

FY 2023 HUD CoC NOFO: YHDP Renewal and YHDP Replacement Project Pre-Proposal Conference

AUGUST 9, 2023
HOSTED BY CITY OF TUCSON
COC LEAD (AZ-501)

Housekeeping



Please remain muted throughout this presentation. Use the Q&A feature if you have a question during the presentation and we will field those questions at designated breaks. Do not submit questions using the chat feature.



During the designated Q&A period, you can also raise your hand and you will be called on to ask your question or provide your comment.



If you have technical difficulties, log out of the presentation and log back in. If this does not resolve the issue, please email Elaine.MacPherson@tucsonaz.gov

Today's Agenda

Funding Overview and Eligible Project Types

Completing the Federal Application

Non-Competitive YHDP Renewal and Replacement Projects

YHDP Special Activities

Evaluation Process, Timeline, and Resources

Funding Overview and Eligible Project Types

FUNDING OPPORTUNITY, FUNDING AVAILABLE, ELIGIBLE PROJECT TYPES, APPLICATION COMPONENTS, AND NON-COMPETITIVE PROCESS OVERVIEW

FUNDING OPPORTUNITY

July 5, 2023

- HUD released the FY 2023 Continuum of Care Program Notice of Funding Opportunity (NOFO).
- Posted at https://www.hudexchange.info/programs/e-snaps/fy-2023-coc-program-nofa-coc-program-competition/

July 28, 2023

• HUD released the CoC and YHDP renewal and new project applications

August 1, 2023

- TPCH opened the local competition for Tucson/Pima County.
- Posted at https://tpch.net/about/nofa-documents/fiscal-year-2023-coc-nofo/

WHAT'S NEW AND CHANGED

HIGHLIGHTED CHANGES FROM PRIOR YEARS LOCAL COMPETITION

ADDITIONS
FROM PRIOR
YEARS
LOCAL
COMPETITION

- Local ZoomGrants application eliminated and replaced with streamlined TPCH application supplement.
- Increased emphasis on racial equity, participation of persons with lived and living experience of homelessness, and Housing First.
- Changes in eligible costs to ensure compliance with Violence Against Women Act Reauthorization of 2022
- Changes to FMR Calculation

How?

- •Can be added as a replacement to renewals (if adding more than 10% of funds from one eligible activity to another) see page 42 of the HUD NOFO
- •OR can be added to eligible renewal projects by shifting less than 10% of funds from one eligible activity to the VAWA costs line item

What? Costs of assessing, coordinating, approving, denying, and implementing a survivor's emergency transfer which includes:

- Moving costs for an emergency transfer
- Travel costs
- Security deposits
- •Utilities to establish a new unit
- •Housing fees (application, broker fees, holding fees, trash fees, pet fees where the person believes they need their pet to be safe)
- Case management
- Housing navigation
- •Technology to make a unit safe (doorbell cameras, security systems, phone and internet service

Costs for Monitoring Compliance with VAWA Confidentiality Requirements

- Monitoring and evaluation
- •Developing and implementing strategies for corrective actions and remedies
- Program evaluation of confidentiality practices, policies, procedures
- Training on compliance with VAWA
- Reporting to CA and HUD
- •Establishing methodology to protect survivor information
- •Staff time associated with maintaining adherence to confidentiality requirements

Examples of New Eligible Costs to facilitate Emergency Transfer Plans:

FUNDING OPPORTUNITY (FUNDING AVAILABLE)

Annual Renewal Demand (\$11,644,810)

- Youth Homelessness Demonstration Project Renewal and Replacement: \$2,119,140 available for renewal and replacement of existing YHDP projects.
- CoC Renewal and Reallocation Funds: \$9,525,670 for renewal and reallocation of existing CoC projects. (Excludes CoC Planning).

Bonus Funding Opportunities (\$1,620,984)

- CoC Bonus: \$815,137 available for CoC Bonus project applications.
- DV Bonus: \$805,847 available for Domestic Violence (DV) Bonus project applications.

Funding Amounts				
Tier 1	\$8,858,873			
Tier 2	\$1,481,934			
DV Bonus	\$805, 847			
TOTAL (if DV Bonus is awarded)	\$10,340,807			

Tier 1 is equal to 93% of the Annual Renewal Demand (less the amount set aside for YHDP Renewal and Replacement). Tier 2 is equal to 7% of the Annual Renewal Demand (less YHDP Renewal and Replacement funds) plus the amount available for CoC Bonus and DV Bonus. Renewal projects are not guaranteed placement in Tier 1 and will be competitively evaluated and ranked in Tier 1 or 2 based on community need and project impact.

