Tucson Pima Collaboration
To End Homelessness

FY 2025 HUD CoC NOFO: Renewal Project Pre-Proposal Conference

NOVEMBER 26, 2025

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

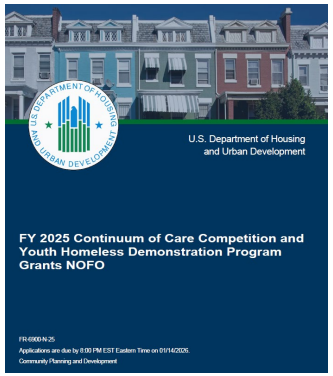
DOCUMENTS AND RESOURCES THAT SHOULD BE READILY ACCESSIBLE WHILE YOU PREPARE YOUR APPLICATION

APPLICATION TOOLKIT

All of the following tools are useful for renewal projects to reference as they submit their applications and can be found at https://www.hud.gov/hud-partners/community-coc and https://tpch.net/

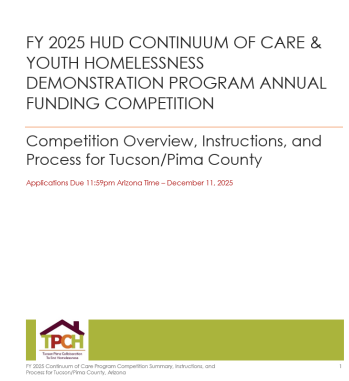
HUD Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2025 Continuum of Care Competition and Renewal or Replacement of Youth Homeless Demonstration Program Grants

- HUD priorities and threshold review processes



FY 2025 TPCH Continuum of Care Program Notice of Funding Opportunity Overview, Instructions, and Process for Tucson/Pima County

- Local priorities and specific submission process


FY 2025 HUD CONTINUUM OF CARE & YOUTH HOMELESSNESS DEMONSTRATION PROGRAM ANNUAL FUNDING COMPETITION

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

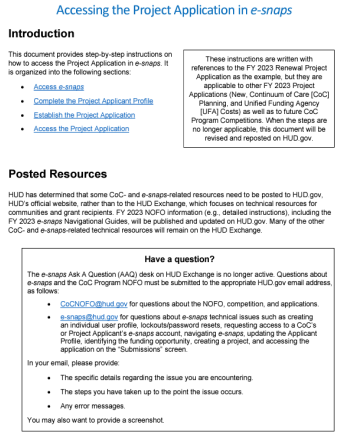
Applications Due 11:59pm Arizona Time – December 11, 2025

TPCH

FY 2025 Continuum of Care Program Competition Summary, Instructions, and Process for Tucson/Pima County, Arizona

How to access Project Applications in eSNAPS

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


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] Costs) 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 NOFO 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 for questions about the NOFO, competition, and applications.
- e-snaps@hud.gov for questions about *e-snaps* technical issues such as creating an individual user profile, lockouts/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.

HUD Detailed Instructions

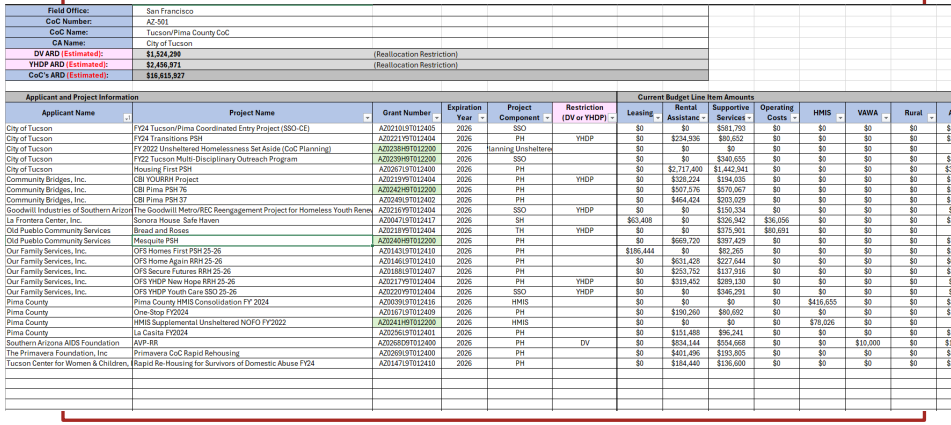
- Question by question guidance for how to respond and submit

HUD Navigational Guides (soon to be posted)

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

Grant Inventory Worksheets

- Ensuring the budget you submit matches what HUD already has on file.



Field Office:	San Francisco	
CoC Number:	AZ-501	
CoC Name:	Tucson/Pima County CoC	
CA Name:	City of Tucson	
DV ARD (Estimated):	$1,524,290	(Reallocation Restriction)
YHDP ARD (Estimated):	$2,450,971	(Reallocation Restriction)
CoC's ARD (Estimated):	$16,615,927	

Applicant and Project Information					Current Budget Line Item Amounts							
Applicant Name	Project Name	Grant Number	Expiration Year	Project Component	Restriction (DV or YHDP)	Leasing	Rental Assistanc	Supportive Services	Operating Costs	HMIS	VAWA	Rural
City of Tucson	FY24 Tucson/Pima Coordinated Entry Project (SSO-CE)	AZ0210LSTO12405	2026	SSO		$0	$0	$581,793	$0	$0	$0	$0
City of Tucson	FY24 Transitions PSH	AZ0221YSTO12404	2026	PH	YHDP	$0	$234,936	$80,652	$0	$0	$0	$0
City of Tucson	FY 2022 Unsheltered Homelessness Set Aside (CoC Planning)	AZ0238HSTO12200	2026	Planning Unsheltered		$0	$0	$0	$0	$0	$0	$0
City of Tucson	FY22 Tucson Multi-Disciplinary Outreach Program	AZ0239HSTO12200	2026	SSO		$0	$0	$340,655	$0	$0	$0	$0
City of Tucson	Housing First PSH	AZ0267LSTO12400	2026	PH		$0	$2,717,400	$1,442,941	$0	$0	$0	$0
Community Bridges, Inc.	CBI YOURRH Project	AZ0219YSTO12404	2026	PH	YHDP	$0	$328,224	$194,035	$0	$0	$0	$0
Community Bridges, Inc.	CBI Pima PSH 76	AZ0242HSTO12200	2026	PH		$0	$507,576	$570,067	$0	$0	$0	$0
Community Bridges, Inc.	CBI Pima PSH 37	AZ0249LSTO12402	2026	PH		$0	$464,424	$203,029	$0	$0	$0	$0
Goodwill Industries of Southern Arizon	The Goodwill Metro/REC Reengagement Project for Homeless Youth Renew	AZ0216YSTO12404	2026	SSO	YHDP	$0	$0	$150,334	$0	$0	$0	$0
La Frontera Center, Inc.	Sonora House Safe Haven	AZ0047LSTO12417	2026	SH		$63,408	$0	$326,942	$36,056	$0	$0	$0
Old Pueblo Community Services	Bread and Roses	AZ0218YSTO12404	2026	TH	YHDP	$0	$0	$375,901	$80,691	$0	$0	$0
Old Pueblo Community Services	Mesquite PSH	AZ0240HSTO12200	2026	PH		$0	$669,720	$397,429	$0	$0	$0	$0
Our Family Services, Inc.	OFS Homes First PSH 25-26	AZ0143LSTO12410	2026	PH		$186,444	$0	$82,265	$0	$0	$0	$0
Our Family Services, Inc.	OFS Home Again RRH 25-26	AZ0146LSTO12410	2026	PH		$0	$631,428	$227,644	$0	$0	$0	$0
Our Family Services, Inc.	OFS Secure Futures RRH 25-26	AZ0188LSTO12407	2026	PH		$0	$253,752	$137,916	$0	$0	$0	$0
Our Family Services, Inc.	OFS YHDP New Hope RRH 25-26	AZ0217YSTO12404	2026	PH	YHDP	$0	$319,452	$289,130	$0	$0	$0	$0
Our Family Services, Inc.	OFS YHDP Youth Care SSO 25-26	AZ0220YSTO12404	2026	SSO	YHDP	$0	$0	$346,291	$0	$0	$0	$0
Pima County	Pima County HMIS Consolidation FY 2024	AZ0039LSTO12416	2026	HMIS		$0	$0	$0	$0	$416,655	$0	$0
Pima County	One-Stop FY2024	AZ0167LSTO12409	2026	PH		$0	$190,260	$80,692	$0	$0	$0	$0
Pima County	HMIS Supplemental Unsheltered NOFO FY2022	AZ0241HSTO12200	2026	HMIS		$0	$0	$0	$0	$78,026	$0	$0
Pima County	La Casita FY2024	AZ0256LSTO12401	2026	PH		$0	$151,488	$96,241	$0	$0	$0	$0
Southern Arizona AIDS Foundation	AVP-RR	AZ0268DSTO12400	2026	PH	DV	$0	$834,144	$554,668	$0	$0	$10,000	$0
The Primavera Foundation, Inc	Primavera CoC Rapid Rehousing	AZ0269JSTO12400	2026	PH		$0	$401,496	$193,805	$0	$0	$0	$0
Tucson Center for Women & Children, I	Rapid Re-Housing for Survivors of Domestic Abuse FY24	AZ0147LSTO12410	2026	PH		$0	$184,440	$136,600	$0	$0	$0	$0

FY2025 CoC Program Competition

On March 15, 2025, the President signed H.R. 1968 authorizing the Full-Year Continuing Appropriations and Extensions Act, 2025 (Public Law 119-4) which makes approximately $3,524,000,000 of CoC Program funding available for FY 2025, authorizing homeless services organizations to apply for competitive funding to provide supportive services and housing programs for individuals and families experiencing homelessness.

