



HUD CONTINUUM OF CARE (CoC) 2022

Renewal Project Guidance Document: Overview of 2022 CoC NOFO and Process for Completing Renewal Project Applications

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This guidance document provides summary information and links for CoC grantees to complete the 2022 CoC renewal application process. HUD has released comprehensive documentation of the step-by-step renewal application process, available through HUD’s website at the [2022 CoC Program Competition Resources](#) page under “Apply for Project Funds”. We strongly encourage you to review those documents thoroughly.

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Contact information

For questions on your application, contact Alyssa Plesser at alyssa.plesser@multco.us. You can go directly to HUD to find answers related to *e-snaps* through HUD guidance and instruction guides found here: [2022 CoC Program Competition Resources](#); or by submitting your CoC Program Competition questions to the following HUD.gov email addresses:

- o cocnofo@hud.gov for questions about the NOFO, competition, and applications.
- o e-snaps@hud.gov for questions about *e-snaps* technical issues

Resources

The Collaborative Application Committee (CAC) of the CoC Board establishes the process for selecting bonus project(s) and projects funded through reallocation. Information regarding that process for our 2022 CoC application can be found here:

<https://www.multco.us/johs/continuum-care-funding-opportunity>.

The Joint Office of Homeless Services has also contracted a Technical Assistance provider, Homebase, to support the NOFO process. They have created a Technical Assistance Handbook that can support program design and inform new applicants and new staff about CoC funding limitations and requirements in the FY2022 competition. It also includes some information about *e-snaps*, the web-based application tool you will use to write your application for the national competition, as well as links to many HUD resources.

- **TA Handbook:** <https://www.multco.us/file/121990/download>
- **REMEMBER:** The TA Handbook is about the national competition. Your project design also has to reflect this CoC's local rules that overlay the national ones.

Overview of 2022 CoC NOFA process:

The [2012 CoC Interim Rule](#) and [FY 2022 CoC Program NOFO](#) (released on August 1) set the rules and application process for the NOFO on a national level. HUD requires each CoC to submit renewal projects in two "tiers" (Tier 1 and Tier 2)—monetary thresholds based on a percentage of our CoC's total renewal amount. This year, Tier 1 is equal to 95% of the renewal award amount for all projects eligible for renewal (\$27,783,534), and Tier 2 is equal to the amount our CoC is eligible to apply for in new bonus project(s) (1,389,177). The Tier 2 funding amount does not include the amount our CoC is eligible to apply for under the Domestic Violence (DV) Bonus as HUD will select DV Bonus projects separately.

In awarding 2022 project funding, HUD will first fund all projects in Tier 1 and then competitively allocate the remaining money to fund projects in Tier 2. In addition to this tiered process, HUD requires CoCs to rate and rank renewal and new project applications using a set of nationally and locally-defined performance measures. You can find an overview of this year's rating and ranking process and criteria online at <https://www.multco.us/johs/continuum-care-funding-opportunity>. We will share the final ranked project list, including Tier 1/Tier 2 placement, on or before September 13, 2022.

Renewal projects

The process for renewing project applications in 2022 is fairly similar to prior years, with some important changes (outlined in Part E of this document). Applicants that have renewed at least once in a previous CoC Program Competition can import their 2021 project applications via *e-snaps* and will have the opportunity to update or submit without changes (after completing the

Standard Forms and Certifications and answering a few questions). Projects renewing for the first time cannot import data and must complete the entire renewal project application.

The Joint Office of Homeless Services (JOHS) will submit the full CoC application on or before September 29, 2022. HUD will then conduct threshold review of all renewal projects, and likely make grant awards for renewals in winter or early spring of 2023.

New and expanded projects

As part of this year's competition, CoCs can submit new and expanded project applications under the bonus and reallocation process and under the Domestic Violence Bonus process.

