



Tucson Pima Collaboration
To End Homelessness

FY 2024 HUD CoC NOFO: New Project Pre-Proposal Conference

AUGUST 22, 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 kyle.kerns2@tucsonaz.gov

Today's Agenda

Tools for Reference

Funding Overview and Eligible Project Types

Completing the Federal Application

Completing the Local Application

Evaluation Process, Timeline, and Resources

Tools for Reference

DOCUMENTS AND RESOURCES THAT SHOULD BE
READILY ACCESSIBLE WHILE YOU PREPARE YOUR
APPLICATION

Funding Overview and Eligible Project Types

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

FUNDING OPPORTUNITY

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 cycle
- Use of Neighborly platform for documents upload
- Increased request for documentation on project policies and practices
- Priority for robust supportive services at an amount of \$5,000 per household for service-rich programming

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)

[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
TOTAL (if DV Bonus is awarded)	\$13,366,488

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			Renewal Only
Safe Haven	X			
Transitional Housing	X			X
Rapid Rehousing	X	X	X	X
Joint Transitional – Rapid Rehousing			X	X
Permanent Supportive Housing	X	X		X
HMIS	X			

FUNDING OPPORTUNITY (ELIGIBLE PROJECT TYPES)

APPLICATION COMPONENTS



Intent to Renew (CoC Renewal Projects)

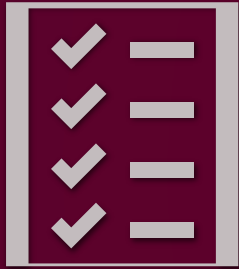
- Intent to Renew forms were due from all renewal applications on August 6, 2024.
- Plans to reduce or reallocate funding outside of the renewal project applicant's organization are binding.
- Plans to replace and existing YHDP Renewal project not submitted as part of the Intent to Renew must be submitted by 11:59pm August 20, 2024.



Federal Application (All Projects)

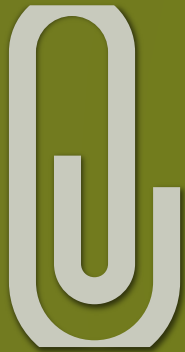
- Submitted in e-snaps. Very minor changes to federal application in FY 2024. Renew without changes option remains available for renewal applications.
- Due in ESNAPS on or before September 13, 2024 at 12pm NOON.

APPLICATION COMPONENTS CONTINUED



Project Scorecard (Renewal Projects Only)

- Will be completed by HMIS Lead (performance item) and CoC Lead (participation, expenditures, etc.) and posted for public inspection on or before September 4, 2024. Performance measurements captured for the period of July 1, 2023-June 30, 2024.
- Score card elements included in Appendix A of TPCH FY 2024 CoC Program Competition Overview, Process, and Instructions for Tucson/Pima County



TPCH Application Supplement (CoC Renewal & CoC/DV Bonus Projects)

- Submitted via Neighborly.
- Includes TPCH Application Supplement Questionnaire and required attachments.
- Replaces the email submission of the local application.

TPCH APPLICATION SUPPLEMENT

TPCH APPLICATION SUPPLEMENTAL QUESTIONNAIRE MUST BE COMPLETED USING FILLABLE FORM PROVIDED

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

- Project policies and practices
- 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

Completing the Federal Application

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

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.



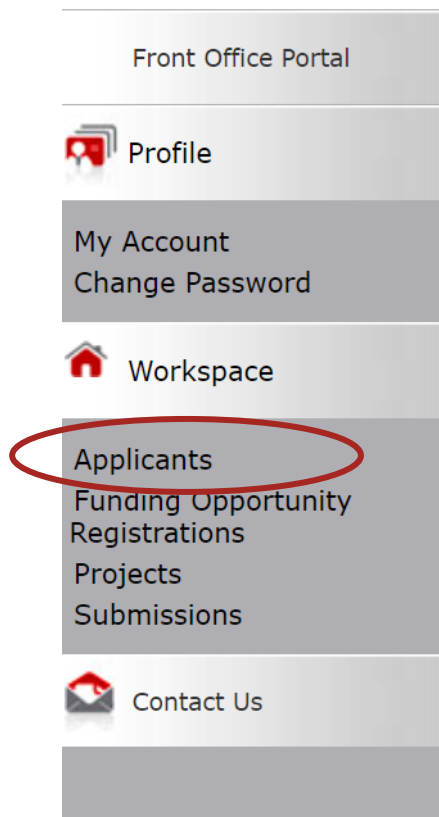
Late submissions are subject to scoring penalty and possible rejection.





