

TX BOS COC FY2022 SUPPLEMENTAL 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 will make a single submission per project application, and are able to modify and save 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 Supplemental Rural Set-aside Project Applications can be found on pages 2-5, and the Supplemental Unsheltered Set-aside Project Application materials on pages 6-9. Questions about this document can be directed to txboscoc@thn.org or to the staff person identified in the criteria.

APPENDIX A: FY2022 SUPPLEMENTAL PROJECT APPLICATION COMPONENTS

Supplemental Rural Set-Aside: Intent to Apply

Required Application Component	Upload Required Y/N	File Naming Convention	Scored Y/N	NOTES
Rural Full Application: Intent to Apply Tasks: (1 of 4) Entity Eligibility	N	N/A	N	This step of the Application asks basic details about the Applicant Agency's eligibility status, including Type of Organization, SAM Registration Status and Unique Entity ID, Active Exclusions and/or Federal Debt, and if the Applicant is identifying any subrecipients. If identifying subrecipients, this step will collect the same eligibility information for each subrecipient (up to 3).
Rural Full Application: Intent to Apply Tasks: (2 of 4) Charity Verification	N	N/A	N	This step of the Application will only populate if the Applicant indicated they are a 501c3 nonprofit in <i>Task 1: Entity Eligibility</i> . Applicants will enter their Employer Identification Number (EIN) with no dashes or spaces. Applicants who indicate they represent a State or Local Government, or Instrumentality of State or Local Government, will not see this stage.
Rural Full Application: Intent to Apply Tasks: (3 of 4) Agency Details	N	N/A	N	This step of the Application asks basic details about the Applicant's Agency, including Agency Name, Website, the Primary Contact and Email, Secondary Contact and Email.
Rural Full Application: Intent to Apply Tasks: (4 of 4) Project Details	N	N/A	N	This step of the Application asks basic details about the proposed Project, including Proposed Counties you will serve, the Project Component Type, a brief narrative of the proposed Project and activities, the names of any partnerships that will be leveraged to support this Project, the proposed budget, any additional eligible activities the Applicant is applying for, and steps the Applicant has taken to ensure the proposed Project aligns with the CoC Plan (checkbox). Applicant's response to the Project Component Type question will determine what questions the Applicant will see in the Full Application. No upload is required for this section.

Supplemental Rural Set-Aside: Full Application (ALL PROJECT TYPES) Due September 11, 2022 at 11:59:59 PM

Required Application Component	Upload Required Y/N	File Naming Convention	Scored Y/N	NOTES
Rural Full Application Task: (1 of 7) Agency Capacity	Y	"Applicant Name_Project Name_LOS"	Y	This step of the Application collects information about the agency's capacity to operate a CoC Project, including the year the Agency was received IRS Designation, the Agency's experience advancing race equity (checkbox) and involving persons with lived experience of homelessness (checkbox), support from the Local Homeless Coalition (LHC). Applicants who indicate they have support an LHC will be prompted to upload a letter of support. If no LHC exists or where a conflict of interest is present, Applicants will indicate if they have a letter of support from community stakeholders (2) and will be prompted to upload the letters of support.

