



HUD CONTINUUM OF CARE (CoC) 2022

Overview of 2022 CoC NOFO and Process for Completing New Project Applications

Posted on August 23, 2022

This guidance document provides summary information and links for new project applicants applying for Special NOFO project funding to complete the 2022 CoC new project application process. HUD has released comprehensive documentation of the step-by-step new project application process, available through HUD’s website at the [2022 CoC Special NOFO Program Competition Resources](#) page—look for the section labeled *e-snaps Resources*. We strongly encourage you to review the [New Project Application Detailed Instructions](#) thoroughly.

Table of Contents

- Contact information..... 2
- Overview and timeline of 2022 CoC NOFO process: 2
- Community Priorities – New/Bonus/Expansion 2
- Scoring Priorities – DV Bonus..... **Error! Bookmark not defined.**
- Scoring Criteria – New/Bonus/Expansion..... 3
- Scoring Criteria – DV Bonus **Error! Bookmark not defined.**
- Resources 4
- Timeline & important dates:..... 4
- Getting Started: e-snaps and HUD instructions..... 5
- Crucial HUD Documents: 6
- Tips for completing your Applicant Profile: 7
- Tips for completing the Project Application: 8
- Completing the Project Description Narrative: Sections 3B (Description) & Part 4A. Supportive Services for Program Participants..... 9
- Tips for Project Application Part 6: Budget Information: 16

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:

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

Overview and timeline of 2022 CoC NOFO process:

The 2022 CoC Special NOFO application process is the first of its kind. However, the Regular 2022 CoC application process is the eleventh to be conducted since implementation of the HEARTH Act through the CoC Interim Rule. 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.

Under the conditions of the 2022 Special Notice of Funding Opportunity (NOFO), our community can submit applications for both new project(s) for up to \$8,379,613 over a three-year grant period.

Four types of projects are allowed for applications for **new projects**:

- ***Permanent Supportive Housing*** (PSH) projects serving families and/or individuals who meet HUD's definition of literally homeless and have a qualifying disability.
- ***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 (see Appendix B).
- ***Joint Transitional Housing and Rapid Re-Housing*** (Joint TH and RRH) projects serving families and/or individuals who qualify as homeless under paragraphs (1), (2), or (4) of HUD's definition of homeless (see Appendix B).
- ***Supportive Services Only (SSO) projects are designed to provide supportive services – including but not limited to outreach, housing, resource acquisition and access to mainstream resources - to sheltered and unsheltered homeless persons and families. Households must serve individuals and families that qualify as homeless under paragraphs (1), (2), or (4) of HUD's definition of homelessness (see Appendix B).***

Community Priorities –

- Address housing and service needs of community of color and/or LGBTQ people of color
- Address housing and service needs of individuals and families experiencing unsheltered homelessness
- Follow a Housing First Model
- Priority given to projects focused on Permanent Supportive Housing and Supportive Services Only

- Demonstrate commitment and capacity to providing culturally-responsive and/or culturally-specific services.
- Demonstrate capacity to help community achieve positive system performance measures.
- Align housing with other systems and leverage existing community resources.
- Seek renewable activities with three-year grant term.

Scoring Criteria – New/Bonus/Expansion

1. Need and Population Focus

- A. Does the project specifically address a clearly identified housing gap/need not currently fully met by other community resources? Maximum points will be awarded for projects that address housing and service needs of a community of color overrepresented in the homeless population, and/or address the housing and service needs of LGBTQIA2S+ people of color. *(15 points)*
- B. Does the organization demonstrate a strong commitment and capacity to achieve racially equitable outcomes? *(10 points)*
 - i. Has the project has identified any barriers to participation (e.g., lack of outreach, overrepresentation in the criminal legal system) faced by persons of color, particularly those over-represented in the local homelessness population (e.g., communities of color)? Has the project taken, or will they take, steps to overcome the identified barriers?

