



2019 NOFA

Notice of Funding Availability

OFFICIAL INFORMATION

Memphis/Shelby County Continuum of Care Competition New Project Information

Before Starting the New Project Application

To ensure that the Project Application is completed accurately, ALL project applicants should review the following information BEFORE beginning the application.

- To ensure that applications are considered for funding, applicants should read all sections of the FY 2019 CoC Program NOFA and the FY 2019 General Section NOFA (available at <https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/>).
- This new project application packet is for guidance and information only. **New project applications must be submitted in the e-snaps online portal by the due date (August 19, 2019 at 4:00 pm), not to CAFTH.** Log-in to e-snaps at <https://esnaps.hud.gov/grantium/>. Refer to the Navigational Guide (pages 6-16) to register for e-snaps and begin a New Project application (<https://files.hudexchange.info/resources/documents/FY-2019-New-Project-Application-Navigational-Guide.pdf>).
 - Detailed e-snaps instructions and navigational guides can be found on the HUD Exchange (<https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/>) and on the left menu within e-snaps. They contain more comprehensive instructions and so should be used in tandem with this information guide.
 - Because e-snaps can be difficult to use and information can easily be lost, we **highly recommend** completing and saving narrative sections in this or another document and pasting them into e-snaps to ensure no information is lost.
 - **Please plan to register and attend an e-snaps lab training time if you need assistance with submitting your application in e-snaps** (more information will be available at <https://www.cafth.org/2019-nofa>)
- **Project applicants are required to have a Data Universal Numbering System (DUNS) number and an active registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) in order to apply for funding under the Fiscal Year (FY) 2019 Continuum of Care (CoC) Program Competition.**
- Program policy questions and problems related to completing the application in e-snaps may be submitted to HUD Exchange Ask A Question (<https://www.hudexchange.info/program-support/my-question/>)
- Before completing the project application, all project applicants must complete the Project Applicant Profile in e-snaps, particularly the Authorized Representative and Alternate Representative forms as HUD uses this information to contact you.
- HUD reserves the right to reduce or reject any new project that fails to adhere to 24 CFR part 578 and application requirements set forth in FY 2019 CoC Program Competition NOFA.



New Project Application Information

Use this information and narrative worksheet as guidance in conjunction with the following community instructions and the FY2019 New Project Navigational Guide and FY2019 New Project Detailed Instructions provided on the HUD Exchange

[\(https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/\)](https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/)

Project Component Type (choose one on Screen 3A. Project Detail).

For more information on Project Component Types and Eligible Costs, see the **CoC Program Interim Rule (24 CFR Part 578)**, including 578.37: "Program components and uses of assistance" available at https://files.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

- **PH-PSH: Permanent Supportive Housing:** Permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently. PSH can only provide assistance to individuals with disabilities and families in which one adult or child has a disability. Supportive services designed to meet the needs of the program participants must be made available to the program participants. **NOTE: PSH projects are not eligible for DV Bonus funding.**
- **PH-RRH: Rapid Rehousing:** A type of permanent housing meeting the requirements of 24 CFR 578.37(a)(1)(ii). Funds may provide supportive services, as set forth in § 578.53, and/or tenant-based rental assistance, as set forth in §578.51(c), as necessary to help a homeless individual or family, with or without disabilities, move as quickly as possible into permanent housing and achieve stability in that housing.
- **Joint TH & PH-RRH: Joint Transitional Housing & Rapid Rehousing:** The Joint TH and PH-RRH component project combines two existing program components—transitional housing and permanent housing—rapid rehousing—in a single project to serve individuals and families experiencing homelessness. Recipients should prioritize those with the highest needs using an evidence-based approach designed to provide stable housing and services that, to the greatest extent possible, move the participant towards self-sufficiency and independence. Program participants may only receive up to 24-months of total assistance. For more information about Joint TH and PH-RRH component projects, see Section V.C.3 of the NOFA.
 - **NOTE: Joint TH-RRH projects are only considered best practices for projects serving youth (ages 18-24) or DV survivors.**
- **SSO-CE and HMIS Projects:** not eligible to be submitted by agencies for project applications.

What type of CoC funding is this project applying for in the 2019 CoC Competition? (Choose one on Screen 6A. Funding Request.)

- **CoC Bonus**
- **DV Bonus** (NOTE: Only RRH and Joint TH-RRH projects are eligible under DV Bonus funding.)

For more information about DV Bonus projects and special requirements, refer to the FY 2019 CoC Program NOFA Sections II.B.3 and II.B.10.e.



New Project Threshold Requirements

From FY2019 CoC Program Competition NOFA Section V.C.3 (pg. 33)

[\(https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/\)](https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/).

a. Ineligible Applicants. HUD will not consider a project application from an ineligible project applicant, including an application submitted for CoC planning funds or UFA Costs from a project applicant other than the Collaborative Applicant.

b. Project Eligibility Threshold. HUD will review all projects to determine if they meet the following eligibility threshold requirements on a pass/fail standard. If HUD determines that the applicable standards are not met for a project, the project will be rejected. Any project requesting renewal funding will be considered as having met these requirements through its previously approved grant application unless information to the contrary is received (e.g., monitoring findings, results from investigations by HUD's Office of Inspector General, the recipient routinely does not draw down funds from eLOCCS at least once per quarter, 34 of 81 consistently late Annual Performance Report (APR) submissions). Approval of new and renewal projects is not a determination by HUD that a recipient is compliant with applicable fair housing and civil rights requirements.

(1) Project applicants and potential subrecipients must meet the eligibility requirements of the CoC Program as described in 24 CFR part 578 and provide evidence of eligibility required in the application (e.g., nonprofit documentation).

(2) Project applicants and subrecipients must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and the capacity to administer federal funds. Demonstrating capacity may include a description of the applicant/subrecipient experience with similar projects and with successful administration of SHP, S+C, or CoC Program funds or other federal funds.

(3) Project applicants must submit the required certifications as specified in this NOFA.

(4) The population to be served must meet program eligibility requirements as described in the Act, 24 CFR part 578, and Section II.B.10.f of this NOFA.

(5) Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that meets the needs of the local HMIS.

c. Project Quality Threshold. HUD will review all new project applications to determine if they meet the following project quality threshold requirements. Any project requesting renewal funding will be considered as having met these requirements through its previously approved grant application unless



information to the contrary is received (e.g., monitoring findings, results from investigations by HUD's Office of Inspector General, the recipient routinely does not draw down funds from eLOCCS at least once per quarter, consistently late APR submissions) and if the renewal project has compliance issues which results in the project not operating in accordance with 24 CFR part 578. If awarded, a recipient is required to meet all the criteria listed in the criteria column for its component. Additionally, the housing and services proposed must be appropriate to the needs of the program participants and the community. A determination that a project meets the project quality threshold is not a determination by HUD that a recipient is compliant with applicable fair housing and civil rights requirements. Additionally, to be eligible to receive a DV Bonus project for PH-RRH or Joint TH and PH-RRH, a CoC must demonstrate that the project will use trauma-informed, victim-centered approaches.