A

All of the

Annual Renewal Demand and PPRN Reports

- FY2025 CoC Geographic Codes with PPRN Amounts
- Estimated Annual Renewal Demand Amount Report
- Rural Area Geocode Report

CoC Application Detailed Instructions

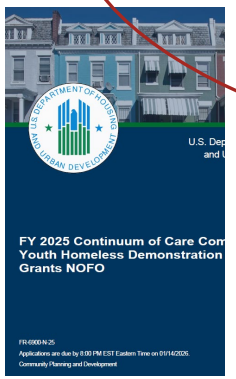
- CoC Applicant Profile e-snaps Navigational Guide
- CoC Application Detailed Instructions (Coming Soon)
- CoC Priority Listing Detailed Instructions (Coming Soon)

Project Application Detailed Instructions and e-snaps Navigational Guides

- How to Access Project Applications in e-snaps
- Project Applicant Profile e-snaps Navigational Guide
- FY2025 Project Application FAQs (Coming Soon)
- Renewal Projects Detailed Instructions (Coming Soon)
- New Projects Detailed Instructions (Coming Soon)
- Renewal YHDP Detailed Instructions (Coming Soon)
- YHDP Replacement and Reallocation Detailed Instructions (Coming Soon)
- CoC Planning Detailed Instructions (Coming Soon)
- UFA Costs Detailed Instructions (Coming Soon)

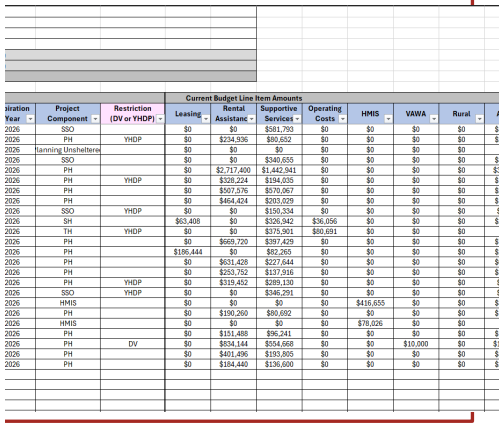
HUD Notice of Funding Oppo
for Fiscal Year (FY) 2025 Con
Competition and Renewal o
of Youth Homeless Demonstr
Grants

- HUD priorities and threshold processes



Grant Inventory Worksheets

- Ensuring the budget you submit matches what HUD already has on file.



Resources

- View One Pager here
- View Factsheet here
- Continuum of Care HUDExchange
- CoC Program Toolkit
- e-snaps 101 Toolkit
- e-snaps 201 Toolkit

- FY2025 Continuum of Care (CoC) Builds Notice of Funding Opportunity (NOFO)

Funding Overview and Eligible Project Types

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

FUNDING OPPORTUNITY

July 2025

- HUD announced that two-year process suspended for pending release of an edited competition with new priorities

November 13, 2025

- HUD released the FY2025 Continuum of Care Program Notice of Funding Opportunity (NOFO).
- HUD released the CoC and YHDP renewal and new project applications

November 25, 2025

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

HIGHLIGHTED CHANGES FROM PRIOR YEARS LOCAL COMPETITION

More stringent deadlines due to compressed timeline. Late / incomplete applications will be rejected.

Change in funding priorities per HUD.

YHDP and SNOFO projects renewable, but competitive.

New 30% cap on permanent housing and resultant need for large amounts of reallocation from permanent housing (RRH and PSH) to TH project type

Local limitations on allowable component application types.

Impacts to Local Competition Based on new HUD Priorities, Requirements, and Funding Amounts

More stringent deadlines due to compressed timeline. Late / incomplete applications will be rejected.	• Trimmed down local application as much as possible. Only 3 narrative questions, but several new documents required. • APPLICANT SHOULD BE PREPARED TO EDIT ESNAPS NARRATIVES CONSIDERABLY DUE TO PRIORITY CHANGES.
Change in funding priorities per HUD.	• Ending unsheltered homelessness, Prioritizing treatment and recovery, Advancing public safety, Promoting self sufficiency • New Tier 1 and Tier 2 breakdown will leave far more projects eligible for being cut.
YHDP and SNOFO projects renewable, but competitive.	• Projects have been added to scorecard, to be released early next week (December 1, 2025).
New 30% cap on permanent housing and resultant need for large amounts of reallocation from permanent housing (RRH and PSH) to TH project type	• By far the biggest change. Lots of grantee communication prior to local competition release, with a form sent for voluntary reallocation.
Local limitations on allowable component application types.	• Most permanent housing (including both PSH and RRH) needs to be voluntarily reallocated to Transitional Housing • Normal competitive process will determine remaining permanent housing and placement into Tier 1

RENEWAL PROJECT PERFORMANCE SCORECARD

Performance Score Cards are prepared by the HMIS Lead using reports run for the performance period of July 1, 2024-June 30, 2025.

Score Cards will be posted at tpch.net on or before December 1, 2025

Any disputes to the accuracy of the score card must be received at tpch-nofo@tucsonaz.gov no later than December 8, 2025.

Contributions to System Performance (Objective)
• Permanent Housing Exits • Increased EMPLOYMENT Income • Type of population served / CE Compliance • Rapid Housing Placement • Returns to Homelessness • Coordinated Entry Access Point Participation • Unit utilization • TPCH Voting Membership

Project Quality and Local Priorities (Qualitative)
• Mandatory Service Requirements • Onsite Treatment Services • Behavioral health and treatment services totalling 25% of project resources • 25% of beds supported through leverage • Engagement with people with lived experience of homelessness

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

Detailed evaluation criteria are posted as Appendix A to the local process document.

New Threshold Minimums: Certifications

New certifications in local app address new eligibility criteria.

Quality Threshold

- Normally, applications undergoing renewal automatically pass threshold as projects already approved and funded by HUD.
- However – new policy emphasis lists that "HUD reserves the right to verify past performance and evaluate the eligibility of a project applicant based on":
  - Evidence that the project currently or formerly conducted racial preferences or defined sex in any other way than as binary
  - Evidence that the project operates harm reduction (see page 55 of HUD NOFO)

Required Documents*

*Note: please see Appendix E in our local process document for all the details

Routine documents we always ask for

- eSNAPS PDF Export
- IRS tax exempt letter (nonprofits only)
- Negotiated Indirect Cost Rate Agreement (NICRA)
- HUD Monitoring documents
- Match commitment letter
- Proof of expenditure
- Healthcare leverage
- Housing leverage
- YHDP Special / Innovative Activities letter

NEW Required Documents

*Note: please see Appendix E in our local process document for all the details

NEW documents to indicate whether your proposed project meets HUD quality threshold

- Participant agreement / contract / occupancy agreement / service requirements
- Mainstream health care leverage commitment letter (if applicable)
- Non CoC / ESG funded housing leverage commitment letter (if applicable)
- Letter of agreement / MOU for substance use services treatment (applicable)
- Opportunity Zone Preference

FUNDING OPPORTUNITY (FUNDING AVAILABLE)

Annual Renewal Demand ($16,615,927)

- **Youth Homelessness Demonstration Project Renewal and Replacement:** $2,456,971 available for competitive renewal and replacement.

Bonus Funding Opportunities ($2,916,199)

- **CoC Bonus:** $3,323,185 available for CoC Bonus project applications.
- **DV Bonus:** $1,220,181 available for Domestic Violence (DV) Bonus project applications.

Funding Amounts	
Tier 1 (30%)	$4,984,778
Tier 2 (difference between Tier 1 and SUM of ARD and Bonus)	$16,174,515
DV Bonus	$1,220,181
CoC Bonus	$3,323,185

Tier 1 is equal to 30% of the Annual Renewal Demand. Tier 2 = (Annual Renewal Demand + CoC Bonus + DV Bonus)-Tier 1. 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.

FUNDING OPPORTUNITY (ELIGIBLE PROJECT TYPES)

Renewal components:

- Supportive Services Only (SSO) – Street Outreach Projects
- Supportive Services Only – Standalone
- Permanent Supportive Housing (PSH)
- Safe Haven

New priorities:

- Service participation mandates
- Leveraged treatment options
- 40 hour customized services for each client each week
- Invitation of mainstream services providers to support customized service plans

40 Hour Service Requirement and your Community

We need your input and collaboration.