Project Type	CoC Renewal	CoC Bonus	DV Bonus	YHDP
Supportive Services Only	SSO-CE Only		SSO-CE Only	Renewal Only
Safe Haven	X			
Transitional Housing	X			X
Rapid Rehousing	X		X	X
Joint Transitional – Rapid Rehousing	X		X	
Permanent Supportive Housing	X	X		X
HMIS	X			

FUNDING OPPORTUNITY (ELIGIBLE PROJECT TYPES)

TPCH APPLICATION SUPPLEMENT

TPCH APPLICATION SUPPLEMENTAL QUESTIONNAIRE MUST BE COMPLETED USING FILLABLE FORM PROVIDED https://tpch.net/about/nofa-documents/fiscal-year-2023-cocnofo/

TPCH APPLICATION SUPPLEMENT QUESTIONNAIRE

Includes additional items considered by CoC in selection and ranking of project applications not fully addressed in HUD NOFO. Review instructions carefully and complete only those questions related to the project type for which the organization is applying.

TPCH APPLICATION SUPPLEMENT ATTACHMENTS

- Racial equity and social justice polices and procedures
- Proof of expenditure during prior grant year (renewal and transition applicants only)
- HUD monitoring documents (renewal and transition applicants only)

Required Applicant Types				
CoC Renewal	Required			
YHDP Renewal	Exempt			
YHDP Replacement	Exempt			
CoC Bonus	Required			
DV Bonus	Required			
CoC Renewal Consolidation	Required			
CoC Transition Grant	Required			

APPLICATION COMPONENTS



Intent to Renew (CoC Renewal Projects)

- Intent to Renew forms were due from all renewal applications on July 14, 2023.
- Plans to reduce or reallocate funding outside of the renewal project applicant's organization are binding.
- Plans to replace and existing YHDP Renewal project not submitted as part of the Intent to Renew must be submitted by 11:59pm August 11, 2023.



Federal Application (All Projects)

- Submitted in e-snaps. Very minor changes to federal application in FY 2023. Renew without changes option remains available for renewal applications.
- YHDP Renewal and YHDP Replacement applications due in ESNAPS on or before August 25 at 12pm NOON.

Completing the Federal Application

FEDERAL
APPLICATION
OVERVIEW, ESNAPS
ACCESS AND
NAVIGATION
OVERVIEW, AND
ESNAPS TIPS AND
COMMON PITFALLS

FEDERAL APPLICATION

FEDERAL APPLICATION COMPLETED ONLINE USING E-SNAPS

https://www.hudexchange.info/programs/e-snaps/

YHDP RENEWAL PROJECT APPLICATION

Project is applying for funds to renew an existing project expiring in Calendar Year 2024 as the project is currently operated (no change to applicant, project component, etc.). Includes replacement projects*.

YHDP REPLACEMENT PROJECT APPLICATION

Project is applying for funds to replace existing project expiring in Calendar Year 2024 to change an existing project's use of YHDP Special Activities or replace project with another eligible type. Renewal applicants interested in applying for a replacement project must receive approval from the TPCH Youth Action Committee.

Required Federal Application			
YHDP Renewal	CoC Renewal Project Application 2023		
YHDP Replacement	CoC Replacement Project Application 2023		

*Must be approved by YAC prior to submission. Applicants interested in applying for YHDP replacement are required to meet with the Youth Action Committee for review and approval. Approval requests due August 11, if not submitted through the Intent to Renew process.

COMPLETING THE FEDERAL APPLICATION (ESNAPS)

Completed at https://www.esnaps.hud.gov.

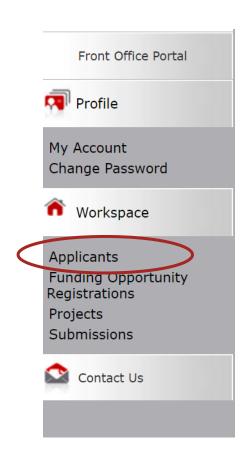
Must be completed in full and submitted prior to the application deadline.

Submission in E-SNAPS does not transmit the application to HUD, only to TPCH.