Rural Full Application Task: (2 of 7) Financial Management and Administration	Y	“Applicant Name_Project Name_OrgChart” (org chart) “Applicant Name_Project Name_Match” (match)	Y	Applicants will upload an Organizational (Org) Chart updated in 2022 as a file upload, and will be asked to provide a narrative response in 100-500 words describing how the organization has/will implement required Internal Controls at 2 CFR 200.303a, as well as 100-500 word narrative response describing the Agency’s internal and administrative monitoring activities. Applicants will upload Match documentation in this task. Match Documentation (file upload) On Agency letterhead, Applicants must address the following criteria: <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, a description of the goods or services that will be used as match • Provide citation(s) from the CoC Program Interim Rule Subpart D (578.37-578.63) that correlates to the eligible matching activity or activities • Explicitly state that the match will be available for the entire initial grant term, (The first year of operation in date form) Example: 10/01/2023-9/30/2024 or whatever dates you are proposing for the first year of operation.
Rural Full Application Task: (3 of 7) Budget Table	N		N	Applicants will complete a budget table and will report the dollar amount the Applicant will request from HUD for Rental Assistance, Supportive Services, Other Eligible Uses, Admin, as well as the dollar amount of leveraged assistance for each Budget Line Item, where applicable. The total HUD Request and Leverage Assistance fields will auto -calculate the total using the information you entered in the table. This information will auto-populate into later tasks. Applicants must provide a thorough description of all costs. Staff will determine activity eligibility from this description
Rural Full Application Task: (4 of 7) Component Specific Questions	Y	“Applicant Name_Project Name_Healthcare Commitment” OR “Applicant Name_Project Name_Healthcare Commitment”	Y	This task of the application has three sections which seek to capture more detail about the proposed Project and how it will operate: <ul style="list-style-type: none"> • Alignment with CoC Priorities (See Appendix B) In general, narrative responses (300-500 words), in addition to multiple choice questions <ul style="list-style-type: none"> ○ Applicant must upload written commitments in this task <ul style="list-style-type: none"> ▪ The Written commitment must <ul style="list-style-type: none"> • Be in place by September 11, 2022 • Identify the source and description of the benefit, • Identify the dates the benefit will be available • Calculate the estimated dollar value of the commitment • System Performance Measures Applicants will respond to a series of multiple choice questions based on prior and anticipated performance, such as average length it time it will take the average participant to enter housing following identification. • General Application Questions Applicants will indicate the number of participants that will be served and provide narrative responses addressing the proposed Project’s method of service delivery, relationship building strategies, participation requirements, and strategies for meeting various participant needs (e.g. health insurance and health needs).

Rural Full Application Task: (5 of 7) Capital Costs	N		Y	<p>Only Applicants who indicated they are applying for a PSH Project and who indicated they are requesting Capital Costs for their PSH project in the <i>Intent to Apply: Project Details</i> task will access this question.</p> <p>PSH Applicants who are requesting Capital Costs will identify the requested Activity, provide a narrative of the scope of the Activity, indicate if a site has been identified for the proposed project, provide a narrative of any pre-award activities (e.g. Environmental Review), provide a narrative of the Applicant’s plan to comply with 24 CFR Part 75 (Section 3), and will indicate if a firm written commitment exists from a Housing or Healthcare provider.</p>
Rural Full Application Task: (6 of 7) Monitoring History Report 2022	N	(optional) “Applicant Name_Monitoring Report”	Y	<p>Applicants must disclose their contracting activity over the last five (5) years. This includes</p> <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 <p>NOTE: Optional Monitoring Report (File Upload)</p> <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.
Rural Full Application Task: (7 of 7) Required File Uploads (1 of 3) Applicant Profile	Y	“Applicant Name_Project Name_ApplicantProfile ” (Applicant Profile)	N	<p>Applicants will upload the following file:</p> <ul style="list-style-type: none"> • Applicant Profile (eSNAPS Export) <p>HUD Applicant Resources : Accessing the Application (Applicant Profile Detailed Instructions) 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. 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>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><u>The CoC will NOT grant an extension for this Application Component. Applications submitted with incomplete Applicant Profiles will be considered incomplete</u></p>

<p>Rural Full Application</p> <p>Task: (7 of 7)</p> <p>Required File Uploads (2 of 3)</p> <p>e-snaps Project Application</p>	Y	<p>“Applicant Name_Project Name_ProjectApp” (Project Application)</p> <p>“Applicant Name_e- SNAPS_Ext_Req</p>	N	<p>Applicants will upload the following file:</p> <ul style="list-style-type: none"> Project Application (eSNAPS Export) <p>HUD Applicant Resources : Project Application Detailed Instructions & 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> <p>Note: To request an extension to this application requirement, you must submit on letterhead in it's place</p> <ul style="list-style-type: none"> The name of the Project Application in e-snaps The reason for the extension request and whether the application has been started in the system A self-imposed deadline that is before October 3, 2022 An acknowledgement that the Application will not be included in the final submission without all required materials Additionally, <u>Applicants must also upload the partially completed application to Apply that reflects activity the day of the submission deadline on the submission summary of e-snaps</u>
<p>Rural Full Application</p> <p>Task: (7 of 7)</p> <p>Required File Uploads (3 of 3)</p> <p>Certification of Consistency with the Consolidated Application</p>	Y	<p>“Applicant Name_Project Name_2991”</p> <p>OR</p> <p>“Applicant Name_Project Name_2991_EXT(or Appeal)”</p>	N	<p>Applicants will upload the following file:</p> <ul style="list-style-type: none"> Certification of Consistency with the Consolidated Plan HUD-2991 <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 (CPJ) 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>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.C of the RFP for appeal. Under no circumstances will THN accept a HUD-2991 after Tuesday, October 4, 2022 at 11:59:59 AM</p> <p>Note: To request an extension to this application requirement, you must submit on letterhead (by the deadline) in it's place</p> <ul style="list-style-type: none"> The name of the Project Application in e-snaps The reason for the extension request and the date of the original written request A self-imposed deadline that is before October 3, 2022 An acknowledgement that the Application will not be included in the final submission without all required materials Additionally, applicants must upload a copy of the original written request made before September 4th, 2022.