Subscribe at tpch.net to learn when this meeting will happen.

VAWA Budget Line Item Continues to be flexible and not be subject to 10% administrative costs cap

How?

- Available to ALL PROJECT TYPES and ALL AGENCIES (not just VSPs!)
- Costs can be included in new project applications, added to eligible renewals via expansion, or **added to eligible renewal projects by shifting up to 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
- Costs for Monitoring Compliance with VAWA Confidentiality Requirements (including staff time)

See pages 31-22 of HUD NOFO for more

APPLICATION COMPONENTS

All (locally required) materials now submitted via Neighborly

Intent to Voluntarily Reallocate / Renew (renewals and transitions only)	Intent to Renew forms were due from all renewal applications on November 20, 2025. Plans to reduce or reallocate funding outside of the renewal project applicant's organization are binding.
Federal Application (All Projects)	Due in ESNAPS on or before December 11, 2025 at 11:59PM. Submitted in eSNAPS then eSNAPS PDF export attached to local app.
Project Scorecard (Renewal / Transition Projects Only)	Will be completed by HMIS Lead (performance item) and CoC Lead (participation, expenditures, etc.) and posted for public inspection on or before December 1, 2025. Performance measurements captured for the period of July 1, 2024-June 30, 2025. Score card elements included in Appendix A of TPCH FY 2024 CoC Program Competition Overview, Process, and Instructions for Tucson/Pima County.
Local Application Collates all items into Neighborly	Includes exported PDF of federal application submitted via eSNAPS and all locally required documents.

Completing the Federal Application

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

CoC Renewal Projects

Current applicants are eligible to apply for 12-month funding to continue existing CoC projects which end in next calendar year.

*Renewal 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.**

Renewal budgets must match the final FY 2025 Grants Inventory Worksheet posted at tpch.net.

All existing CoC projects are eligible to apply for renewal.

All existing CoC grantees have indicated intent to apply for renewal funds through the FY 2025 Intent to Renew process.

Unallowed Changes for Renewal Applications

*Renewal 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.**

See HUD FY 2025 CoC Renewal Project Application Detailed instructions (when they are posted)– substantive changes must be submitted to the local HUD Field Representative. Those changes may include:

- population served
- # beds / units
- shifts in BLIs of 10% or more

FEDERAL APPLICATION

FEDERAL APPLICATION COMPLETED ONLINE USING E-SNAPS

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

COC RENEWAL PROJECT APPLICATION
Project is applying for funds to renew an existing project expiring in upcoming Calendar Year as the project is currently operated (no change to applicant, project component, etc.). Includes consolidation projects*.

COC CONSOLIDATION OF TWO SEPARATE RENEWAL APPLICATIONS
Project is applying for funds to renew two existing project expiring in the upcoming Calendar Year into one consolidated project*.

COC TRANSITION APPLICATION
Renewal applicants interested in applying for a transition grant* to change an existing project's component must complete the new project application.

COC EXPANSION APPLICATION
Renewal applicants interested in applying for an expansion grant should register for the New Projects Pre-Proposal Conference for more instructions.

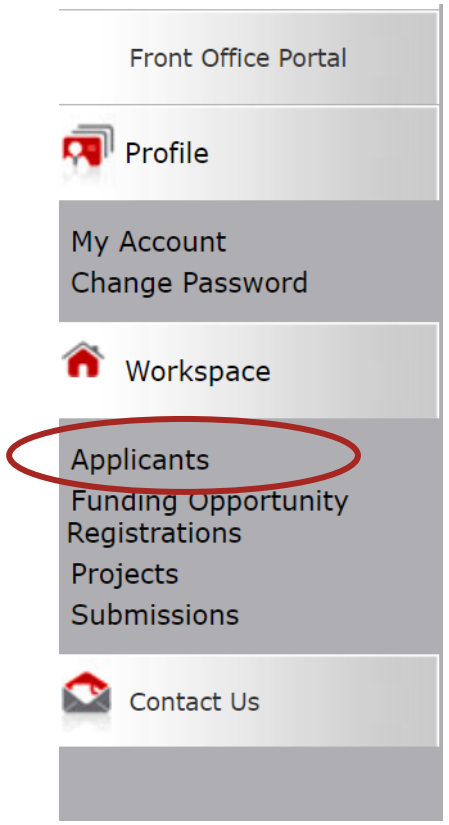
Required Federal Application	
CoC Renewal	CoC Renewal Project Application
CoC Renewal Consolidation	CoC Renewal Project Application
CoC Transition Grant	CoC New Project Application
CoC Expansion Grant	CoC New Project Application* *will be covered in new project pre-proposal conference

**Any project interested in consolidation, transition, or reallocation must obtain approval of the CoC Board prior to submission. Applicants interested in applying for a consolidation or transition who have not done so already should submit requests for these special applications to tpch-nofo@tucsonaz.gov by November 28, 2025.*

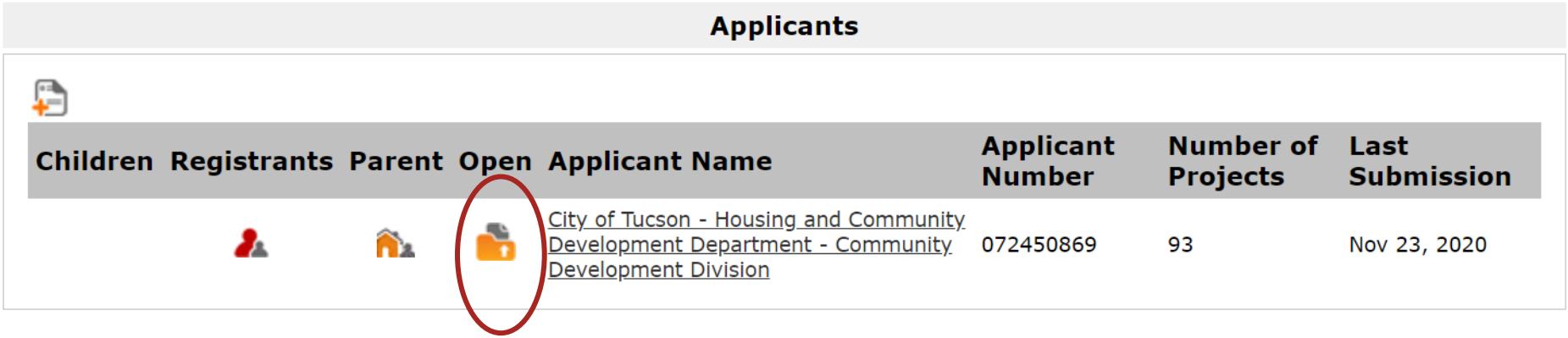
COMPLETING THE FEDERAL APPLICATION (ESNAPS)

- 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 November 1, 2025 and December 11, 2025 required. Use match letter template provided at https://tpch.net.