Late submissions are subject to scoring penalty and possible rejection.

Certifications and match commitment letter dated and signed between August 1, 2023, and August 25, 2023, required. Use match letter template provided at https://tpch.net/about/nofa-documents/fiscal-year-2023-coc-nofo/.

UPDATING THE ESNAPS APPLICANT PROFILE



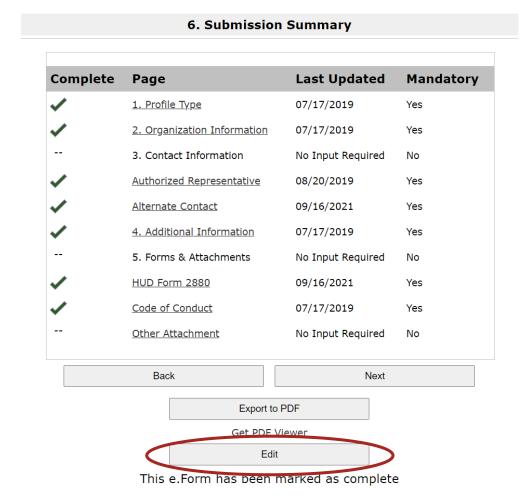
- Log into the ESNAPS portal.
- From the home screen, select "Applicants".
- From the Applicants page, select "Open" next to the organization name.



From the Applicant Profile page select "Submission Summary" on the left toolbar and unlock the Applicant Profile for editing (next slide).

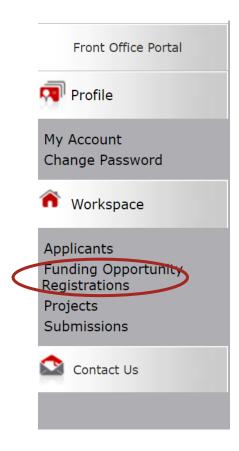
UPDATING THE APPLICANT PROFILE

Applicant Profile 1. Profile Type 2. Organization Information 3. Contact Information Authorized Representative Alternate Contact 4. Additional Information 5. Forms & Attachments HUD Form 2880 Code of Conduct Other Attachment 6. Submission Summary Export to PDF Get PDF Viewer Back to Applicants List

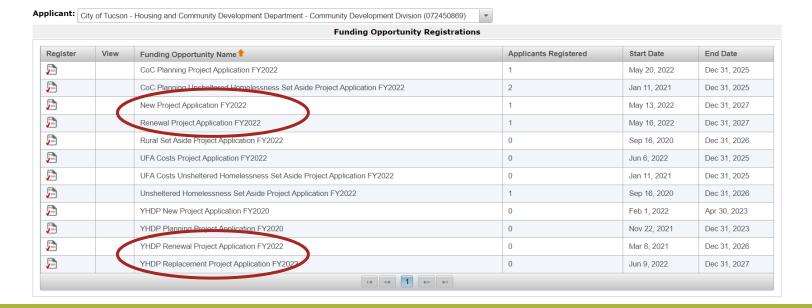


- On the Submission
 Summary screen, select
 "Edit" to unlock the
 Applicant Profile.
- Once in edit mode, update certifications and forms as needed.
- Once complete, return to the Submission Summary and select "Submit" to exit edit mode.

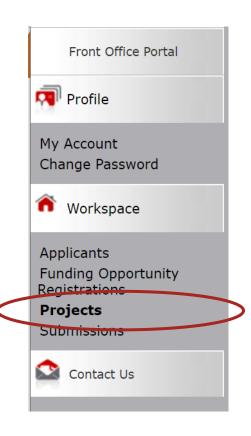
REGISTERING FOR THE FUNDING OPPORTUNITY



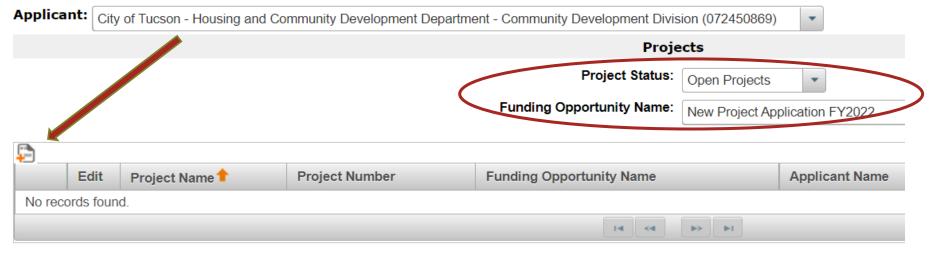
- From the ESNAPS home screen, select "Funding Opportunity Registrations".
- From the Funding Opportunity Registrations page, select the registration icon next to appropriate Project Application (YHDP Renewal Project Application FY 2023 or YHDP Replacement Project Application FY 2023)
- When prompted, confirm that you want to register for the funding opportunity.