We can apply for up to \$1,389,177 in new funds through the general bonus. New project applications for bonus and reallocation funding can include:

Five types of projects are allowed for applications for **Bonus/Reallocated projects**:

- ***Permanent Supportive Housing*** (PSH) projects serving families and/or individuals who either meet HUD's definition of chronically homeless or meet the requirements of an eligible client pool that HUD calls "DedicatedPLUS". Criteria for PSH projects can be found on page 49 of the NOFO.
- ***Rapid Re-Housing*** (RRH) projects serving families and/or individuals who qualify as homeless under paragraphs (1), (2), or (4) of HUD's definition of homelessness. Criteria for new RRH projects can be found on page 50 of the NOFO.
- ***Joint Transitional Housing and Rapid Re-Housing*** (Joint TH and RRH) a combined project type serving families and/or individuals who qualify as homeless under paragraphs (1), (2), or (4) of HUD's definition of homeless. Criteria for Joint TH and RRH projects can be found on page 50 of the NOFO.
- ***Supportive Services Only – Coordinated Entry*** (SSO-CE) projects that implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking. Criteria for new SSO-CE projects can be found on page 51 of the NOFO.
- ***Homeless Management Information System*** (HMIS) projects requesting costs in 24 CFR 578.37(a)(2) can only be carried out by the HMIS Lead, which is the recipient or subrecipient of the HMIS grant and must be listed on the HMIS Lead form in the CoC Applicant Profile in *e-snaps*. New dedicated HMIS funds are available through the Reallocation process, CoC Bonus, or a combination of Reallocation and CoC Bonus. DV Bonus funds are not eligible for new HMIS projects. Criteria for new HMIS projects can be found on page 51 of the NOFO.

Under the and [FY 2022 CoC Program NOFO](#), HUD also allows CoCs to create new or expanded Supportive Services Only (SSO) projects to develop or operate a coordinated entry system; and dedicated Homeless Management Information System (HMIS) projects that are carried out by the CoC's designated HMIS Lead (the Portland Housing Bureau). The Resource Advisory Committee will consider applications for either of these project types under this solicitation.

Three types of projects are allowed for applications for **Domestic Violence Bonus projects**:

- **Rapid Re-Housing** (RRH) projects serving survivors of domestic violence, dating violence, sexual assault or stalking who are defined as homeless at 24 CFR 578.3.
- **Joint Transitional Housing and Rapid Re-Housing** (Joint TH and RRH) a combined project type serving survivors of domestic violence, dating violence, sexual assault or stalking who are defined as homeless at 24 CFR 578.3.
- **Supportive Services Only – Coordinated Entry** (SSO-CE) projects that implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.

You can find the general Bonus and DV Bonus solicitations for new and expanded projects online at <https://www.multco.us/johs/continuum-care-funding-opportunity>. Pre-applications are due by August 23, 2022, at 11:59 PM. A separate document with new project application guidance is available.

Timeline & important dates:

HUD's timeline for the 2022 CoC competition requires a relatively quick turn-around. This year's timeline is as follows:

Application Step	Date (2022)
HUD releases 2022 CoC NOFO	Monday, August 1
The Joint Office of Homeless Services (JOHS) releases the Solicitation for Bonus/Reallocated and Domestic Violence bonus projects	Friday, August 5
The JOHS released local guidance to renewal projects	Tuesday, August 23
Deadline for renewal project e-snaps applications. Renewal projects submit a pdf of their <i>e-snaps</i> application to Alyssa Plessner (alyssa.plessner@multco.us) and can expect correspondence with JOHS and Homebase on corrections to their <i>e-snaps</i> application.	Wednesday, August 31
JOHS reviews all Renewal Project Applications and sends requested changes	Rolling basis, mid-September at the latest
Renewal projects incorporate all requested changes to their Project Applications in e-snaps	September 23
JOHS consolidates and completes all elements of the CoC's 2022 application, makes available for review online	On or before September 27
JOHS submits full 2022 Application to HUD	On or before September 29

Getting Started: *e-snaps*, HUD links and the 2022 Grant Inventory Worksheet (GIW):

Accessing *e-snaps*: You can access *e-snaps* at <https://esnaps.hud.gov/grantium/frontOffice.jsf>. Instructions for creating a user profile, updating passwords, and adding and deleting Registrants (people who can access your organization's information in *e-snaps*) are available on pages 5-8 of the [Project Applicant Profile Navigational Guide](#).

