

# NOFA 2017 – The Competition Begins

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RHODE ISLAND CONTINUUM OF CARE

# Invitation to Apply for Renewal and New Funding

## Agenda

- Funding available
- Time line
- Major changes and highlights
- Getting started in ESNAPS
- Changes in ESNAPS



ARD =  
\$5,870,888

Tier 1 =  
\$5,518,635 (94%  
ARD)

Maximum Bonus  
= \$469,827 (6%  
FPRN)

Maximum Tier 2  
= \$822,080

Funding  
Available

01

Open solicitation  
with deadline no  
later than 30 days  
before NOFA  
deadline

02


All applicants must  
be notified within  
15 days of NOFA  
deadline

03

Full application  
must be posted 2  
days prior to  
submission

HUD Requires Internal Competition

All new and  
renewal projects  
must be submitted  
by the deadline



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graph LR; A[All new and renewal projects must be submitted by the deadline] --> B[Late renewal projects will lose 5 points]; B --> C[Late new projects will not be reviewed];
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Late renewal  
projects will lose 5  
points

Late new projects  
will not be  
reviewed

# Submission Deadline

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May apply for permanent housing bonus

Funds available through reallocation

Grantees may voluntarily reallocate some or all of their funding

New Projects

# 2017 NOFA Timeline

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Internal Competition Opens 7/26/17

New and Renewal Project Applications submitted in ESNAPS by August 23, 2017 at 5pm

- New project applications not received on time will not be reviewed
- Late submissions of renewal applications will result in 5 point forfeiture
- Renewal applications not submitted in ESNAPS by Aug 26 WILL NOT BE INCLUDED IN COLLABORATIVE APPLICATION

No later than September 13, 2017 all applicants will be notified:

- If they are included in Collaborative Application
- Rank in application
- If funding has been reduced

## Eligible Applicants

Agencies of local government or nonprofit organizations

Only organizations with CoC grants expiring in 2018 may apply for Renewal Grants

All new applicants will contract directly with HUD



# All Renewal Grants will be Direct with HUD Except

Community Care Alliance	All renewal projects through RIH
House of Hope	All renewal projects through RIH
Crossroads	ONLY the Tremont Street/Linden Place project renewal will be through RIH
Providence Center	ONLY Ledge Street and TPC Home Base renewals will be through RIH
Kent Center (formerly Riverwood)	ONLY Gemini Apartments will be through RIH

Grants  
renewing after  
changing  
grantee from  
RIH

Will not be able to import  
data from 2016

Must renew consistent with  
budget information in GIW

No changes other than that  
approved in grant amendment

# Eligible Projects/Activities

Renewal projects must renew as current project component and consistent with budget lines in GIW

Renewal projects may voluntarily reallocate their funding – will be scored as a new application

New projects may apply for funding in all eligible categories

# Eligible New Projects for 2017

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## PSH

- 100% CH Dedicated
- 100% Dedicated PLUS

## RRH

- Expanded eligible populations

TH → RRH

Tier 1: Tier 2

HUD will fund Tier 1 projects according to their rank

All Tier 2 projects will be scored:

- 50 points based on CoC Score
- 40 points based on ranking
- 10 points based on using Housing First

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Factors in  
Project  
Applications  
that impact  
CoC score

8 points if at least 75% of all housing project applications use Housing First

6 points if 90% of PSH beds requested in 2017 NOFA are dedicated to CH or DedicatedPLUS

## New for 2017: Expansion

- Existing renewal projects may 'expand' through reallocation or permanent housing bonus
- MUST be for same assistance component as project being expanded (if renewal project was rapid rehousing, expansion must expand the RRH project)
- This requires:
  - Submission of the eligible renewal application
  - A new project application for the 'expansion'
  - If both the renewal and expansion are approved, HUD will combine the grants and only a single (larger) new contract executed

Expansion is only for new projects that are eligible as new projects under the Permanent Housing Bonus or the reallocation process

## New for 2017: DedicatedPLUS PSH

- Eligible Populations
  - Chronically homeless
  - Residing in TH that will be eliminated and met the CH definition at entry into TH
  - Currently literally homeless but had been admitted and enrolled in permanent housing within the past year and were unable to maintain housing placement
  - Residing in joint TH PH-RRH and were CH prior to entry
  - Been literally homeless for at least 12 months in past 3 years but have not done so on four separate occasions.
  - Receiving assistance through a VA funded homeless assistance program and met one of the above criteria upon initial intake to the VA homeless assistance system
- All current PSH may convert to DesignatedPLUS



