HOW TO APPLY:

FY21 HUD NOTICE OF FUNDING OPPORTUNITY

September 9, 2021 / 11:00AM
and
September 10, 2021 / 2:00PM

DISCLAIMER

◦ This training is a general overview of the FY21 HUD Notice of Funding Opportunity (NoFO).

◦ Applicants are responsible for reading the NoFO and other related information as it pertains to this funding opportunity

◦ Materials and resources will continue to be posted on the [Loudoun County CoC Webpage](#)

Agenda

- Welcome
- Overview of the HUD Notice of Funding Opportunity (NoFO)
- Changes to the FY21 HUD NoFO
- HUD Priorities for the FY21 NoFO
- Applying for the NoFO
- Scoring Criteria
- Timeline
- HUD E-Snaps & Creating new user profile
- Accessing the Project Application in E-Snaps
- Questions and next steps
- Adjourn

Overview of the FY21 HUD NoFO

- Currently funds the Permanent Supportive Housing (PSH) program.

- The awarded organization will continue case management to current and new households in the PSH program.

- <u>New</u> Project Applicants – first-time applying

- <u>Renewal</u> Project Applicants – returning applicants

- Eligible Applicants include:
  - Nonprofits having a 501(c)(3) status with the IRS
  - State governments
  - Special district governments
  - County governments
  - City or township governments

- Eligible programs for this funding include:
  - Permanent Housing (Permanent Supportive Housing and Rapid Re-Housing)
  - Transitional Housing
  - Supportive Services Only
  - Homeless Management Information System

Overview of the FY21 HUD NoFO

◦ CoC Collaborative Applicant

  ◦ Responsible for completing and submitting the CoC Registration and the CoC Collaborative Application

  ◦ For Loudoun County CoC the Department of Family Services is the Collaborative Applicant

◦ Project Applicant

  ◦ Organizations/eligible applicants that wish to apply for the HUD NoFO and provide housing and/or supportive services

FY21 HUD NoFO E-Snaps Applications

◦ Due Thursday, September 30, 2021

◦ Must be submitted in E-Snaps

◦ Create or update Project Applicant Profile

◦ Complete the application in E-Snaps

◦ Twenty-five percent (25%) match requirement with verification letter(s)

◦ Multi-step process – Read the instructions. Ask questions.

◦ Project Applicants will be notified of results by November 1, 2021

Changes from FY19 NoFO

◦ Name change
  ◦ From 'Notice of Funding <u>Availability</u>' to 'Notice of Funding <u>Opportunity</u>'

◦ Housing First model to prioritize rapid placement and permanent housing

◦ Increased the number of points related to coordination with housing/healthcare to provide permanent housing and rapid rehousing services

◦ Revised the evaluation of racial disparity; increased the number of points related to racial equity

◦ New category added to promote inclusion of persons with lived experience in the program planning process

Changes from FY19 NoFO

◦ Indian Tribes and tribally designated housing entities can now be considered Collaborative Applicants and are now eligible as entities or subrecipients of the CoC Program

◦ Increased points related to the CoC coordination with the Public Housing Authority (PHA)

◦ Points awarded for coordination of ESG with regards to CARES Act funding

◦ Points added for how CoC's addressed the challenges of COVID-19

◦ Not evaluating the unsheltered count in this year's data

HUD Priorities for the FY21 NoFO

- **_Priority 1_**

  Ending homelessness for all persons

- **_Priority 2_**

  Use a Housing First approach

- **_Priority 3_**

  Reduce unsheltered homelessness

- **_Priority 4_**

  Improve overall system performance

- **_Priority 5_**

  Partner with housing, health and services agencies

- **_Priority 6_**

  Advance racial equity

- **_Priority 7_**

  Engage people with lived experience in decision-making

Applying for the FY21 HUD NoFO

Based on HUD's Estimated Annual Renewal Demand (ARD) Amount Report, Loudoun County CoC (VA-602) is eligible to apply for up to $178,836 for renewal and new projects. This includes:

Eligible Programs	Eligible Project Types	Target Population
Permanent Supportive Housing **$16,384**	PSH	Chronically homeless with a documented disability
Permanent Supportive Housing Reallocation Project **$162,452**	PSH	Chronically homeless with a documented disability

Project Match

◦ Match must be for the eligible activities as defined by the HUD Interim Rule

◦ The CoC Program Competition requires a 25 percent match of the awarded grant amount minus funds for leasing. Cash or in-kind resources will satisfy the match requirement.