2. Project Approach and Leverage

- C. Does the proposed project align housing with other systems (i.e., health, mental health, addiction and recovery, criminal justice or other) or otherwise expand the community's capacity to provide integrated services and support to vulnerable populations? *(10 points)*
- D. Will the project effectively provide permanent supportive housing, rapid re-housing, or joint transitional housing and rapid re-housing to the proposed population using a Housing First approach? If the project proposes a Recovery Housing approach, does it offer client choice and programming in line with HUD's [Recovery Housing Policy Brief](#) such that the project can be considered Housing First? *(10 points)*
- E. Will the project promote permanent housing placement, long-term stability, access to mainstream resources and increased household income through benefits and/or employment? *(10 points)*
- F. Is the proposed project's approach cost-effective? How many households will the project permanently house with the proposed funding? *(5 points)*
- G. Does the proposer demonstrate capacity to successfully engage and involve the community being served by the proposed project? Is the approach responsive to the unique needs of the proposed population? *(5 points)*
 - i. What barriers to housing access/stability are faced by population project proposes to serve and how will the project address those barriers? [*Please note: this is distinct from*

item 1Bi. Item 1B above specifically asks about general barriers to vulnerable populations, specifically those who are communities of color. This item (1Gi) asks about barriers that all program participants might face.]

- H. Will the project provide culturally-specific and/or culturally-responsive services? Will the project be inclusive to LGBTQIA2S+ individuals? (10 points)
- I. Does the proposed project align with the CoC’s Plan to Serve Individuals and Families Experiencing Unsheltered Homelessness with Severe Service Needs? (5 points)
- J. Does the proposed project effectively leverage other services beyond the available CoC-funded service funds? (5 points)

3. Project Readiness and Budget

- K. Among available funding sources within the community for the proposed activities, is the proposed funding source a good fit? (4 points)
- L. Does the proposer demonstrate an ability to administer the program effectively? Is the project ready to proceed within HUD allowable guidelines? (6 points)
- M. Does the proposed project seek renewable activities with a three-year grant term? (5 points)

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 Special NOFO application can be found here: <https://www.multco.us/johs/coc-unsheltered-funding-opportunity>.

New project(s) selected by the CAC to apply for project funding, must complete new project applications to submit through HUD’s online submission system called *e-snaps*.

Timeline & important dates:

This program competition timeline is as follows:

Application Step	Date (2022)
HUD releases 2022 CoC NOFO	June 22, 2022
The Joint Office of Homeless Services (JOHS) releases the Solicitation for the Special NOFO	August 25, 2022
2022 CoC Special NOFO new project applications due.	September 16, 2022
JOHS notifies selected project proposals	October 4, 2022
New project applicants submit <i>e-snaps</i> applications as a pdf to Alyssa Plessner at alyssa.plessner@multco.us (new projects are encouraged to start their <i>e-snaps</i> application prior to notification of selection).	October 10, 2022

New project applicants have a staff member available to make edits to the <i>e-snaps</i> application based on feedback from JOHS or Homebase on their application.	October 11-13, 2022
JOHS consolidates and completes all elements of the CoC's 2022 application, makes available for review online	On or before October 18
JOHS submits full 2022 Application to HUD	On or before October 20

Getting Started: *e-snaps* and HUD instructions

HUD requires that all project applications be submitted exclusively through their online submission system called *e-snaps*. Within *e-snaps*, there are two types of applicants: "CoC Applicants" and "Project Applicants." In all stages, you will act as a "Project Applicant." HUD's instructions are detailed and dense, but they provide lots of screen shots to assist in navigation. Step-by-step links to HUD's instructions are included below.

Step 1. Do each of the organizations in your application have DUNS numbers, and do you have a SAM number? Each of the organizations that receive funds through your project (you as grantee and any subrecipients) all need Data Universal Numbering System (DUNS) numbers to complete the application. As the project applicant, you also need to be registered with the System for Award Management (SAM). If you have recent federal grants, you probably have both. If not, they're relatively easy to obtain. More info on DUNS and SAM numbers can be found [here](#).

Step 2. Access *e-snaps* and familiarize yourself with basic functions: You can access *e-snaps* at <https://esnaps.hud.gov/grantium/frontOffice.jsf>. HUD offers an [e-snaps 101 Toolkit](#) that includes instructions for initial log-in.

