

TX BOS COC FY2022 RENEWAL PROJECT APPLICATION COMPONENTS APPENDIX B

Submission of Project Applications

The use of Grant Management Software is a required part of the CoC Program Local Application Process in the Texas Balance of State CoC. In prior years, applicants submitted application materials to THN for review and assessment through a variety of methods, almost always involving some back and forth between the parties. This year, like 2021, the entire application process will be hosted online at <https://thncompetition.smapply.io/prog/>, This site is known as “Apply”. Apply will prompt the user for the required application materials, including all required uploads however, it is the responsibility of the Applicant to understand the selections, and how to submit the required materials. THN can assume no responsibility whatsoever for user error, or technical difficulties that may occur. Users can make a single submission per project application, and are able to modify the contents of the application package prior to submission to THN for review. Applicants must apply for each project they intend to renew. The following page details the variety of information that Applicants will be required to complete or upload in Apply. Questions about this document can be directed to txboscoc@thn.org.

APPENDIX B: FY2022 RENEWAL PROJECT APPLICATION COMPONENTS

Full Application: Entity Eligibility				
Required Application Component	Upload Required Y/N	File Naming Convention	Scored Y/N	NOTES
Full Application: Entity Eligibility Tasks: (1 of 1) Entity Eligibility Charity Verification (Non-Profits Only) Agency Details Project Details	N	N/A	N	Entity Eligibility Verification is the first step in the Full Application process, for fastest processing, please email txboscoc@thn.org on completion of this step. All submissions will be assessed within 24 hours. This step allows CoC staff to verify entity eligibility, that the project is eligible for renewal and confirms basic details about the project. The Applicant is also asked whether they plan to apply for an expansion, and some (unscored) details about the expansion activities
Full Application: Questions Disclosures and Uploads (Part 1) Wednesday August 31, 2022 11:59:59 PM				
Required Application Component	Upload Required Y/N	File Naming Convention	Scored Y/N	NOTES
Full Application: Questions, Disclosures and Uploads (Part 1) Task: (1 of 5) Renewal Project Questions	N	N/A	Y	Applicants will complete four (4) checkbox questions worth up to 5pts each, and optional narrative questions that are not scored.
Full Application: Questions, Disclosures and Uploads (Part 1) Task (2 of 5) Monitoring History Report	Y	“Applicant Name-Monitoring Report”	Y	Applicants must disclose their contracting activity over the last five (5) years. This includes <ul style="list-style-type: none"> • Receipt of Federal or State Awards • Whether the Applicant is subject to the 2CFR200 Single Financial Audit Requirements <ul style="list-style-type: none"> ◦ And where the Applicant is subject to the Single Audit requirements, whether the Applicant has had any late submissions to the Federal Audit Clearinghouse in the last five (5) years • Returns of Funds other than Pandemic Relief Funding such as ESG-CV NOTE: Monitoring Report <ul style="list-style-type: none"> • Agencies that have been monitored by a State or Federal Agency in the last three (3) years, and that monitoring resulted in a finding, are required to disclose that, and upload the monitoring report for review. Applicants that have had no findings in the last 3 years are exempted from this upload.

