

**FY 2021 Continuum of Care (CoC) Program Competition**  
**Local Timeline Coordinated by Partners Ending Homelessness as Administrative Agent for**  
**Guilford County CoC Project Applicants**

HUD CoC Program NOFO Announcement: August 18, 2021

e-snaps Applications Available: no later than August 19, 2021

**Guilford CoC Project Application Letter of Intent: September 15, 2021**

**Guilford CoC Project Application Deadline for local review: September 24, 2021**

**Guilford CoC Project Application Deadline for HUD submission: October 12, 2021**

HUD CoC Application Deadline: November 16, 2021

Please note: Each year, the Continuum of Care NOFO (Notice of Funding Opportunity) is a little different. Please consult the CoC Program NOFO released by the U.S. Department of Housing and Urban Development (HUD) for all details regarding CoC project applications. The CoC Program Competition information will be posted at: <https://www.hudexchange.info/programs/e-snaps/fy-2021-coc-program-nofa-coc-program-competition/>. This timeline document serves as a guide for Partners Ending Homelessness (PEH) staff and the Guilford County CoC Program Manager, as well as for Guilford County CoC project applicants/grantees, and any changes/updates will be communicated to project applicants.

**Project Applicant Notification of Project Review & Selection Process** (see Guilford CoC website for more details)

- As in previous years, Guilford CoC will post the 2021 CoC project scoring categories and process to be used by the CoC's System Performance and Evaluation Committee and Board. The supporting documents will be posted on the Guilford CoC website with the RFP release on September 1, 2021, and membership will be notified on that same date. If there are any updates to the process, membership will be notified, and details will be posted on the Guilford CoC website at that time. A training session will be scheduled for all project applicants on September 9, 2021, during the regularly scheduled membership meeting.
- As part of project review, all agencies that are new to the CoC-funding process and submitting a 2021 CoC Project Application will be expected to complete a brief 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.
- If any additional information is needed for the project review, rating, and ranking process, PEH, as Administrative Agent, may issue additional instructions and requirements for project applicants (both new and renewal) if required by the 2021 CoC NOFO and/or SPE Committee.

In advance of the local project competition, the Guilford County CoC has completed the CoC's registration and review steps in e-snaps and has coordinated the review of the GIW and submitted changes to HUD accordingly.

**September 1, 2021**

- **Guilford County CoC issues the local CoC RFP, which includes posting all relevant Project Review & Selection documents (i.e., scoring tools, reallocation process, and appeals policy) and the Project Applicant timeline on the Guilford CoC website.**
- Jackie Hundt, CoC Consultant to PEH, assists with coordinating the Project Application process and sends an introductory email and CoC NOFO tentative timeline to all renewal project applicants and to new project applicants as they are identified. Contact Info: [jackie.hundt@gmail.com](mailto:jackie.hundt@gmail.com) or 336-408-5071.

## September 1-9, 2021 – Review of HUD Details on Applicant Profile and CoC Project Application Process and Things to Remember before Getting Started

- Review HUD information on CoC Program and Project Application Procedures. See HUD links:
  - CoC Program and 2021 Program Competition: <https://www.hudexchange.info/programs/e-snaps/fy-2021-coc-program-nofa-coc-program-competition/>.
  - *e-snaps* training for project applicants: General information is located at <https://www.hudexchange.info/programs/e-snaps/>. The items on this webpage under **Navigate e-snaps** and **Apply for Project Funds** are great resources.
  - Typically, detailed instructions for project applications are in *e-snaps* on the left-side gray bar.
  - *e-snaps* web address: <https://esnaps.hud.gov/grantium/frontOffice.jsf>
- Project applicants review and update their Applicant Profiles in *e-snaps* **before** starting the project application. Remember to put the applicant folder in edit mode to make changes and mark the applicant folder complete when you are ready to work on project application setup.
- **Also, 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. Per the NOFO, “24 CFR 578.73 provides the information regarding match requirements. Project applicants that intend to use program income as a match must provide an estimate of how much program income will be used for the 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. NCCEH BOS has a letter template you can follow, which is posted on their website. <https://www.ncceh.org/bos/currentcocapplication/> Feel free to contact Jackie Hundt if you can’t locate it. Lastly, the letters/MOUs MUST be attached to your e-snaps project application.

## September 9, 2021 - Initial HUD CoC NOFO 2021 Information Meeting for Project Applicants (both New & Renewal) during Guilford County CoC Membership Meeting

- Additional meetings or trainings may be scheduled as needed.
- One-on-one training/consultations on HUD CoC and local priorities OR how to navigate *e-snaps* may be scheduled as needed with CoC leadership, CA or AA staff, and/or Jackie Hundt by new and renewal applicants.