Step 3: Create your organization's applicant profile in *e-snaps* and add any additional users: Before you can begin your project application, you have to set up an Applicant Profile in *e-snaps*. This requires entry of a range of information about your organization, as well as uploads of several required documents. Detailed instructions for this step are in the [Project Applicant Profile Instructional Guide](#). Instructions for creating individual user profiles or updating passwords are available in the [instructions for adding users to e-snaps](#) document. Additional tips on completing your applicant profile are in Section F (page 5) of this document.

Step 4: Create and access your Project Application in *e-snaps*: Once your Project Applicant Profile is completed, you need to follow the instructions in following HUD's New Project Application Navigational Guide [not yet published], which provides step-by-step instructions for setting up each project application. Steps include registering for the funding opportunity and creating an initial (blank) project application.

Step 5: Complete your Project Application: Now that you have registered for the appropriate funding opportunity and created a project, continue following New Project Application Navigational Guide [not yet published]. You will also need to reference the [New Project](#)

[Application Detailed Instructions](#). Note that within the Project Application, you must complete Part 1 (SF-424) in its entirety before the application screens for Parts 2 through 8 will appear on the left menu bar.

Step 6: Submit your *e-snaps* Project Application for review by Multnomah County: When your *e-snaps* application is complete, you will need to export it as a PDF and email it to Alyssa Plessner (alyssa.plessner@multco.us). **Project applicants must complete this step by 11:59 PM on October 10, 2022.** *We know this is a quick turnaround given that projects will be notified of selection on October 4. For this reason, we encourage applicants to start working on their e-snaps applications prior to notification of selection. While we must have a draft application submitted by September 15, organizations will receive feedback and can continue working on the application in partnership with JOHS staff up until September 23 at the latest.*

Step 7: JOHS staff reviews your application(s) and notifies you of any required changes: JOHS staff will notify you of any required changes to your applications. **You must complete all required changes no later than October 14th.**

Step 8: Final submission of *e-snaps* application: Once you've completed your Project Application in *e-snaps*, follow the instructions on page 121 of the New Project Application Navigational Guide [not yet released] to submit the application to Multnomah County within *e-snaps*. It's important to note that you are only submitting the application for review by the county—specifically by Joint Office of Homeless Service (JOHS) staff/ Only Multnomah County, as our designated CoC Collaborative Applicant, can submit applications to HUD once all CoC applications are complete. **You must complete all required changes no later than October 14th.**

Crucial HUD Documents:

- [Continuum of Care Interim Rule](#): These are the federal regulations that govern use of the Continuum of Care funds. It's important that all activities within your application meet the conditions of these regulations. In particular:
 - Subpart D describes allowable activities, including rules specific to:
 - **Permanent Supportive Housing** (578.37(a)(1)(i))
 - **Rapid Rehousing** (578.37(a)(1)(ii))
 - **Supportive Service Only** (578.37(a)(3))
 - **Acquisition** (578.43), **Rehab** (578.45), and **New Construction** (578.47)
 - **Leasing** (578.49)
 - **Rental Assistance** (578.51)
 - **Supportive Services** (578.53)
 - **Operating Costs** (578.55)
 - **Admin** (578.59)
 - 578.73 describes **matching** requirements
 - 578.75 describes **unit inspection** and **supportive service assessment** rules
 - 578.77 describes **income assessment for occupancy charges and resident rent calculation**

- 578.87(c) describes **restrictions on combining activities**
- 578.93 describes **Fair Housing** requirements
- 578.95(c) describes **organizational conflicts of interest** that limit rent reasonableness and housing inspection activities when the recipient or sub recipient owns the assisted building
- 578.103(a) outlines **record-keeping requirements** including homeless status (3), income (6), housing inspections (8), and service provision (9)
- The [FY 2022 CoC Program Special NOFO](#) adds further restrictions on allowable activities and outlines HUD’s national threshold and scoring criteria for new projects. Of particular importance are the sections on:
 - **Limitations on eligible populations through Bonus/Reallocation:**
 - PSH projects must serve people who meet HUD’s definition of homelessness under paragraphs (1), or (4) of 24 CFR 578.3 and have a disability (defined in III.B.2.g of the 2022 NOFO).
 - RRH projects and Joint TH-RRH projects must serve homeless individuals and families, including unaccompanied youth who qualify as homeless under paragraphs (1), or (4) of 24 CFR 578.3.
 - **Limitations on new project grant terms (# of years)** (V.B.2.c., p. 18)
 - Important **threshold requirements** (V.C.3.a-c)

Tips for completing your 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 review carefully the detailed, step-by-step instructions found in HUD's [New Project Application Instructional Guide](#) and [New Project Application Detailed Instructions](#). 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).

