

## **TX BOS COC FY2022 BONUS PROJECT APPLICATION COMPONENTS APPENDIX A**

### **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, 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 required uploads that require completion external to Apply. 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. The following pages detail the variety of information that Applicants will be required to complete or upload in Apply. The contents of the CoC Bonus Application can be found pages 2-4, and DV Bonus Application materials on pages 5-7. Questions about this document can be directed to [txboscoc@thn.org](mailto:txboscoc@thn.org) or to the staff person identified in the criteria.

**APPENDIX A: FY2022 BONUS PROJECT APPLICATION COMPONENTS**

**CoC BONUS- S1. Applicant Questions and Funding Type**

Required Application Component	Upload Required Y/N	File Naming Convention	Scored Y/N	NOTES
<b>Full Application: S1. Applicant Questions and Funding Type</b> Tasks: (1 of 1) <b>Applicant Questions and Project Details</b>	N	N/A	N	This step of the Application asks very basic details about the Applicant Org, the person completing the Application and the Project such as, Funding Type, Component Type, Budget and similar questions. Many are also asked as part of a later step in the process, but are entered here by the Applicants as well, to route Applications to the correct stages later in the Application Process. This task must be completed first before the Applicant can answer any more questions

**COC BONUS-S2.C1 DV Bonus Application materials - Wednesday August 31, 2022 11:59:59 PM**

Required Application Component	Upload Required Y/N	File Naming Convention	Scored Y/N	NOTES
<b>Full Application: S2.C1 CoC Bonus Application Materials Questions and Uploads</b> Task: (1 of 3) <b>Additional Questions</b>	N	N/A	N	This Application task is not-scored, however Applicants are required to give a 300-500 word summary of the proposed project and answer additional questions about the process, the Applicant and the Project. Applicants are also required to input their calculated Self-Assessment Score before uploading that completed document in the next task. There is no upload required for this Task 1. This task asks additional questions about the Expansion Project, and the Renewal Project it expands
<b>Full Application: S2.C1 CoC Bonus Application Materials Questions and Uploads</b> Task: (2 of 3) <b>Self-Assessment Tool Upload</b>	Y	"Applicant Name_Project Name_COC_SAT_FY22"	Y	This task is where Applicants will upload the version of the Self-Assessment Tool (SAT) that they wish to use for scoring. There is no other information requested in Apply. Applicants must complete and upload this document as an Excel workbook, along with a PDF Copy of the completed SAT. Please note that CoC Bonus Projects are scored by intervention type, therefore there are five self-assessment tools for CoC Bonus Projects, PSH & PSH-DV, RRH & RRH-DV and Joint TH/RRH.  Prior to completing the CoC Bonus Self-Assessment Tool applicants must complete a Renewal Project Scorecard. There are five self-assessment tools for CoC Renewal Projects, PSH & PSH-DV, RRH & RRH-DV and Joint TH/RRH. Renewal Projects must be evaluated on a 12-month basis. For the FY2022 TX BoS CoC Local Application Process, the period for review is August 1, 2021 – July 31, 2022, although some cost effectiveness evaluations are based on the most recently submitted APR recorded in the APR repository SAGEhmis.info. Applicants should ensure that HMIS data accurately reflects their project, that there are no issues with data quality, that there is no missing data, and that annual or exit assessments have been completed. The sections used for the Expansion Project include; Percentage of households enrolled with zero income Income growth for stayers and leavers Exits to Permanent Housing & Returns to homelessness Bed utilization General Administration (Monitoring History) Leveraging Housing or Healthcare Resources