UPDATING THE ESNAPS APPLICANT PROFILE

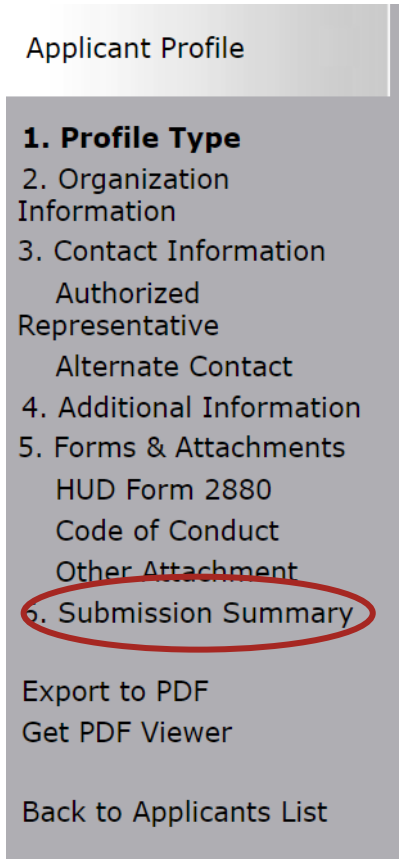


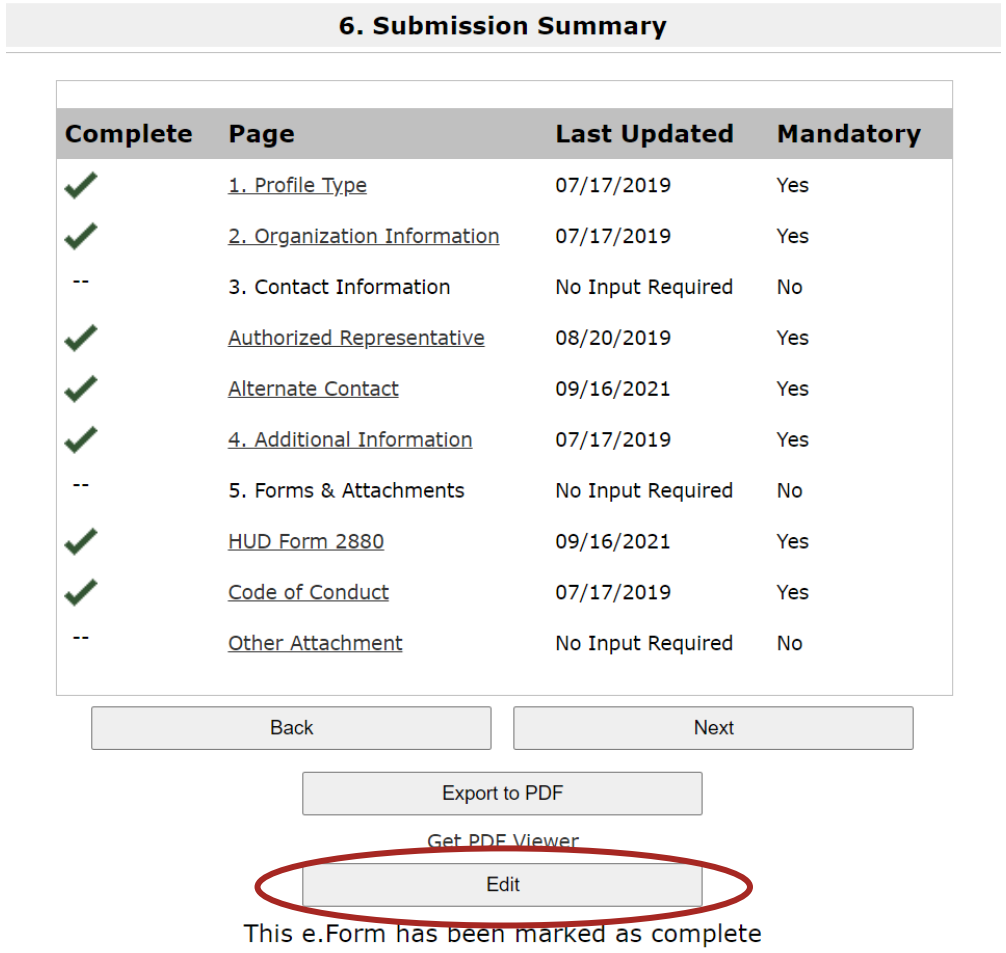
- Log into the ESNAPS portal.
- From the home screen, select “Applicants”.
- From the Applicants page, select “Open” next to the organization name.



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

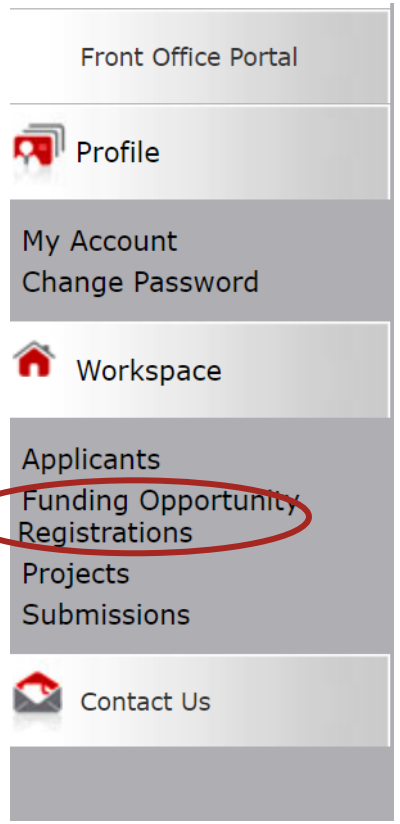
UPDATING THE APPLICANT PROFILE





- 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.

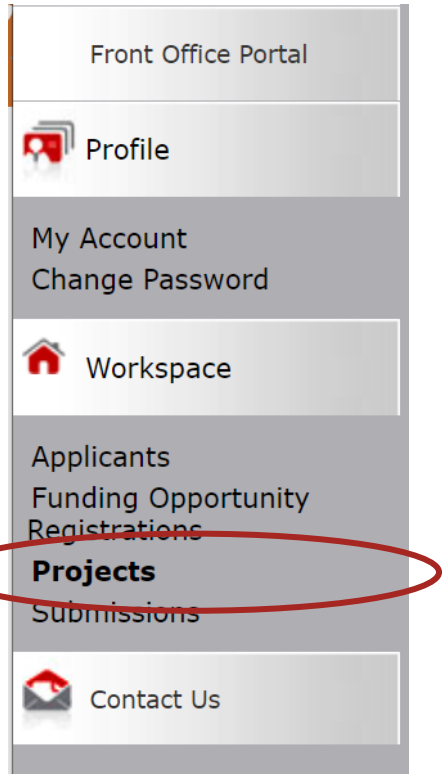
REGISTERING FOR THE FUNDING OPPORTUNITY



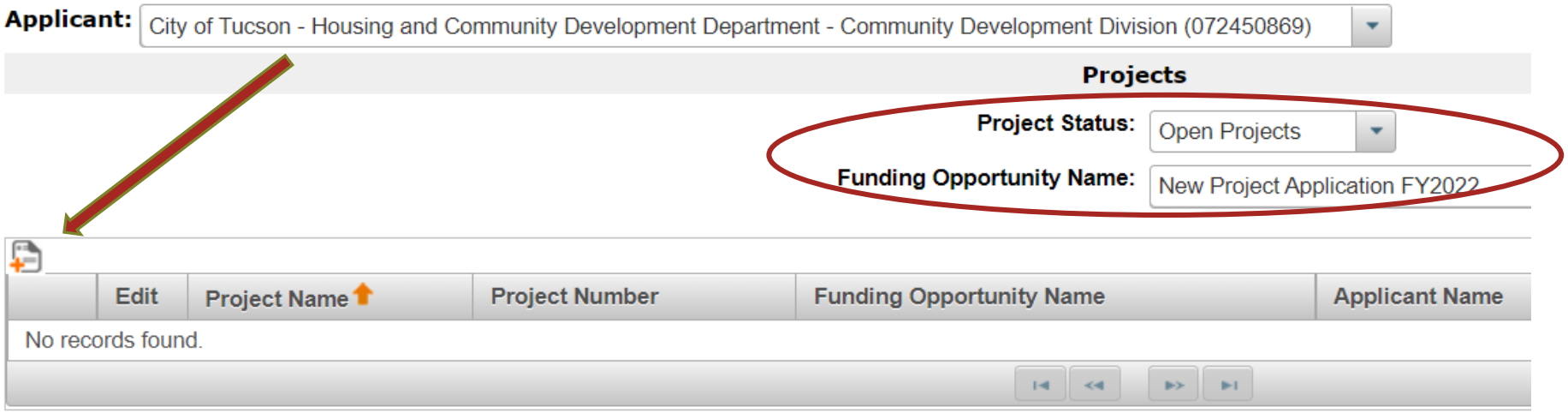
- From the ESNAPS home screen, select “Funding Opportunity Registrations”.
- From the Funding Opportunity Registrations page, select the registration icon next to appropriate Project Application (YHDP Renewal Project Application FY 20XX or YHDP Replacement Project Application FY 20XX)
- When prompted, confirm that you want to register for the funding opportunity.