The guidance below addresses questions specific to our CoC:

How do I name my project? This project name will follow the project in every subsequent renewal, so choose one that will distinguish it from others within the CoC.

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

Section 1. 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, editing your Applicant Profile, and returning to your Project Application. It may be helpful to verify these types of details by clicking "[show]" next to the word "Instructions" at the top of each page within the Project Application. Tips relating to specific questions in Section 1 are also highlighted below.

- **1C. Application Details, question 12** – the Funding Opportunity Number for the 2022 application will auto-populate.
- **1D. Congressional Districts, Project, question 16b.** – Select the congressional district(s) in which the proposed project is expected to operate. This may include OR-01, OR-03, and/or OR-05.
- **1D. Proposed Project, question 17.** – Provide the expected operating start and end dates. The project must begin during calendar year 2022.
- **1E. Executive Order 12372, 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.

Section 3A (Project Detail):

- **1a. CoC Number and Name:** OR-501 Portland/Gresham/Multnomah County CoC
- **1b. CoC Collaborative Applicant Name:** County of Multnomah
- **Transition Grants Only - 6a. List all expiring projects involved in the transition:** Provide the full grant number, operating state date, expiration date, and expiring grant component type. Expiring projects are fully eliminated projects through the reallocation process and can remain in operation until the current expiration date.

Sections 5A and 5B (Participant Screens):

- Data entered in these sections should reflect your estimate of the number of participants in the program when the program is at full capacity (at a point in time, *not* over the course of the year). Keep in mind that HUD will expect the project to serve at least this many households going forward.

Completing the Project Description Narrative: Sections 3B (Description) & Part 4A. Supportive Services for Program Participants

When completing the project application, HUD requires that you respond to the following narrative questions in **Section 3B. Description** (all project types) and **Section 4A. Supportive Services for Program Participants** (PH-PSH, PH-RHH, Joint TH-RHH only).

Note for all project description narratives: HUD recommends using more general data (e.g., this project will serve 10 persons over the term of the grant) rather than using specific dates (e.g., in CY 2022 this project will serve 10 persons)

Permanent Housing – Permanent Supportive Housing (PH-PSH)

3B. Description

1. Provide a detailed description of the scope of the project including the target population(s) to be served, project plan for addressing the identified housing and supportive service needs, anticipated project outcome(s), coordination with other organizations (e.g., federal, state, nonprofit), and how the CoC Program funding will be used.
 - Describe any service participation requirements, when applicable.
2. For each primary project location, or structure, enter the number of days from the execution of the grant agreement that each of the following milestones will occur:
 - Begin hiring staff or expending funds
 - Begin program participant enrollment

- Program participants occupy leased or rental assistance units or structure(s), or supportive services begin
- Leased or rental assistance units or structure, and supportive services near 100% capacity
- Closing on purchase of land, structure(s), or execution of structure lease
- Start rehabilitation
- Complete rehabilitation
- Start new construction
- Complete new construction

2a. If requesting capital costs (i.e., acquisition, rehabilitation, or new construction), describe the proposed development activities with responsibilities of the applicant, and subrecipients if included, to develop and maintain the property using CoC Program funds.

PH-PSH Part 4A. Supportive Services for Program Participants

1. Describe how program participants will be assisted to obtain and remain in permanent housing. An acceptable response will acknowledge the needs of the target population and include a plan that addresses the types of assistance that will be provided by the project applicant, or other partners, to ensure program participants served by this project will move into appropriate permanent housing as well as either remain in or move to other permanent housing once assistance is no longer needed. Additionally, if you will coordinate with other partners, include their role in meeting this criterion. The description should include:

- how you will determine the right type of housing that fit the needs of program participants
- if you will use rental assistance or leasing assistance, how you will work with landlords to address possible issues and challenges;
- the type of assistance and support you will provide to program participants to overcome challenges to permanent housing (e.g., case management; housing counseling, employment resources); and
- how you will work with program participants to set goals towards successful retention of permanent housing.
- If this project will exclusively assist victims of domestic violence, the description must include safety planning addressing the needs of this particular homeless population towards meeting the goal of obtaining and maintaining permanent housing.