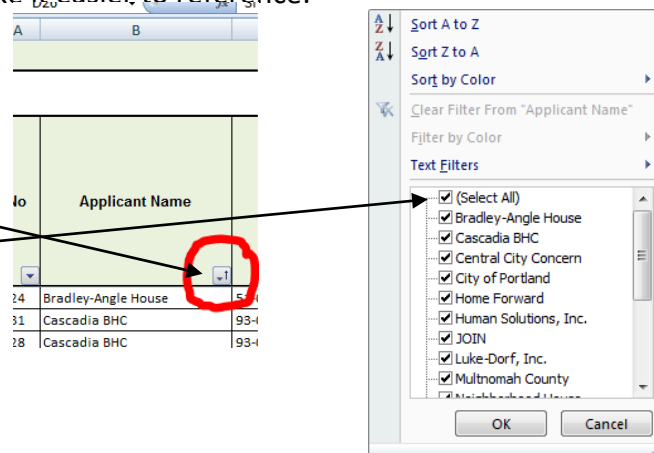
Important! HUD Links: HUD has made available several detailed guidance documents to assist us in completing our renewal project applications. You are strongly encouraged to review them:

- [How to Access the Project Application](#): Instructions for how to access the Project Application in *e-snaps*. Also included on pages 9-19 of the Renewal Project Application Navigational Guide.
- [Adding and Deleting Registrants in e-snaps Resource](#): Instructions on how to add and delete registrants from the organizations' *e-snaps* account.
- [Project Applicant Profile Instructional Guide](#): Instructions for updating your Applicant Profile – **this is the required first step before you can access your Project Application.**
- [How to Complete the HUD Form 2880 in e-snaps](#): HUD Form 2880 (Applicant/Recipient Disclosure/Initial Report) is now incorporated into both the Project Applicant Profile and the individual Project Applications. This resource provides instructions on completing the form in both places.
- [Renewal Project Application Detailed Instructions](#) (PDF): Review detailed information for each field within the project application to understand each question's requirements.
- [Renewal Project Application Navigational Guide](#) (PDF): Navigate the application screens in *e-snaps* using step-by-step instructions and screenshots.
- [Consolidating Eligible Renewals During the FY 2019 CoC Program Competition](#): HUD has not yet released eligibility information and instructions for projects considering consolidation of multiple renewal projects into one project, but it will be released on this page when they do.

HUD's published documents are a comprehensive resource for completing your project applications in *e-snaps*. Section E of this document summarizes the steps to submit your Project Application and provides tips for the application process.

FY 2022 Grant Inventory Worksheet (GIW): Throughout the renewal application process, you will need to refer to our CoC's final approved FY 2022 GIW, which was distributed via email along with this guidance and is available online at <https://www.multco.us/file/121493/download>. When opening the GIW in Excel, make sure the "FY 2022 GIW" tab is selected. A couple of steps that make it easier to reference:

- Filter the list for your projects by clicking on the filter tool in the "Applicant Name" column header:
- Uncheck the "Select All" box and then check the box for your agency:



What's new this year and other highlights:

HUD made some small changes this year and continues the changes it made over the last two years to streamline the process. These changes include:

- **Forms and Certificates:** three forms that were previously uploaded as attachments are now part of the project application: HUD-2880: Applicant/Recipient Disclosure/Update Report; HUD-50070: Certification for a Drug Free Workplace; and Certification Regarding Lobbying and SF-LLL: Disclosure of Lobbying Activities
 - Form HUD-2880 is now part of the project Applicant Profile so applicants only need to fill out most of the form's fields once. Please note: most of the fields will automatically import into the Project Application from the Applicant Profile, and will not be editable within the Project Application.
- **Federal Award Identifier:** Screen 1A asks for the Federal Award Identifier or PIN (the first 6 digits of the grant number), instead of the complete 16-digit grant number. The PIN remains the same for each project year-to-year and must match the first 6 characters of the grant number listed in the FY 2022 GIW.
- **Importing data:** Like last year, project applicants that have renewed at least once in a previous CoC Program Competition can import data from their 2019 project application in *e-snaps* and either select screens to update or "submit without changes" (after completing the Standard Forms and Certifications in Part 1 and a handful of other screens). Importing data from 2019 will save you significant time and effort, as well as improve the accuracy of your application. Most projects that use this option will need to, at a minimum, select screens in Part 6 – Budget Information to update (e.g. to reflect FMR increase and update match information). ***We strongly encourage you to use this option if it applies to your project.*** Importing data from last year's application is not an option for first-time renewals. See pages 7 & 9 for more information.
- **Budget:** renewal projects no longer list detailed descriptions and quantities for lease structures, supportive services, operating, or HMIS budget line items. HUD expects the current grant agreement budget (or the grant agreement as amended) to remain the same for renewal application grant amounts.
- **DedicatedPLUS:** renewal PSH projects are required to select "DedicatedPLUS", "100% Dedicated" or "N/A" on Screen 3C. A DedicatedPLUS project is a project where 100% of beds are dedicated to serve a broadened criterion of individuals with disabilities and families in which the head of household has a disability. Renewal PSH projects, including those where 100% of beds are currently dedicated to individuals and families experiencing chronic homelessness, can change the classification of their project to DedicatedPLUS. DedicatedPLUS projects can also change the classification of their project to 100% Dedicated. See page 12 of this document for more details.
- **Grant Consolidation:** Like last year, applicants can apply to consolidate renewal projects through the CoC Program Competition. This process allows a single applicant to consolidate up to four grants into one consolidated grant. To be eligible for consolidation, projects must expire in Calendar Year 2022, be awarded to the same recipient, and be for the same project type (i.e., PSH, RRH, TH, SSO). To apply for a consolidated grant, the applicant must submit separate renewal project applications for

each of the grants that are proposed to be consolidated, and an application for the new consolidated grant with the combined budget and information. If you are interested in consolidating two or more projects, please reach out to Alyssa Plesser at alyssa.plesser@multco.us.

Transition Grants: Like last year, renewal project applicants can transition a renewable component (e.g., TH) to another component (e.g., RRH) through a Transition Grant. This allows the project to use funds for eligible activities under both components to transition over the course of a grant year. A Transition Grant is created through the reallocation process. If you are interested in applying for a Transition Grant, please reach out to Alyssa Plesser at alyssa.plesser@multco.us.

- **Outreach Screen:** New this year, HUD removed screen “5C. Outreach for Participants” and is no longer collecting data in project applications about outreach due to the requirement for all CoCs to establish and use a Coordinated Entry process.
- **Operating Budget:** New this year, all renewal project applications with an “Operating Budget” selected on Screen “6A. Funding Request” are required to answer an additional “Replacement Reserve” question that will populate on Screen “3A Project Detail”. In addition, if an applicant utilizes CoC Program Operating funds for replacement reserve, the applicant must submit documentation on Screen “7A Attachments”.

Steps for accessing and completing your application:

There are six steps to complete your Renewal Project Application.

1. **Complete your Applicant Profile:** You first need to complete your project Applicant Profile if you haven’t already done so. HUD’s [Project Applicant Profile Instructional Guide](#) provides step-by-step instructions. *E-snap*s doesn’t allow you to access your Project Application until you have hit the “Complete” button on the Applicant Profile. Additional tips on completing your Applicant Profile are in Section G of this document.
2. **Register for the funding opportunity and create your Project Application in *e-snap*s:** Once your Project Applicant Profile is updated and completed, you need to follow the instructions on HUD’s [Renewal Project Application Navigational Guide](#) to register for the funding opportunity and create your project application in *e-snap*s. After completing the Project Applicant Profile, registering for the funding opportunity, and creating the Renewal Project Application, you can complete the application itself.

IMPORTANT: When creating a Renewal Project Application, you will see an "Import Data From:" field. To import the data from last year’s project application, select the project that is being renewed. This will ensure your project information is imported and will significantly decrease the amount of information that must be entered. If you are renewing for the first time, you will not be able to import from your previous project application.

