Texas Homeless Network

FY 2016 HUD CoC Program Competition
Preparation for Renewal Projects

No matter how many times you apply for renewal funding from HUD's Continuum of Care (CoC) Program, the process can be daunting. The best way to manage this complex process is to start work for the competition early. <u>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).</u> You can begin preparing for your application before the release of the NOFA by completing the following tasks:

(We strongly recommend beginning work on these immediately)

Program Design

☐ 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.)

☐ Evaluate your program's intake paperwork, eligibility criteria, termination forms, policies, and procedures to assure adherence to a low barrier and Housing First Model, as projects that do not adhere to these models are not eligible to renew their funding. THN is still in the process of reviewing these with each project.

☐ Thoroughly review your THN project review tool from your individual call, last year's competition scoresheet and make adjustments to your program and application as needed

Registrations

☐ Register any staff that will be assisting with the application 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)

☐ DUNS (or Unique Entry Identifier) Number registration
-Have this information readily available

☐ System for Award Management (SAM) Registration

- Ensure your SAM registration is up to date
- Visit the System for Award Management home page: https://www.sam.gov/portal/SAM/##11.

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.)**

☐ Update your project description (section 3B. of last year's application) to accurately reflect current program design, community partnerships, program requirements, and how the programs fills a gap in community need

☐ 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 <u>unless</u> 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_GwJUb69 4bUhBDMQAcb7s5Cyauno0M

☐ 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/

The following <u>must</u> be done annually as part of your updated profile in ESNAPS.

☐ Complete the SF-LLL Disclosure of Lobbying Activities form.
- 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
- Form may be found here: http://portal.hud.gov/hudportal/documents/huddoc?id=50070.pdf

☐ Collect your organization's Code of Conduct

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

Prepare Supplemental Materials

☐ Prepare your LOCCS Spread Sheet (which was e-mailed to the primary and secondary contact persons listed on your previous Project Application) with up-to-date draw down information

☐ Submit results of HUD Monitoring if the project was monitored within the past grant year. If the project was not monitored within the past grant year, prepare a letter stating that the program was not monitored within the past grant year. Please be reminded of THN's policy on HUD monitoring, projects are required to notify THN within 48 hours and keep THN informed of all communication with HUD regarding project monitoring.

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/mailinglist/
- 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   Yes
into permanent housing

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	X
Active or history of substance abuse	X
Having a criminal record with exceptions for state-mandated restrictions	X
History of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)	X
None of the above	

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	X
Failure to make progress on a service plan	X
Loss of income or failure to improve income	X
Being a victim of domestic violence	X
Any other activity not covered in a lease agreement typically found in the project's geographic area.	X
None of the above	

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