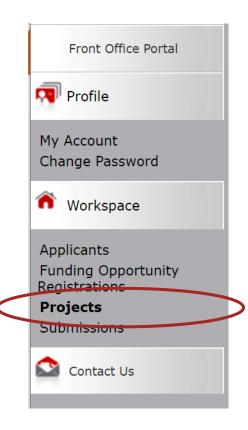
CREATE THE PROJECT APPLICATION



- From the ESNAPS home screen, select "Projects".
- On the Project Screen, set Project Status to Open Projects and Funding Opportunity Name to match the opportunity registered for in previous step.
- Select the "New Project" icon to create the project application.



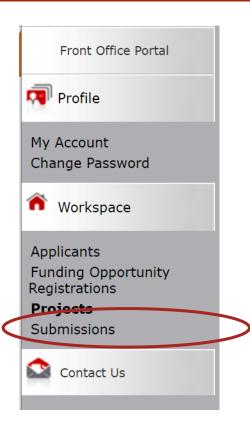
CREATE THE PROJECT APPLICATION



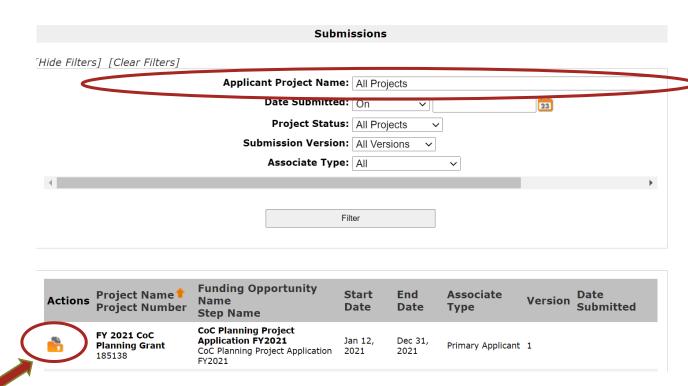
- On the New Project Application screen, enter the name of the FY 2023 project you are creating.
- **If a renewal project**, select the FY 2022 project application from which you would like to import existing data for the project application and save.
- Return to the ESNAPS Home Screen.

mmunity Development I	Department - Community Development	Division (072450869) 🔻	
	Create a	a Project	
	Funding Opportunity Name:	Renewal Project Application FY2022	
	.* Applicant: City of Tucson - Housing and Community Development Department - Commu (072450869)		
	.* Applicant Project Name:		
			Import Data From:
None		¥	
	Save	Save & Add Another	
	Save & Back	Cancel	

EDITING THE PROJECT APPLICATION



- From the ESNAPS home screen, select "Submissions".
- On the Submissions
 Screen, select the FY
 2023 project name you
 entered on the last
 screen from the
 Applicant Project
 Name drop down
 menu.
- Select the "Edit" icon to edit the project application.



TIPS FOR COMPLETING THE ESNAPS APPLICATION

- Start early and save often. ESNAPS has frequent technical challenges and slows during high use periods.
- Consult the NOFO, ESNAPS Detailed Instructions, and ESNAPS Navigational Guides for instructions as you complete the ESNAPS application (posted at https://www.hud.gov/program_offices/comm_planning/coc/competition).
- Forms and Certifications: Standard Forms and Certifications will import from the completed applicant profile. Certification acknowledgments must be saved <u>before</u> the rest of the project application will be visible.
- Submission without Changes: Renewal applicants are encouraged to make use of the Submission without Changes feature which allows you to unlock only those screens which require changes to the project application. Review the FY 2022 application fully to determine which screens require changes and only unlock those screens for editing.

TIPS FOR COMPLETING THE ESNAPS APPLICATION

Unallowed Changes

Renewal project applications must conform to the approved FY 2023 Grants Inventory Worksheet (GIW) posted at https://tpch.net/about/nofa-documents/fiscal-year-2023-coc-nofo/.