2. Describe the specific plan to coordinate and integrate with other mainstream health, social services, and employment programs for which program participants may be eligible. Describe how this project will help program participants obtain the benefits for which they are eligible. Additionally, if you will coordinate with other partners, include their role in meeting this criterion. The description should include:

- assisting program participants with obtaining and increasing employment income that will lead to successful exits from homelessness (e.g., local employment programs, job training opportunities, educational opportunities)
- the type of mainstream services you will assist program participants with obtaining to increase non-employment income (e.g., SSI; SSDI; Food Stamps, Veterans benefits)
- the type of social services you will provide access and help program participants obtain (e.g., childcare, food assistance, TANF, early childhood education)
- access to healthcare benefits and resources (e.g., Medicaid, Medicare, healthcare for the homeless, FQHCs).

Permanent Housing – Rapid Re-Housing (PH-RRH)

Part 3B. Description

1. Provide a detailed description of the scope of the project including the target population(s) to be served, project plan for addressing the identified housing and supportive service needs, anticipated project outcome(s), coordination with other organizations (e.g., federal, state, nonprofit), and how the CoC Program funding will be used. If your project will implement any service participation requirements or requirements that go beyond what is typically included in a lease agreement, describe those requirements and how they will be implemented.

2. For each primary project location, or structure, enter the number of days from the execution of the grant agreement that each of the following milestones will occur:

- Begin hiring staff or expending funds
- Begin program participant enrollment
- Program participants occupy leased or rental assistance units or structure(s), or supportive services begin
- Leased or rental assistance units or structure, and supportive services near 100% capacity

PH-RRH Part 4A. Supportive Services for Program Participants

1. Describe how program participants will be assisted to obtain and remain in permanent housing. Describe how the project applicant will help program participants obtain permanent housing, and provide the necessary services and support to help program participants successfully remain in permanent housing once rental assistance ends. Acknowledge the needs of the target population and include a plan that addresses the types of assistance that will be provided by the project applicant, or other partners, to ensure program participants served by this project will move into appropriate permanent housing as well as either remain in or move to other permanent housing once assistance is no longer needed. The description should include how you will:

- determine the right type of housing that fits the needs of program participants.
- work with landlords to address possible issues and challenges.
- work with program participants to set goals towards successful retention of permanent housing.

If this project will exclusively assist victims of domestic violence, the description must include safety planning addressing the needs of this particular homeless population towards meeting the goal of obtaining and maintaining permanent housing.

- For DV Bonus funds: describe how eligible program participants will be assisted to obtain and remain in permanent housing that addresses their particular needs and includes trauma-informed, victim-centered approaches.
 - Trauma-informed: Approaches delivered with an understanding of the vulnerabilities and experiences in trauma survivors, including the prevalence and physical, social, and emotional impact of trauma. A trauma-informed approach recognizes signs of trauma in staff, clients, and others and responds by integrating knowledge about trauma into policies, procedures, practices, and settings. Trauma-informed approaches place priority on reassuring the survivor's feelings of safety, choice, and control.
 - Victim-centered: Placing priorities, needs, and interests at the center of the work with the victim; providing nonjudgmental assistance, with an emphasis on client self-determination, where appropriate, and assisting victims in making informed choices; ensuring that restoring victims' feelings of safety and security are a priority and safeguarding against policies and practices that may inadvertently re-traumatize victims; ensuring that victims' rights, voices, and perspectives are incorporated when developing and implementing system- and community-based efforts that impact crime victims.