# New in 2017: TH → RRH

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Short term TH stay focused on PH placement

PH through rapid rehousing (TBRA only)

Both components must be available to all participants – not all need to be served in both components

# New in 2017: Expanded Eligibility for RRH

- Residing in place not meant for human habitation
- Residing in emergency shelter
- Meet DV criteria in homeless definition (category 4)
  - This includes persons who are fleeing or attempting to flee human trafficking.
- Residing in a TH project eliminated in the 2017 competition
- Residing in TH funded as part of a joint TH PH-RRH project
- Receiving assistance from a VA homeless program and met one of the above criteria on intake into the VA program

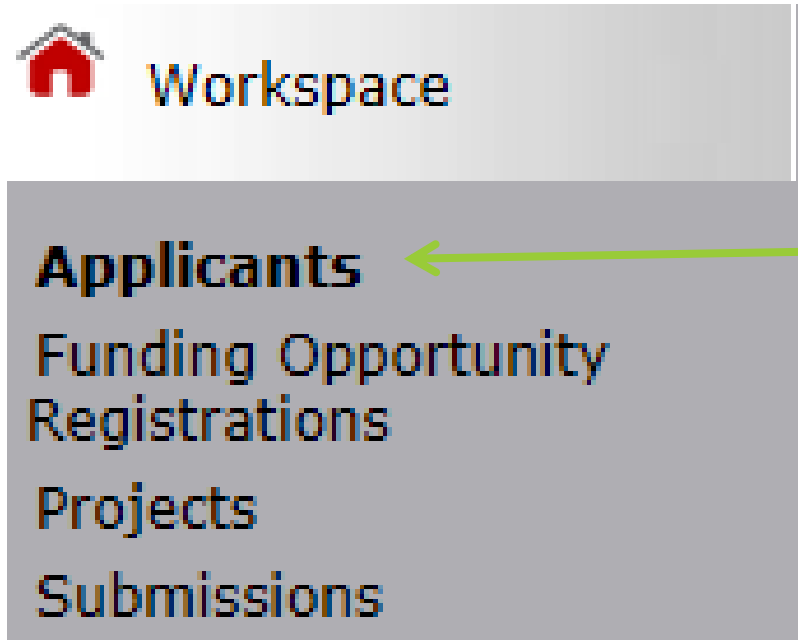
In 2017 providers MAY change population served to include families and/or singles if those populations were not included in 2016 application

# Getting Started In Esnaps

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Make sure you are linked to grantee's esnaps account (not RI Housing, unless appropriate)

- <https://www.hudexchange.info/resources/documents/Adding-Deleting-Registrants.pdf>



Start by clicking on  
'applicants'

# Organizations New to ESNAPS

The screenshot displays the ESNAPS Front Office Portal interface. On the left is a vertical navigation menu with the following items: TestUser2, Front Office Portal, Profile, My Account (with a Change Password link), Workspace, Applicants (highlighted with a callout), Funding Opportunities, Registrations, Projects, Submissions, and Contact Us. The main content area is titled 'Applicants' and contains a table with the following columns: Children, Registrants, Parent, Open, Applicant Name, Applicant Number, Number of Projects, and Last Submission. A callout points to a plus icon in the top left of the table with the text 'Add the organization as an Applicant in e-snaps'. The table lists one entry: 'Test Organization 2' with '030700000' in the Applicant Number column. To the right of the table, a red-bordered box contains the text: 'New Project Applicants ONLY' followed by a dashed line and 'Returning Applicants continue to the next section'.

Children	Registrants	Parent	Open	Applicant Name	Applicant Number	Number of Projects	Last Submission
				Test Organization 2	030700000		

To establish a new applicant in ESNAPS you need: Name of Organization, DUNS Number for the organization. All Project Applicants are required to have a Data Universal Numbering System (DUNS) Number and registration with the System for Award Management (SAM).

# Users new to Esnaps

The screenshot shows the 'Front Office Portal' with a 'Welcome to e-snaps' message. On the left, there is a login section with fields for 'Username:' and 'Password:', a 'Login' button, and a link for 'Forgot your password?'. Below this is a 'Create Profile' button. A green arrow points from the 'Create Profile' button to a text box that says: 'If you are new, to e-snaps, create a user profile here. Do not update someone else's profile.'