- No changes to the number of units, beds, or persons served from prior year application and GIW.
- No changes to budget lines from the GIW.

If budget changes are needed, this must be accomplished through the amendment process after grant award.

COMMON PITFALLS

Indirect Costs: If the project intends to apply an indirect cost rate or claim de minimis indirect costs for the FY 2023 CoC project award, this must be indicated in the applicable application and applicant profile screens. If applying an indirect cost rate, the organization's current federally negotiated indirect cost agreement must be attached to the project application.

Indirect costs may only be claimed on costs included within the organization's direct cost base and must be applied within the appropriate budget line items (e.g., supportive services, operating, administration).

Match Requirements: Matching funds are required for all CoC and YHDP projects. Match letters must be signed between August 1 and August 25, 2023, attached to the project application, and include the following details:

- Grant Name and PIN
- Date range for which funds are available: 1 year beginning first day of the grant period.
- Specific source and type of funds (e.g. Government, CDBG)
- Dollar amount of commitment: Must be 25% of federal funds (excluding Leasing funds)
- Specific use of funds (e.g., project staff salary, office supplies, etc.)

Match Letter Template provided at https://tpch.net/about/nofa-documents/fiscal-year-2023-coc-nofo/.

Non-Competitive YHDP Renewal and Replacement Projects

YHDP RENEWAL AND REPLACEMENT PROJECT ELIGIBILITY, REQUESTING SPECIAL ACTIVITIES, AND REQUIRED APPLICATION ATTACHMENTS

NON-COMPETITIVE YHDP RENEWAL AND REPLACEMENT PROCESS

All existing YHDP projects are eligible for non-competitive renewal.

Existing YHDP projects are not required to complete the TPCH Application Supplement and will not be reflected on the CoC Renewal Project Score Card. They will not be competitively scored into Tier 1 or Tier 2.

If a YHDP project wishes to replace existing activities with other YHDP-eligible activities, a replacement request must be submitted to tpch-nofo@tucsonaz.gov indicating the specific nature of the request and proposed changes no later than 11:59pm Friday, August 11.

Agencies requesting YHDP replacement activities are required to attend a TPCH Youth Action Committee to discuss their replacement request with the committee. Agencies may not apply for replacement activities if this process is not followed.

YHDP Renewal Projects

YHDP Renewal project applicants may not change the project budget, unit configuration, number of persons to be served, or make other substantive changes to the project through the renewal process.

YHDP Renewal project applicants from any round may include requests to add eligible activities to a project including Special YHDP Activities.

YHDP Renewal project applicants may submit renewal applications for minor changes to a project, but larger changes will require applying for a YHDP Replacement project.

YHDP Renewal project applicants from any round may request to shift up to 10 percent (10%) of funds from one approved eligible activity to another.

HUD will conditionally select all YHDP Renewal project applications initially awarded during the FY 2017 (Round 2) or later YHDP competitions that pass project eligibility and project quality threshold review.

YHDP Replacement Projects

YHDP projects cannot use the expansion process however, renewing YHDP projects may be replaced with new YHDP projects if the replacement project demonstrates is will directly serve youth aged 24 and under experiencing homelessness.

YHDP Renewal project applicants wishing to submit significant changes to the previously requested and approved YHDP Special Activities are required to apply for a replacement project.

YHDP Replacement project applications that HUD initially funded in FY 2017 (Round 2) or later are not ranked.

HUD will not reject Round 2 or later YHDP Replacement project applications during quality threshold review; however, HUD may require YHDP Replacement recipients to correct or revise information submitted after the final FY 2023 award announcement.

YHDP Special Activities

YHDP SPECIAL
ACTIVITIES
OVERVIEW AND
FY 2023 YHDP
PROCESS FOR
MAINTAINING OR
REQUESTING USE
OF ADDITIONAL
SPECIAL
ACTIVITIES

Special YHDP Activities

YHDP Renewal and YHDP Replacement projects may submit applications that include activities listed on pages 46 through 49 of the FY 2023 CoC NOFO.