Permanent Housing: Permanent Supportive Housing <i>or</i> Rapid Rehousing		
<p><i>New permanent housing projects <u>must receive at least 3 out of the 4 points available for this project type and must receive the point under the third criteria. Projects that do not receive at least 3 points and the point under the third criteria will be rejected.</u></i></p>	1	The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (e.g., two or more bedrooms for families).
	1	The type of supportive services that will be offered to program participants will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source.
	1	The proposed project has a specific plan to coordinate and integrate with other mainstream health, social services, and employment programs and ensure that program participants are assisted to obtain benefits from the mainstream programs for which they may be eligible (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).
	1	Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing).

Total Points for your Proposed Project (for your information and planning): _____



Joint TH and PH-RRH		
<p><i>New Joint TH and PH-RRH component project applications <u>must receive at least 4 out of 6 points available for this project type</u> and must receive the point under the fourth criteria. Projects that do not receive at least 4 points and the point under the fourth criteria will be rejected.</i></p>	1	The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (e.g., two or more bedrooms for families.)
	1	The proposed project will provide enough rapid rehousing assistance to ensure that at any given time a program participant may move from transitional housing to permanent housing. This may be demonstrated by identifying a budget that has twice as many resources for the rapid rehousing portion of the project than the TH portion, by having twice as many PH-RRH units at a point in time as TH units, or by demonstrating that the budget and units are appropriate for the population being served by the project.
	1	The type of supportive services that will be offered to program participants will ensure successful retention or help to obtain permanent housing, including all supportive services regardless of funding source.
	1	The proposed project has a specific plan to coordinate and integrate with other mainstream health, social services, and employment programs and ensure that program participants are assisted to obtain benefits from the mainstream programs for which they may be eligible (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).
	1	Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing).
	1	The project has low barriers to entry and prioritizes rapid placement and stabilization in permanent housing.

Total Points for your Proposed Project (for your information and planning): _____



Community Instructions

Use these instructions for community-specific guidance in conjunction with the FY2019 New Project Navigational Guide and FY2019 New Project Detailed Instructions provided on the HUD Exchange (<https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/>)

Part 1 — Forms

Complete, verify, and certify forms 1A-1J. Refer to the Navigational Guide (pages 19-38) for more guidance and information (<https://files.hudexchange.info/resources/documents/FY-2019-New-Project-Application-Navigational-Guide.pdf>).

Part 1 must be completed before the rest of the application screens will appear in the left menu bar.

Ensure that you click “Save & Next” when moving to the next screen to save data that has been entered.

1A. SF-424 Application Type

Verify information in Field 2. If the field is not correct, return to the e-snaps Funding Opportunity screen and create a project application using the funding opportunity for “New” project.

Field 3 will automatically populate when the application is submitted; no action required.

Fields 4-7: Leave blank; no action required.

1B. SF-424 Legal Applicant

Verify information is correct. If it is incorrect, you must correct it in the Project Applicant Profile (refer to Navigational Guide page 8). Section F (“Name and contact information of person to be contacted on matters involving this application”) populates from the Alternate Contact section of the Applicant Profile.

1C. SF-424 Application Details

Verify information is correct. If it is incorrect, you must correct it in the Project Applicant Profile (refer to Navigational Guide page 8).

Field 13: Leave blank; no action required.

1D. SF-424 Congressional District(s)

Field 14: Select Tennessee.

Fields 15 and 16a: pre-populated from the Project Applicant profile.

Field 16b: Select the congressional district(s) in which the project is expected to operate.

TN-008: contains portions of East Memphis, Germantown, Bartlett, and northeast Shelby County

TN-009: covers majority of the City of Memphis and Millington (check congressional district maps to confirm which district(s) will include your proposed project)



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Field 17: Select estimated operating start and end dates for the proposed project. *Note: HUD will allow new projects requesting 1-year of funding a longer initial grant term not to exceed 18 months. HUD has determined that most new projects requesting 1-year of funding normally take approximately 3 to 6 months to begin fully operating. For more information, see the New Project Detailed Instructions, pg. 2.*

Field 18: Leave blank; no action required.

1E. SF-424 Compliance

Field 19: Select option B: Program is subject to EO 12372 but has not been selected by the State for review. Tennessee has not chosen to participate in EO 12372 (more information:

<https://www.whitehouse.gov/wp-content/uploads/2019/02/SPOC-February-2019.pdf>)

Field 20: select “Yes” or “No” to indicate whether the project applicant owes debt to any federal agency.

1F. SF-424 Declaration

Verify information is correct and select the box. If it is incorrect, you must correct it in the Project Applicant Profile (refer to Navigational Guide page 8).

1G. HUD 2880

Verify information is correct and select the box. If it is incorrect, you must correct it in the Project Applicant Profile (refer to Navigational Guide page 8).

For more information on this form, refer to <https://www.hudexchange.info/resource/5595/how-to-complete-the-hud-form-2880-in-e-snaps/>

1H. HUD 50070

Verify information is correct and select the box. If it is incorrect, you must correct it in the Project Applicant Profile (refer to Navigational Guide page 8).

1I. Cert. Lobbying

Verify information is correct and select the box. If it is incorrect, you must correct it in the Project Applicant Profile (refer to Navigational Guide page 8).

1J. SF-LLL

Verify information is correct and select “Yes” or “No.” If it is incorrect, you must correct it in the Project Applicant Profile (refer to Navigational Guide page 8).

Part 2 — Recipient and Subrecipient Information

2A. Project Subrecipients

Project applicants that do not intend to use subrecipients to carry out any project functions are not required to complete this screen.



2B. Experience – Narrative Sections

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.

Describe why the project applicant, subrecipients, and partner organizations (e.g., developers, key contractors, subcontractors, service providers) are the appropriate entities to receive funding. Provide examples that illustrate their experience and expertise in the following: (1) working with and addressing the target population(s) identified housing and supportive service needs; (2) developing and implementing relevant program systems, services, and/or residential property construction and rehabilitation; (3) identifying and securing matching funds from a variety of sources; and (4) managing basic organization operations including financial accounting systems.

2. Describe the experience of the applicant and potential subrecipients (if any) in leveraging other Federal, State, local, and private sector funds.

Include experience with leveraging all federal, state, local and private sector funds. If the project applicant and subrecipient have no experience leveraging other funds, include the phrase “No experience leveraging other federal, state, local, or private sector funds.”



3. Describe the basic organization and management structure of the applicant and subrecipients (if any). Include evidence of internal and external coordination and an adequate financial accounting system.