Certifications and match commitment letter dated and signed between August 1, 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
				City of Tucson - Housing and Community Development Department - Community Development Division	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
✓	1. Profile Type	07/17/2019	Yes
✓	2. Organization Information	07/17/2019	Yes
--	3. Contact Information	No Input Required	No
✓	Authorized Representative	08/20/2019	Yes
✓	Alternate Contact	09/16/2021	Yes
✓	4. Additional Information	07/17/2019	Yes
--	5. Forms & Attachments	No Input Required	No
✓	HUD Form 2880	09/16/2021	Yes
✓	Code of Conduct	07/17/2019	Yes
--	Other Attachment	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 (New Project Application FY2023)
- 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

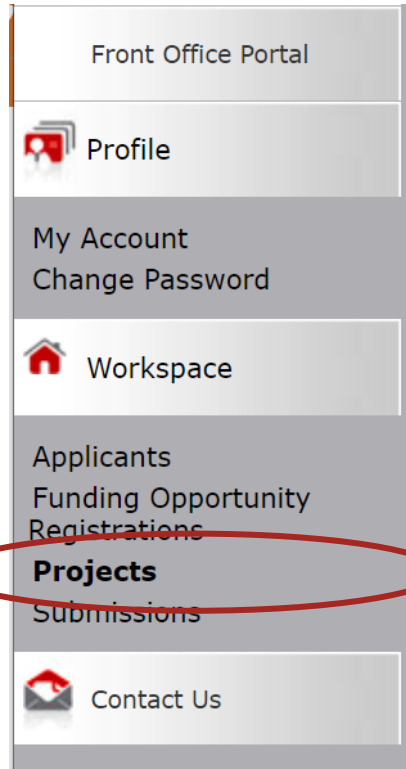
Submissions

 Contact Us

Applicant:

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

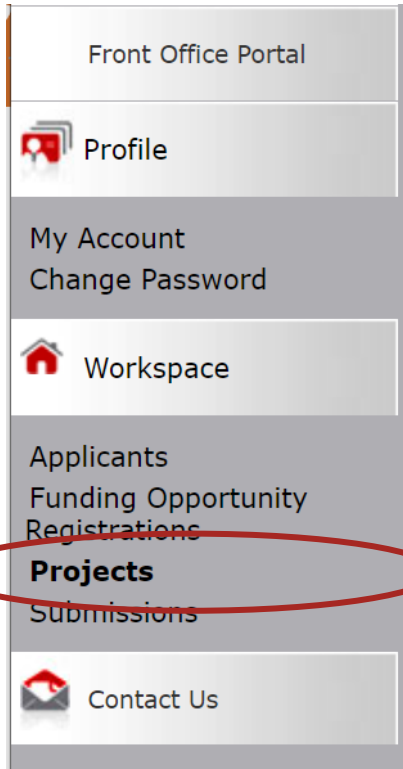
Project Status: Open Projects ▼

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 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.

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)

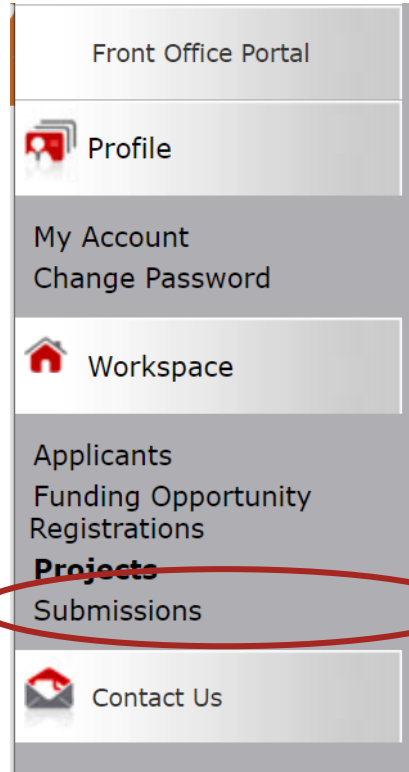
* Applicant Project Name:

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 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.

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).

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.

COMMON PITFALLS

Indirect Costs: If the project intends to apply an indirect cost rate or claim de minimis indirect costs for the project, 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, 2024 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/>.

Kinds of New Projects

SITUATIONS
WARRANTING A NEW
PROJECT
APPLICATION

KINDS OF NEW PROJECTS

Entirely new project that does not currently exist.

COC NEW PROJECT APPLICATION

Renewal of an existing project interested in transitioning from one component to another.*

COC TRANSITION APPLICATION

Existing project seeking an expansion to add units, beds, persons served, or services provided to program participants.

