



Tucson Pima Collaboration  
To End Homelessness

# FY 2024 HUD CoC NOFO: YHDP Renewal and YHDP Replacement Project Pre-Proposal Conference

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AUGUST 21, 2024

HOSTED BY CITY OF TUCSON

COC LEAD (AZ-501)

# Housekeeping

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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](mailto:Elaine.MacPherson@tucsonaz.gov)

# Today's Agenda

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Funding Overview and Eligible Project Types

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Completing the Federal Application

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Non-Competitive YHDP Renewal and Replacement Projects

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YHDP Special Activities

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Evaluation Process, Timeline, and Resources

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# Funding Overview and Eligible Project Types

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

# FUNDING OPPORTUNITY

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**July 31, 2024**

- HUD released the FY 2024-2025 Continuum of Care Program Notice of Funding Opportunity (NOFO).
- HUD released the CoC and YHDP renewal and new project applications



**August 14, 2024**

- TPCH opened the local competition for Tucson/Pima County.
- Posted at <https://tpch.net>

# WHAT'S NEW AND CHANGED

## HIGHLIGHTED CHANGES FROM PRIOR YEARS LOCAL COMPETITION

- 2-year application cycles
- Projects can now change select special YHDP activities in the Renewal application
- YHDP Reallocation allowed through YHDP Replacement with a new recipient

## HIGHLIGHTED ADDITIONS FROM PRIOR YEARS LOCAL COMPETITION

- Changes in eligible costs to ensure compliance with Violence Against Women Act Reauthorization of 2022
- Cost of Living Adjustment (COLA) will be integrated into renewal amounts for supportive services and HMIS costs budget lines
- Changes to FMR Calculation: FY 2023 FMR data will be used in the eSNAPS tables, and if selected for conditional award, updates from FY 24 FMRs will be applied in amount post award

## How?

- Available to ALL PROJECT TYPES and ALL AGENCIES (not just VSPs!)
- All projects will include a VAWA BLI even if it's at \$0, in an event an unexpected emergency transfer occurs and money needs to be moved into it

## What?

- Costs of assessing, coordinating, approving, denying, and implementing a survivor's emergency transfer
- Costs for Monitoring Compliance with VAWA Confidentiality Requirements (including staff time)

Examples of New Eligible Costs to facilitate Emergency Transfer Plans

[SEE ALLOWABLE  
DETAIL HERE](#)

# FUNDING OPPORTUNITY (FUNDING AVAILABLE)

## Annual Renewal Demand (\$12,680,244)

- **Youth Homelessness Demonstration Project Renewal and Replacement:** \$2,229,948 available for renewal and replacement of existing YHDP projects.
- **CoC Renewal and Reallocation Funds:** \$10,450,296 for renewal and reallocation of existing CoC projects. (Excludes CoC Planning).

## Bonus Funding Opportunities (\$2,916,199)

- **CoC Bonus:** \$1,521,629 (estimate – 12% of FPRN, or \$12,680,244) available for CoC Bonus project applications.
- **DV Bonus:** \$1,394,570 (estimate – 15% of FPRN, or \$12,680,244) available for Domestic Violence (DV) Bonus project applications.

Funding Amounts	
Tier 1 (90%)	\$9,405,266
Tier 2 (10%)	\$3,961,222
DV Bonus	\$1,394,570
<b>TOTAL (if DV Bonus is awarded)</b>	<b>\$13,366,488</b>

Tier 1 is equal to 90% of the Annual Renewal Demand (less the amount set aside for YHDP Renewal and Replacement). Tier 2 is equal to 10% 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	X
Joint Transitional – Rapid Rehousing		X	X	X
Permanent Supportive Housing	X	X		X
HMIS	X			

# FUNDING OPPORTUNITY (ELIGIBLE PROJECT TYPES)

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# APPLICATION COMPONENTS

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## Intent to Renew (CoC Renewal Projects)

- Intent to Renew forms were due from all renewal applications on August 6, 2024.
- 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 20, 2024.