Supplemental Unsheltered Set-Aside: Intent to Apply

Required Application Component	Upload Required Y/N	File Naming Convention	Scored Y/N	NOTES
Unsheltered Full Application: Intent to Apply Tasks: (1 of 4) Entity Eligibility	N	N/A	N	This step of the Application asks basic details about the Applicant Agency's eligibility status, including Type of Organization, SAM Registration Status and Unique Entity ID, Active Exclusions and/or Federal Debt, and if the Applicant is identifying any subrecipients. If identifying subrecipients, this step will collect the same eligibility information for each subrecipient (up to 3).
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Unsheltered Full Application: Intent to Apply Tasks: (3 of 4) Agency Details	N	N/A	N	This step of the Application asks basic details about the Applicant's Agency, including Agency Name, Website, the Primary Contact and Email, Secondary Contact and Email.
Unsheltered Full Application: Intent to Apply Tasks: (4 of 4) Project Details	N	N/A	N	This step of the Application asks basic details about the proposed Project, including Proposed Counties you will serve, the Project Component Type, a brief narrative of the proposed Project and activities, the names of any partnerships that will be leveraged to support this Project, the proposed budget, any additional eligible activities the Applicant is applying for, and steps the Applicant has taken to ensure the proposed Project aligns with the CoC Plan (checkbox). Applicant's response to the Project Component Type question will determine what questions the Applicant will see in the Full Application. No upload is required for this section.

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Unsheltered Full Application Task: (5 of 6) Monitoring History Report 2022	N	(optional) “Applicant Name_Monitoring Report”	Y	<p>Applicants must disclose their contracting activity over the last five (5) years. This includes</p> <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 <p>NOTE: Optional Monitoring Report (File Upload)</p> <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.
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Unsheltered Full Application Task: (6 of 6) Required File Uploads (2 of 3) e-snaps Project Application	Y	“Applicant Name_Project Name_ProjectApp” (Project Application) “Applicant Name_e- SNAPS_Ext_Req	N	<p>Applicants will upload the following file:</p> <ul style="list-style-type: none"> • Project Application (eSNAPS Export) <p>HUD Applicant Resources : Project Application Detailed Instructions & 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>

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<p>Unsheltered Full Application</p> <p>Task: (6 of 6)</p> <p>Required File Uploads (3 of 3)</p> <p>Certification of Consistency with the Consolidated Application</p>	Y	<p>"Applicant Name_Project Name_2991"</p> <p>OR</p> <p>"Applicant Name_Project Name_2991_EXT(or Appeal)"</p>	N	<p>Applicants will upload the following file:</p> <ul style="list-style-type: none"> • Certification of Consistency with the Consolidated Plan HUD-2991 <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 (CPJ) 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>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.C of the RFP for appeal. Under no circumstances will THN accept a HUD-2991 after Tuesday, October 4, 2022 at 11:59:59 AM</p> <p>Note: To request an extension to this application requirement, you must submit on letterhead (by the deadline) in it's place</p> <ul style="list-style-type: none"> • The name of the Project Application in e-snaps • The reason for the extension request and the date of the original written request • A self-imposed deadline that is before October 3, 2022 • An acknowledgement that the Application will not be included in the final submission without all required materials • Additionally, applicants must upload a copy of the original written request made before September 4th, 2022.