2. Describe the specific plan to coordinate and integrate with other mainstream health, social services, and employment programs for which program participants may be eligible. Describe how this project will help program participants obtain the benefits for which they are eligible. Additionally, if you will coordinate with other partners, include their role in meeting this criterion. The description should include:

- assisting program participants with obtaining and increasing employment income that will lead to successful exits from homelessness (e.g., local employment programs, job training opportunities, educational opportunities)
- the type of mainstream services you will assist program participants with obtaining to increase non-employment income (e.g., SSI; SSDI; Food Stamps, Veterans benefits)
- the type of social services you will provide access and help program participants obtain (e.g., childcare, food assistance, TANF, early childhood education)
- access to healthcare benefits and resources (e.g., Medicaid, Medicare, healthcare for the homeless, FQHCs)

Joint Transitional Housing and Permanent Housing-Rapid Re-Housing (Joint TH and PH-RRH) Part 3: Project Information

Part 3B. Description

1. Provide a detailed description of the scope of the project including the target population(s) to be served, project plan for addressing the identified housing and supportive service needs,

anticipated project outcome(s), coordination with other organizations (e.g., federal, state, nonprofit), and how the CoC Program funding will be used. The information in this description must align with the information entered in other screens of this application. If your project will implement any service participation requirements or requirements that go beyond what is typically included in a lease agreement, describe those requirements and how they will be implemented.

If you are not requesting CoC Program funds for both TH and PH-RRH units in this application, you must include the number of TH and PH-RRH units that will be utilized by your project from other funding source(s) and provide details of how TH and PH-RRH assistance will be provided for all program participants under this joint component. For example, if TH units are requested in this application and PH-RRH units will be funded from other sources, the description must include information as to where the funds for the PH-RRH units will come from, and if provided by a separate organization, provide organizational information and source funding for these units, including the number of units supported. Note: HUD recommends using more general data (e.g., this project will serve 10 persons over the term of the grant) rather than using specific dates (e.g., in CY 2022 this project will serve 10 persons) to reduce the need to change project descriptions for annual renewals.

- For each primary project location, or structure, enter the number of days from the execution of the grant agreement that each of the following milestones will occur:
 - Begin hiring staff or expending funds
 - Begin program participant enrollment
 - Program participants occupy leased or rental assistance units or structure(s), or supportive services begin
 - Leased or rental assistance units or structure, and supportive services near 100% capacity

Joint TH and PH-RRH

Part 4A. Supportive Services for Program Participants

1. Describe how program participants will be assisted to obtain and remain in permanent housing. An acceptable response will acknowledge the needs of the target population and include a plan that addresses the types of assistance that will be provided by the project applicant, or other partners, to ensure program participants served by this project will move into appropriate permanent housing as well as either remain in or move to other permanent housing once assistance is no longer needed. If you will coordinate with other partners, include their role in meeting this criterion. The description should include:

- how you will determine the right type of housing that fit the needs of program participants

- if you will use rental assistance (PH-RRH portion) or leasing assistance (TH portion), how you will work with landlords to address possible issues and challenges
- the type of assistance and support you will provide to program participants to overcome challenges to permanent housing (e.g., case management; housing counseling, employment resources)
- how you will work with program participants to set goals towards successful retention of permanent housing.
- If this project will exclusively assist victims of domestic violence, the description must include safety planning addressing the needs of this particular homeless population towards meeting the goal of obtaining and maintaining permanent housing. New projects applying for DV Bonus funds must also include in the description how eligible program participants will be assisted to obtain and remain in permanent housing that addresses their particular needs and includes trauma-informed, victim-centered approaches.
 - Trauma-informed: Approaches delivered with an understanding of the vulnerabilities and experiences in trauma survivors, including the prevalence and physical, social, and emotional impact of trauma. A trauma-informed approach recognizes signs of trauma in staff, clients, and others and responds by integrating knowledge about trauma into policies, procedures, practices, and settings. Trauma-informed approaches place priority on reassuring the survivor's feelings of safety, choice, and control.
 - Victim-centered: Placing priorities, needs, and interests at the center of the work with the victim; providing nonjudgmental assistance, with an emphasis on client self-determination, where appropriate, and assisting victims in making informed choices; ensuring that restoring victims' feelings of safety and security are a priority and safeguarding against policies and practices that may inadvertently re-traumatize victims; ensuring that victims' rights, voices, and perspectives are incorporated when developing and implementing system- and community-based efforts that impact crime victims.