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

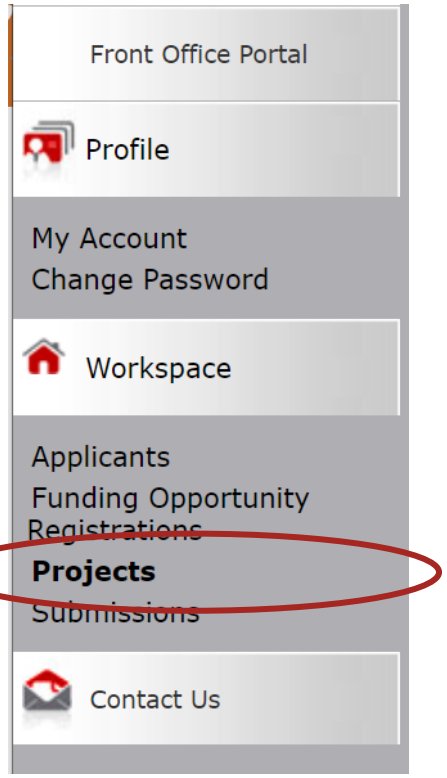
CREATE THE PROJECT APPLICATION



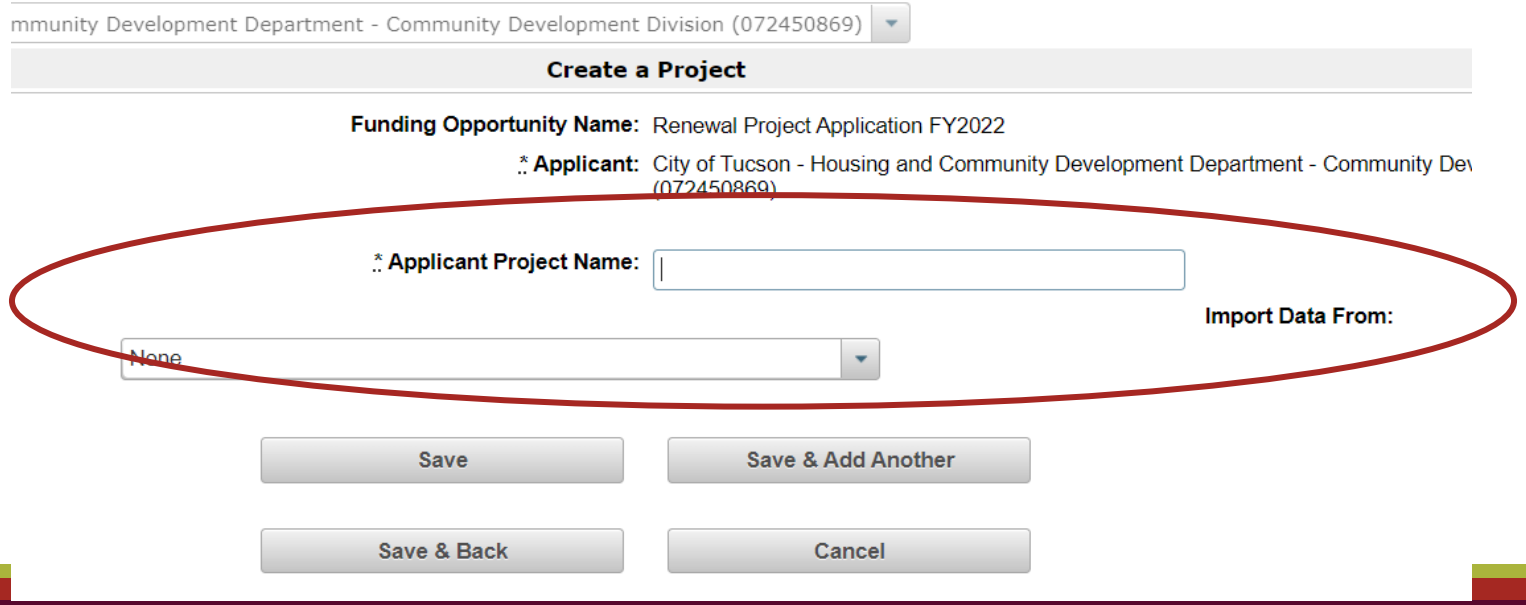
- From the ESNAPS home screen, select “Projects”.
- On the Project Screen, set Project Status to Open Projects and Funding Opportunity Name to match the opportunity registered for in previous step.
- Select the “New Project” icon to create the project application.



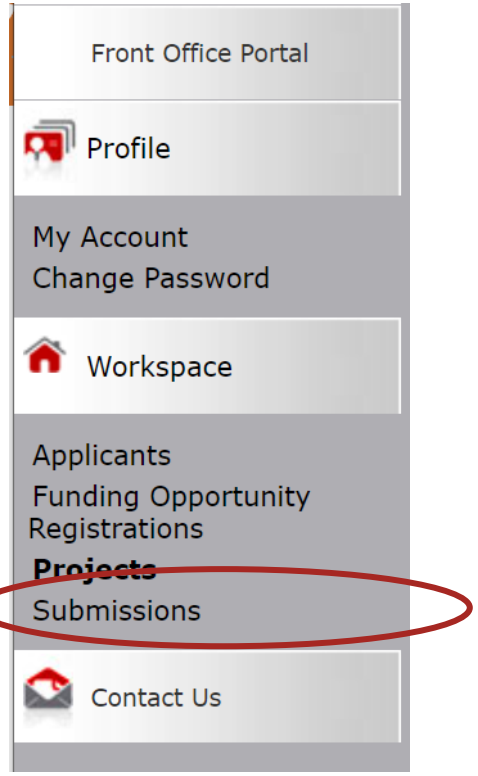
CREATE THE PROJECT APPLICATION



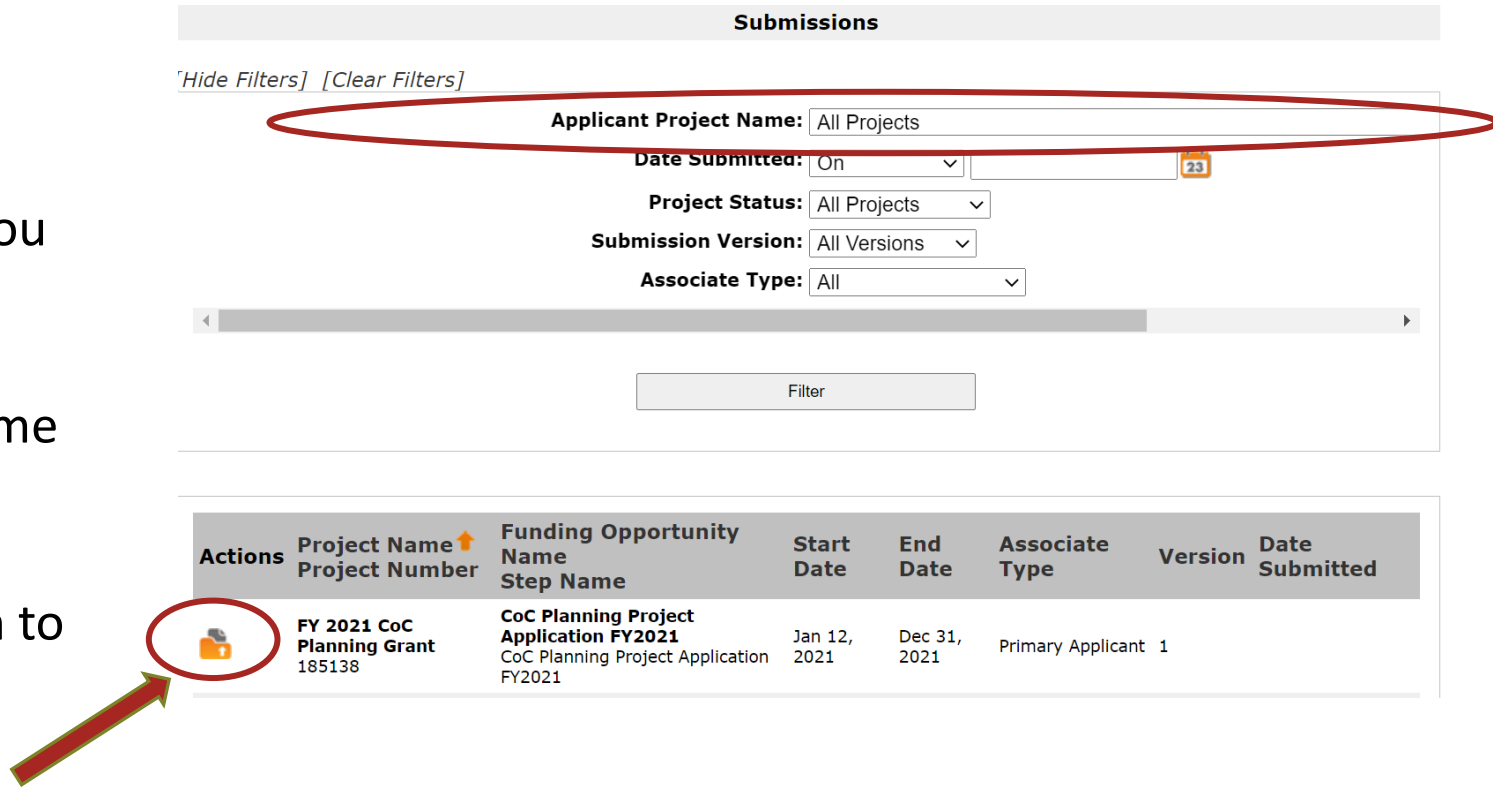
- On the New Project Application screen, enter the name of the FY 2023 project you are creating.
- **If a renewal project,** select the FY 2022 project application from which you would like to import existing data for the project application and save.
- Return to the ESNAPS Home Screen.



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 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 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 Grants Inventory Worksheet (GIW) posted at https://tpch.net/

- 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 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 November 1, 2025 and December 11, 2025 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/

Transition, Consolidation, and Expansion

SPECIAL CONSIDERATIONS FOR RENEWAL APPLICATIONS

TRANSITION GRANTS

Transition grants allow an existing project to change to a new project component (e.g. changing a transitional housing project to permanent supportive housing).

Unlike traditional reallocation, the transition grant allows a 12-month transition period during which the project begins operating under the new type while closing out services under the original type.

Transition grants will be evaluated in the same fashion as a renewal grant <u>but</u> the applicant must submit a new project application indicating that the project is created through the transition of an expiring CoC renewal project.