Include the organization and management structure of the project applicant and all subrecipients; be sure to include a description of internal and external coordination and the financial accounting system that will be used to administer the grant.

4a. Are there any unresolved monitoring or audit findings for any HUD grants (including ESG) operated by the applicant or potential subrecipients (if any)?

If you select yes, another question will appear: Describe the unresolved monitoring or audit findings.

Provide an explanation as to why the monitoring or audit finding(s) remain unresolved and the steps that have or will be taken towards resolution (e.g., responded to the HUD letter, but no final determination received).

Part 3 — Project Information

The detailed instructions for Parts 3 through 6 are separated by eligible new project types (i.e., PH-PSH, PHRRH, Joint TH/PH-RRH).

SSO-CE and HMIS Projects are not eligible to be submitted by agencies for project applications.

HUD expects project applicants to demonstrate compliance in the project application with the requirements for the project type identified. Project applicants will be responsible for submitting a project under the appropriate type and funding stream according to the FY 2019 CoC Program Competition NOFA and 24 CFR part 578. For more information on project types, contact CAFTH.

Screens required for each Project Type are in the chart below:



Screen Title	New		
	PH-PSH	PH-RRH	Joint TH & PH-RRH
Part 3 – Project Information			
3A. Project Detail	X	X	X
3B. Description	X	X	X
3C. Expansion Grants	X	X	X
Part 4 – Housing Services and HMIS			
4A. Supportive Services for Participants	X	X	X
4A. HMIS Standards			
4B. Housing Type and Location	X	X	X
Part 5 – Participants			
5A. Households	X	X	X
5B. Subpopulations	X	X	X
Part 6 – Budget Information			
6A. Funding Request	X	X	X
6B. Acquisition/Rehabilitation/New Construction	X		
6C. Leased Units	X		X
6D. Leased Structures	X		X
6E. Rental Assistance	X	X	X
6F. Supportive Services	X	X	X
6G. Operating	X		X
6H. HMIS	X	X	X
6I. Sources of Match	X	X	X
6J. Summary Budget	X	X	X

3A. Project Detail

Field 1a: Select “TN-501 – Memphis/Shelby County CoC”

Field 2a: Select “Community Alliance for the Homeless”

Field 3: Select “Standard”

Field 4:

Select “PH” for Permanent Supportive Housing (PSH) or Rapid Rehousing (RRH)

Click “Save” and a new Field 4a will appear to select PSH or RRH.

Select “Joint TH & PH-RRH” for a *Joint* Transitional Housing & Rapid Rehousing (TH-RRH) project

NOTE: Joint TH-RRH projects are only considered best practices for DV projects. Please contact CAFTH if you have questions about submitting a project in this category.

SSO-CE and HMIS Projects are not eligible to be submitted by agencies for project applications.



Field 5: Does this project use one or more properties that have been conveyed through the Title V process? Select “Yes” or “No”

Field 6: Select “No”

Field 7: Under CoC Interim Rules, new grant funding cannot replace state or local funds. Can you confirm that this project application for new CoC Program funding will not replace state or local funds? *You must check this box to qualify for CoC funding.*

3B. Description – Narrative Section

1. Provide a description that addresses the entire scope of the proposed project.

*Provide a detailed description of the scope of the project including the target population(s) to be served, project plan for addressing the identified housing and supportive service needs, anticipated project outcome(s), coordination with other organizations (e.g., federal, state, nonprofit), and the reason CoC Program funding is required. Additionally, if the project will implement any service participation requirements or requirements that go beyond what is typically included in a lease agreement, describe what those requirements are and how they will be implemented (note: the imposition of service participation requirements is **not allowed** for CoC-funded projects under the Memphis/Shelby County CoC “Policies and Procedures for Providing Assistance under the Continuum of Care.” **The information project applicants provide in this narrative must not conflict with information provided in other parts of the project application.** Note: HUD recommends using more general data (e.g., this project will serve 10 persons over the term of the grant) rather than using specific dates (e.g., in FY 2020 this project will serve 10 persons) to reduce the need to change project descriptions for annual renewals.*

2. For each primary project location or structure in the project, enter the number of days from the execution of the grant agreement that each of the following milestones will occur as related to CoC Program funds requested in this project application. *If a milestone is not applicable, leave the associated fields blank.* If the project has only one location or structure, or no structures, complete only column A. If multiple structures, complete one column for each structure.



Note: To expend funds within statutorily required deadlines, project applicants must be able to begin assistance within 12 months of conditional award.

Project Milestones:

- New project staff hired, or other project expenses begin?
- Participant enrollment in project begins?
- Participants begin to occupy leased units or structure(s), and supportive services begin?
- Leased or rental assistance units or structure, and supportive services near 100% capacity?
- Closing on purchase of land, structure(s), or execution of structure lease?
- Rehabilitation started?
- Rehabilitation completed?
- New construction started?
- New construction completed?

3. Will your project participate in the CoC Coordinated Entry Process?

You must select “Yes.” Participation in a CoC Coordinated Entry (CE) process is a requirement for all recipients of CoC Program funds. CE is a process designed to coordinate program participant intake, assessment, and provision of referrals. A CE process covers the CoC’s geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool and process.

4. Please identify the project's specific population focus.

Select ALL that apply. Select if your project has special capacity in its facilities, program designs, tools, outreach, or methodologies for a specific subpopulation(s). **This does not mean that your project exclusively serves that subpopulation(s), but rather that your project is uniquely equipped to serve them.**

Chronic Homeless	Domestic Violence
Veterans	Substance Abuse
Youth (under 25)	Mental Illness
Families	HIV/AIDS
	Other

5. Housing First

Housing First is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as, sobriety or a minimum income threshold). This approach quickly connects individuals and families experiencing homelessness to permanent housing:



- no barriers to entry (e.g., sobriety, treatment, or service participation requirements);
- no preconditions (e.g., sobriety, income); and
- does not terminate program participants from the project for lack of participation in the program (e.g., supportive service participation requirements or rules beyond normal tenancy rules).

Supportive services are voluntary but are offered to maximize housing stability and prevent returns to homelessness. For further information refer to Sections II.A.6. of the FY 2019 CoC Program Competition NOFA and go to the: Housing First in PSH Brief. The questions in this section help identify whether your project operates consistent with a Housing First approach.

5a. Will the project quickly move participants into permanent housing?

Select “Yes.”

5b. Does the project ensure that participants are not screened out based on the following items?

Select all that apply. *All must be selected to verify compliance with Housing First principles.*

- Having too little or little income
- Active or history of substance use
- Having a criminal record with exceptions for state-mandated restrictions
- History of victimization (e.g. domestic violence, sexual assault, childhood abuse)

5c. Does the project ensure that participants are not terminated from the program for the following reasons? Select all that apply. All must be selected to verify compliance with Housing First principles.