**Welcome to e-snaps**

Welcome to **e-snaps**! **E-snaps** is the new application process known as the Continuum of...

**Log in here**

If you are not yet an authorized user, and need user name through the Registration process.

The information collection requirements contain under the Paperwork Reduction Act of 1995 (4- this form, unless it displays a currently valid OI...

Information is submitted in accordance with the determine eligibility, and establish grant amount

Selection of applications for funding under the Availability (NOFA), which is published each year the application form will only be collected for sp...

**CoC Registration:**

Public reporting burden for this collection is estimated to be 1 hour per response, including the time for reviewing existing data sources, gathering and maintaini...

If new to Esnaps, must create a profile (requires a username, valid email, and a password)

The screenshot shows a sidebar with 'My Account' (Change Password) and 'Workspace' (Applicants, Funding Opportunity Registrations, Projects, Submissions). The main area has a table with columns 'Delete', 'Open', 'Name', and 'User Name'. A green arrow points from a text box 'Add Registrant' to a paperclip icon in the 'Delete' column of the first row.

Delete	Open	Name	User Name
		McGinn, Lena	TestUser2

Click on paperclip to add registrants to organization's esnaps account

# All Applicants should have at least two persons who can access Esnap account

The screenshot displays the Esnap system interface. On the left is a sidebar menu with the following items: TestUser2, Front Office Portal, Profile, My Account (Change Password), Workspace, Applicants, Funding Opportunity Registrations, Projects, Submissions, and Contact Us. The main content area is titled 'Applicant: Test Organization 2 (030700000)'. Below this title is a section for 'Applicant Details' showing 'Applicant Name: Test Organization 2' and 'Applicant Number: 030700000'. Below the details is a section for 'Registrants'. A callout bubble with a link icon and the text 'Add Registrant' points to a link icon in the Registrants section. The Registrants section contains a table with the following data:

Delete	Open	Name	User Name	Email	Group
		McGinn, Lena	TestUser2	<a href="mailto:Lena.McGinn@icfi.com">Lena.McGinn@icfi.com</a>	Administrator
1					

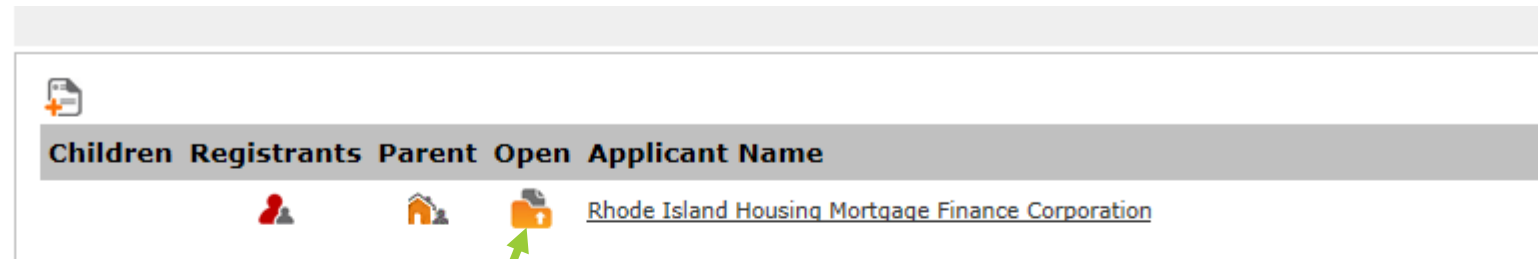
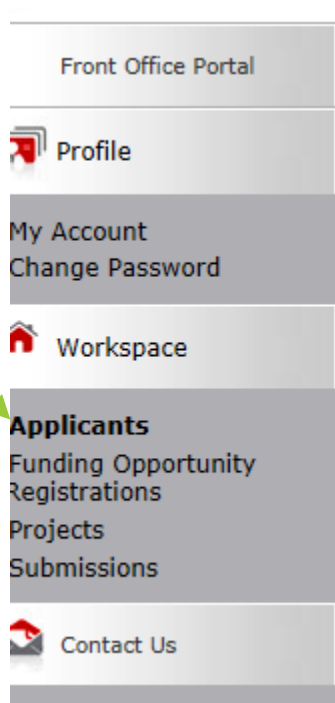
At the bottom of the Registrants section is a 'Back to List' button.