COC EXPANSION APPLICATION

FEDERAL NEW PROJECT APPLICATION COMPLETED ONLINE USING E-SNAPS

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

**Must be approved by CoC Board prior to submission. Applicants interested in applying for a consolidation or transition grant are encouraged to meet with the CoC Lead Agency for guidance. Approval requests were due August 20th so no further requests will be considered.*

Priorities for New Projects

Projects paying staff higher wages, like the cost-of-living adjustment (COLA) calculation used by HUD for renewal increases in the FY24-FY25 NOFO

Rapid rehousing projects

Permanent supportive housing projects

Priorities for New Projects

Projects paying staff higher wages, like the cost-of-living adjustment (COLA) calculation used by HUD for renewal increases in the FY24-FY25 NOFO:

- HUD has committed to using the most recent three-year average of changes in State Quarterly Census of Employment and Wages (QCEW) for the category Social Assistance (NAICS 624) to adjust renewal amounts for supportive services and HMIS staff. Data for this calculation can be found at: <https://www.bls.gov/cew/data.htm>

NEW PROJECTS – COC BONUS PSH PRIORITIES

Projects with robust supportive services funded at an amount adequate to provide service-rich programming in alignment with Critical Time Intervention approaches that cap caseloads at 20

Projects which leverage housing funded through sources other than CoC or ESG funds which account for at least 25% of supported units and are 100% dedicated for persons who meet the [Chronic Homelessness](#) or [Dedicated Plus](#) eligibility standards

Projects which leverage outside health services and are 100% dedicated for persons who meet the [Chronic Homelessness](#) or [Dedicated Plus](#) eligibility standards. All new permanent supportive housing projects must provide directly or have a memorandum of understanding in place with a qualified provider at the time of application to ensure all Medicaid-eligible participants will be directly assisted to receive appropriate medical and behavioral health services

Service-rich permanent supportive housing projects in which federal, match, and leveraged funds are sufficient to meet the complex service needs of persons who meet the [Chronic Homelessness](#) or [Dedicated Plus](#) eligibility standards

Projects demonstrating a plan for a robust Move On Strategy that optimizes new inventory

Projects with robust supportive services funded at an amount adequate to provide service-rich programming in alignment with Critical Time Intervention approaches that cap caseloads at 20

Project expansions for PSH which ensure households will access at least \$5,000 in Supportive Services per unit

NEW PROJECTS – COC BONUS RRH PRIORITIES

Projects demonstrating capacity and high-quality approaches to serving people experiencing homelessness that promote rapid placement into housing for people experiencing unsheltered homelessness

Projects with robust supportive services funded at an amount adequate to provide service-rich programming in alignment with Critical Time Intervention approaches that cap caseloads at 20

Project expansions for RRH which ensure households will access at least \$5,000 in Supportive Services per unit

NEW PROJECTS – DV BONUS JOINT TH-RRH / RRH PRIORITIES

Projects paying staff higher wages, like the cost-of-living adjustment (COLA) calculation used by HUD for renewal increases in the FY24-FY25 NOFO:

○ HUD has committed to using the most recent three-year average of changes in State Quarterly Census of Employment and Wages (QCEW) for the category Social Assistance (NAICS 624) to adjust renewal amounts for supportive services and HMIS staff. Data for this calculation can be found at: <https://www.bls.gov/qcew/data.htm>

Trauma-informed supportive housing projects that expand capacity to rapidly transition households fleeing or attempting to flee domestic violence to stable housing

Projects with robust supportive services funded at an amount adequate to provide service-rich programming in alignment with Critical Time Intervention approaches that cap caseloads at 20

Project expansions which ensure households will access at least \$5,000 in Supportive Services per unit

Projects must adhere to the [TPCH Service Standards for Domestic Violence Projects](#)

EXPANSION PROJECTS

The expansion process can be used to add funds to a project to expand its current operations by adding:

Units

Beds

Persons served

Services provided to existing program participants

Expansion for DV Bonus:

Can only be submitted by RRH Projects (more on next slide)

If DV Bonus is submitted, ONLY the new project expansion will be considered for DV Bonus funds, and HUD will only select a new DV bonus project that expands an existing renewal project if HUD conditionally selects the renewal project in Tier 1 or Tier 2.

DV bonus funding can be used to expand an existing renewal project that is NOT dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking if the expansion is SOLELY for additional units, beds, or services dedicated to persons eligible to be served with DV Bonus funding.

REMINDER -PROJECT TYPES ELIGIBLE FOR EXPANSION

Current RRH Projects

- Can expand as DV Bonus and / or CoC Bonus

Current PSH Projects

- Can expand as CoC Bonus only

Current Safe Haven, HMIS, and Transitional Housing Projects

- Cannot apply for expansion

Expansion grant terms MUST be one year, regardless of component

HOW TO SUBMIT VIA ESNAPS

NEW PROJECT

Completion of project applicant profile

IF ORGANIZATION IS A FIRST TIME APPLICANT:
organization must establish itself in eSNAPS (don't forget to use the "Access the Project Application in eSNAPS" guide!)