- Failure to participate in supportive services
- Failure to make progress on a service plan
- Loss of income or failure to improve income
- Any other activity not covered in a lease agreement typically found for unassisted persons in the project’s geographic area

5d. Does the project follow a Housing First approach? No action required. E-snaps automatically populates this read-only field, which will only indicate “Yes” if the project applicant selected “Yes” for 3a and checked all of the boxes for 3b and 3c, to confirm a Housing First approach. Otherwise, this field will indicate “No” to confirm that the project will not follow a Housing First approach. *Project applications must show “Yes” to verify that they will be following a Housing First approach, which is a requirement for all recipients of CoC Program funds.*

6. If applicable, describe the proposed development activities and the responsibilities that the applicant and potential subrecipients (if any) will have in developing, operating, and maintaining the property? *Required only if a new PH-PSH project is requesting capital costs (acquisition, new construction, or rehabilitation). If this question is not applicable; place N/A in the textbox. If this question is applicable, provide a narrative that specifically describes the activities related to the development and*



operation of the property. Project applicants are not required to repeat the schedule described in question 2.

7. Will participants be required to live in a particular structure, unit, or locality, at some point during the period of participation? Required. Select “Yes” or “No” to indicate whether program participants will be required to live in a specific place determined by the project applicant at any point. Select “Yes” if any portion of a project will be site-based or require program participants to live in a specific locality, or city, or within a specific area of the city. Note: If the PH-PSH project will be requesting tenant-based rental assistance (TRA), recipients may only require program participants to live in a specific area and in a specific structure (for the first year of their participation) only where it is necessary to facilitate the coordination of supportive services.

7a. If yes, explain how and why the project will implement this requirement. Describe why the project applicant has chosen to implement this program design for your project program participants. For example, if a project applicant owns a building to provide PSH for program participants or program participants will be required to meet with a case manager at least monthly in their first year of the project and the case managers offices are in the identified locality. For project applicants requesting TRA, it is particularly important to explain why implementing this requirement is necessary for facilitating the provision of supportive services.

8. Will more than 16 persons live in one structure? Required. Select “Yes” or “No” to indicate whether more than 16 persons will reside in any one of the structures assisted with funds requested through this application. If “Yes,” two additional questions will appear.

8a. Describe the local market conditions that necessitate a project of this size. If there are more than 16 people, use the text box to explain how local market conditions necessitate this size.

8b. Describe how the project will be integrated into the neighborhood. If there are more than 16 people, use the text box to explain how neighborhood integration can be achieved for program participants.

9. Indicate whether the project is “100% Dedicated,” or “DedicatedPLUS,” according to the information provided. Required. (*New project applications should select “DedicatedPLUS”*)

3C. Expansion

This section only pertains to new expansion projects that intend to expand and combine with a current eligible CoC Program renewal project. Otherwise, select “No.”

Part 4 — Housing, Services, and HMIS

4A. Supportive Services – Narrative Section

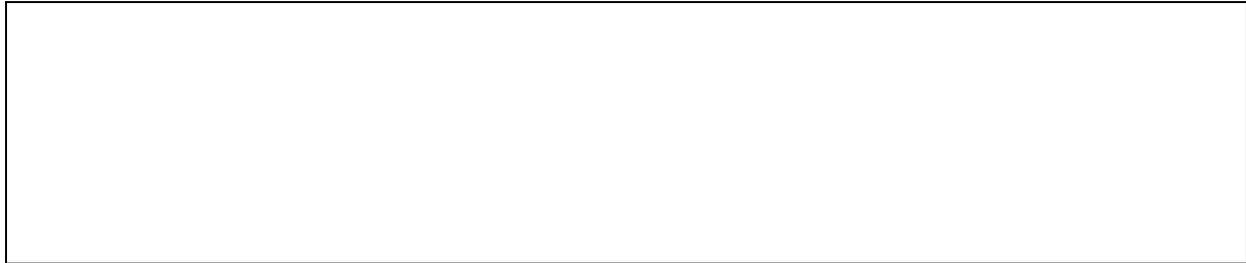
1. Applicants requesting funds to provide housing or services to children and youth, with or without families, must establish policies and practices that are consistent with and do not restrict the exercise of rights provided by subtitle B of title VII of the McKinney-Vento Act (42 U.S.C. 11431, et seq.), and



other laws (e.g. Head Start, part C of the Individuals with Disabilities Education Act) relating to the provision of educational and related services to individuals and families experiencing homelessness. Projects serving households with children or youth must have a staff person that is designated to ensure children or youth are enrolled in school and connected to the appropriate services within the community. Reminder: failure to comply with federal education assurances may result in Federal sanctions and significantly reduce the likelihood of receiving funding through the CoC Program Competition. Please check the box that you acknowledge you will be required to meet the above requirements if you have any qualifying participants. **Required. Check the box that you acknowledge your organization will be required to meet the above requirements if your organization serves any qualifying participants.**

2. Describe how participants will be assisted to obtain and remain in permanent housing: Describe how the project applicant plans to help program participants move into permanent housing, and how the plan ensures program participants stabilize and remain in permanent housing. An acceptable response will acknowledge the needs of the target population, and include plans to address those needs through current, and proposed case management activities, and the availability and accessibility of supportive services such as—housing search, primary health services, mental health services, educational services, employment services, life skills, child care services, etc. Example: A project that targets its housing and services to serving young parents might provide a specific service array of supportive services including parenting classes, education programming, and childcare services. If program participants will be housed in units not owned or operated by the project applicant, the narrative should also describe: (1) how the project will identify appropriate units; (2) the project’s established arrangements with homeless service providers; and (3) how the project will engage landlords.

3. What specific plan does this project have to specifically coordinate and integrate with other mainstream health, social services, and employment programs for which program participants may be eligible? Describe: (1) how the project will help program participants obtain income (e.g., access to employment programs and educational opportunities); (2) how the supportive services provided will lead directly to program participants gaining employment, accessing SSI, SSDI, or other mainstream income streams; and (3) how the requested CoC Program funds will contribute to program participants becoming more independent (e.g. accessing Medicare, Medicaid, early childhood education).



4. For all supportive services available to participants, indicate who will provide them and how often they will be provided. Required. This list identifies all supportive services provided to program participants in the project by the project applicant, subrecipient, partner organization, or non-partner organization. The project applicant should complete each row of the dropdown menus for all supportive services the project will provide to program participants, regardless of funding source. Do not limit this selection to just supportive services for which CoC Program funding may be requested in your project application—also include supportive services other organizations or grants will provide. If more than one “Provider” or “Frequency” is relevant for a single service, select the provider and frequency that is used most. If more than one provider offers the service equally as often, choose the provider according to the following order: (1) Applicant, (2) Subrecipient, (3) Partner, and (4) Non-Partner.