## Federal Application (All Projects)

- Submitted in e-snaps. Very minor changes to federal application in FY 2024. Renew without changes option remains available for renewal applications.
- Due in ESNAPS on or before September 13, 2024 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://esnaps.hud.gov/grantium/frontOffice.jsf>

### YHDP RENEWAL PROJECT APPLICATION

Project is applying for funds to renew an existing project expiring in Calendar Year 2025 as the project is currently operated (no change to applicant, project component, etc.). Projects can now add/modify select special YHDP activities through the renewal application. Projects can move up to 10% of funds from one activity to another.

### YHDP REPLACEMENT PROJECT APPLICATION\*

Project is applying for funds to replace existing project expiring in Calendar Year 2025 to create new projects, expand existing projects, or reallocate funds to a new recipient. Renewal applicants interested in applying for a replacement project must receive approval from the TPCH Youth Action Committee.

## Required Federal Application

<b>YHDP Renewal</b>	CoC Renewal Project Application 2024
<b>YHDP Replacement</b>	CoC Replacement Project Application 2024

*\*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.*

# COMPLETING THE FEDERAL APPLICATION (ESNAPS)

Completed at <https://esnaps.hud.gov/grantium/frontOffice.jsf>.

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

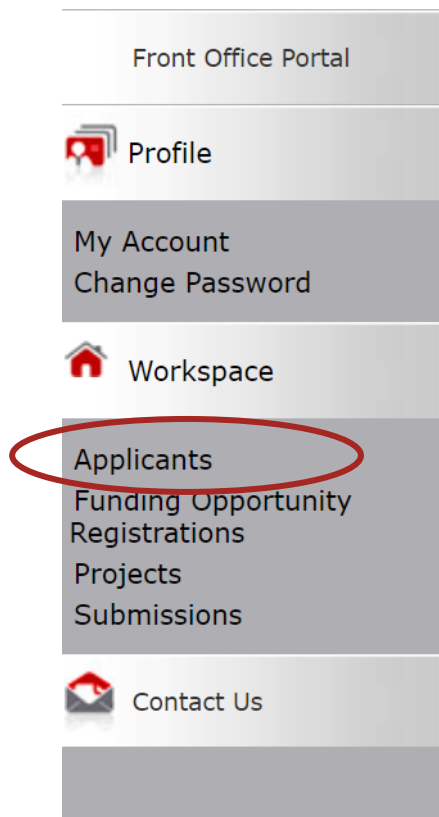
Submission in E-SNAPS does not transmit the application to HUD, only to TPCH.

Late submissions are subject to scoring penalty and possible rejection.

Certifications and match commitment letter dated and signed between August 1, 2024, and September 13, 2024, required. Use match letter template provided at <https://tpch.net>.

# 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.



Applicants							
Children	Registrants	Parent	Open	Applicant Name	Applicant Number	Number of Projects	Last Submission
				<a href="#">City of Tucson - Housing and Community Development Department - Community Development Division</a>	072450869	93	Nov 23, 2020

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

## 6. Submission Summary

Complete	Page	Last Updated	Mandatory
✓	<a href="#">1. Profile Type</a>	07/17/2019	Yes
✓	<a href="#">2. Organization Information</a>	07/17/2019	Yes
--	3. Contact Information	No Input Required	No
✓	<a href="#">Authorized Representative</a>	08/20/2019	Yes
✓	<a href="#">Alternate Contact</a>	09/16/2021	Yes
✓	<a href="#">4. Additional Information</a>	07/17/2019	Yes
--	5. Forms & Attachments	No Input Required	No
✓	<a href="#">HUD Form 2880</a>	09/16/2021	Yes
✓	<a href="#">Code of Conduct</a>	07/17/2019	Yes
--	<a href="#">Other Attachment</a>	No Input Required	No

Back

Next

Export to PDF

Get PDF Viewer

Edit

This e.Form has been marked as complete

- 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 2024 or YHDP Replacement Project Application FY 2024)
- When prompted, confirm that you want to register for the funding opportunity.