<p>Full Application: Questions, Disclosures and Uploads (Part 1)</p> <p>Task: (3 of 5)</p> <p>e-snaps Applicant Profile (upload)</p>	Y	<p>“Applicant Profile Applicant Name_Project Name”</p>	N	<p>Esnaps login</p> <p>Esnaps is HUD’s Grant Management Software. Applicants must upload the Agency’s <u>submitted</u> Applicant Profile from e-snaps into Apply. Incomplete or draft uploads will be returned for correction.</p> <p>All Applicants are asked to add Eric Samuels, President & CEO, Texas Homeless Network as a registrant to assist in any application troubleshooting that we might be able to offer.</p> <p>User name: THN Email: Eric@thn.org Please contact Jim Ward Director of Planning, at jim@thn.org if you require assistance or have further questions.</p> <p>HUD Applicant Resources : Project Applicant Profile Navigational Guide</p> <p>NOTE: All Agencies must have an approved Code of Conduct on file with HUD. If your Agency is not on the list linked here, you must attach a code of conduct to your applicant profile.</p>
<p>Full Application Questions, Disclosures and Uploads</p> <p>Task: (4 of 5)</p> <p>Letters of Support- LHC or Partnerships (upload)</p>	Y	<p>“LHC Letter of Support_ Applicant Name_Project Name”</p> <p>OR</p> <p>“Partnership Letter of Support_ Applicant Name_Project Name”</p>	N	<p>Applicants must upload a letter of support from the Local Homeless Coalition that correlates to the project's geographic service area. If the Project geographic service area covers multiple LHCs, the applicant need only upload one (1) letter of support.</p> <p>In rare occasions, where there is no LHC in the associated area, the applicant is the LHC, or where the LHC declines to offer support, the Applicant may instead upload two letters of support from community partners clearly stating the explicit support of the project.</p> <p>NOTE: If the Applicant requests and does not receive a letter of support, please upload documentation of the written request to the LHC and the response if any, along with alternate letters of support.</p> <p>Please see Appendix B of the RFP for more information.</p>

Full Application Questions, Disclosures and Uploads Task: (5 of 5) Match Documentation (upload)	Y	“FY2022_Match_Application Name_Project Name”	N	<p>Applicants to the CoC Program are required to match CoC Program funds at 25%. Renewal Applicants must upload a letter (on Agency Letterhead) that satisfies the following,</p> <ul style="list-style-type: none"> • Identify the match as Cash or In-kind • Identify the source of the Matching Funds • If cash, a description of the activities that the match will support • If in-kind, The activities that will be used as match • A citation from the CoC Program Interim Rule Subpart D (578.37-578.63) that correlates to the eligible matching activity or activities <p>Explicitly state that the match will be available for the entire FY2022 Grant term</p>
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Full Application: Questions, Disclosures and Uploads (Part 2) Thursday September 15, 2022 11:59:59 AM

Required Application Component	Upload Required Y/N	File Naming Convention	Scored Y/N	NOTES
Full Application: Questions, Disclosures and Uploads (Part 1) Task: (1 of 2) e-snaps Project Application (upload)	Y	“Esnaps application_submitted_Application Name_Project Name”	N	<p>Esnaps login</p> <p>THN Staff must review the completed e-snaps project application to review and rank projects. Applicants must upload a submitted e-snaps application to Apply. This means that an applicant must complete the e-snaps portion of the project application before a complete application in Apply can be submitted.</p> <p>Errors in the esnaps upload can result in delays in project award, or in rare circumstances, HUD declining an award after an offer of conditional award. It is critical that the responses to the questions asked in the esnaps Project Application are responsive to the question asked. Applicants must use the esnaps Project Application Detailed Instructions, and Navigational guide to answer questions completely.</p>
Full Application: Questions, Disclosures and Uploads (Part 2) Task: (2 of 2) Certification of Consistency with the Consolidated Plan (HUD-2991) (upload)	Y	“Certificate_Consistency_Application Name_Project Name” OR “Certificate_Consistency_APPEAL_Application Name_Project Name”	N	<p><u>All</u> Applicants are required to submit Certification of Consistency with the Consolidated Plan (HUD-2991) Blank (HUD-2991) certificates are available for download in Apply, however your jurisdiction may use a different form.</p> <p>To determine whether a project is in a local Consolidated Planning jurisdiction please visit this link If no part of an application will be carried out within a local Consolidated Planning jurisdiction, please contact the Texas Department of Housing and Community Affairs at Elizabeth.yevich@tdhca.state.tx.us</p> <p>Applicants are required to collect and submit one certificate of consistency per project. However, multiple projects may be listed on the same certificate.</p> <p>.</p> <p>NOTE: It is the responsibility of the Applicant to ensure that the HUD 2991 is completed correctly. THN will not accept a certificate that is incomplete, unsigned, or contains other errors. THN is unable to submit an application on your behalf without a HUD 2991. Applicants that are unable to collect a certificate of consistency, despite their attempts, must follow the steps in the RFP Section IV.D Under no circumstances will THN accept a HUD-2991 after Monday September 26, 2022 at 11:59:59 PM</p>