- Provider: For each applicable supportive service select one of the following:
 - “Applicant” to indicate that the project applicant will provide the supportive service;
 - “Subrecipient” as indicated on Screen 2A, that will provide the service;
 - “Partner” to indicate that an organization that is not a subrecipient of CoC Program funds, but with whom a formal agreement or (MOU) was signed to provide the service;
 - or
 - “Non-Partner” to indicate that a specific organization with whom no formal agreement was established regularly provides the service to program participants.
- Frequency: Required if “Provider” is selected. Select how often the service is provided to program participants. If two frequencies are equally common, select the interval that is most frequent, (e.g., both weekly and monthly are equally common—select weekly).

Supportive Services:

- Assessment of Service Needs
- Assistance with Moving Costs
- Case Management
- Child Care
- Education Services
- Employment Assistance and Job Training
- Food
- Housing Search and Counseling Services



- Legal Services
- Life Skills Training
- Mental Health Services
- Outpatient Health Services
- Outreach Services
- Substance Abuse Treatment Services
- Transportation
- Utility Deposits

5. Please identify whether the project includes the following activities:

5a. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs? Required. Select “Yes” if the project provides regular, or as needed transportation assistance to mainstream and community resources, including appointments, employment training, educational programs, and jobs. Transportation assistance may include bus passes, rail/subway transit-cards, vehicle owned by the organization, etc. Select “No” if transportation will not be regularly provided or cannot be provided consistently as requested.

5b. At least annual follow-ups with participants to ensure mainstream benefits are received and renewed? Required. Select “Yes” if the project follows-up with program participants at least annually to ensure they have applied for, are receiving their mainstream benefits, and renew benefits when required. Select “No” if the project does not follow-up with program participants at least annually concerning mainstream benefits.

6. Do project participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency? Required. Select “Yes” if program participants have access to SSI/SSDI technical assistance. The assistance can be provided by the project applicant, a subrecipient, or a partner agency—through a formal or informal relationship. Select “No” if there is no or significantly limited access to SSI/SSDI technical assistance.

6a. Has the staff person providing the technical assistance completed SOAR training in the past 24 months? Required if “Yes” is selected above. Select “Yes” to indicate that the staff person who will be providing the SSI/SSDI technical assistance has completed SOAR training, online or in person, in the past 24 months. If more than one person will provide technical assistance, select “Yes” only if all persons have completed the training. Otherwise, select “No.”

4B. Housing Type

Use Screen 4B to report the number of Units, Beds, and Dedicated CH Beds for each housing type and location. The numbers reported must reflect the units and beds at full capacity on a single night directly supported by CoC Program funds or eligible match funds. This includes units supported only by CoC Program supportive services funds without CoC Program leasing, operating, or rental assistance funds. The reported number of units and beds should generally match the number of households (units), and



persons (beds) as listed on Screens 5A and 5B, although there are understandable exceptions (e.g., a two-parent household where the parents share a bed).

The primary 4B screen provides a summary of the units and beds included in the project according to the following categories:

- Total Units. Includes all units in the project, regardless of size.
- Total Beds. Includes all beds in the project, regardless of unit configuration.
- Total Dedicated CH Beds. Includes all CH beds dedicated for individuals and families experiencing chronic homelessness.

The summary chart on the primary 4B screen aggregates the individual “Housing Type and Location

detail” screens. To add a detail screen, select add  and complete the mandatory fields. Select “Save & Back to List” to save the information and return to the primary screen. Select “Save & Add Another” to add another detail screen. To view and edit, select view . To delete, select .

Detail screens vary slightly based on project type.

1. Housing type: Required. Report the type of housing structures where program participants under this project are housed. Each housing type must be listed individually.

Select from the following housing types:

- Barracks: Individuals or families sleep in a large room with multiple beds. This type is not appropriate for the PH-PSH projects and should not be selected.
- Dormitory-shared or private rooms: Individuals or families share sleeping rooms or have private rooms; share a common kitchen, common bathrooms, or both.
- Shared housing: Two or more unrelated people share a house or an apartment. Each unit must contain private space for each assisted family, plus common space for shared use by the residents of the unit. Projects cannot use zero or one-bedroom units for shared housing.
- Single Room Occupancy (SRO) units: Each individual has private sleeping or living room which may contain a private kitchen and bath, or shared, dormitory style facilities.
- Clustered apartments: Each individual or family has a self-contained housing unit located within a building or complex that houses both persons with special needs (e.g., persons formerly experiencing homelessness, persons with substance abuse problems, persons with mental illness, or persons with AIDS/HIV) and persons without special needs.
- Scattered-site apartments (including efficiencies): Each individual or family has a self-contained apartment. Apartments are scattered throughout the community.
- Single family homes/townhouses/duplexes: Each individual or family has a self-contained, single-family home, townhouse, or duplex that is located throughout the community.



2. Indicate the maximum number of Units and Beds available for program participants at the selected housing site: Required. For this type of housing, enter the total number of units and beds.

- Units: Enter the total number of units available at full capacity on a single night in the selected housing type and location.
- Beds: Enter the total number of beds available at full capacity on a single night in the selected housing type and location.

Note: A zero bedroom or efficiency must be indicated as 1 unit, 1-bedroom, and 1 bed. In addition, the number of units and beds listed on Screen 4B must be equal to or greater than the total number of units and beds requested in the budget, Part 6 in this guide, and should correlate to the number and characteristics of persons that the project is expected to serve recorded on Screens 5A and 5B.

3. How many beds of the total beds in "2b. Beds" are dedicated to the chronically homeless? (PSH ONLY—n/a for RRH or Joint projects) Required. A dedicated bed is a bed that must be filled by persons with CH designation who qualifies for the project unless there are no persons with CH designation located within the geographic area who qualify. These beds are also reported as "CH Beds" on the CoC's Housing Inventory Count (HIC). If a project has dedicated CH beds to serve families experiencing chronic homelessness, all beds serving the household should be included in this number. If your project serves persons experiencing chronic homelessness, review the HUD Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing. The notice provides detailed information concerning beds that must serve persons with CH designation as defined in 24 CFR 578.3, in accordance with 24 CFR 578.103. Include beds in this calculation that serve persons with CH designation and those that do not serve but will be dedicated serve persons with CH designation as soon as the beds turnover. In general, HUD requires that all beds included in this field will continue to serve persons with CH designation. HUD expects that the number of beds in question 3 on this screen in a project that selected "100% Dedicated" on Screen 3C to match the number of beds indicated in question 2a. DedicatedPLUS projects should also use this screen to indicate how many beds will be dedicated to persons experiencing chronic homelessness.