If you use the transition grant process, you cannot consolidate or expand a project that is transitioning.

GRANT CONSOLIDATION

May consolidate 2-10 renewal projects of the same project component (e.g. combining 2 or more rapid rehousing projects into one project).

Applicant submits renewal applications for each project indicating that the project is part of a proposed consolidation (no separate new project application required).

If each renewal project is selected for funding and the organization meets basic eligibility criteria for consolidation (positive prior performance, adequate financial management, etc.), HUD will award the renewals as a single consolidated project.

HUD uses a standard formula to calculate the start date of the new consolidated project to ensure that there is no lapse in funding for the consolidated projects.

GRANT CONSOLIDATION

Benefits	Concerns Identified by Some Organizations

• **Reduces number of separate grant agreements between agency and HUD resulting in:**
  • Fewer monitoring submissions
  • Fewer programmatic and financial reports
  • Fewer grant applications
• **Increased flexibility for spending within the larger consolidated grant budget resulting in:**
  • Fewer grant amendments
  • Fewer issues related to balancing expenditures between multiple projects
• **Reduces overall administrative burden for organization.**
	• **Will consolidation create a lapse in funding if grants start on separate years?** No – there is a standard process for calculating the start date of consolidation grants and does not result in a funding lapse.
	• **But what if a large consolidated project goes in Tier 2 and is lost?** TPCH uses a performance-based scoring process for the NOFO and prioritizes projects for funding based on performance, continued need, and community priorities. If a project within your organization is low-performing, consider all options to improve performance or reallocate the project.

EXPANSION PROJECTS

As described in the NOFO, 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
- OR: in the case of HMIS, increase the current HMIS activities within the CoC's geographic area

Expansion for DV Bonus:

DV Bonus funds can ONLY be used to expand an existing renewal project if the expansion project is dedicated to survivors of domestic violence, dating violence, sexual assault, or stalking who quality under paragraph 4 of the definition of homeless at 23 CFR 578.3

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

HOW TO SUBMIT VIA ESNAPS

CONSOLIDATION

Submit individual renewal project applications

Indicate terminating and surviving grant numbers

EXPANSION

Submit renewal project

Submit new project for expansion

- See detailed instructions for new projects and New Projects Pre-Proposal Webinar

Tips for eSNAPS Submission of Consolidation and Transition Projects

Consolidation Grants: If applying for a grant consolidation, you must:

- Indicate that the grant will be part of a consolidation on the Renewal Consolidation screen.
- Identify the surviving grant number for the consolidation (this is the grant with the earliest end date in the upcoming calendar year).
  - Surviving PIN: First 5 digits of the grant number (e.g. AZ000) with the earliest end date in the upcoming calendar year).
  - Terminating PIN: First 5 digits of all other grants included in the consolidation.

Expansion Grants: If the applicant is separately submitting a new project application to expand the eligible renewal grant, the applicant must:

- Indicate that the renewal grant is submitted as a "Stand Alone Renewal" and complete the Expansion table.
- Create a separate new project application for the expansion funds requested indicating that the grant is submitted as a "Stand-Alone Expansion" and complete the Expansion table.

Timeline and Resources

KEY DATES AND IMPORTANT RESOURCES

Application Review Process

Stage 1 - Threshold Review

- Conducted by CoC Lead Agency
- Verifies project meets HUD eligibility and quality threshold requirements
- Confirms completeness of federal and local application

Stage 2 – Project Scoring

- Conducted by Independent Review Panels
- Evaluates project application using approved Evaluation Criteria and CoC Renewal Project Performance Score Card
- Results in numeric score as a percentage of 100.00% for the project application.

Stage 3 – Project Ranking

- Conducted by Independent Review Panels
- Ranks new and renewal projects in order of priority for preliminary publication

Stage 4 – Final Ranking

- Determined by the CoC Board adjusting for community priorities and/or eligible and substantiated appeals (if applicable).

KEY DATES

November 28, 2025

- Requests to apply for transition or consolidation

December 11, 2025 at 11:59pm

- FY 2025 New and Renewal Project Applications Due.

December 15, 2025

- Responses to Threshold Review sent to recipients for correction

December 17, 2025

- Corrections requested from Threshold Review due back to CoC Lead

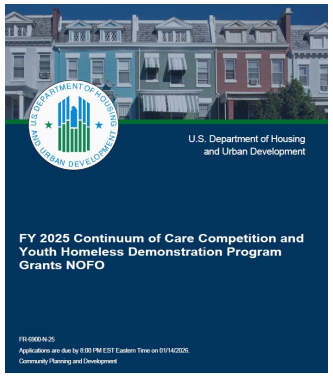
SEE PROCESS DOCUMENT FOR DETAILED CALENDAR

APPLICATION TOOLKIT

All of the following tools are useful for renewal projects to reference as they submit their applications and can be found at https://www.hud.gov/hud-partners/community-coc and https://tpch.net/

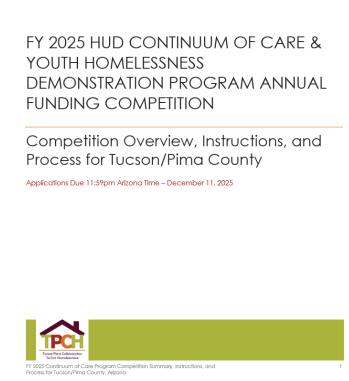
HUD Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2025 Continuum of Care Competition and Renewal or Replacement of Youth Homeless Demonstration Program Grants

- HUD priorities and threshold review processes



FY 2025 TPCH Continuum of Care Program Notice of Funding Opportunity Overview, Instructions, and Process for Tucson/Pima County

- Local priorities and specific submission process


FY 2025 HUD CONTINUUM OF CARE & YOUTH HOMELESSNESS DEMONSTRATION PROGRAM ANNUAL FUNDING COMPETITION

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

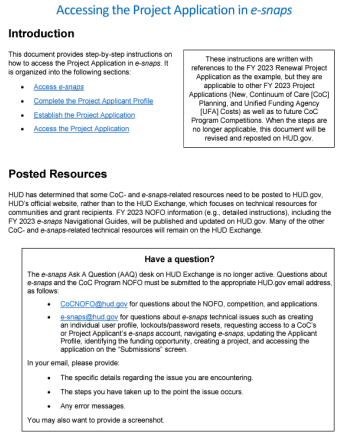
Applications Due 11:59pm Arizona Time – December 11, 2025

TPCH

FY 2025 Continuum of Care Program Competition Summary, Instructions, and Process for Tucson/Pima County, Arizona 1

How to access Project Applications in eSNAPS

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


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] Costs) 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 NOFO 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 for questions about the NOFO, competition, and applications.
- e-snaps@hud.gov for questions about *e-snaps* technical issues such as creating an individual user profile, lockouts/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.

HUD Detailed Instructions

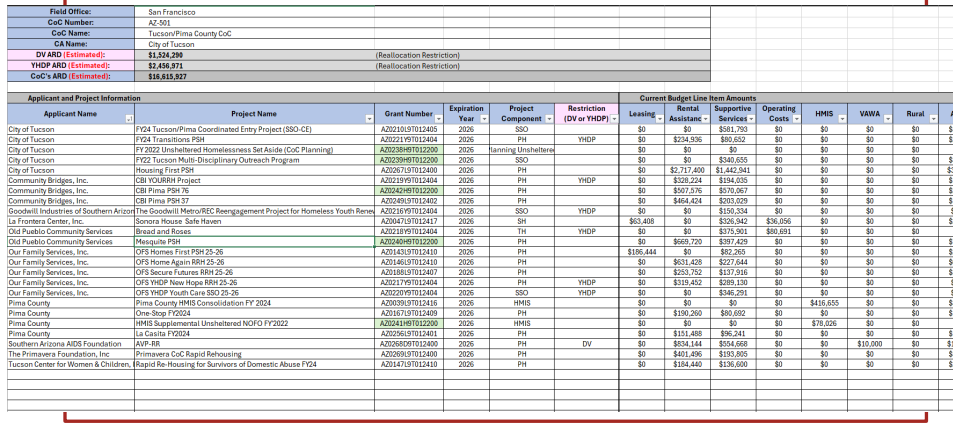
- Question by question guidance for how to respond and submit

HUD Navigational Guides (soon to be posted)

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

Grant Inventory Worksheets

- Ensuring the budget you submit matches what HUD already has on file.