# Applicant Profile

All projects will need to update applicant profile

If more than \$200,000 in total funding in this competition, must list each project on the SF 2880 in applicant profile

1. Click on Applicants



2. Click on orange folder to open applicant profile. All applicant profiles MUST be updated during competition period.

# To Edit Applicant Profile

Applicant Profile

1. Profile Type

2. Organization Information

3. Contact Information

Authorized Representative

Alternate Contact

4. Additional Information

5. Forms & Attachments

HUD Form 2880

Code of Conduct

Other Attachment

6. Submission Summary

6. Submission Summary

Complete	Page	Last Updated	Mandatory
✓	<a href="#">1. Profile Type</a>	07/18/2017	Yes
✓	<a href="#">2. Organization Information</a>	07/18/2017	Yes
--	3. Contact Information	No Input Required	No
✓	<a href="#">Authorized Representative</a>	07/18/2017	Yes
✓	<a href="#">Alternate Contact</a>	07/18/2017	Yes
✓	<a href="#">4. Additional Information</a>	07/18/2017	Yes
--	5. Forms & Attachments	No Input Required	No
✗	<a href="#">HUD Form 2880</a>	Please Complete	Yes
--	<a href="#">Code of Conduct</a>	No Input Required	No
✓	<a href="#">Other Attachment</a>	07/18/2017	Yes

Back

Next

Export to PDF

Get PDF Viewer

Edit

This e.Form has been marked as complete

1. Click on Submission Summary

2. Click 'edit' to complete 2880 and update profile



# SF 2880

## Threshold Determination

### Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity?    
(For further information, see 24 CFR Sec. 4.3).

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

Back

Next

This e.Form has been marked as complete

If applying for more than \$200,000 in this NOFA must indicate 'yes'

# Detail on all NOFA grants that must be added to SF 2880

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

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

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

Note: If additional sources of Government Assistance, please use the "Other Attachments" screen of the project applicant profile.

Note: If there are no other people included, write NA in the boxes.

\$ amounts must be consistent with all project applications submitted under NOFA

After completing SF 2880 and updating profile, go to submission summary and click 'complete'

# Funding Opportunity Registration

Front Office Portal

Profile

My Account

Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

Contact Us

AllA B C D E F G H I J K L M N O

RegisterViewFunding Opportunity Name↑Applicants Registered

CoC Full Annual Performance Report7

CoC Planning Project Application FY20163

CoC Planning Project Application FY20170

New Project Application FY20163

New Project Application FY20170

Renewal Project Application FY20166

Renewal Project Application FY20171

UFA Costs Project Application FY20170

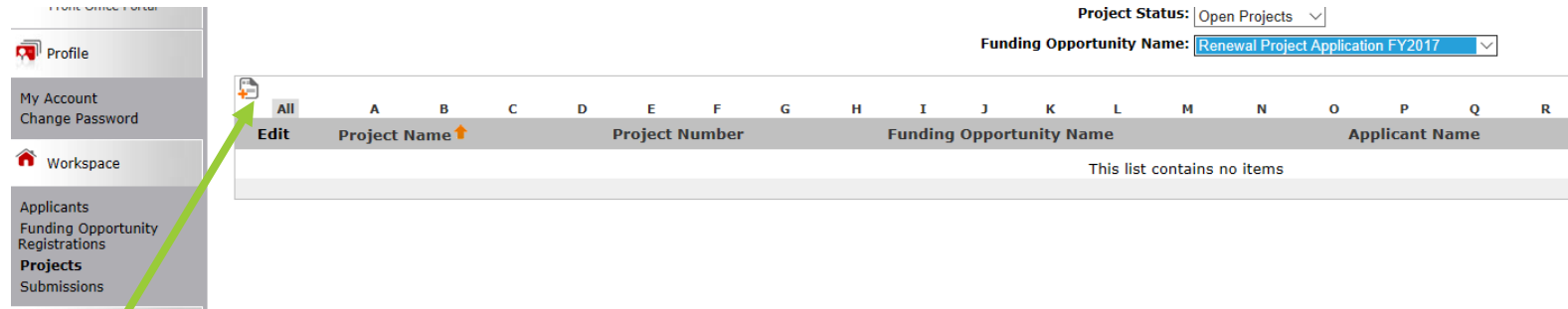
1

1. Click on Funding Opportunity Registrations

2. Click on renewal project application FY 2017

# Create Project

1 Use drop down menu to locate 'Renewal Project Application FY 2017'



2. Click on '+' sign to add a project

# Import Last Year's Data on Create Project Screen

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1. Name project here

The screenshot shows a web form titled "Create a Project". It contains the following fields and buttons:

- Funding Opportunity Name:** Renewal Project Application FY2017
- \* Applicant:** Rhode Island Housing Mortgage Finance Corporation (63903314)
- \* Applicant Project Name:** An empty text input field. A green arrow points from the text "1. Name project here" to this field.
- Import Data From:** A dropdown menu currently showing "None". A green arrow points from the text "2. Import data here" to this dropdown.
- Buttons:** "Save", "Save & Add Another", "Save & Back", and "Cancel".

Two green arrows are overlaid on the form: one pointing to the "Applicant Project Name" field and another pointing to the "Import Data From" dropdown.

2. Import data here

# Must complete SF 424 before Project Application Opens

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HUD code of conduct: most were removed from HUD website in early 2017

HUD 50070 and Lobbying disclosure forms are completed in E-SNAPs and not attached

HUD 2880 is completed in Applicant Profile – complete once/applicant agency

## **Before Starting**

### Part 1 - Forms

1A. SF-424 Application Type

1B. SF-424 Legal Applicant

1C. SF-424 Application Details

1D. SF-424 Congressional District(s)

1E. SF-424 Compliance

1F. SF-424 Declaration

1G. HUD-2880

1H. HUD-50070

1I. Cert. Lobbying

1J. SF-LLL

Additional Information



# Code Of Conduct

Submit Code of  
Conduct

[askGMO@hud.gov](mailto:askGMO@hud.gov)

- Organization DUNS#
- Organization Legal Business Name (from SAM.gov)
- Complete mailing address
- Name, title, email and phone# for the person with executive authority



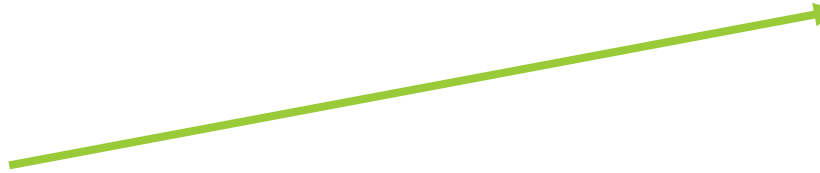
# PIN Number

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Grantees must enter Federal Award Identifier on Field 5b on the HUD SF 424

The PIN is the first 6 characters of the grant number on the GIW

For this grant, RI0002 is  
the PIN



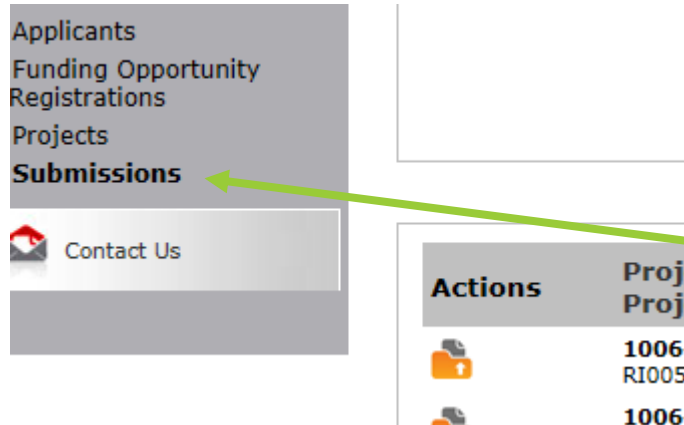
Grant Number
RI0002L1T001609
RI0003L1T001609
RI0005L1T001609
RI0006L1T001609
RI0010L1T001609
RI0011L1T001609
RI0013L1T001609
RI0014L1T001609
RI0017L1T001609
RI0018L1T001609

# Submission without changes

Renewal projects with imported data

Check only those screens that need to be changed.