◦ Match must be used to support program participants

◦ Cannot use federal funding as match

◦ Donated professional services should be valued at the customary rate
  ◦ Value of volunteer time: http://www.independentsector.org/volunteer_time

In-Kind Match

◦ A recipient or subrecipient <u>may use the value of any of the following</u> as in-kind project match, that would be an eligible expense under the CoC Program Interim Rule, including:

  ◦ Real Property
  ◦ Equipment
  ◦ Goods
  ◦ Services (times, expertise, etc.)

Documenting Match

- How to document cash match:

https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-match/cash-match/documentation/

- How to document in-kind match:

https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-match/in-kind-match/documentation/

◦ Cash or In-Kind Match should be documented on organizational letterhead and include:
  ◦ Project/Program name
  ◦ Source of match funds
  ◦ Type of contribution: cash or in-kind
  ◦ Dollar value of the match contribution
  ◦ Timeframe of when the funds will be available (must be during the grant period)
  ◦ Use of the funds – how match contribution will benefit program participants
  ◦ Letter must be signed and dated by organizations authorized representative

HUD NoFO Eligible Expenses

Eligible Expenses*	Permanent Housing		Transitional Housing (TH)	Supportive Services Only (SSO)	Homeless Management Information System (HMIS)
	PH: PSH	PH: RRH			
Leasing	X	-	X	X	-
Rental Assistance	X	X	X	-	-
Supportive Services Only	X	X	X	X	-
Operating Costs	X	-	X	-	-
HMIS	X	X	X	X	X
Project Administration	X	X	X	X	X

*Eligible Expenses outlined in the HUD Interim Rule: https://www.govinfo.gov/content/pkg/CFR-2017-title24-vol3/xml/CFR-2017-title24-vol3-part578.xml

Scoring Criteria

The following components will be considered along with other criteria in the review and scoring of submitted applications:

NEW Project Criteria

○ CoC participation (e.g. Point-in-Time Count)

○ Accept referrals from Coordinated Entry

○ Program policies and procedures
  ○ Referral process / Coordinated Entry
  ○ Housing First approach

○ Project Summary and Program Description
  ○ Experience providing housing/homeless services; housing stabilization services

○ Addressing barriers to housing and/or special needs accommodation

○ Collaborative partnerships (e.g. signed MOU's)

○ Inclusion of persons with lived expertise

○ Alignment with HUD and CoC priorities

RENEWAL Project Criteria

○ CoC participation (e.g. Point-in-Time Count)

○ Accept referrals from Coordinated Entry

○ Program policies and procedures
  ○ Referral process / Coordinated Entry
  ○ Housing First approach

○ Performance Outcomes and Program Description
  ○ Data metrics and outcomes
  ○ Housing stability of participants
  ○ Increase in participant income
  ○ Increase in participant enrollment in benefits

○ Results of any recent audits

○ Collaborative partnerships (e.g. signed MOU's)

○ Inclusion of persons with lived expertise

○ Alignment with HUD and CoC priorities

FY21 NOFO Timeline

Due Date	Action Item
August 31, 2021	Announcement
September 9, 2021	How to Apply Session 1
September 10, 2021	How to Apply Session 2
September 30, 2021	Project Applications due in E-Snaps
October 1 – 31	Rank and Review Committee
November 1, 2021	Notification to Project Applicants of results
November 16 , 2021	CoC Collaborative Application due in E-Snaps

How to Create an account in E-Snaps

○ **Creating an E-Snaps User Profile**:

https://files.hudexchange.info/resources/documents/Create-an-e-snaps-User-Profile.pdf

Create an *e-snaps* User Profile

If you are new to *e-snaps*, this document will help you create an individual *e-snaps* user profile (an *e-snaps* username and password) and identify the next steps to access your organization's *e-snaps* account.

Having an individual user profile and having access to your organization's *e-snaps* account, which has an Applicant Profile, are two different things.

Create a User Profile

Go to the *e-snaps* login page at: https://esnaps.hud.gov/grantium/frontOffice.jsf and follow the four steps.

Step 1. On the "Welcome to *e-snaps*" screen, select "Create Profile" from the left menu bar.

Step 2. On the "User Account" screen, complete the fields: enter your contact information, create your username and password, and create a confirmation question and answer.
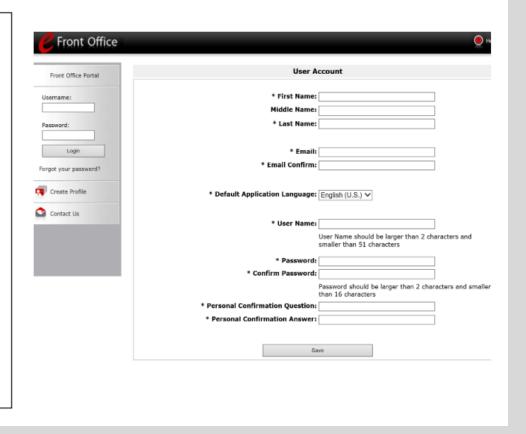
Step 3. Select the "Save" button.

