



Texas Homeless Network

FY 2016 HUD CoC Program Competition

Preparation for New Projects

Applying for HUD's Continuum of Care (CoC) Program funding for the first time (**or as a new project after reallocation**) can be daunting. The best way to manage this complex process is to start work for the competition early. This document is a checklist to assist you in preparing. Details for completing the entire process will be released once HUD releases the Notice of Funding Availability (NOFA) and THN issues the 2016 CoC Program Competition Request for Proposals (RFP). You can begin preparing for your application before the release of the NOFA by completing the following tasks:

Program Design

- Ensure that your project is one of the allowable types:
 - New permanent supportive housing (PSH) projects that will serve 100% chronically homeless families and individuals including youth experiencing chronic homelessness. All projects must adhere to the Housing First Model and be must be low barrier (see low barrier checklist at the bottom of document).
 - New rapid rehousing (RRH) projects that will serve homeless individuals and families, including youth, coming directly from the streets or emergency shelters, or fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homeless. All projects must be low barrier and follow the Housing First Model.
 - New Supportive Services Only (SSO) project specifically for a centralized or coordinated assessment/coordinated entry (CE) system

- Ensure that your project design aligns with the PSH or RRH model supported by Texas Homeless Network. (See a list of resources on the last page 4 of this checklist.) If planning to apply for an SSO project for the Coordinated Entry system, work with THN on program design.

Evaluate your program’s intake paperwork, eligibility criteria, termination forms, policies, and procedures to assure adherence to a low barrier or Housing First approach (Required for all PSH)

If a re-allocated project, review your THN “project review” tool, scoresheet and make adjustments to your program and application, as needed

Registrations

Register for an e-snaps account: <https://esnaps.hud.gov/grantium/frontOffice.jsf>

- E-snaps is the online portal you will use to submit your application and applicant profile to HUD. You will also use it later for reporting purposes.
- Sign up for an account by clicking “Create a Profile” on the login page (see link above)

* Not required if you are re-allocating an existing project

DUNS (or Unique Entry Identifier) Number registration

- Visit the Dun & Bradstreet home page: <https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>. In the center box titled “Find DUNS or Request new DUNS”, click “Start Now.” Follow the onscreen instructions.
- You will need the following basic information about your organization: physical and mailing addresses, name and title of the chief executive, primary Standard Industrial Code (SIC), whether or not the organization is minority-, woman- or veteran-owned, number of employees, and annual revenue.
- Registration can be completed in as little as one day. Your number will be e-mailed to you.
- If your organization is already registered with DUNS, be sure all information is up to date.

System for Award Management (SAM) Registration

- * Not required if you are re-allocating an existing project just make sure SAM is up to date
- Visit the System for Award Management home page: <https://www.sam.gov/portal/SAM/##11>.
- You must first create a user account by clicking on “Create Use Account” in the box entitled “Create Use Account” on the left hand side of the page. You should create an Individual Account and follow onscreen instructions.
- You may register or update your SAM registration by clicking on “Register/Update Entity” in the center box of the home page and following onscreen instructions.

- You must already have a DUNS number to complete SAM registration
- You will have to designate an E-Business Point of Contact (E-Biz POC), who will identify a special password called the MPIN. The MPIN will give the E-Biz POC the authority to designate which employees of your organization are Authorized Organization Representatives (AORs) who can submit applications on behalf of the organization. Soon after submitting your registration, the E-Biz POC will receive an e-mail requesting approval of designated AORs. If your organization already has an EIN (Employer Identification Number), this step can be completed in three days. If not, this step could take up to two weeks.
- You can complete initial SAM registration in three days. However, existing SAM users can expect a registration update to take as long as five days.

CoC Project Application

- Begin work on the project's budget. Classify costs under the eligible activities for your proposed component type, as detailed in the CoC Interim Rule.
- Collect match and leveraging documentation (see the CoC Interim Rule at § 578.73 for eligible sources of match and leverage). HUD's CoC Program requires 25% matching funds. The TX BoS CoC-level competition will require 150% leverage. Note: **(Do not date your forms or letters yet; only prepare them; they will need to be dated within 30 days of the application submission date)**
- Collaborate with your Consolidated Plan (Con Plan) Jurisdiction to ensure that your program design aligns with its goals. Ask about their process for getting a Certification of Consistency, which is a required document for your application.
 - You can find your Con Plan Jurisdiction by searching for the most recent copy of the CoC-Con Plan Jurisdiction and ESG Recipient Crosswalk at <https://www.hudexchange.info/>
- Complete the SF-LLL Disclosure of Lobbying Activities form. (Must be updated each year)
 - If your organization does not lobby, please write "[Name of organization] does not lobby" clearly across the form. Sign and date the form as appropriate.
 - Form may be found here: <https://www.whitehouse.gov/sites/default/files/omb/grants/sflllin.pdf>
- Complete HUD form 50070 Drug-Free Workplace Certification (Must be updated each year)
 - Form may be found here: <http://portal.hud.gov/hudportal/documents/huddoc?id=50070.pdf>