4. Address: Required.

Project applicants must enter an address for all proposed and existing properties. ***If the location is not yet known, enter the expected location of the housing units. For scattered-site and single-family housing, or for projects that have units at multiple locations, project applicants should enter the address where the majority of beds will be located, or where the majority of beds are located as of the application submission.*** Where the project uses tenant-based rental assistance, or if the address for scattered-site or single-family homes housing cannot be identified at the time of application, enter the address for the project's administration office. Projects serving survivors of domestic violence, including human trafficking, must use a PO Box or other anonymous address to ensure the safety of program participants.



5. Select the geographic area associated with this address: Required. Report the geographic area in which the housing type, units, and beds are actually located. The list of geographic areas is limited by the state(s) selected on Screen 1D of the application. Multiple areas can be selected if units are located in more than one county or city. Hold down the “Ctrl” key to make multiple selections.

Shelby County is listed under #479157.

Part 5 — Participants

Notes: The data gathered on these “Project Participants” screens consists of the number of participants in the program when the program is at full capacity (at a single point in time, not over the course of the year or term of the grant).

For a new project, you will not have historical data on persons served, so you will need to use estimates at the time of application. The data describes the number of households as well as the number of persons in households.

For homeless assistance programs, chronic substance abuse, by itself, may constitute a disability.

5A. Project Participants - Households

Enter the numbers on Screen 5A in the respective columns and rows as defined below for the number of households and number of persons proposed to be served on a single night when the project is at full operational capacity.

- **Households with at least One Adult and One Child:** For the proposed numbers under this column and household type, there must be at least one person at or above the age of 18, and at least one person under the age of 18.
- **Adult Households without Children:** For the proposed numbers under this column and household type, there must be at least one person at or above the age of 18, and no persons under the age of 18.
- **Households with Only Children:** For the proposed numbers under this column and household type, only include persons under the age of 18, do not include in this number any person at or above the age of 18.

The first column on the far left is read-only and populated with four standard reporting categories determined by HUD as listed below.

- **Adults over age 24:** A subset of the category of “Adults” to disaggregate “Youth” from over age 24 adults.
- **Persons ages 18-24:** A category implemented to account for transition age youth. Youth previously captured under the category “Adult” should now be captured under the category “Persons between the ages of 18 and 24.”



- **Accompanied Children under age 18:** Includes all children and youth who are under the age of 18. “Accompanied” is defined as “in the company of parent or legal guardian regardless of the age of the parent or legal guardian.”
- **Unaccompanied Children under age 18:** Includes all children and youth who are under the age of 18. “Unaccompanied” is defined as “without a parent or legal guardian,” and can include persons under 18 who themselves have dependents, siblings, or other household members.

The tables are populated with white, dark grey, and light grey fields. In each white field, list the number of households or type of persons served for the given household type. The dark grey cells are not applicable to the given type of persons, and the light grey cells, will automatically total once the screen is saved. The screen is designed to prevent project applicants from entering more households than persons for any given column, and at least one person must be entered for every column that has one or more households. The number and characteristics of persons that the project is expected to serve is recorded on this screen and should match the total number of units and beds requested on Screen 4B.

5B. Project Participants - Subpopulations

Enter the numbers on Screen 5B in the respective columns and rows as defined below for the subpopulation breakdown of the proposed number of persons to be served on a single night when the project is at full operational capacity.

Screen 5B is separated into three tables corresponding to the three household types on Screen 5A. Refer to 5A above for a description of the three household types. There are nine editable columns for all three tables. One additional is for persons who are not represented by the priority subpopulations. This screen will prevent submission until applicants account for all persons identified on Screen 5A.

PH-PSH project applicants that selected “100% Dedicated” must include 100 percent of program participants under the appropriate “Chronically Homeless” columns. In addition, the total number of persons with CH designation must equal the number of beds dedicated in question “2b. Beds” on Screen 4B. Note: The screen has a built-in control for PH-PSH projects that selected “100% Dedicated” on Screen 3C, requiring that at least one person per household listed on Screen 5A is counted in one of the two CH columns (Chronically Homeless Non-Veterans and Chronically Homeless Veterans) on Screen 5B. If the number of persons counted in these two columns does not equal at least the number of households on Screen 5A, esnaps will report an error and prevent application submission when the screen is saved.

Note: Households served in PH-PSH projects must have at least one household member with a qualifying disability as defined by 42 U.S.C 423(d) and 42 U.S.C. 11382(2). However, for a household to be served that is a 100% Dedicated CH unit or a DedicatedPlus unit, the head of household must have a qualifying disability and meet all the criteria required as defined in 24 CFR 578.3



Table 5. Subpopulation Columns

<p>Mutually Exclusive</p> <ul style="list-style-type: none"> • Chronically Homeless Non-Veterans: To fall under this column, proposed persons must have CH designation per 24 CFR 578.3, but not veterans*. • Chronically Homeless Veterans: To fall under this column, proposed persons must have CH designation per 24 CFR 578.3, and veterans*. • Non-Chronically Homeless Veterans: To fall under this column, proposed persons must not have CH designation, but must be veterans*. <p>* “Veterans” include all persons who served in the military, regardless of discharge status.</p>
<p>May Contain Duplicate Entries</p> <ul style="list-style-type: none"> • Chronic Substance Abuse: Proposed persons identified as chronic substance abusers. • Persons with HIV/AIDS: Proposed persons identified as living with HIV/AIDS. • Severely Mentally Ill: Proposed persons identified as diagnosed as severely mentally ill (SMI). • Survivors of Domestic Violence including survivors of human trafficking, sexual assault, stalking, and dating violence: Proposed persons identified as meeting the criteria of paragraph 4 of the homeless definition. • Developmental Disability: Proposed persons identified as diagnosed with a developmental disability. • Physical Disability: Proposed persons identified as diagnosed with a physical disability.
<p>Mutually Exclusive to All Other Columns</p> <ul style="list-style-type: none"> • Persons not represented by an identified subpopulation: Proposed persons not expecting to fall under any of the listed subpopulations. For example: In a family of five, only one person may have a physical disability and four do not fall into any of the listed subpopulations; then 4 would be entered in this column.

These columns are populated with white, dark grey, and light grey fields, and are dependent on the selections made on Screen 5A. If households and persons are added to a household type column on Screen 5A, then the corresponding table will be available for data entry on Screen 5B. However, if no households and persons are added to a particular household type column on Screen 5A, then the corresponding table will not be available on Screen 5B. Example: If 3 households are entered into the “Adults Only” column on Screen 5A, but no households are entered into the “Adults with Children” or “with Children Only” columns on Screen 5A, then only the “Adults Only” table will be available for edit on Screen 5B.

In each white field of the available household tables, enter the number of persons served for the given subpopulation column. Ignore the dark grey cells, which are not applicable to the given subpopulation, and ignore the light grey cells, which will total automatically after the screen is saved. If any number greater than “0” is entered into the column “Persons not represented by an identified subpopulation,” a mandatory textbox will appear at the bottom of the screen when the screen is saved. The project applicant must enter a description of the population being served that does not fall under any of the priority subpopulation columns.