Establishment of the project application

TRANSITION

Completion of project applicant profile

Submission of renewal application indicating transition

Establishment of NEW application with indication of transition

On Screen 7a of eSNAPS (see page 46 of New Project Detailed Instructions) the most recently approved project application must be attached.

EXPANSION

Completion of project applicant profile

Entry of the grant number of the project that is eligible as a renewal as a "Stand Alone Renewal" and complete the Expansion table.

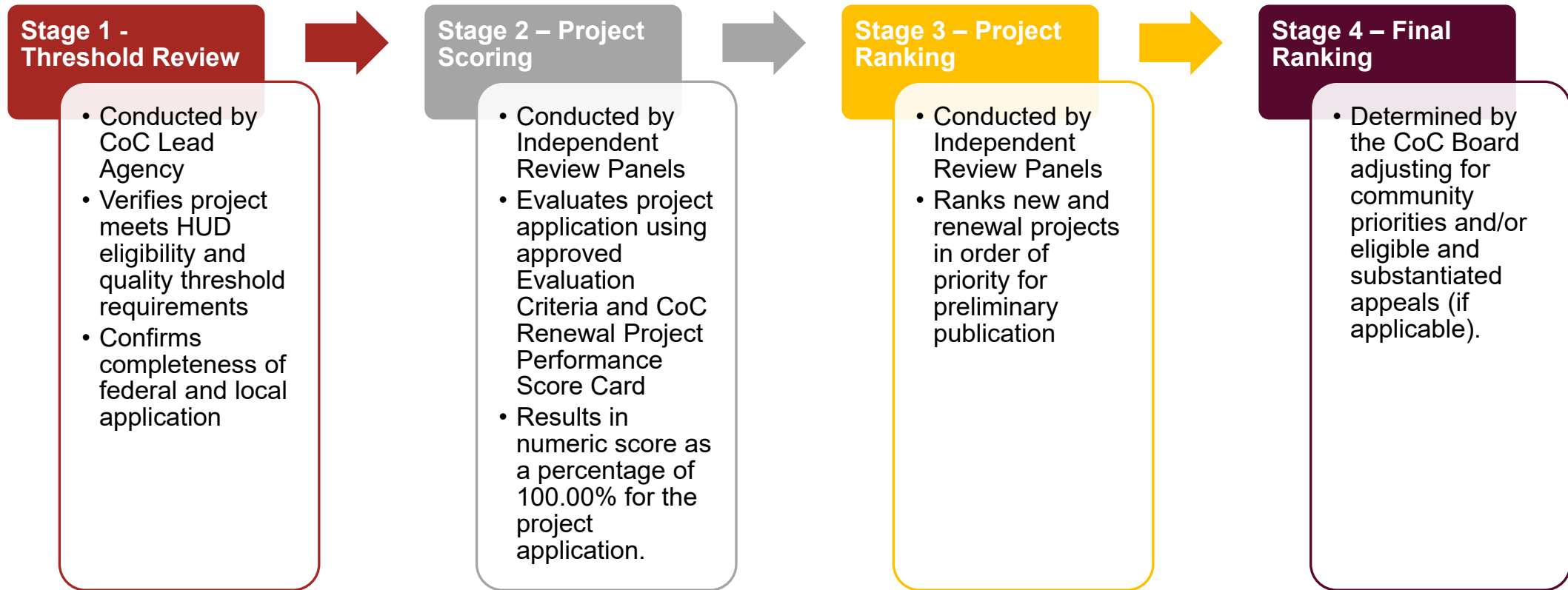
Establishment of new project application for the expansion funds requested indicating that the grant is submitted as a "Stand-Alone Expansion" and complete the Expansion table.

Ensure expanded amounts fall under the CoC / DV Bonus funding amounts

Timeline and Resources

KEY DATES AND IMPORTANT
RESOURCES

Application Review Process



KEY DATES

August 20, 2024

- Requests to apply for transition or consolidation

September 18, 2024

- Responses to Threshold Review sent to recipients for correction

September 13, 2024

- FY 2024 New and Renewal Project Applications Due.

September 20, 2024

- Corrections requested from Threshold Review due back to CoC Lead

**SEE PROCESS DOCUMENT FOR
DETAILED CALENDAR**

Neighborly Demo

Process Document has a user guide that describes the following:

- Logging in
- Starting an application
- Uploading documents
- Troubleshooting



Questions?

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



Tucson Pima Collaboration
To End Homelessness

Thank you!

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