				Applicants are strongly encouraged to review this submission prior to upload to ensure it is the correct version.
<b>Full Application: S2.C1 CoC Bonus Application Materials Questions and Uploads</b>  Task: (3 of 3) <b>e-snaps Applicant Profile (upload)</b>	Y	“Applicant Profile Applicant Name_Project Name”	N	<a href="#">Esnaps login</a>  Esnaps is HUD’s Grant Management Software. Applicants <b>must</b> upload the Agency’s <u>submitted</u> Applicant Profile from e-snaps into Apply. Incomplete or draft uploads will be returned for correction.  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. User name: THN Email: Eric@thn.org Please contact Jim Ward Director of Planning, at <a href="mailto:jim@thn.org">jim@thn.org</a> if you require assistance or have further questions.  <b>HUD Applicant Resources :</b> <a href="#">Project Applicant Profile Navigational Guide</a>  NOTE: All Agencies must have an approved Code of Conduct on file with HUD. If your Agency is not on the list linked <a href="#">here</a> , you must attach a code of conduct to your applicant profile.

#### S4. Final Application Materials: Questions and Uploads Thursday September 15, 2022 11:59:59 AM

Required Application Component	Upload Required Y/N	File Naming Convention	Scored Y/N	NOTES
<b>S4. Final Application Materials: Questions &amp; Uploads</b>  Task: (1 of 2) <b>e-snaps Project Application (upload)</b>	Y	“Esnaps application_submitted_ Applicant Name_Project Name”	N	<a href="#">Esnaps login</a>  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.  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 <b>must use</b> the esnaps Project Application Detailed Instructions, and Navigational guide to answer questions completely.



## DV BONUS- S1. Applicant Questions and Funding Type

Required Application Component	Upload Required Y/N	File Naming Convention	Scored Y/N	NOTES
<b>Full Application: S1. Applicant Questions and Funding Type</b> Tasks: (1 of 1) <b>Applicant Questions and Project Details</b>	N	N/A	N	This step of the Application asks very basic details about the Applicant Org, the person completing the Application and the Project such as, Funding Type, Component Type, Budget and similar questions. Many are also asked as part of a later step in the process, but are entered here by the Applicants as well, to route Applications to the correct stages later in the Application Process. This task must be completed first before the Applicant can answer any more questions

## DV BONUS-S2.D1 DV Bonus Application materials - Wednesday August 31, 2022 11:59:59 PM

Required Application Component	Upload Required Y/N	File Naming Convention	Scored Y/N	NOTES
<b>Full Application: S2.D1 DV Bonus Application Materials Questions and Uploads</b>  Task: (1 of 5) <b>Additional Questions About the Project</b>	N	N/A	N	This Application task is not-scored, however Applicants are required to give a 300-500 word summary of the proposed project and answer additional questions about the process, the Applicant and the Project. Applicants are also required to input their calculated Self-Assessment Score before uploading that completed document in the next task. There is no upload required for this task.
<b>Full Application: S2.D1 DV Bonus Application Materials Questions and Uploads</b>  Task: (2 of 5) <b>Self-Assessment Tool Upload</b>	Y	"Applicant Name_Project Name_SAT_FY22"	Y	<p>This task is where Applicants will upload the version of the Self-Assessment Tool (SAT) that they wish to use for scoring. There is no other information requested. Applicants must complete and upload this document as an Excel workbook, along with a PDF Copy of the completed SAT. Applicants are strongly encouraged to review this submission prior to upload.</p> <p>The SAT is an excel workbook that has numerous multiple choice, narrative (100-500 word), and text-box style questions about the Applicant, the proposed activities, the Applicant's experience administering similar activities as well as prior and anticipated performance. Applicants input their response into Column C, except where directed to input into Column B. Word Counts are communicated by clicking into the yellow highlighted cells in Column C. Column D is a word count calculator. If Column D is red, the response in Column C does not comply with the requirements for that question. The SAT will auto-calculate an Applicant's score based on the assessment in Column E. Responses that do not comply with the instructions in Column G, may not be scored. Column G also contains the assessment criteria for all scored questions. Applicants are strongly encouraged to review Column G prior to starting work on the question</p> <p><u>Self-Assessment Tools created in PDF or any format other than excel will not be accepted.</u> To create the required PDF Upload, please click, File-&gt;Save As-&gt;Select your file destination, and set the "save as type" to PDF. If you have questions about the functionality of the tool, please contact <a href="mailto:Axton@thn.org">Axton@thn.org</a></p>