The screen has additional controls that ensure that Screens 5A and 5B match. In Table 5 above, three columns are internally mutually exclusive, and a single person can only identify with one of the first three columns for each table (e.g., a single person cannot be a veteran while at the same time being a non-veteran). Columns 4 through 9, under “May Contain Duplicate Entries;” however, are not mutually exclusive, and a single person can identify with more than one column (e.g., a single person could be a veteran, suffering from a physical disability, and a victim of domestic violence). Column 10, “Persons not represented by an identified subpopulation,” is mutually exclusive to all other columns; if a single person falls under column 10 the person does not identify with any of the other subpopulations.

There are several other important controls to understand. The “Total Persons” for each column, for example, cannot be larger than the total persons for that household category on Screen 5A. Likewise, no cell in each row can contain a number greater than the total number of persons in the corresponding age group as reported on Screen 5A.

At the same time, the screen requires an entry for each person served, so at a minimum, the total number from the tables must equal the total number of persons in each corresponding household column from Screen 5A.

The Characteristics column (the first column) is populated with the same characteristics used on Screen 5A, which have been applied to each table based on their relevance to the tables housing type.

Total fields will calculate automatically when at least one household field and one-person field is entered, and the screen is saved.

Part 6 — Budget Information

6A. Funding Request

Screen 6A provides the framework through which a project applicant creates a project budget.

1. Will it be feasible for the project to be under grant agreement by September 30, 2021? Applicants *must select “Yes”* to indicate the project will begin operating by September 30, 2020. Unobligated funds will not be available after September 30, 2021. *If “No” is selected, project applicants will not be able to submit this project application in e-snaps.*

2. What type of CoC funding is this project applying for in the 2019 CoC Competition?

Select either:

- CoC Bonus; or
- DV Bonus
- ***Do not select Reallocation. If the Rank & Review Committee does decide to submit your project in place of a Reallocated project, the funding type will be changed at that time.***

3. Does this project propose to allocate funds according to an indirect cost rate? Required. Select “Yes” or “No” to indicate whether the project has an approved indirect cost plan in place or will propose an



indirect cost plan by the time of conditional award. For more information concerning indirect costs plans, refer to Section V.B.2.h. of the FY 2019 CoC Program Competition NOFA and contact your local HUD CPD field office. If “Yes,” project applicants must respond to the following questions:

3a. Please complete the indirect cost rate schedule below. Complete at least one row using information from either your approved plan or your proposal.

Administering Department/Agency Indirect Cost Rate Direct Cost Base %

3b. Has this rate been approved by your cognizant agency? Select “Yes” if the indirect cost rate has already been approved by your cognizant agency. Select “No” if it has either not been submitted to or has been submitted but has not yet been approved by your cognizant agency.

3c. Do you plan to use the 10% de minimis rate? Select “Yes” only if you plan to use the 10 percent de minimis rate as described in 2 CFR 200.414(f).

4. Select a grant term: Required. Indicate the number of years for which funding is being requested. The maximum grant term is dependent upon the costs requested in the budget; therefore, carefully review Section V.B.2.e. of the FY 2019 CoC Program Competition NOFA for eligible grant terms. The selection made here will automatically calculate the total amount of funding requested on the budget screens. For example, if 1-year is selected, the budget line items selected will calculate 1-year amounts. If 2-years is selected, the budget line items selected will calculate 2-year amounts. The one exception is if a PH-PSH project requests a 15-year grant term, which is only eligible for project-based rental assistance, sponsor-based rental assistance or operating costs. However, the maximum amount of funding project applicants can request for a 15-year new project application is for 5-years and the minimum is for 1-year. Funding for the remainder of the 15-year term is subject to availability. Applicants must apply for additional funds as a renewal project for 1-year of funding.

5. Select the costs for which funding are being requested: Required. Check the box next to the eligible costs for which funding is being requested (be sure to review 24 CFR part 578, Subpart D; Program Components and Eligible Costs and Section 578.87(c)—Restriction on Combining Funds to ensure eligible use of funds). Each checked box unlocks the corresponding Budget Line Item (BLI) screens available for this project type:

- Acquisition/Rehabilitation/New Construction: Refer to note above on grant term selection;
 - **NOTE:** This category is the lowest priority for Memphis/Shelby County CoC Funding.
- Leased Units;
- Leased Structures;
- Rental Assistance;
- Supportive Service;
- Operating; and
- HMIS



6. If awarded, will this project require an initial grant term greater than 12 months? Required. Select “Yes” or “No” to indicate whether this new project application will be requesting more than a 12-month grant term/performance period (up to 18-months) to expend 1-year of CoC Program funds because of the time it takes to get the grant fully operational. Applicants should only answer “Yes” if they are requesting additional time to expend their first year of funds. This will not increase the amount of funds conditionally awarded, and it will impact the expiration date of the grant, which can affect what year the project is eligible for renewal. If “No,” proceed to the next question. If “Yes,” the following “6a” selection will be visible and must be completed.

6a. Select the number of months required for the initial grant term (dropdown of 13-18 months). Required if “Yes” was selected above. Select from the dropdown menu from 13 months to 18 months for the initial grant term/performance period.

6B – 6H. Additional Budget Screens

Additional sections will appear based on selections made on Screen 6A. Refer to the Navigational Guide and Detailed Instructions for additional information on these screens.

6I. Match

Match contributions can be cash, in-kind, or a combination of both. ***Match must be equal to or greater than 25 percent of the total grant request, including Administration costs, but excluding Leasing costs (i.e., Leased Units and Leased Structures).***

The “Sources of Match” screen is applicable to all project applications. For detailed information that describes CoC Program match requirements see 24 CFR 578.73.

Note: Program income generated through CoC Program funds may be used as match.

1. Will this project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant? Required. Select “Yes” or “No.” If “Yes,” the following questions will appear.

1a. Briefly describe the source of the program income. Required if project applicant selected “Yes” above. Enter a description of the source of program income.

1b. Estimate the amount of program income that will be used as Match for this project. Required if project applicant selected “Yes” above. Enter estimated amount in the field provided.

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 at least the same amount(s) as those listed in this screen. Match contributions can be cash, in-kind, or a combination of both. Match must be equal to or greater than 25 percent of the total grant request, including Administration costs, but excluding Leasing costs (i.e., Leased Units and Leased Structures). Example: If the “Total Assistance Requested” for a PH-PSH project is \$100,000 without leasing costs, then the project applicant must match funds equal to or greater than \$25,000.



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The summary chart on the primary “Sources of Match” screen aggregates the multiple cash and in-kind commitments entered in the “Sources of Match Detail” screens. To add a detail screen, select add and complete the mandatory fields. Select “Save & Back to List” to save the information and return to the primary screen. Select “Save & Add Another” to add another detail screen.