For Consolidating Grants - Applicants must submit separate renewal project applications for each of the grants that are proposed to be consolidated, along with a separate “Fully

Consolidated” project application with the combined budget and information of all grants proposed for consolidation. For the “Fully Consolidated” application, the applicant can choose to import data from one of the renewal applications being consolidated and then manually edit the application to include the combined project information for all of the grant(s) being consolidated. Our recommendation is to import data from what HUD calls the “Surviving Grant” – this is the grant with the earliest operating start date from which the grant number/PIN will be retained in the consolidation.

- 3. Complete your Project Application:** Now that you have registered for the appropriate funding opportunity and created a project, follow HUD’s [Renewal Project Application Navigational Guide](#) to complete and submit your application. Begin by navigating to the Submission screen on the left menu bar, selecting the orange folder next to your project, and starting the Project Application. Note that there may be several orange folders with similar project names. Make sure to select the project with “Renewal Project Application FY2022” listed in the “Funding Opportunity Name/Step Name” column. Some additional notes:
 - Some data will pre-populate from the Project Applicant Profile. If any of this information is incorrect, you must go back and correct it in the Project Applicant Profile itself.
 - Within the Project Application, you must complete Part 1 (SF-424) in its entirety before the rest of the application screens appear on the left menu bar.
 - If data was imported, information from the FY 2018 Project Application will pre-populate in *e-snaps* and most of the application will begin in “Read Only” mode. You should review each screen for accuracy, including any updates that were made to the 2019 project during the CoC Post Award Issues and Conditions process or through an amendment. See Part H of this guide for more details.
- 4. Submit your Project Application for review by Multnomah County:** Once you’ve completed your Project Application in *e-snaps*, submit a pdf of your e-snaps application to Alyssa Plessner (alyssa.plessner@multco.us) and expect correspondence with JOHS and Homebase on corrections to your *e-snaps* application. **You must complete this step by 11:59 PM on Wednesday, August 31, 2022.**
- 5. JOHS reviews your application(s) and notifies you of any required changes:** JOHS staff will review applications as they are submitted, on a rolling basis, and notify you of any required changes to your applications by August 30 at the latest. **You must complete all required changes no later September 23, 2022.**
- 6. JOHS submits the full CoC application to HUD:** JOHS staff will submit the full CoC application to HUD on or before September 29, 2022. HUD will then conduct threshold review of all renewal projects, and likely make grant awards for renewals in Winter or early Spring of 2023.

Tips for updating the Applicant Profile:

You will not be able to access your Project Application(s) until you have completed your Applicant Profile.* Each applicant organization completes only one Applicant Profile. Please carefully review the step-by-step instructions found in HUD's [Project Applicant Profile Instructional Guide](#). Here are a few tips regarding the attachments:

- **Applicant/Recipient Disclosure/Update Report (HUD Form 2880):** See [How to Complete the HUD Form 2880 in e-snaps](#) for additional instructions.
 - Question #4 under Applicant/Recipient Information is left blank in the Applicant Profile, and entered in Part 1 of each Project Application.
 - For Part I question #2, select "Yes" if the combined total amount of all your agencies annual CoC Program project applications are more than \$200K. If the answer is "Yes", Part II and Part III of the form will appear and must be completed. Part II must include all "other government assistance" involved in a project applying for CoC funds. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the federal government, a state or unit of general local government, or any agency or instrumentality thereof. It should also include non-government assistance (e.g., funds from foundations and private contributors).
- **Code of Conduct:** A copy of your Code of Conduct must be attached in *e-snaps* or on file with HUD [here](#). Guidance about what to include in a Code of Conduct is also available at this link. **Check to make sure that your organization is listed.** HUD is refreshing this list and all paper files over 6 years old have been deleted. Also, if the Code of Conduct on file with HUD is no longer accurate (e.g., if the authorized representative has changed), attach an updated Code with your Applicant Profile.
- **Nonprofit documentation:** Required for all nonprofit organizations. If you are a nonprofit, upload non-profit documentation.
- **Survey on Ensuring Equal Opportunities for Applicants (SF-424 Supplement):** Required for all nonprofit organizations, found [here](#).