- (i) Housing projects may have leases for a minimum term of 1 month plus 1 day under rental assistance budget line items.
- (ii) Projects may use leasing, sponsor-based rental assistance, and project-based rental assistance in RRH projects.
- (iii) In addition to the eligible costs listed in 24 CFR 578.59(a), recipients may use project administration funds to support costs of involving youth with lived experience in project implementation, execution, and improvement.
- (iv) Recipient may use project administrative funds to attend conferences and trainings that are not HUD-sponsored or HUD-approved, provided that the subject matter is relevant to youth homelessness.
- (v) Projects may employ youth who are receiving services, or housing assistance, from the recipient organization. Recipients that use this special YHDP activity must maintain documentation that discloses the nature of work that the youth performs, and that the youth is not in a position that creates a conflict of interest.
- (vi) Projects may use habitability standards in 24 CFR 576.403(c) rather than Housing Quality Standards in 24 CFR 578.75 for short- or medium-term (up to 24 months) housing assistance. Recipients implementing this special YHDP activity must keep documentation of which standards they apply to the units and proof that the units complied with standards before assistance is provided for every unit funded.
- (vii) Recipients may provide moving expenses to a program participant more than once.
- (viii) Recipients may provide payments of up to \$500 per month for families that provide housing under a host home and kinship care model to offset the increased costs associated with having youth housed in the unit.
- (ix) YHDP recipients may continue providing supportive services to program participants for up to 12 months after the program participant exits homelessness, transitional housing or after the end of housing assistance.

- (x) Recipients may use grant funds for the following if they are necessary to assist program participants to obtain and maintain housing. Recipients and subrecipients must maintain records establishing how it was determined that paying the costs was necessary for the program participant to obtain and retain housing and must also conduct an annual assessment of the needs of the program participants and adjust costs accordingly:
- Security deposits for units in an amount not to exceed 2 months of rent.
- ii. The costs to pay for any damage to housing due to the action of program participants, which may be paid while the youth continues to reside in the unit. The total costs paid for damage per program participant may not exceed the cost of 2-months' rent.
- iii. The costs of providing household cleaning supplies to clients.
- iv. Housing start-up expenses for program participants, including furniture, pots and pans, linens, toiletries, and other household goods, not to exceed \$300 in value per program participant.
- v. The one-time cost of purchasing a cellular phone and service for program participant use, provided access to a cellular phone is necessary to obtain or maintain housing and the costs of the phone and services are reasonable per 2 CFR 200.404.
- vi. The cost of internet in program participants' units if the costs of the service is reasonable per 2 CFR 200.404.
- vii. Payment of rental arrears consisting of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.
- viii. Payment of utility arrears of up to 6 months per utility.
- ix. Up to 3 months of utilities for a program participant, based on the utility costs schedule for the unit size and location.
- x. In addition to transportation costs eligible in 24 CFR 578.53(e)(15), recipients may pay gas and mileage costs for a program participant's personal vehicle for trips to and from medical care, employment, childcare, or other services eligible under this section.
- xi. Legal fees, including court fees, bail bonds, and required courses andequipment.
- xii. Program participant's past driving fines and fees that are blocking a young person from being able to obtain or renew a driver's license and impacting their ability to obtain or maintain housing.
 Additionally, recipients may pay for program participants' costs for insurance and registration for personal vehicles, if the personal vehicle is necessary to reach medical care, employment,
 childcare, or other services eligible under this section.

Special YHDP Activities Continued

- (xi) Recipients may provide assistance for "Shared Housing," as defined in section I.B.2.b(27) of this NOFO, subject to the following conditions:
- i. YHDP rental assistance cannot be provided to a youth to reside in a unit occupied by the youth's parent(s), grandparent(s), or legal guardian.
- ii. YHDP rental assistance cannot be provided to a youth in a shared housing unit if the landlord or owner is the youth's parent, grandparent, or legal guardian.
- iii. YHDP rental assistance may only be provided to a youth if the youth can enter into a valid, binding, and enforceable lease under applicable state or local law. This includes a legally appointed guardian executing a lease on behalf of a youth or an emancipated youth entering into a lease.
- iv. Subject to the use of other special YHDP activities under this section III.B.4.a.(7), the provision of YHDP rental assistance for shared housing must comply with all CoC requirements for rental assistance, except that FMR must be adjusted to the youth's pro-rata share of the FMR for the shared housing unit size. For example, in the case of a single youth who will occupy one bedroom in a 4-bedroom house, the FMR used would be the youth's pro-rata share of the 4- bedroom FMR (i.e., ¼ of the 4-bedroom FMR).