2. Describe the specific plan to coordinate and integrate with other mainstream health, social services, and employment programs for which program participants may be eligible. Describe how this project will help program participants obtain the benefits for which they are eligible. If you will coordinate with other partners, include their role in meeting this criterion. The description should include:

- assisting program participants with obtaining and increasing employment income that will lead to successful exits from homelessness (e.g., local employment programs, job training opportunities, educational opportunities);
- the type of mainstream services you will assist program participants with obtaining to increase non-employment income (e.g., SSI; SSDI; Food Stamps, Veterans benefits);

- the type of social services you will provide access and help program participants obtain (e.g., childcare, food assistance, TANF, early childhood education); and
- access to healthcare benefits and resources (e.g., Medicaid, Medicare, healthcare for the homeless, FQHCs)

Supportive Services Only – Coordinated Entry (SSO-CE)

Part 3B. Description

1. Provide a detailed description of the scope of the project including the project plan for addressing coordinated entry needs, anticipated project outcome(s), coordination with other organizations (e.g., federal, state, nonprofit), and how the CoC Program funding will be used. The information in this description must align with the information entered in other screens of this application.

If this new SSO-CE project application is applying for DV Bonus funds, the description must be tailored to include how eligible program participants will be assisted to obtain and remain in permanent housing that addresses their particular needs and includes trauma-informed, victim-centered approaches.

Trauma-informed: Approaches delivered with an understanding of the vulnerabilities and experiences in trauma survivors, including the prevalence and physical, social, and emotional impact of trauma. A trauma-informed approach recognizes signs of trauma in staff, clients, and others and responds by integrating knowledge about trauma into policies, procedures, practices, and settings. Trauma-informed approaches place priority on reassuring the survivor's feelings of safety, choice, and control.

Victim-centered: Placing priorities, needs, and interests at the center of the work with the victim; providing nonjudgmental assistance, with an emphasis on client self-determination, where appropriate, and assisting victims in making informed choices; ensuring that restoring victims' feelings of safety and security are a priority and safeguarding against policies and practices that may inadvertently re-traumatize victims; ensuring that victims' rights, voices, and perspectives are incorporated when developing and implementing system- and community-based efforts that impact crime victims.

2. For each primary project location, or structure, enter the number of days from the execution of the grant agreement that each of the following milestones will occur.

- Begin hiring staff or expending funds

Homeless Management Information System (HMIS).

3B. Description

Provide a detailed description of the scope of the project including the community needs, the design and implementation of the HMIS system, anticipated project outcome(s), coordination with other organizations (e.g., federal, state, nonprofit), and how the CoC Program funding will be used. The

information in this description must align with the information entered in other screens of this application.

2. For each primary project location, or structure, enter the number of days from the execution of the grant agreement that each of the following milestones will occur:

- Begin hiring staff or expending funds

Tips for Project Application Part 6: Budget Information:

Section 6A (Funding Request):

- **3 Indirect Cost.** Most projects bill directly for actual costs incurred, but some may bill using an indirect cost rate (particularly for admin). Consult with your accounting staff regarding how you bill. For more on eligible indirect costs, see [HUD's Indirect Cost Toolkit](#), and 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.**

Section 6I (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 the 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. **HUD allows organizations to use program income as a source of match.** You are strongly recommended 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 keywords "match" at:

<https://www.hudexchange.info/e-snaps/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 NOFO deadline (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 29, 2022, the date the CoC application will be submitted to HUD. These letters need to be readily available when HUD requests them.

The written commitment must be documented on letterhead stationery; signed and dated by an authorized representative; and, at a minimum, contain the following elements:

- the name of the organization providing the contribution,
- the type of contribution (e.g., cash, childcare, case management, etc.),
- the value of the contribution,
- the name of the project and its sponsor organization to which the contribution will be given, and
- the date the contribution will be available.

Written agreements could include signed letters, memoranda of agreement, and other documented evidence of a 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 FY2018 cannot be claimed by that or any other project in FY2022. Eventually, all in-kind commitments of match must be documented with a memorandum of understanding (MOU) completed prior to your renewal grant execution.