Step 4. Log out.

How to Create an account in E-Snaps

○ **Accessing E-Snaps**

https://www.hudexchange.info/programs/e-snaps/

How to Access the Project Application

Accessing the CoC Program Project Application in e-snaps

https://www.hudexchange.info/resource/6226/video-accessing-the-coc-program-project-application-in-esnaps/

Notes

- Submission of applications to the Loudoun CoC, to HUD via E-Snaps, or inclusion in the CoC Collaborative Application to HUD does not guarantee funding. This is a competitive process.

- It is the responsibility of applicants to check the CoC webpage and the HUD Exchange website for updates:
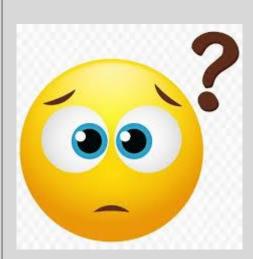 - Loudoun County CoC Webpage click [here](#)
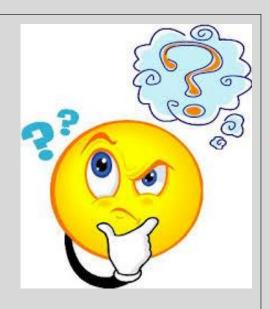 - HUD Exchange webpage click [here](#)

Questions

- **CoCNOFO@hud.gov**
Questions about the NoFO, competition, and applications.

- **e-snaps@hud.gov**
Questions about *e-snaps* technical issues, including creating an individual user profile, lockouts/password resets, requesting access to a CoC's or project applicant's *e-snaps* account, navigating *e-snaps*, updating the Applicant Profile, identifying the funding opportunity, creating a project, and accessing the application on the Submissions screen.

Resource Links

◦ FY21 HUD Notice of Funding Opportunity:

https://www.grants.gov/web/grants/search-grants.html?keywords=hud%20coc%20nofo

◦ HUD E-Snaps Toolkit:

https://www.hudexchange.info/resource/6171/esnaps-201-toolkit/

◦ Create a New User Profile in E-Snaps:

https://files.hudexchange.info/resources/documents/Create-an-e-snaps-User-Profile.pdf

◦ E-Snaps Login:

https://esnaps.hud.gov/grantium/frontOffice.jsf

Resource Links

- New Project Application Instructions:

https://www.hud.gov/sites/dfiles/CPD/documents/FY-2021-New-Application-Detailed-Instructions.pdf
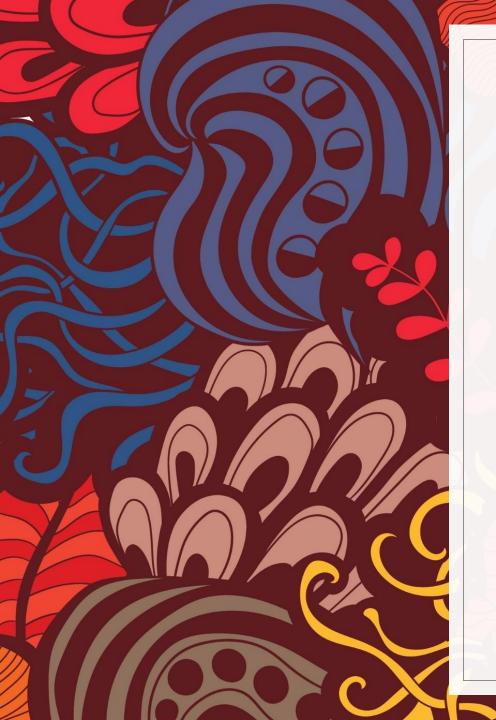
- New Project Navigational Guide:

https://www.hud.gov/sites/dfiles/CPD/documents/FY-2021-New-Project-Application-Navigational-Guide.pdf

- Renewal Project Application Instructions:

https://www.hud.gov/sites/dfiles/CPD/documents/FY-2021-Renewal-Project-Application-Detailed-Instructions.pdf

- Renewal Project Navigational Guide:

https://www.hud.gov/sites/dfiles/CPD/documents/FY-2021-Renewal-Project-Application-Navigational-Guide.pdf

Adjourn

Project Application is due in E-Snaps
Thursday, September 30, 2021 / 5:00PM