**E -snaps doesn't allow you to access your Project Application until you have hit the "Complete" button on the Applicant Profile, including uploads of all required documents. Once you complete the Project Applicant Profile, you can continue to edit it by selecting the "Submission Summary" page on the left menu bar and clicking "Edit". After making edits, select "Save" on the screens where edits were made, and select "Complete" on the "Submission Summary" page.*

Tips for completing the Project Application:

Please carefully review the step-by-step instructions found in HUD's [Renewal Project Application Navigational Guide](#). HUD also provides detailed instructions within *e-snaps* on each page of the application (accessible by clicking on "Instructions: [show]" at the top of each page).

For projects that import data, information from your 2019 Project Application will import directly into your 2022 Project Application. If data was imported, most of the screens will be in “Read Only” mode. The only editable screens are the following: Part 1 (HUD Forms and Certifications), Recipient Performance, Renewal Expansion, Renewal Grant Consolidation, 3A (Project Detail), 7A (Attachments), 7B (Certification) and Part 8 (Submission Summary). ***Review all of the imported information carefully for accuracy, including any updates that were made to the 2018 project during the CoC Post Award Issues and Conditions process or through an amendment. If needed, make updates and revisions to the information for the 2022 Project Application. Most projects that use this option will, at a minimum, need to select and update screens in Part 6 – Budget Information (e.g. to reflect the FMR increase and update match information).*** To make changes to information in “Read Only” mode, navigate to “Part 8. Submission Without Changes”, check the box next to each screen that you need to edit, and press “Save”. These Screens will then be in edit mode. You will need to provide a brief description of the changes made to the selected screens on the Part 8. “Submission Without Changes” Screen.

The guidance below addresses questions specific to our CoC, and provides tips for various parts of the application:

How do I name my project? Enter the project name exactly as it appears in the FY 2022 GIW (sent via email along with this guidance and available online at <https://www.multco.us/johs/continuum-care-funding-opportunity>). This is the project name that will appear in your grant award letter.

How should I answer each of the specific questions in Part 1: SF-424?

Section 1. In general, complete Section 1 with the same information you provided last year, unless that information has changed, or you have received other instruction from HUD. Throughout the Project Application, several fields are intentionally left blank, and you will not be able to edit them. Other answers are imported directly from your Applicant Profile and may only be changed by leaving the Project Application and editing your Applicant Profile (see instructions in the [Renewal Project Application Navigational Guide](#)). It may be helpful to verify these types of details by clicking “Instructions: [show]”, found at the top of each page in the Project Application.

Tips relating to specific questions in Section 1:

- **1A. SF-424 Application Type, question 5b** – the Federal Award Identifier is the **first 6 digits** of the Grant Number, known as the PIN. This number must match the first 6 digits of the grant number listed on the FY 2022 GIW.
- **1C. SF-424 Application Details, questions 9-13** – the Type of Applicant, Name of Federal Agency, Catalog of Federal Domestic Assistance Title and Number, and Funding Opportunity Number for the 2022 application will auto-populate. Question 13 will remain blank.

- **1D. SF-424 Congressional Districts, question 17** – enter the day after your current grant end date as the Proposed Project Start Date. For example, if your current grant end date is 06/30/2023, enter 07/01/2023 as your Proposed Start Date. Your Proposed End Date should be one-year later (in this example, 06/30/2024).
- **1E. SF-424 Compliance, question 19** - “is the Application subject to review by State Executive Order 12372 Process?” You should answer: “Program is subject to E.O. 12372 but has not been selected by the State for review,” and leave blank the date the application was made available to the State for review.

Renewal Grant Consolidation

- **1. Requesting to be part of a renewal grant consolidation:** Answer “no” unless you are planning to consolidate two or more eligible renewal projects. If you are considering consolidation, please read HUD’s [CoC Renewal Project Application Detailed Instructions](#), and reach out to Alyssa Plessner at alyssa.plessner@multco.us.
- **2. Individual project application or a fully consolidated project application** (*only appears if yes selected to question 1*): Select “individual” if the renewal project being submitted is one of the individual grants being consolidated. Select “Fully Consolidated” if the renewal project being submitted is the fully consolidated application that combines all the information in the grants being consolidated.

