

**NOTICE OF FUNDING OPPORTUNITY:  
CONTINUUM OF CARE:  
NEW PROJECTS FY 2022**

Cleveland/Cuyahoga County CoC

# Important Dates

Start of Local CoC Competition	August 3, 2022
Webinar for Renewal Applicants	August 10, 2022 10 am
Webinar for New Project Applicants	August 16, 2022 10 am
<b>DEADLINE: Renewal and New Project Applicants in E-SNAPS</b>	August 30, 2022
Ranking and Review Scores new projects and ranks applications	Sept. 13, 2022
CoC Advisory Board approves scores and ranking	<b>September 15, 2022</b>
Notification to applicants regarding whether project will be ranked – no later than	Sept. 15, 2022
Appeals period on ranking/scoring	Sept 15-20, 2022
Final Ranking Released	Sept. 21, 2022
Full CoC application and project priority list publicly posted	September 23, 2022
Application submitted to HUD	September 27, 2022
Final HUD Deadline	<b>September 30, 2022</b>

## Application Supporting Documents

[ [^ Top](#) ]

- [Estimated Annual Renewal Demand Amount Report](#)
- [Estimated Annual Renewal Demand Amount Report – UFA](#)
- [CoC Application Detailed Instructions \(FY 2022\)](#)
- [Sample FY 2022 CoC Application](#)
- [HUD-2991, Certification of Consistency with the Consolidated Plan](#)
- CoC Priority Listing Detailed Instructions (Coming Soon)
- **Project Application Detailed Instructions** (FY 2022 Instructions Coming Soon)

# HUD NOFO Assistance Resources

[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)

# Cleveland/Cuyahoga Resources

## CoC Website

- <https://hhs.cuyahogacounty.us/divisions/detail/office-of-homeless-services>

Inquiries and requests for assistance:

Melissa Sirak ([msirak@cuyahogacounty.us](mailto:msirak@cuyahogacounty.us))

# Change in how to ask HUD questions

The esnaps AAQ on the HUDEXchange is not in use  
[CoCNOFO@HUD.gov](mailto:CoCNOFO@HUD.gov) for questions about the NOFO,  
competition and applications

[E-snaps@HUD.gov](mailto:E-snaps@HUD.gov) for questions about esnaps  
technical issues (user profiles, lockouts/password  
resets, access to organization's esnaps' account,  
updating applicant profile, registering for funding  
opportunity, creating a project and accessing the  
application)

# Funding Availability OH-=502

Category	Amount
Annual Renewal Demand	\$31,888,592
Tier 1	\$30,294,162
Bonus	\$1,594,430
DV Bonus	\$2,332,559
Planning	\$956,658

# New Project Opportunities – Regular Bonus

## PSH

- *Must serve 100% chronic homeless or DedicatedPLUS*

## Rapid Rehousing

- *May serve Category 1, 2, or 4 PEH*

## Joint TH-RRH

- *May serve Category 1, 2, or 4 PEH*

## HMIS

## Coordinated Entry – SSO-CE

# New Project Opportunities DV Bonus

Rapid Rehousing – DV Survivors only

Joint TH/RRH – DV Survivors only

SSO-CE for DV survivors

All DV Bonus projects must follow Housing First, be trauma-informed, and person-centered



# Points to CoC for Specific New Projects

Apply for at least one PSH or RRH project that utilizes housing subsidies or subsidized units from a source other than CoC or ESG

- For PSH, at least 25% of units in project or
- For RRH, at least 25% of participants
- Are funded with other than CoC or ESG (private, state/local, HOME-ARP, PHAs, faith based)

Apply for at least one PSH or RRH that utilizes health care resources to help PEH

- Health care provider agrees to cover 25% of the funding being requested for the project or
- Substance use treatment or recovery services provider, if the provider can commit to provide treatment/recovery services to all participants that are eligible and choose to participate.

# Expansion Process

Renewal applicant can submit an Expansion application to:

Provide more units of housing

Provide additional services to current participants

Bring existing facilities up to government health or safety standards

To expand, must indicate in renewal application and must submit a new application to cover expanded portion

Indicate on Screen 3C

- Provide PIN and project name for renewal being expanded

# Grant Term for New Projects



May request one year of funding



May request in initial year the one year of funding be used for a period of up to 18 months



Indicate grant term requested on screen 6A, question 6

# Application Tips

For PSH projects, 100% of the units must be shown to be dedicated to Chronic Homeless or DedicatedPLUS (screen 3B, Q 8)

Screen 4A – Supportive Services for Participants must align with Supportive Services budget

- In order to include a specific service in the services budget, screen 4A must show that service being provided by the applicant – and if the service is shown on 4A it must be budgeted in the supportive services budget