<b>Full Application: S2.D1 DV Bonus Application Materials Questions and Uploads</b>  Task: (3 of 5) <b>Accounting System Attestation</b>	Y	“Applicant Name_Acct_2.CFR.200”	N	<p>Applicants must upload a statement on letterhead from the CFO or their equivalent- If the Organization uses a 3<sup>rd</sup> party for accounting functions, the statement may be on a 3<sup>rd</sup> party letterhead.</p> <p>The statement must explicitly state that the Accounting System is 2 CFR 200.302 compliant. Any other assurances or statements from the Agency’s Accounting executives are welcome but not required.</p>
<b>Full Application: S2.D1 DV Bonus Application Materials Questions and Uploads</b>  Task: (4 of 5) <b>e-snaps Applicant Profile (upload)</b>	Y	“Applicant Profile Applicant Name_Project Name”	N	<p><a href="#">Esnaps login</a></p> <p>Esnaps is HUD’s Grant Management Software. Applicants <b>must</b> 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 &amp; 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 <a href="mailto:jim@thn.org">jim@thn.org</a> if you require assistance or have further questions.</p> <p><b>HUD Applicant Resources :</b> <a href="#">Project Applicant Profile Navigational Guide</a></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 <a href="#">here</a>, you must attach a code of conduct to your applicant profile.</p>
<b>Full Application: S2.D1 DV Bonus Application Materials Questions and Uploads</b>  Task (5 of 5) <b>Monitoring History Report</b>	Y	“Applicant Name-Monitoring Report”  If required: “Applicant Name-Monitoring Findings”	Y	<p>Applicants must download the Monitoring History Report titled “Monitoring History DV Bonus” as part of this application package from thn.org. This is a fillable PDF, and must be returned as a PDF. Applicants are required to answer the questions summarized below. This is a scored component of the self-assessment and applicants must take care to follow the instructions for Q18 of the Self-Assessment Tool</p> <p>Applicants must disclose any EIN used in the last five years as well as their contracting activity over the last five (5) years. This includes</p> <ul style="list-style-type: none"> <li>• Receipt of Federal or State Awards</li> <li>• Whether the Applicant is subject to the 2CFR200 Single Financial Audit Requirements <ul style="list-style-type: none"> <li>○ And where the Applicant is subject to the Single Audit requirements, whether the Applicant has had any late submissions to the <a href="#">Federal Audit Clearinghouse</a> in the last five (5) years</li> </ul> </li> <li>• Returns of Funds other than Pandemic Relief Funding such as ESG-CV</li> </ul> <p>NOTE: Monitoring Report</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>

## S4. Final Application Materials: Questions and Uploads Thursday September 15, 2022 11:59:59 AM

Required Application Component	Upload Required Y/N	File Naming Convention	Scored Y/N	NOTES
<b>S4. Final Application Materials: Questions &amp; Uploads</b>  Task: (1 of 2) <b>e-snaps Project Application (upload)</b>	Y	“Esnaps application_submitted_Applicant Name_Project Name”	N	<p><a href="#">Esnaps login</a></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 <b>must use</b> the esnaps Project Application Detailed Instructions, and Navigational guide to answer questions completely.</p>
<b>S4. Final Application Materials: Questions &amp; Uploads</b>  Task: (2 of 2) <b>Certification of Consistency with the Consolidated Plan (HUD-2991) (upload)</b>	Y	“Certificate_Consistency _ Applicant Name_Project Name”  OR  “Certificate_Consistency _APPEAL_ Applicant Name_Project Name”	N	<p>All 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><a href="#">To determine whether a project is in a local Consolidated Planning jurisdiction please visit this link</a> 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 <a href="mailto:Elizabeth.yevich@tdhca.state.tx.us">Elizabeth.yevich@tdhca.state.tx.us</a></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>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 Section IV.D of the RFP for appeal. Under no circumstances will THN accept a HUD-2991 after Monday September 26, 2022 at 11:59:59 PM</p>