The Grant Consolidation process allows an applicant to consolidate up to four grants into one consolidated grant. To be eligible for consolidation, projects must expire in Calendar Year 2020, be awarded to the same recipient/applicant, and be for the same project type (i.e., PSH, RRH, TH, SSO).

To apply for a consolidated grant, the applicant must submit separate renewal project applications for each of the grants that are proposed to be consolidated, and a “Fully Consolidated” project application that includes the combined budget and information for each of those grants. For the “Fully Consolidated” application, the applicant can import data from one of the renewal applications being consolidated and then manually edit the application to include the combined project information for all of the grant(s) being consolidated. Our recommendation is to import data from what HUD calls the “Surviving Grant” – this is the grant with the earliest operating start date from which the grant number/PIN will be retained in the consolidation.

Section 3A Project Detail:

- **1. Expiring Grant PIN Number:** This field populates from the “Federal Award Identifier” field on Screen 1A. It is the first 6 digits of the Grant Number as listed in our FY 2022 GIW.
- **2A. CoC Number and Name:** OR-501 Portland/Gresham/Multnomah County CoC
- **2B. CoC Collaborative Applicant Name:** County of Multnomah
- **4. Project Status:** Answer “Standard”
- **5. Component type:** Verify your component type in our FY 2022 GIW.

Section 3B Project Description: This screen and the question numbering may look different depending on your project type (e.g., PH vs. TH) and whether or not the project includes rental assistance.

- **3. Housing First:** In this section, complete all the questions (3a, 3b, and 3c). *E-snaps* will use your response to these questions to auto-populate 3d (“Does the project follow a “Housing First” approach?”). The [FY 2022 CoC Program NOFO](#) reinforces HUD’s requirements related to Housing First by allowing communities and projects, and locally we will continue to prioritize the Housing First model outlined in the [AHFE Community Program Guidelines](#). Please reach out to Alyssa Plessner at alyssa.plessner@multco.us with any questions about this.

Section 3C Dedicated Plus (PH-PSH projects only):

- **1. “100% Dedicated”, “DedicatedPLUS”, or “N/A”:** As with last year, this is a required question for all PSH projects. DedicatedPLUS is a PSH project designation in which 100% of beds are dedicated to serve a broadened criterion of individuals with disabilities and families in which the head of household has a disability. For details about who 100% Dedicated and DedicatedPLUS projects can serve, see the [CoC Renewal Project Application Detailed Instructions](#).

Renewal PSH projects can change the classification of their project through the project application to be DedicatedPLUS. This includes projects where 100% of beds are currently dedicated to individuals and families experiencing chronic homelessness. If only a portion of beds are dedicated or prioritized to the chronically homeless, you can select “N/A” and enter the number of beds dedicated/prioritized on Screen 4B.

Renewal projects that selected DedicatedPLUS in the 2018 CoC project application may also change back to 100% Dedicated in the 2019 competition. If the applicant chooses either DedicatedPLUS or 100% Dedicated, the project must adhere to CoC NOFA rules regarding whichever type is selected. *Renewal projects that previously selected DedicatedPLUS or 100% Dedicated in the 2018 project applications are prohibited from selecting “NA” in the 2019 project application.*

If you currently have PSH beds that are not dedicated to chronically homeless, we encourage you to review the flexibility of the DedicatedPLUS designation and consider designating the project as DedicatedPLUS. Contact Alyssa Plessner at alyssa.plessner@multco.us with questions.

Section 4B Housing Type and Location (PSH projects):

- **3. Beds dedicated to the chronically homeless:** HUD has combined the beds described as “dedicated” and “prioritized” in previous CoC Program Competitions into a single field. Include beds in this calculation that currently serve persons who are chronically homeless and those that do not currently serve but will serve persons who are chronically homeless at turnover. If the project is 100% Dedicated, the total number of beds in the project should match the number of beds dedicated to the chronically homeless. If you designate your project as DedicatedPLUS, our recommendation is that you enter “0” in

“Total Dedicated CH Beds” in order to take full advantage of the DedicatedPLUS designation’s flexibility.