## September 15, 2021 – RENEWAL PROJECTS & NEW PROJECTS (from Bonus or Reallocated Funds)

- **Submit your Letter of Intent to PEH per the issued RFP.** Please follow all local Guilford County CoC 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](https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants))
- In addition to the Letter of Intent, **submit the following documents electronically to PEH** by September 15 at 5PM and via email to [kelly@partnersendinghomelessness.org](mailto:kelly@partnersendinghomelessness.org). PDF files are preferred with a file name that begins with the respective letter designated below (e.g., “B\_Org Name\_IRS990”). If you have any questions, please contact Kelly Hedgecock or Brian Hahne.
  - A. Signed letter of intent (LOI) to apply for CoC Funding.
  - B. Most recent IRS 990, as submitted to the IRS.
  - C. Most recent audit report and auditor’s management letter.
  - D. By-Laws.
  - E. Articles of Incorporation.
  - F. IRS 501(c)3 designation letter (status in place for at least one year prior to application deadline).
  - G. Current Board of Directors roster, including demographic details regarding gender, racial/cultural identity and lived experience.

- H. Copies of organizational (not CoC project) budgets for last year, current year and next year (if available).
- I. Copies of Code of Conduct (as adopted and/or on file with HUD), Personnel Policies, Procurement Policies, Accounting Procedures for the Organization, and Conflict of Interest Policy (as applicable).
- J. Current NC Solicitation license or exempt letter.
- K. Notarized statement of no overdue taxes.
- L. Renewal projects must also submit verification of all project drawdowns during the past project year from eLOCCS.
- M. Most current APR on file with HUD and please indicate the date the APR was submitted.
- N. Copy of signed HMIS data sharing agreement with CoC.
- O. Listing of any grant amounts recaptured in previous years.
- P. Listing of staff participation in annual trainings on Equal Access, Racial Disparity, Domestic Violence, Dating Violence, Sexual Assault, Stalking and other topics of relevance to CoC work and policies, including course name, dates of training, name of presenting organization, and names and titles of participants.
- Q. Other organizational information needed to meet HUD or CoC requirements.

**September 17, 2021 – Applicant Profile Updated/Completed in e-snaps** (For HUD e-snaps resources, see <https://www.hudexchange.info/programs/e-snaps/>)

- 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 ([jackie.hundt@gmail.com](mailto:jackie.hundt@gmail.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. (The date range is between the NOFO period, 8/18/21 to 11/16/21.) 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 attachments and any corrections from prior years, 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.)
- Renewal Projects: Submit any HUD project amendments or grant adjustments that took place in the past 24 months to Jackie Hundt ([jackie.hundt@gmail.com](mailto:jackie.hundt@gmail.com)).

**on or before September 20, 2021**

- 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.

**September 24, 2021 – RENEWAL and NEW Project Applications Due in e-snaps for SPE Committee Review, Rating, and Ranking by 2PM**

- 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 2021 project application.
- Update and/or complete Project Applications in *e-snaps* per HUD instructions. Again, 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 2019, then it will not import, so you will have to start from scratch with a 2021

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 2019 application review process by Jackie Hundt, so that the same mistakes are not made again. *Note: Remember the old project number imports, so you must 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 ([jackie.hundt@gmail.com](mailto:jackie.hundt@gmail.com)) for review.

**September 25-29, 2021** *This step may extend through October 12 if needed.* – **Project Review**

- SPE Committee, Jackie Hundt, PEH staff, and CoC Program Manager, as well as project applicants, review Project Applications, Applicant Folder (424), and any attachments for necessary corrections.

**September 30 - October 12, 2021**

- SPE 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.
- SPE Committee contacts project applicants regarding recommendations for allocations and rank for new and renewal projects.
- Project applicants may appeal.
- Project applicants will be notified of all corrections they need to make and will need to enter final budget and/or match amounts in project application. Please attach pdfs of all match letters.

**October 12, 2021 – RENEWAL and NEW Final Project Applications Due in *e-snaps***

- **Submit the final Project Applications in *e-snaps* to meet the 30-day before CoC deadline requirement.** If there are any minor 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.

**October 13-21, 2021**

- **CoC Board of Directors meets via special called meeting** to consider SPE Committee recommendations for project allocations and priority ranking.
- CoC Board of Directors makes Priority Listing recommendation to CoC Membership for their approval.
- CoC Membership meets via special called meeting to vote and approve final applications, allocation, and ranking.
- PEH as Administrative Agent tallies votes, notify Board and Jackie Hundt of results, notify membership in next newsletter.

**October 25-29, 2021**

- At least fifteen days prior to CoC NOFO deadline, CoC Board will give official written notice given to all project applicants regarding final Priority Listing (acceptance/rejection/relocation).

**November 8-10, 2021**

- PEH staff, CoC Program Manager, and Jackie Hundt as needed, review and complete all attachments and documents needed for HUD CoC Application.
- PEH staff post CoC Application in its entirety on Guilford CoC website for public inspection per HUD NOFO requirements.

**November 11-12, 2021**

- Guilford County and PEH staff finalize CoC Application submission.

**November 12, 2021 – Internal Continuum of Care Deadline**

- Guilford County to submit CoC Application (which includes project priority list and project applications) to HUD at least 2 days prior to HUD CoC deadline (November 16, 2021).