# Indirect Costs

Approach to indirect costs must be consistent across all Federal awards

- If you request for new project application, must request for all renewals and all Federal grants that permit it

Indirect cost percentage is always applied to a direct costs base – what can be included in base varies

If your agency has a negotiated indirect cost rate, that must be used

If no negotiated rate, may use de minimis 10%

- De minimis rate is only applied to Modified Total Direct Costs – which excludes many budget line items

# If you intend to claim indirect costs

This must be indicated on screen 6A

If you have a negotiated rate, rate information must be attached to application














Any nonprofit can claim the 10% de minimis provided that they do not have and have never had a negotiated rate


If you claim the de minimis, you must claim it on all Federal awards that allow it

Remember the de minimis rate is 10% of Modified Total Direct Costs (MTDC) – which is different than and generally less than total project budget

- Please see Indirect Costs Toolkit for details on calculating MTDC:  
<https://files.hudexchange.info/resources/documents/Indirect-Cost-Toolkit-for-CoC-and-ESG-Programs.pdf>

# Funding Opportunity Registrations for 2022

Register	View	Funding Opportunity Name 	Applicants Registered
		CoC Planning Project Application FY2022	0
		CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022	5
		New Project Application FY2022	0
		Renewal Project Application FY2022	0
		Rural Set Aside Project Application FY2022	2
		UFA Costs Project Application FY2022	0
		UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022	0
		Unsheltered Homelessness Set Aside Project Application FY2022	5
		YHDP New Project Application FY2020	3
		YHDP Planning Project Application FY2020	4
		YHDP Renewal Project Application FY2022	0
		YHDP Replacement Project Application FY2022	0



The image shows a screenshot of the 'Front Office Portal' for 'e-snaps'. The page has a dark header with the 'e Front Office' logo. Below the header, the main content area is titled 'Welcome to e-snaps'. On the left side, there is a login form with fields for 'Username:' (containing 'jdoe-02') and 'Password:' (with masked characters), and a 'Login' button. Below the login form are links for 'Forgot your password?', 'Create Profile', and 'Contact Us'. Two callout boxes are present: one pointing to the 'Login' button with the text 'Log in here', and another pointing to the 'Create Profile' link with the text 'If new to e-snaps, create a user profile here'. The main content area contains several paragraphs of text, including a welcome message, a notice about authorized users, a notice about OMB approval, and information about the application process. At the bottom, there are two OMB Approval numbers: 'OMB Approval No. 2506-0182 (exp. 01/31/2018)' and 'OMB Approval No. 2506-0112 (exp. 11/30/2018)'. A 'Technical Submission:' section is also visible at the bottom with the approval number 'OMB Approval No. 2506-0183 (11/30/2018)'.

**e Front Office**

Front Office Portal

Username: jdoe-02

Password: [masked]

Login

Forgot your password?

Create Profile

Contact Us

### Welcome to e-snaps

Welcome to **e-snaps**! **E-snaps** is the application and grants management system for the HUD Continuum of Care (CoC) Program. It supports the collaborative application process known as the CoC Program Competition.

The **e-snaps** system is to be used by authorized persons only. If you are an authorized user, please log in by entering a valid user name and password. If you have an account but cannot access please contact the System Administrator. You may also use the Links on the left menu to navigate through the system, and access other related links. If you need assistance in navigating the system please access the Help instructions in each section.

If you are an authorized user, and need access to this system on behalf of your Continuum of Care or as a project applicant, you may request a user name and password through the Request User process.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Selection of applications for funding under the Continuum of Care Program are based on rating factors listed in the Notice of Fund Availability (NOFA), which is published each year to announce the Continuum of Care Program funding round. The information collected in the application form will only be collected for specific program competitions.

OMB Approval No. 2506-0182 (exp. 01/31/2018)

OMB Approval No. 2506-0112 (exp. 11/30/2018)

Public reporting burden for this collection of information is estimated to average 190 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The reporting burden for Continuums of Care is estimated to average 204 hours and the reporting burden for applicants is expected to average 30 hours.

