **Submit your Letter of Intent to PEH per the issued RFP.** Please follow any and all other local PEH application instructions and guidelines.
- Make sure SAM (formerly CCR) registration status is active. (https://sam.gov/SAM/)
- Make sure your agency has its DUNS.
- Make sure your Code of Conduct is on file with HUD. (https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants)
- **In addition to the Letter of Intent, provide PEH with the following hard-copy paper documents, 3-hole punched, in the order listed below**, by **July 26 at 5PM (High Point office, 815 Phillips Avenue).** If you have any questions, please contact Brian Hahne or Gwen Taylor. The following list may be updated.
  - o Most recent IRS 990, as submitted to the IRS
  - o Most recent audit report and auditor's management letter
  - o By-Laws
  - o Articles of Incorporation
  - o IRS 501(c)3 designation letter (status in place for at least one year prior to application deadline)
  - o Current Board roster
  - o Copies of organizational (not CoC project) budgets for last year, current year, and next year (if available)
  - o Copies of Code of Conduct, Personnel Policies, Procurement Policies, Accounting Procedures for the Organization, and Conflict of Interest Policy (as applicable)
  - o NC Solicitation license or exempt letter
  - o Notarized statement of no overdue taxes
  - o Renewal projects should submit verification of all project drawdowns during the past project year.
  - o Most current APR on file with HUD Please indicate the date the APR was submitted.

July 15 -26, 2019 – Applicant Profile Updated/Completed in e-snaps (For HUD e-snaps resources, see https://www.hudexchange.info/programs/e-snaps/)

- Renewal Projects: Submit any HUD project amendments or grant adjustments that took place in the past 12 months to Jackie Hundt (ghundt@triad.rr.com).
- Review your Applicant Profile (424) folder in *e-snaps* and update details as necessary. This must be done before you create a project application. New Project Applicants can contact Jackie Hundt about getting set up in *e-snaps* and completing the Applicant Profile (424) folder.
- Links to the attachments/forms will be sent in a separate email.
- Please submit a PDF of the Applicant Folder (424) and all attachments in 424 and Project Application to Jackie Hundt (ghundt@triad.rr.com) for review.
- IMPORTANT NOTE: With regards to the attachments in the Applicant Profile (424) folder, please complete and/or attach all necessary documents per HUD requirements with appropriate details and dates. (For 2017, attachments were to be dated between July 1, 2017, and the deadline of September 28, 2017.) In the past, project applicants must have something attached in each upload spot in order to move forward in *e-snaps* and create a project application. HUD requires CoC Collaborative Applicants to certify that all attachments are accurate. Please review last year's attachments and any corrections I emailed you, so all forms are consistent. Final budget amounts as approved by the CoC's System Performance and Evaluation Committee and the CoC Board will be released as soon as available. Please proceed as usual, but expect that you may need to edit your attachments closer to the deadline. More details will follow. (Note: If there are corrections to any attachments, the Applicant Profile can be put in edit mode and new attachments can be uploaded.)

after July 26, 2019 or as needed
- One-on-one training/consultations on HUD CoC priorities and *e-snaps* for new and renewal applicants with CoC leadership, CA staff, and/or Jackie Hundt

on or before August 8, 2019
- Renewal Project Applicants will receive their performance data for review from Jackie Hundt, and they will have 2 business days to review and submit any corrections or questions to Jackie Hundt.

August 9, 2019 – RENEWAL and NEW Draft Project Applications Due in *e-snaps*
- In the past, Project Applicants must complete three steps to access the Project Application—complete the Project Applicant Profile, register for the correct Funding Opportunity, and create a Project (name the project as it is named in the GIW and import from last year's renewal project). After doing so, the Project Application will appear on the "Submissions" screen.
- Open the "Submissions" folder, to locate your 2019 project application.
- Update and/or complete Project Applications in *e-snaps* per HUD instructions. Applicants should be able to import data from last year's application, which will make the process go faster. (Note: If your project was new in 2018, then it will not import, so you will have to start from scratch with a 2019 renewal project form.) Please make sure the project name & number matches the name & number in the GIW and that the budget amounts are consistent with HUD-approved amounts (i.e., GIW) and/or CoC-approved amounts. Also, please review any corrections provided via email during the 2018 application review process by Jackie Hundt, so that the same mistakes are not made again. *Note: Remember the old project number imports, so you have to change it to the current one. Remember to edit the operating year, as the current year is what imports.*
- Email exported PDF of Project Application to Jackie Hundt (ghundt@triad.rr.com) for review.

August 10-23, 2019
- Partners Ending Homelessness, Jackie Hundt, and applicants to review Project Applications, Applicant Folder (424), and any attachments for necessary corrections.
- Project applicants will make corrections as needed and may enter final match amounts in project application. Please attach pdfs of all match letters.

estimated August 15, 2019
- System Performance and Allocations Committee meets to make recommendations for allocations and determine rank for new and renewal projects. As in the recent past, projects will be ranked in two tiers per HUD's instructions, and projects in Tier 2 could possibly lose funding.

estimated August 16, 2019 - September 4, 2019
- System Performance and Allocations Committee contacts project applicants regarding recommendations for allocations and rank for new and renewal projects.
- Project applicants may appeal.
- **CoC Board of Directors meets via special called meeting** to consider SPEC recommendations for project allocations and priority ranking.

August 26-29, 2019 – RENEWAL and NEW <u>Final</u> Project Applications Due in *e-snaps*
- **Submit the final Project Applications in e-snaps in order to meet the 30-day before CoC deadline requirement**. If there are corrections, then Jackie Hundt will send the application back to the applicant for edits. The timestamp of submission is what is critical. Updates and corrections can still be made.
- Email final exported PDFs of *e-snaps* CoC Project Application and *e-snaps* Applicant Profile and all associated attachments for Applicant Profile and Project Applications to PEH.
- Email PDFs of the match letters that are referenced and attached in your project application(s) to PEH.

September 5, 2019
- CoC Board of Directors makes Priority Listing recommendation to CoC Membership for their approval

September 12, 2019
- CoC Membership meeting to vote and approve final applications, allocation, and ranking
- PEH (Gwen) tally votes, notify Board and Jackie Hundt of results, notify membership in next newsletter

September 13, 2019
- <u>At least fifteen days prior to CoC NOFA</u> deadline, CoC Board will give official written notice given to all project applicants regarding final Priority Listing (acceptance/rejection/relocation).

September 16-20, 2019
- Partners Ending Homelessness staff, and Jackie Hundt as needed, review and complete all attachments and documents needed for HUD CoC Application.
- <u>Partners Ending Homelessness staff post CoC Application in its entirety on website for public inspection per HUD NOFA requirements</u>.

September 23-25, 2019
- Partners Ending Homelessness staff finalize CoC Application submission.

September 26, 2019 – Internal Continuum of Care Deadline
- <u>Partners Ending Homelessness to submit CoC Application (which includes project priority list and project applications) to HUD at least 2 days prior to **HUD CoC deadline (September 30, 2019)**</u>.