Front Office Portal

Profile

My Account  
Change Password

Workspace

Applicants

**Funding Opportunity Registrations**

Projects

Submissions

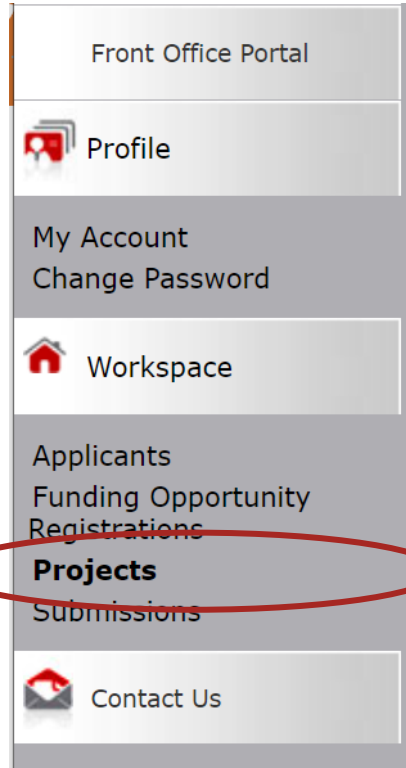
Contact Us

Applicant: City of Tucson - Housing and Community Development Department - Community Development Division (072450869)

Funding Opportunity Registrations					
Register	View	Funding Opportunity Name ↑	Applicants Registered	Start Date	End Date
		CoC Planning Project Application FY2022	1	May 20, 2022	Dec 31, 2025
		CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022	2	Jan 11, 2021	Dec 31, 2025
		New Project Application FY2022	1	May 13, 2022	Dec 31, 2027
		Renewal Project Application FY2022	1	May 16, 2022	Dec 31, 2027
		Rural Set Aside Project Application FY2022	0	Sep 16, 2020	Dec 31, 2026
		UFA Costs Project Application FY2022	0	Jun 6, 2022	Dec 31, 2025
		UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022	0	Jan 11, 2021	Dec 31, 2025
		Unsheltered Homelessness Set Aside Project Application FY2022	1	Sep 16, 2020	Dec 31, 2026
		YHDP New Project Application FY2020	0	Feb 1, 2022	Apr 30, 2023
		YHDP Planning Project Application FY2020	0	Nov 22, 2021	Dec 31, 2023
		YHDP Renewal Project Application FY2022	0	Mar 8, 2021	Dec 31, 2026
		YHDP Replacement Project Application FY2022	0	Jun 9, 2022	Dec 31, 2027



# 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.

**Applicant:** City of Tucson - Housing and Community Development Department - Community Development Division (072450869) ▼

**Projects**

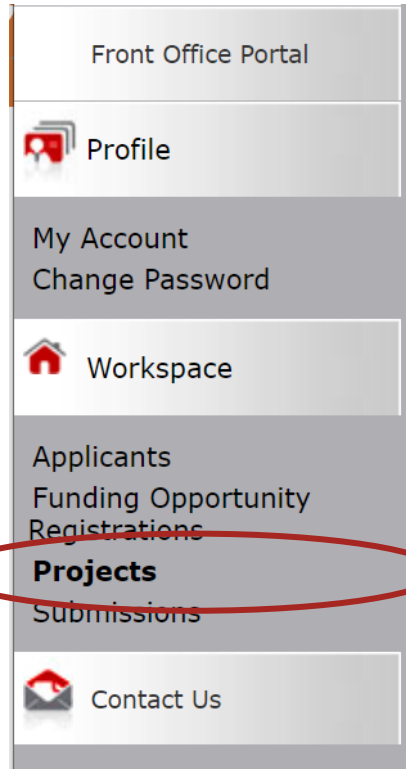
**Project Status:** Open Projects ▼

**Funding Opportunity Name:** New Project Application FY2022

Edit	Project Name ↑	Project Number	Funding Opportunity Name	Applicant Name
No records found.				