Technical Submission: OMB Approval No. 2506-0183 (11/30/2018)

# Accessing E-SNAPS and new project application

<https://esnaps.hud.gov>

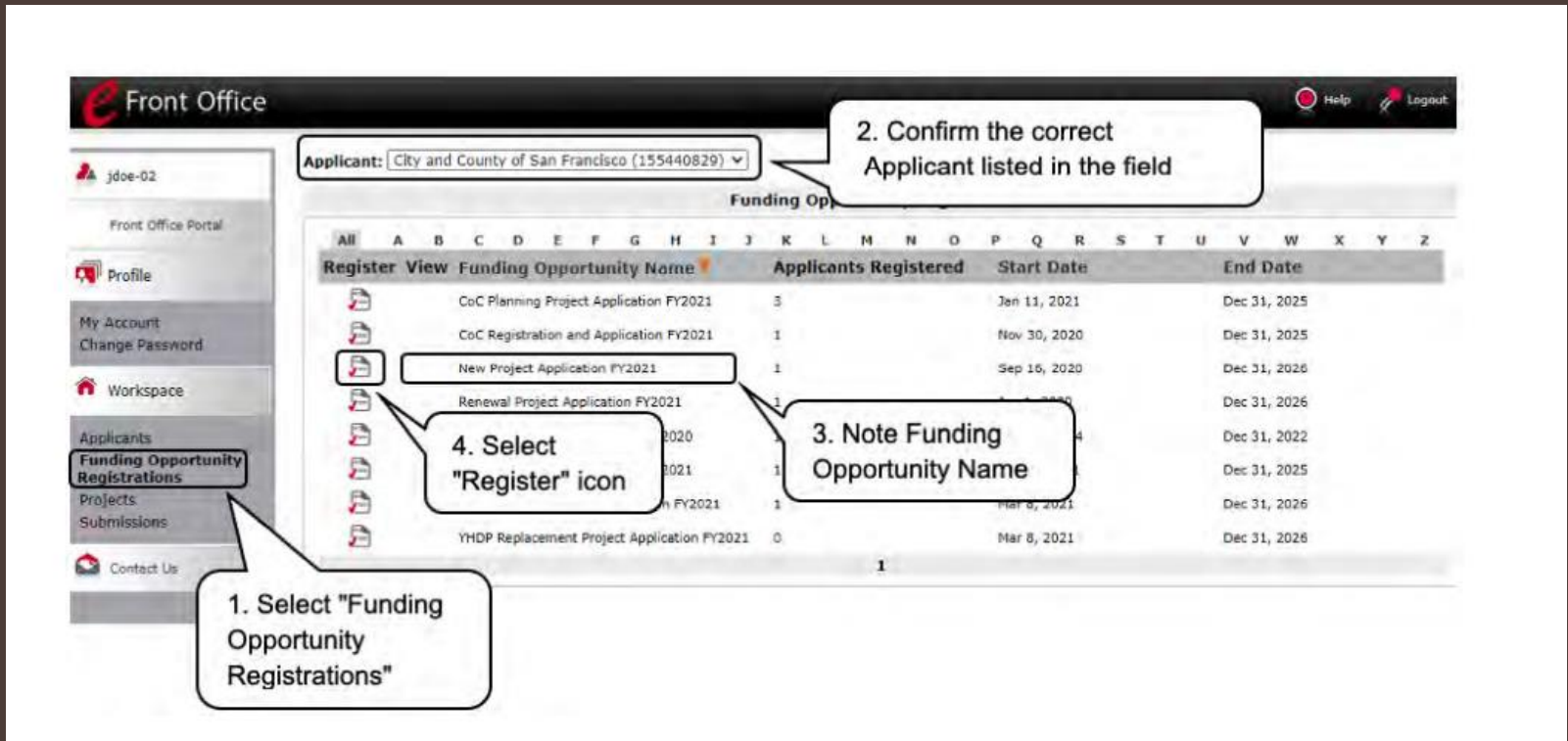




# Applicant Profile














All new and renewal applicants must update the applicant profile and complete HUD 2880

HUD guidance on applicant profile is found here:  
[Project Applicant Profile Navigational Guide  
\(hudexchange.info\)](https://www.hudexchange.info)



Once you click on icon, Funding Opportunity Registration Screen will open, answer 'yes' to 'Are you sure you wish to register the project applicant?'

# Funding Opportunity Registration

Register	View	Funding Opportunity Name 	Applica
		CoC Planning Project Application FY2022	0
		CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022	5
		New Project Application FY2022	0
		Renewal Project Application FY2022	0
		Rural Set Aside Project Application FY2022	2
		UFA Costs Project Application FY2022	0
		UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022	0
		Unsheltered Homelessness Set Aside Project Application FY2022	5
		YHDP New Project Application FY2020	3
		YHDP Planning Project Application FY2020	4
		YHDP Renewal Project Application FY2022	0
		YHDP Replacement Project Application FY2022	0

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# Creating New Project



# To open new project application:

Select submissions in left menu bar

Locate the new project name using the 'submissions filters'