Special YHDP Activities Continued

Special YHDP Activities Continued

- (b) Under the conditions specified below, recipients may make use of the following built-in exceptions to this NOFO's requirements, subject to approval by the Deputy Assistance Secretary for Special Needs and requirements governing grant agreement amendments at 24 CFR 578.105. To expedite grant agreement processing, applicants should include as much information as possible as part of their project application to demonstrate they meet the conditions specified below.
- (i) Projects may provide up to 36 months of RRH rental assistance to program participants if the recipient demonstrates: (1) the method it will use to determine which youth need rental assistance beyond 24 months and (2) the services and resources that will be offered to ensure youth are able to sustain their housing at the end of the 36 months of assistance.
- (ii) Projects may continue providing supportive services to program participants for up to 24 months after a program participant exits homelessness, transitional housing or after the end of housing assistance if the recipient demonstrates: (1) the proposed length of extended services to be provided; (2) the method it will use to determine whether services are still necessary; and (3) how those services will result in self-sufficiency and ensure stable housing for program participants.
- (iii) Projects may continue providing supportive services to program participants for up to 36 months after program participants exit homelessness, if the services are in connection with housing assistance, such as the Foster Youth to Independence initiative, or if the recipient can demonstrate that extended supportive services ensures continuity of caseworkers for program participants.
- (iv) Rental assistance may be combined with leasing or operating funds in the same unit, provided that the recipient submits a project plan that includes safeguards to ensure that no part of the project would receive a double subsidy.
- (v) Projects may provide payments of up to \$1,000 per month for families that provide housing under a host home and kinship care model, provided that the recipient can show that the additional cost is necessary to recruit hosts to the program.
- (vi) YHDP recipients may pay for short-term (up to three months) emergency lodging in motels or shelters as the transitional housing component in a Joint transitional housing-rapid rehousing (TH-RRH) project, provided that the recipient can demonstrate that use of the hotel or motel room is accessible to supportive services.

Timeline and Resources

KEY DATES AND IMPORTANT RESOURCES

KEY DATES

August 11

• Requests to apply for consolidation, transition grants, YHDP replacement activities not submitted through the Intent to Renew process due to tpch-nofo@tucsonaz.gov.

August 23

• Disputes to FY 2023 CoC Performance Score Card results due to tpch-nofo@tucsonaz.gov. Must include supporting evidence of dispute.

August 25

• (12pm Noon): Renewal project applications due in ESNAPS and TPCH application supplement due to tpch-nofo@tucsonaz.gov.

September 11

FY 2023 Preliminary Project Ranking posted at https://tpch.net/about/nofa-documents/fiscal-year-2023-coc-nofo/.

September 18

 Appeals to Project Ranking due using online form posted at https://tpch.net/about/nofa-documents/fiscalyear-2023-coc-nofo/.

Detailed NOFO calendar posted at https://tpch.net/about/nofa-documents/fiscal-year-2023-coc-nofo/ and provided in the published TPCH FY 2023 CoC Program NOFO Overview, Instructions, and Process for Tucson/Pima County.

IMPORTANT RESOURCES

TPCH FY 2023 CoC Program Competition Web Page

https://tpch.net/about/nofa-documents/fiscal-year-2023-coc-nofo/

Includes details regarding the FY 2022 funding competition, links to local instructions and process documents, match letter template, approved Grants Inventory Worksheet, and project application

HUD FY 2023 CoC NOFO Web Page

https://www.hudexchange.info/programs/e-snaps/fy-2023-coc-program-nofa-coc-program-competition/Includes links to the FY 2022 Notice of Funding Opportunity and ESNAPS resources.

HUD FY 2023 CoC Funding Competition Web Page

https://www.hud.gov/program offices/comm planning/coc/competition

Includes detailed instructions and navigational guides for completing the ESNAPS application and other useful tools.

GENERAL AND LOCAL COMPETITION QUESTIONS

Email tpch-nofo@tucsonaz.gov

HELP WITH ESNAPS

Password resets, system errors, technical issues, etc. Email e-snaps@hud.gov

QUESTIONS FOR HUDNOFO clarification, etc.

Email cocnofo@hud.gov



Questions?

Please take a moment to ensure any questions typed into the chat have been moved to the Q&A feature.



Thank you!

IF YOU OR YOUR ORGANIZATION HAS ADDITIONAL QUESTIONS, PLEASE EMAIL: TPCH-NOFO@TUCSONAZ.GOV