Navigation icons: |◀ ◂ ▶▶|

# CREATE THE PROJECT APPLICATION



- On the New Project Application screen, enter the name of the FY 2024 project you are creating.
- **If a renewal project**, select the FY 2023 project application from which you would like to import existing data for the project application and save.
- Return to the ESNAPS Home Screen.

Community Development Department - Community Development Division (072450869) ▼

**Create a Project**

Funding Opportunity Name: Renewal Project Application FY2022

\* Applicant: City of Tucson - Housing and Community Development Department - Community Dev (072450869)

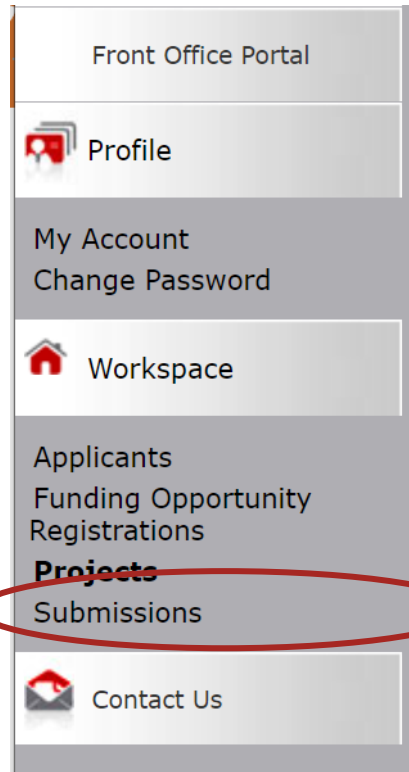
\* Applicant Project Name:

Import Data From:

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 2024 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.

Submissions

[Hide Filters] [Clear Filters]

Applicant Project Name: All Projects


Date Submitted: On [ ] 23

Project Status: All Projects

Submission Version: All Versions

Associate Type: All

Filter

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	FY 2021 CoC Planning Grant 185138	CoC Planning Project Application FY2021 CoC Planning Project Application FY2021	Jan 12, 2021	Dec 31, 2021	Primary Applicant	1	

# 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](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 before 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 2023 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 2024 Grants Inventory Worksheet (GIW) posted at [https://tpch.net/tpch-public-documents/?doc=fy-2024-coc-yhdp-nofo/#div\\_block-526-10802](https://tpch.net/tpch-public-documents/?doc=fy-2024-coc-yhdp-nofo/#div_block-526-10802)

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

If significant 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 September 13, 2024, 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/tpch-public-documents/?doc=fy-2024-coc-yhdp-nofo/#div\\_block-526-10802](https://tpch.net/tpch-public-documents/?doc=fy-2024-coc-yhdp-nofo/#div_block-526-10802).

# Non-Competitive YHDP Renewal and Replacement Projects

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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 an existing project, a replacement request must be submitted to [tpch-nofo@tucsonaz.gov](mailto:tpch-nofo@tucsonaz.gov) indicating the specific nature of the request and proposed changes no later than 12pm Friday, September 13.

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

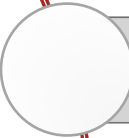


# YHDP Renewal Projects


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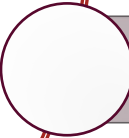
YHDP Renewal project applicants may not change the unit configuration, number of persons to be served, or make other substantive changes to the project through the renewal process.



YHDP Renewal project applicants from any round may include requests add or modify select 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

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- YHDP projects can use the expansion process however, funds for expansion need to come from reallocated funds that were serving the same subpopulation.
- YHDP Renewal project applicants wishing to submit significant changes to the previously requested and approved YHDP project are required to apply for a replacement project.
- YHDP Replacement project applications that HUD initially funded are not ranked.
- HUD may require YHDP Replacement recipients undergo a threshold review.

# YHDP Special Activities

YHDP SPECIAL  
ACTIVITIES  
OVERVIEW AND  
FY 2024 YHDP  
PROCESS FOR  
MAINTAINING OR  
REQUESTING USE  
OF ADDITIONAL  
SPECIAL  
ACTIVITIES

# How?

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Renewal and YHDP Projects with permission from the Youth Action Committee and with written notice to the Deputy Assistant Secretary for Special Needs via the project application subject to the conditions specified in section III.B.4.b.(5) of the [FY 2024-2025 CoC Program NOFO](#).