Once you have identified the correct project, click on orange folder to open

The screenshot shows the 'Front Office' web application interface. The top navigation bar includes the 'Front Office' logo, a user profile 'jdoe-02', and links for 'help' and 'Logout'. The main content area is titled 'Submissions' and features a filter section with the following fields: 'Applicant Project Name' (New Project Application Test FY2021), 'Date Submitted' (On), 'Project Status' (All Projects), 'Submission Version' (Latest Version), and 'Associate Type' (All). A 'Filter' button is located below these fields. On the left side, a vertical menu contains options like 'Profile', 'My Account', 'Workspace', 'Applicants', 'Funding Opportunity Registrations', 'Projects', and 'Submissions' (which is highlighted). Below the filter section is a table with columns: 'Actions', 'Project Name / Project Number', 'Funding Opportunity Name / Step Name', 'Start Date', 'End Date', 'Associate Type', 'Version', and 'Date Submitted'. The table contains one row with an orange folder icon in the 'Actions' column and the following data: 'New Project Application Test FY2021 / 137110', 'New Project Application FY2021 / New Project Application FY2021', 'Sep 16, 2020', 'Sep 1, 2021', 'Primary Applicant', '1', and an empty 'Date Submitted' cell.

1. Select "Submissions"

2. Confirm the correct Project Applicant

3. Use the Filters to find the correct project.

4. Access the Project Application

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	New Project Application Test FY2021 137110	New Project Application FY2021 New Project Application FY2021	Sep 16, 2020	Sep 1, 2021	Primary Applicant	1	

Project Number:  
137110

New Project Application  
FY2021

FY2019 New Detailed  
Instructions

**Before Starting**

Part 1 - Forms

- 1A. SF-424 Application Type
- 1B. SF-424 Legal Applicant
- 1C. SF-424 Application Details
- 1D. SF-424 Congressional District(s)
- 1E. SF-424 Compliance
- 1F. SF-424 Declaration
- 1G. HUD 2880
- 1H. HUD 50070
- 1I. Cert. Lobbying
- 1J. SF-LLL
- 8B. Summary

View Applicant Profile

order to apply for funding under the Fiscal year (FY) 2021 Continuum of Care (CoC) Program Competition. For more information see FY 2021 CoC Program Competition NOFO.

- To ensure that applications are considered for funding, applicants should read all sections of the FY 2021 CoC Program NOFO and the FY 2021 General Section NOFO.
- Detailed instructions can be found on the left menu within e-snaps. They contain more comprehensive instructions and so should be used in tandem with navigational guides, which are also found on the HUD Exchange.
- New projects may only be submitted as either Reallocated, Bonus Projects, Reallocated + Bonus or DV Bonus. These funding methods are determined in collaboration with local CoC and it is critical that applicants indicate the correct funding method. Project applicants must communicate with their CoC to make sure that the CoC submissions reflect the same funding method.

Before completing the project application, all project applicants must complete or update (as applicable) information in e-snaps, particularly the Authorized Representative and Alternate Representative (AR/AR) information (AR/AR uses this information to contact you if additional information is required or if there is a change in efficiency).

HUD will not approve or reject any new project that fails to adhere to (24 CFR part 578 and 579) set forth in FY 2021 CoC Program Competition NOFO.

Back Next

Next

Only Part 1 and screen 8B appear. The rest will appear when you complete ALL of Part 1.

You must complete Part 1 – before full application opens in esnaps

jdoh-02

New Project Application  
FY2021

Applicant Name:  
City and County of San  
Francisco

Applicant Number:  
155440829

Project Name:  
New Project Application  
Test FY2021

Project Number:  
137110

New Project Application  
FY2021

### 1E. SF-424 Compliance

\* 19. Is the Application Subject to Review By State Executive Order 12372 Process?

If "YES", enter the date this application was made available to the State for review:  

\* 20. Is the Applicant delinquent on any Federal debt?

If "YES," provide an explanation:

Instruction for screen  
1-E SF-424  
Compliance

In field 19, click on: "Program is subject to E.O. 12372 but has not been selected by the State for review"

**e.Forms**

jdoo-02

### 3A. Project Detail

\* 1. CoC Number and Name: CA-501 - San Francisco CoC

2. CoC Collaborative Applicant Name: -- select --

3. Project Name: New Project Application Test FY2021

\* 4. Project Status: Standard

\* 5. Component Type: PH

\* 5a. Select the type of PH project: -- select --

\* 6. Is your organization or expected subrecipient a victim service provider defined in 24 CFR 578.3 and uses a comparable HMIS database? -- select --

\* 7. Is this new project application requesting to transition from eligible renewal project(s) that were awarded to the recipient and fully eliminated through reallocation in this CoC Program Competition? **Yes**

*(Attachment Requirement)*

\* 7a. List all expiring project(s) involved in the transition

Full Grant Number	Operating Start Date	Expiration Date	Component type
			-- select --
			-- select --
			-- select --
			-- select --

Please enter all values for at least one item.