- Collect your organization's Code of Conduct (Must be updated each year)

- Complete a Faith-Based EEO Survey (SF424 Supplement, Survey on Ensuring Equal Opportunities for Applicants) (Must be updated each year)
 - This form is only required for non-profit organizations
 - Form may be found here:
<http://www.hud.gov/offices/pih/ih/recovery/sf424supp.pdf>

Re-Allocations ONLY*

- Start reviewing your project data, pull an APR from Client Track or your comparable database for DV providers

(NOTE: At this time due to ESNAPS being closed for projects due 4/1/16 to present many projects have not yet been able to submit APRS, in order to have a more equitable process and to use the most up to data unless the NOFA indicates significant changes we plan to use project APR data from **7/1/15-6/30/16** this may change once the NOFA is released. (This has no impact on when your APRS are due to HUD)

See link to HMIS video on how to pull your APR below

https://www.youtube.com/watch?v=HhCqWX33CVE&feature=youtu.be&list=PL5c_GwJU694bUhBDMQAc7s5Cyauno0M

Stay Informed

- Review the CoC Interim Rule:
https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

- Subscribe to the HUD Exchange distribution list
<https://www.hudexchange.info/maillinglist/>
 - Be sure to check the box for the CoC Program

- Contact Mary Rychlik (formerly Dodson) at mary@thn.org and ask to be put on the CoC News Mailing List

- Complete the following two HUD Training Modules on the CoC Program:

- CoC Program Components and Eligible Costs
<https://www.hudexchange.info/resource/3146/coc-program-components-and-eligible-costs/>
- CoC Program Grant Administration
<https://www.hudexchange.info/training-events/courses/coc-program-grant-administration/>

Resources

HUD Exchange- CoC Program Home Page: <https://www.hudexchange.info/programs/coc/>

HUD Exchange- Training for CoC Program Grant Administration:

https://www.hudexchange.info/training-events/courses/coc-program-grant-administration/?utm_source=HUD+Exchange+Mailing+List&utm_campaign=acb0aca733-Now+Avail:+CoC+Grant+Proj+Admin+Module+-+4/4/16&utm_medium=email&utm_term=0_f32b935a5f-acb0aca733-19272101

SAM Support Page- <https://www.fsd.gov/fsd-gov/home.do>

e-snaps Support Page: <https://www.hudexchange.info/programs/e-snaps/>

NAEH- Housing First Resources: http://www.endhomelessness.org/pages/housing_first

SAMHSA- Permanent Supportive Housing Evidence-Based Practice KIT:

<http://store.samhsa.gov/product/Permanent-Supportive-Housing-Evidence-Based-Practices-EBP-KIT/SMA10-4510>

NAEH- Rapid Re-Housing Resources: <http://www.endhomelessness.org/library/entry/rrh-know-how>

Other:

4. Housing First

a. Does the project quickly move participants into permanent housing? Yes

b. Does the project ensure that participants are not screened out based on the following items? Select all that apply. By checking all of the first four boxes, this project will be considered low barrier.

Having too little or no income	<input checked="" type="checkbox"/>
Active or history of substance abuse	<input checked="" type="checkbox"/>
Having a criminal record with exceptions for state-mandated restrictions	<input checked="" type="checkbox"/>
History of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)	<input checked="" type="checkbox"/>
None of the above	<input type="checkbox"/>

c. Does the project ensure that participants are not terminated from the program for the following reasons? Select all that apply.

Failure to participate in supportive services	<input checked="" type="checkbox"/>
Failure to make progress on a service plan	<input checked="" type="checkbox"/>
Loss of income or failure to improve income	<input checked="" type="checkbox"/>
Being a victim of domestic violence	<input checked="" type="checkbox"/>
Any other activity not covered in a lease agreement typically found in the project's geographic area.	<input checked="" type="checkbox"/>
None of the above	<input type="checkbox"/>

d. Does the project follow a "Housing First" approach? Yes