**Applicants requesting authorization for YHDP special activities must email a one-page letter of interest which includes the following information to [tpch-nofo@tucsonaz.gov](mailto:tpch-nofo@tucsonaz.gov) no later than 11:59pm Arizona time on September 13, 2024.**

- Name of the Current YHDP Project
- Current Activities Proposed for Replacement
- New Activities Proposed for Inclusion
- Rationale for Replacement (Community/Participant Need) and Anticipated Benefit
- Any Changes to the Number of Youth Served by the Project Resulting from Replacement

The TPCH Youth Action Committee will review requests for YHDP Replacement Activities at a meeting to be scheduled. Organizations submitting requests for YHDP replacement activities are required to have at least one representative present who can answer questions regarding the project's current activities, proposed replacement activities, and budget.

**Failure to attend the scheduled Youth Action Committee meeting will result in rejection of YHDP special activity requests.**

# Special YHDP Activities

YHDP Renewal and YHDP Replacement projects may submit applications that include activities listed on pages 49 through 52 of the [FY 2024-2025 CoC NOFO](#).

LEASE TERMS

SBRA & PBRA

YAB stipends

CONFERENCES

EMPLOYING YOUTH BEING SERVED

HABITABILITY

MOVING EXPENSES

HOST HOMES

AFTERCARE

ADDITIONAL FUNDS

## LEASE TERMS

- Housing projects may have leases for a minimum term of 1 month plus 1 day under rental assistance budget line items.

## SBRA & PBRA

- (ii.) Projects may use leasing, sponsor-based rental assistance, and project-based rental assistance in RRH projects.

## YAB stipends

- (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.

## CONFERENCES

- (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.

## EMPLOYING YOUTH

- (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.

## HABITABILITY

- (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.

## MOVING EXPENSES

- (vii.) Recipients may provide moving expenses to a program participant more than once.

## HOST HOMES

- (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.

## AFTERCARE

- (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.

## ADDITIONAL FUNDS:

- i. So many! See next slide for detail.

# Special YHDP Activities: Additional Costs

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Security deposits for units in an amount not to exceed 2 months of rent.

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.

The costs of providing household cleaning supplies to program participants.

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.

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

The cost of internet in program participants' units if the costs of the service is reasonable per 2 CFR 200.404.

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.

Payment of utility arrears of up to 6 months per utility.

Up to 3 months of utilities for a program participant, based on the utility costs schedule for the unit size and location.

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.

Legal fees, including court fees, bail bonds, and required courses and equipment.

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.

# Timeline and Resources

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KEY DATES AND IMPORTANT  
RESOURCES



# KEY DATES

September 13,  
2024

- FY 2024 New and Renewal Project Applications Due.

September 18,  
2024

- Responses to Threshold Review sent to recipients for correction

TBD

- YAC will meet to approve / suggest changes for special activities being renewed or added for each YHDP project

September 13,  
2024

- Letters of intent for YHDP Renewal / Replacement Activities due

September 20,  
2024

- Corrections requested from Threshold Review due back to CoC Lead

**SEE PROCESS DOCUMENT FOR  
DETAILED CALENDAR**

# IMPORTANT RESOURCES

## HUD Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2024-2025 Continuum of Care Competition

- HUD priorities and threshold review processes

## FY 2024 TPCH Process Document

- Local priorities and specific submission process

## How to access Project Applications in eSNAPS

- Screen by screen guide for how to get into the federal application

## Renewal Projects Detailed Instructions

- Question by question guidance for how to respond and submit

## Renewal Projects Navigational Guides (soon to be posted)

- Support in navigating the eSNAPS platform, which can be daunting!

## Replacement and Reallocation Detailed Instructions

- Use this if you're planning to change your project or conduct reallocation.