**IMPORTANT:** For all expiring projects listed above, be sure to attach a copy of the most recently approved e-snaps project application(s) on Screen 7A (e.g., if the project was funded in the FY 2019 CoC Program Competition, a copy of the FY 2019 CoC Program Competition project application).

\* 7b. Provide a brief description that addresses the scope of the proposed transition during the first year of operation.

1. and 2. determine which CoC receives the project application when submitted in e-snaps

5. Component Type determines questions on other screens

5a. Only if you selected "PH" as the Component Type, select "PSH" or "RRH"

Transition Projects. If "yes," identify expiring grant(s)

# 3A Project Detail

Make sure correct CoC is identified

Select component

If a 'Transition' application provide required information



# Screen 3B Project Description

Include:

- Target population
- Plan for addressing housing and service needs
- Expected project outcomes
- Coordination with other organizations
- How CoC funding will be used

# Expansion Projects

**eForms** Logout

**3C. Project Expansion Information**

**\* 1. Is this a "Project Expansion" of an eligible renewal project?** Yes ▾

Enter the PIN (first 6 characters of the grant number) and Project Name for the grant that is applying for renewal in FY 2021 upon which this project proposes to expand.

**\* 1a. Eligible Renewal Grant PIN:**

**\* 1b. Eligible Renewal Grant Project Name:**

**\* 2. Will this expansion project increase the number of program participants?** -- select -- ▾

**\* 3. Will this expansion project provide additional supportive services to program participants?** -- select -- ▾

**\* 4. Will this expansion project bring existing facilities up to government health or safety standards?** -- select -- ▾

Enter the PIN and name of project being expanded.

"Yes" to question 2, 3, and/or 4 will reveal additional questions.

Save & Back   Save   Save & Next

Back   Next

Check Spelling

**Note: This formlet contains mandatory fields for which no value has been saved.**

**Sidebar:**  
jdoe-02  
New Project Application FY2021  
Applicant Name: City and County of San Francisco  
Applicant Number: 155440829  
Project Name: New Project Application Test FY2021  
Project Number: 137110  
New Project Application FY2021  
FY2019 New Detailed Instructions  
Before Starting  
Part 1 - Forms  
1A. SF-424 Application Type  
1B. SF-424 Legal Applicant

If adding units, specify current and proposed units; if added services, either increase number and/or expand variety or increase frequency/intensity of services

# Screen 4A

## 4A. Supportive Services for Participants (PH and Joint TH and PH-RRH) (continued)

**\* 3. For all supportive services available to program participants, indicate who will provide them and how often they will be provided.**  
Click 'Save' to update.

Supportive Services	Provider	Frequency
Assessment of Service Needs	-- select --	-- select --
Assistance with Moving	-- select --	-- select --
Case Management	-- select --	-- select --
Child Care	-- select --	-- select --
Education Services	-- select --	-- select --
Employment Assistance	-- select --	-- select --
Food	-- select --	-- select --
Housing Search and Counseling Services	-- select --	-- select --
Legal Services	-- select --	-- select --
Life Skills Training	-- select --	-- select --
Mental Health Services	-- select --	-- select --
Outpatient Health Services	-- select --	-- select --
Outreach Services	-- select --	-- select --
Substance Abuse Treatment Services	-- select --	-- select --
Transportation	-- select --	-- select --
Utility Deposits	-- select --	-- select --

**Provider** dropdown options: --select--, Applicant, Subrecipient, Partner, Non-Partner

**Frequency** dropdown options: --select--, Daily, Weekly, Bi-weekly, Monthly, Bi-monthly, Quarterly, Semi-annually, Annually, As needed

**Instructions:**

- You must enter at least one type of service in the "Supportive Services Provided" table.
- Funding requests on screen 6F. Supportive Services must have a corresponding entry on this screen 4A.
- Please enter all values for at least one line item and leave no incomplete line items.

# Eligible Activities by Component Type

PH (PSH)	PH (RRH)	Joint TH/RRH	SSO-CE	HMIS
Acquisition/Rehabilitation/New Construction				
Leased Units/Leased Structures		Leased Units/Leased Structures		
Rental Assistance (Sponsor/Project)	Rental Assistance (Tenant Based)	Rental Assistance (Tenant based)		
Supportive Services	Supportive Services	Supportive Services	Supportive Services	
Operations		Operations		
HMIS	HMIS	HMIS		HMIS



Questions