Sections 5A and 5B Program Participants:

- Data entered in these sections should reflect the number of households and number of persons proposed to be served on a single night when the project is at full operational capacity (i.e. at a point in time, *not* over the course of the year). The respective numbers should match the most recently approved project application under grant agreement or grant agreement amendment.

Tips for Project Application Part 6: Budget Information:

For step-by-step guidelines on completing your Project Application budget, see HUD’s [CoC Renewal Project Application Detailed Instructions](#) (instructions are separated by project type - see Table of Contents for page numbers). It is important to carefully review your project budget application to make sure it exactly matches the budget listed in our FY 2022 GIW. All of the individual budget line items, as well as your total project budget, *must exactly match* those included in the 2022 GIW or a Grant Agreement Amendment that was processed after the 2022 GIW was finalized.

Please note: If any formal amendment was completed prior to the application submission deadline, then project applicants should apply using the amended information. If any formal amendment has not been completed by the application submission deadline, but this information is reflected on the 2022 GIW, please contact Alyssa Plesser at alyssa.plesser@multco.us.

Renewal project applicants are not required to submit detailed information for the leased structures, supportive services, operating, or HMIS budgets. The requested funding amount for each of these activities is located on the Summary Budget screen.

The budget screens that appear in Part 6: Budget Information in the left menu bar are determined by 1) whether your project is new or a renewal, 2) the component type selected on screen 3A. Project Detail, and 3) the selections made on screen 6A. Funding Request. Project applicants will only see the budget screen(s) reflected for the associated costs (i.e., rental assistance, leasing, etc.) for which funding is being requested.

Section 6A Funding Request:

- **3.** Most projects bill directly for actual costs incurred, but some may use an indirect cost rate (particularly for admin). Consult your accounting staff on how you bill. For more on eligible indirect costs, see Section 578.63 of the [CoC Interim Rule](#). *If you answer “yes”, you will be prompted to complete an indirect cost rate schedule table in e-snaps and will be required to attach a copy of your approved indirect cost rate plan.* Note that using an approved indirect rate does not change how much admin funding you are eligible to receive – only how you bill for it.

Section 6D Sources of Match:

How do I enter match in the project budget?

Match must be equal to or greater than 25% of the total grant request for all eligible costs including Admin costs but excluding leasing costs (i.e. funds identified for Leased Units and Leased Structures). Match must be cash or in-kind resources dedicated to eligible activities under Subpart D of the [CoC Interim Rule](#). It may be from public (not statutorily prohibited by the funding agency from being used as match) or private sources. Since the FY 2016 CoC Program Competition, HUD has allowed organizations to use program income as a source of match. You are strongly encouraged to include only 25% of the total grant request as match to minimize your documentation burden.

Additional FAQ's can be found by doing a search for the keyword "match" at:
<https://www.hudexchange.info/coc/faqs/>.

How do I have to document the match that I include in my Project Application?

Match letters need to be based on the current commitments for the requested grant term at the time of project application and NOT based on projections. HUD has not specified when match letters need to be dated. However, it is recommended that letters be dated within 60 days of the 2022 NOFA timeline (August 1, 2022, to September 30, 2022).

You do not need to upload commitment letters to *e-snaps*. However, you must have your letters completed and in-hand by September 30, 2022, the date the CoC application is due to HUD. These letters need to be readily available when HUD requests them.

The Sources of Match screen requires you to enter match information. Applicants will be required to identify the following elements:

- type of commitment (cash or in-kind),
- type of source (private or government),
- source of commitment (name of organization, be specific)
- date of written commitment (of contribution)
- value of written commitment

The value of commitments of land, buildings and equipment are one-time only and cannot be claimed by more than one project or by the same project in another year. For example, the value of donated land claimed by a project in FY 2019 cannot be claimed by that or any other project in FY 2022. Eventually, all in-kind commitments of match must be documented with a memorandum of understanding (MOU) completed prior to your renewal grant execution.