U.S. Department of Housing and Urban Development  
Community Planning and Development

Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Renewal or Replacement of Youth Homeless Demonstration Program Grants  
FR-2306-26-21  
05/26/2023

## FY 2024-2025 HUD CONTINUUM OF CARE PROGRAM ANNUAL FUNDING COMPETITION & NON-COMPETITIVE RENEWAL OF YOUTH HOMELESSNESS DEMONSTRATION PROJECTS

### Competition Overview, Instructions, and Process for Tucson/Pima County

Applications Due 12:00pm (Noon) Arizona Time – September 13, 2024



### Accessing the Project Application in e-snaps

#### Introduction

This document provides step-by-step instructions on how to access the Project Application in e-snaps. It is organized into the following sections:

- [Access e-snaps](#)
- [Complete the Project Applicant Profile](#)
- [Establish the Project Application](#)
- [Access the Project Application](#)

These instructions are written with references to the FY 2023 Renewal Project Application as the example, but they are applicable to other FY 2023 Project Applications (New, Continuum of Care (CoC) Planning, and Unified Funding Agency (UFA) CoC) as well as to future CoC Program Competitions. When the steps are no longer applicable, this document will be revised and reposted on HUD.gov.

#### Posted Resources

HUD has determined that some CoC- and e-snaps-related resources need to be posted to HUD.gov, HUD's official website, rather than to the HUD Exchange, which focuses on technical resources for communities and grant recipients. FY 2023 HUD information (e.g., detailed instructions), including the FY 2023 e-snaps Navigational Guides, will be published and updated on HUD.gov. Many of the other CoC- and e-snaps-related technical resources will remain on the HUD Exchange.

#### Have a question?

The e-snaps Ask A Question (AAQ) desk on HUD Exchange is no longer active. Questions about e-snaps and the CoC Program NOFO must be submitted to the appropriate HUD.gov email address as follows:

- [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 e-snaps technical issues such as creating an individual user profile, individual/password resets, requesting access to a CoC's or Project Applicant's e-snaps account, navigating e-snaps, updating the Applicant Profile, identifying the funding opportunity, creating a project, and accessing the application on the "Submissions" screen.

In your email, please provide:

- The specific details regarding the issue you are encountering.
- The steps you have taken up to the point the issue occurs.
- Any error messages.

You may also want to provide a screenshot.

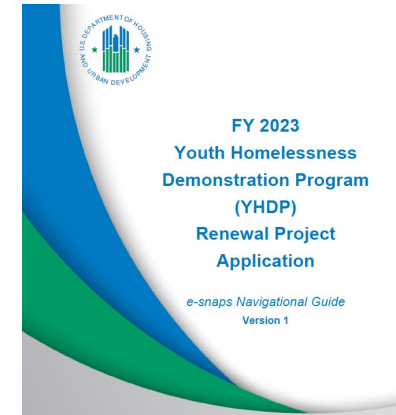
### CoC Renewal YHDP Project Application Detailed Instructions

Fiscal Year 2024 CoC Program Competition



U.S. Department of Housing and Urban Development  
Community Planning and Development  
Office of Special Needs Assistance Programs

July 2024



### CoC YHDP Replacement and Reallocation Project Application Detailed Instructions

Fiscal Year 2024 CoC Program Competition



U.S. Department of Housing and Urban Development  
Community Planning and Development  
Office of Special Needs Assistance Programs

July 2024

## GENERAL AND LOCAL COMPETITION QUESTIONS

Email [tpch-nofo@tucsonaz.gov](mailto:tpch-nofo@tucsonaz.gov)

## HELP WITH ESNAPS

Password resets, system errors, technical issues, etc.

Email [e-snaps@hud.gov](mailto:e-snaps@hud.gov)

## QUESTIONS FOR HUD NOFO clarification, etc.

Email [cocnofo@hud.gov](mailto:cocnofo@hud.gov)



# Questions?

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



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# Thank you!

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IF YOU OR YOUR ORGANIZATION HAS  
ADDITIONAL QUESTIONS, PLEASE EMAIL:  
[TPCH-NOFO@TUCSONAZ.GOV](mailto:TPCH-NOFO@TUCSONAZ.GOV)