Once checked must go to that screen and check 'save'



1. Once project has been named, open it under 'submissions'

2. Click on submission without changes in order to edit data

Part 1 - Forms
1A. SF-424 Application Type
1B. SF-424 Legal Applicant
1C. SF-424 Application Details
1D. SF-424 Congressional District(s)
1E. SF-424 Compliance
1F. SF-424 Declaration
1G. HUD-2880
1H. HUD-50070
1I. Cert. Lobbying
1J. SF-LLL
Additional Information
Part 2 - Recipient and Subrecipient Information
2A. Subrecipients
2B. Recipient Performance
Part 3 - Project Information
3A. Project Detail
3B. Description
Part 4 - Housing, Services, and HMIS
4A. HMIS Standards
Part 6 - Budget Information
6A. Funding Request
6D. Match
6E. Summary Budget
Part 7 - Attachment(s) & Certification
7A. Attachment(s)
7B. Certification
Part 8 - Submission Summary
Submission Without Changes
8B Summary

Projects that  
Submit with  
No Changes  
Still Need to  
complete:

3C – Chronic Homeless  
Dedicated, Dedicated Plus

6D – sources of match

- Program income?
- Update match commitment

7A – Attachments

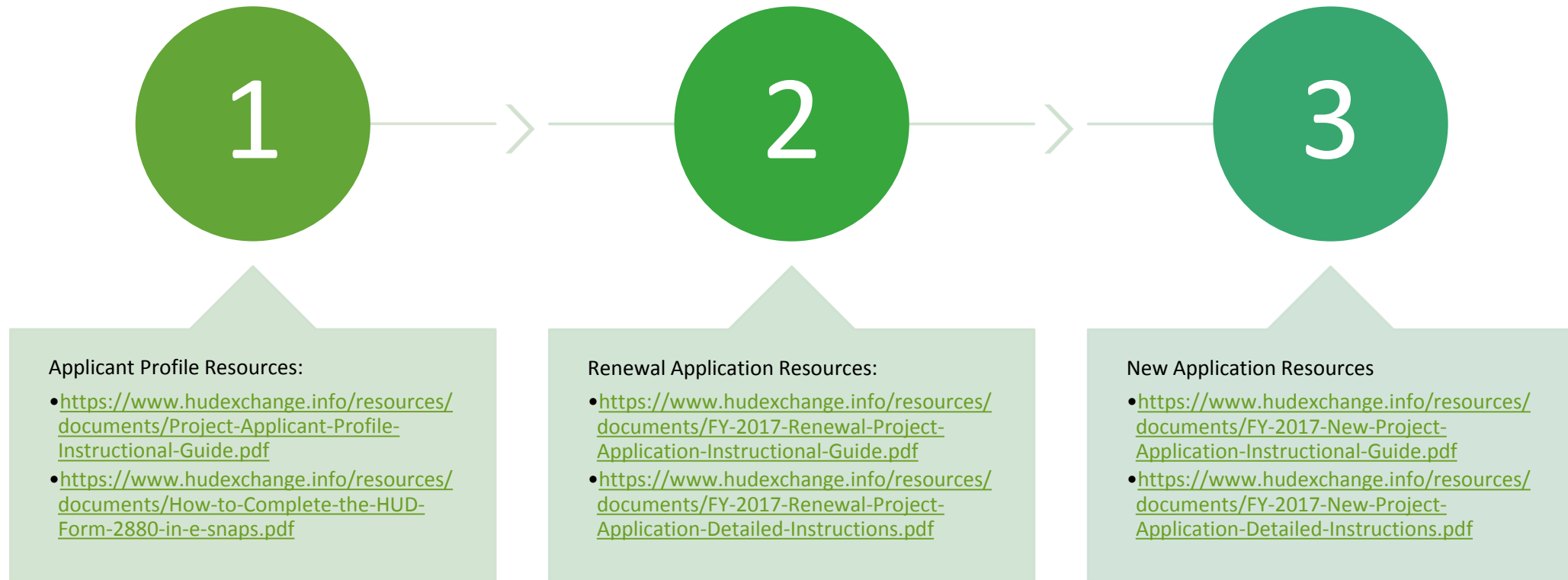
7B - Certification

## Budgets

Renewal grants no longer need to provide detailed budgets

Summary budget lines must correspond to GIW

Budgets are changed through amendment not grant renewal



# Important HUD Resources

## More HUD Resources

2017 Grant Inventory Worksheets:

<https://www.hudexchange.info/programs/coc/coc-giw-reports/>

Adding and deleting registrants in ESNAPS

- <https://www.hudexchange.info/resources/documents/Adding-Deleting-Registrants.pdf>

Questions/concerns

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