Project applicants will be required to identify the following information for each match commitment.

- This Commitment will be used as Match. No action required, “Yes” is the default.
- Type of Commitment: Required. Select “Cash” or “In-Kind” (non-cash) to indicate the type of contribution that describes this match commitment. If applications include third-party in-kind match, project applicants should attach MOU(s) documentation that confirms the in-kind match commitment.
- Type of Source: Required. Select “Private” or “Government” to indicate the source of the contribution. Funds from HUD-VASH (VA Supportive Housing program) and other federal programs are eligible sources of match, so long as they do not prohibit their funds to be used as match for another federal program and are considered Government sources.
- Name the Source of the Commitment: Required. Enter the name of the organization providing the contribution. Be specific and include the office or grant program as applicable.
- Date of Written Commitment: Required. Enter the date of the written contribution.
- Value of Written Commitment: Required. Enter the total dollar value of the contribution.

After the project applicant saves the primary “Sources of Match” screen, the total match will automatically populate the “Summary Budget” screen where the 25 percent match requirement will be calculated and applied. If the amounts on the “Summary Budget” screen are too low, additional match funds must be added in the “Sources of Match Detail” screens.

6J. Summary Budget

Screen 6J summarizes the funding request for the total term of the project as entered in the budget Screens 6B through 6I. Use this screen to verify the information recorded on each budget detail screen. If updates are needed, return to relevant budget detail screen to adjust. This screen includes only one field that can be adjusted. Project administrative costs can be recorded as “Admin” on this screen. The total amounts are calculated by e-snaps when applicants select “Save.”

- **Admin (Up to 10%):** Required. Enter the amount of requested administration funds. E-snaps will not allow project applicants to request more than 10 percent of the request listed in the field “6. SubTotal Costs Requested.” If an ineligible amount is entered, e-snaps will report an error when the screen is saved.

The summary budget will include a summary of Cash, In-Kind, and Total Match entered on Screen 6I. If total match amount is less than 25 percent of the total budget, including admin costs, but excluding leasing costs, e-snaps will report an error and prevent application submission when the screen is saved. To adjust, return to Screen 6I.



Part 7 — Attachment(s) & Certification

7A. Attachment(s)

Screen 7A includes three links that allow project applicants to upload and attach supplementary information to the project application. **E-snaps will allow project applicants to submit project applications without attaching supplementary documentation**; however, some project applicants must attach documentation based on their unique project requests.

The following provides information on common attachments, including:

- Project applications that include third-party in-kind match commitment on the “Sources of Match” screen have a separate “7A Attachments” screen that should be used to attach Memorandum of Understand (MOU) or Memorandum of Agreement (MOA) documentation between the applicant’s organization and the organization providing the in-kind match.
- Project applicants that utilize replacement reserve as part of a CoC Program operating budget must attach supporting documentation. For further details, refer to instructions for Screen 3A (#8) in this guide.
- If project applicants request to utilize a Federally approved indirect rate on the “6A Funding Request” screen, the approved agreement must be attached to this project application.

7D. Certification

Screen 7B is populated with the name and information of the project applicant’s Authorized Representative from the Project Applicant Profile. Project applicants must select a date to complete the certification. If the project applicant is a Public Housing Authority (PHA), the PHA number must also be provided here. Project applicants must read, certify, and sign by checking the box toward the bottom of the screen. By completing the certification, the Authorized Representative agrees to the terms and conditions provided on the screen, on behalf of the project applicant’s organization. Project applicants must complete the certification to submit the project application.

New in FY 2019, a project applicant must certify “Active” System for Award Management (SAM) status by checking the box following the statement below. “I certify that our organization has an active System for Award Management (SAM) registration as required by 2 CFR 200.300(b) at the time of project application submission to HUD and will ensure this SAM registration will be renewed annually to meet this requirement.”

Part 8 — Submission Summary

8B. Summary

Screen 8B provides a summary of the complete and incomplete project application screens and the “Submit” button. The “Last Updated” column provides the status of each screen listed, and the date the screen was completed. The “Mandatory” column indicates whether a screen must be fully completed to submit the project application to the Collaborative Applicant in e-snaps. After the Project Applicant Profile is confirmed accurate, all required project application screens are completed, and all appropriate



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attachments are uploaded into e-snaps, the project application can be submitted in e-snaps. All submitted project applications are sent to the CoC identified on Screen 3A (Memphis/Shelby County CoC—Community Alliance for the Homeless).

- **Any date (MM/DD/YYYY).** If a date is available under the “Last Updated” column, the screen identified on the same row in the “Page” column indicates the date the project applicant completed or revised the screen.
- **No Input Requested.** If “No Input Requested” is available under the “Last Updated” column, there are no mandatory fields on the screen identified in the same row in the “Page” column.
- **Please Complete.** If “Please Complete” is listed in the “Last Updated” column, the screen identified in the same row in the “Page” column has not been completed and there are remaining requirements or errors that must be addressed. Navigate back to that screen and complete the necessary fields. Any field with an asterisk (*) must be completed before the project application can FY 2019 CoC Program New Projects Detailed Instructions 16 be submitted. Look for notes and warning messages at the bottom of the “Submission Summary” screen for details about relevant fields needing updates.

After the application is submitted in e-snaps, use the “export to PDF” link to save the application as a PDF or to print a hard-copy of the application. The PDF version of the application serves as a record of submission.

Reminder: New project applications must be submitted in the e-snaps online portal by the due date (August 19, 2019 at 4:00 pm).

Next steps: Project applications will be sent to the Memphis/Shelby County CoC’s Collaborative Applicant (CAFTH) and are reviewed by the Rank & Review Committee, which is composed of the Consortium’s Governing Council (except those who are submitting an application for funding) and three additional community members elected at the Consortium’s Annual Meeting.

The Rank & Review Committee meets for multiple days to rank projects based on three factors: Performance Evaluation, Strategic Resource Allocation, and Community Impact. Although CAFTH staff is available to answer questions about the CoC Program, CAFTH does not have a vote or say on how the Committee ranks projects. The Committee ranks and sorts projects into two tiers; HUD establishes each CoC’s Tier 1 and Tier 2 amounts based on the total amount of funds requested by eligible renewal project applications. The Ranking process is extremely competitive, with all new and renewal projects competing for the same limited amount of funding available.

CAFTH submits the Priority Listing (Ranking), CoC Collaborative Application, and Project Applications to HUD. HUD first selects new and renewal project applications to fund in Tier 1 before scoring project applications in Tier 2, incorporating the CoC Collaborative Application score and an individual project application score to determine which Tier 2 projects will be funded. HUD scores and makes all final funding decisions for the CoC Program.