Field Office:	San Francisco	
CoC Number:	AZ-501	
CoC Name:	Tucson/Pima County CoC	
CA Name:	City of Tucson	
DV ARD (Estimated):	$1,524,290	(Reallocation Restriction)
YHDP ARD (Estimated):	$2,450,971	(Reallocation Restriction)
CoC's ARD (Estimated):	$16,615,927	

Applicant and Project Information					Current Budget Line Item Amounts							
Applicant Name	Project Name	Grant Number	Expiration Year	Project Component	Restriction (DV or YHDP)	Leasing	Rental Assistanc	Supportive Services	Operating Costs	HMIS	VAWA	Rural
City of Tucson	FY24 Tucson/Pima Coordinated Entry Project (SSO-CE)	AZ0210LSTO12405	2026	SSO		$0	$0	$581,790	$0	$0	$0	$0
City of Tucson	FY24 Transitions PSH	AZ0221YSTO12404	2026	PH	YHDP	$0	$234,936	$80,652	$0	$0	$0	$0
City of Tucson	FY 2022 Unsheltered Homelessness Set Aside (CoC Planning)	AZ0238HSTO12200	2026	Planning Unsheltered		$0	$0	$0	$0	$0	$0	$0
City of Tucson	FY22 Tucson Multi-Disciplinary Outreach Program	AZ0239HSTO12200	2026	SSO		$0	$0	$340,655	$0	$0	$0	$0
City of Tucson	Housing First PSH	AZ0267LSTO12400	2026	PH		$0	$2,717,400	$1,442,941	$0	$0	$0	$0
Community Bridges, Inc.	CBI YOURRH Project	AZ0219YSTO12404	2026	PH	YHDP	$0	$328,224	$194,035	$0	$0	$0	$0
Community Bridges, Inc.	CBI Pima PSH 76	AZ0242HSTO12200	2026	PH		$0	$507,576	$570,067	$0	$0	$0	$0
Community Bridges, Inc.	CBI Pima PSH 37	AZ0249LSTO12402	2026	PH		$0	$464,424	$203,029	$0	$0	$0	$0
Goodwill Industries of Southern Arizon	The Goodwill Metro/REC Reengagement Project for Homeless Youth Renew	AZ0216YSTO12404	2026	SSO	YHDP	$0	$0	$150,334	$0	$0	$0	$0
La Frontera Center, Inc.	Sonora House Safe Haven	AZ0047LSTO12417	2026	SH		$63,408	$0	$326,942	$36,056	$0	$0	$0
Old Pueblo Community Services	Bread and Roses	AZ0218YSTO12404	2026	TH	YHDP	$0	$0	$375,901	$80,691	$0	$0	$0
Old Pueblo Community Services	Mesquite PSH	AZ0240HSTO12200	2026	PH		$0	$669,720	$397,429	$0	$0	$0	$0
Our Family Services, Inc.	OFS Homes First PSH 25-26	AZ0143LSTO12410	2026	PH		$186,444	$0	$82,265	$0	$0	$0	$0
Our Family Services, Inc.	OFS Home Again RRH 25-26	AZ0146LSTO12410	2026	PH		$0	$631,428	$227,644	$0	$0	$0	$0
Our Family Services, Inc.	OFS Secure Futures RRH 25-26	AZ0188LSTO12407	2026	PH		$0	$253,752	$137,916	$0	$0	$0	$0
Our Family Services, Inc.	OFS YHDP New Hope RRH 25-26	AZ0217YSTO12404	2026	PH	YHDP	$0	$319,452	$289,130	$0	$0	$0	$0
Our Family Services, Inc.	OFS YHDP Youth Care SSO 25-26	AZ0220YSTO12404	2026	SSO	YHDP	$0	$0	$346,291	$0	$0	$0	$0
Pima County	Pima County HMIS Consolidation FY 2024	AZ0039LSTO12416	2026	HMIS		$0	$0	$0	$0	$416,655	$0	$0
Pima County	One-Stop FY2024	AZ0167LSTO12409	2026	PH		$0	$190,260	$80,692	$0	$0	$0	$0
Pima County	HMIS Supplemental Unsheltered NOFO FY2022	AZ0241HSTO12200	2026	HMIS		$0	$0	$0	$0	$78,026	$0	$0
Pima County	La Casita FY2024	AZ0256LSTO12401	2026	PH		$0	$151,488	$96,241	$0	$0	$0	$0
Southern Arizona AIDS Foundation	AVP-RR	AZ0268DSTO12400	2026	PH	DV	$0	$834,144	$554,668	$0	$0	$10,000	$0
The Primavera Foundation, Inc	Primavera CoC Rapid Rehousing	AZ0269JSTO12400	2026	PH		$0	$401,496	$193,805	$0	$0	$0	$0
Tucson Center for Women & Children, I	Rapid Re-Housing for Survivors of Domestic Abuse FY24	AZ0147LSTO12410	2026	PH		$0	$184,440	$136,600	$0	$0	$0	$0

FY2025 CoC Program Competition

On March 15, 2025, the President signed H.R. 1968 authorizing the Full-Year Continuing Appropriations and Extensions Act, 2025 (Public Law 119-4) which makes approximately $3,524,000,000 of CoC Program funding available for FY 2025, authorizing homeless services organizations to apply for competitive funding to provide supportive services and housing programs for individuals and families experiencing homelessness.

A

All of the

Annual Renewal Demand and PPRN Reports

- FY2025 CoC Geographic Codes with PPRN Amounts
- Estimated Annual Renewal Demand Amount Report
- Rural Area Geocode Report

CoC Application Detailed Instructions

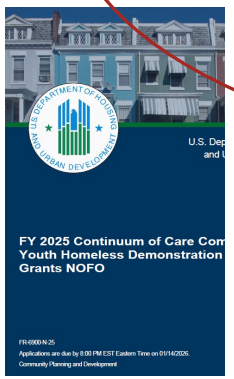
- CoC Applicant Profile e-snaps Navigational Guide
- CoC Application Detailed Instructions (Coming Soon)
- CoC Priority Listing Detailed Instructions (Coming Soon)

Project Application Detailed Instructions and e-snaps Navigational Guides

- How to Access Project Applications in e-snaps
- Project Applicant Profile e-snaps Navigational Guide
- FY2025 Project Application FAQs (Coming Soon)
- Renewal Projects Detailed Instructions (Coming Soon)
- New Projects Detailed Instructions (Coming Soon)
- Renewal YHDP Detailed Instructions (Coming Soon)
- YHDP Replacement and Reallocation Detailed Instructions (Coming Soon)
- CoC Planning Detailed Instructions (Coming Soon)
- UFA Costs Detailed Instructions (Coming Soon)

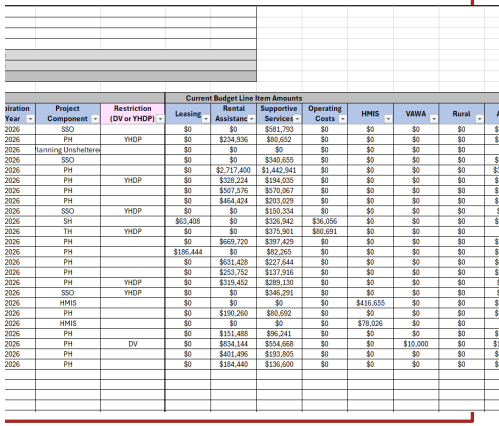
HUD Notice of Funding Oppo
for Fiscal Year (FY) 2025 Con
Competition and Renewal o
of Youth Homeless Demonstr
Grants

- HUD priorities and threshold processes



Grant Inventory Worksheets

- Ensuring the budget you submit matches what HUD already has on file.



Resources

- View One Pager here
- View Factsheet here
- Continuum of Care HUDExchange
- CoC Program Toolkit
- e-snaps 101 Toolkit
- e-snaps 201 Toolkit

- FY2025 Continuum of Care (CoC) Builds Notice of Funding Opportunity (NOFO)

Use your resources!

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 HUD

NOFO clarification, etc.

Email cocnofo@hud.gov

Neighborly Demo

Process Document has a user guide that describes the following:

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

KEY DATES

November 28, 2025

- Requests to apply for transition or consolidation

December 11, 2025 at 11:59pm

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SEE PROCESS DOCUMENT FOR DETAILED CALENDAR

Neighborly Demo

Process Document has a user guide that describes the following:

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- Troubleshooting

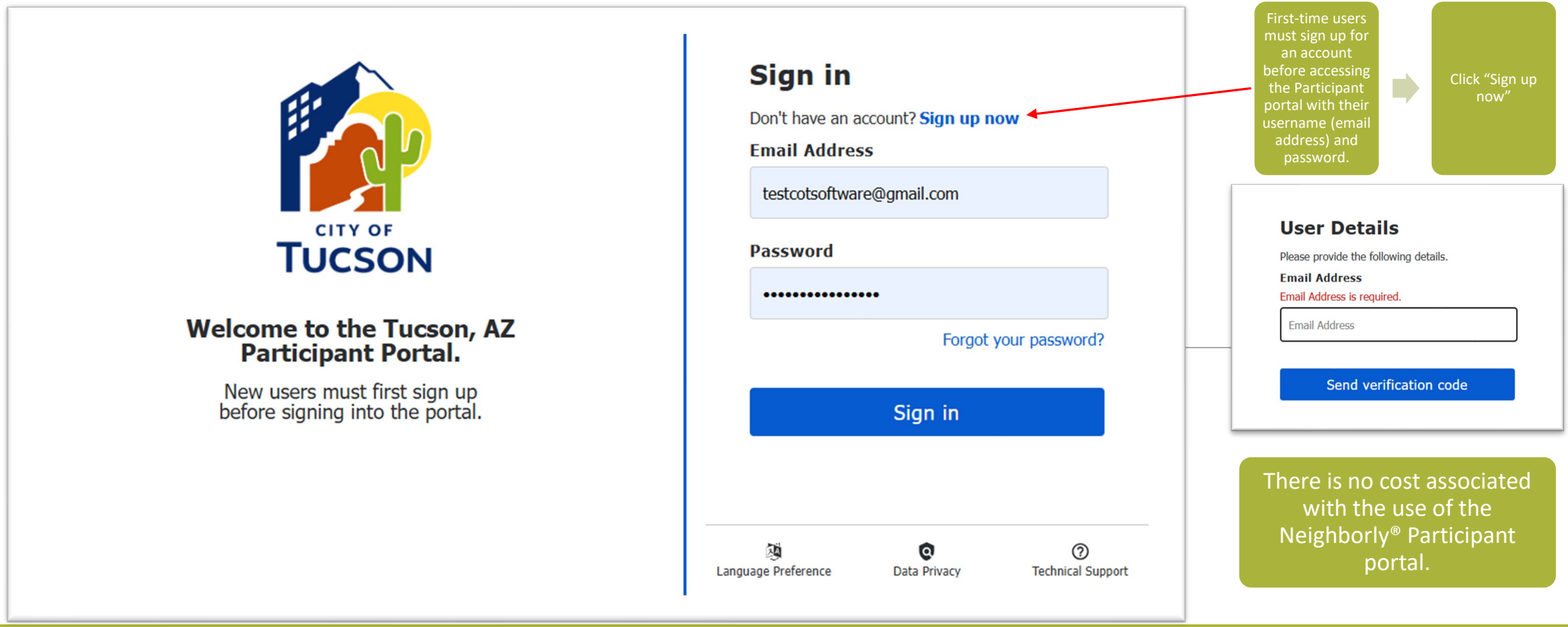
Continuum of Care (NOFO) FY25

Tucson Pima Collaboration
To End Homelessness

Neighborly Participant Portal Training

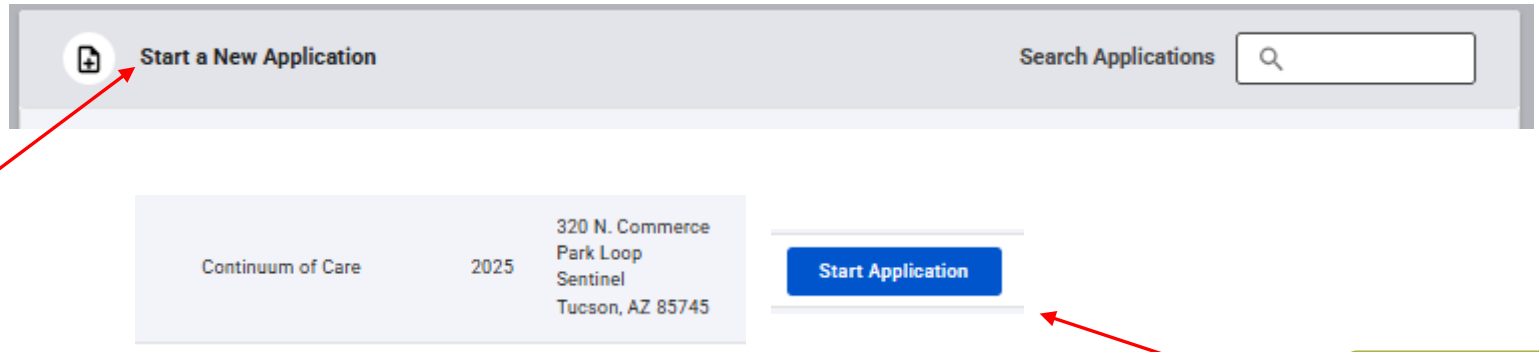
Accessing the Neighborly® Participant Portal

Website Link: https://portal.neighborlysoftware.com/tucsonaz/participant



Neighborly® Participant Dashboard

The “Continuum of Care” application is listed under the “Start a New Application” section.

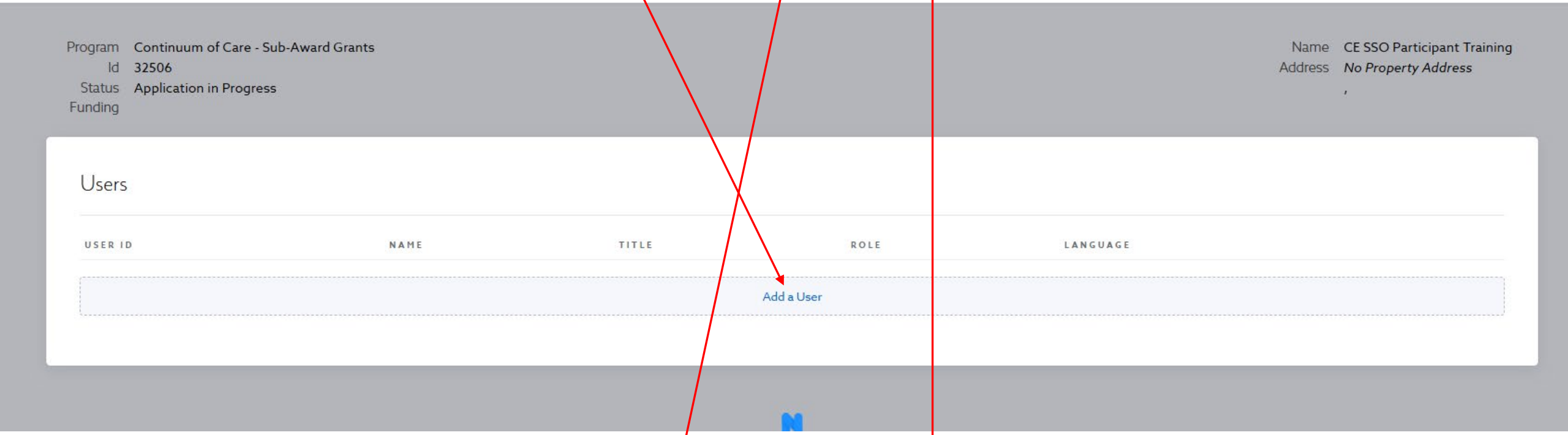


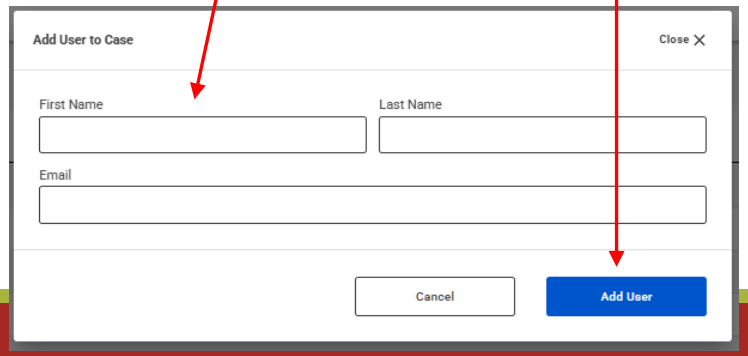
Click “Start Application”

Neighborly® Adding Users

*You must have access to a case before you can add users.

No limit to the number of users assigned to a case → Add users who need access (Finance, Staff responsible for reporting, etc.) → Click "Add User" → Complete First Name, Last Name, and Email address → Click "Add User" → User creates Neighborly account → User can access project



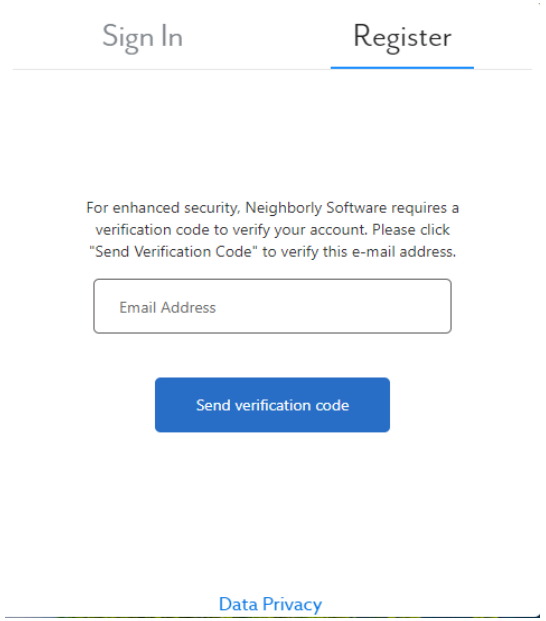


Inform the user that they have been added and provide guidance for accessing the Neighborly® Participant portal

Neighborly® Registering Your Account

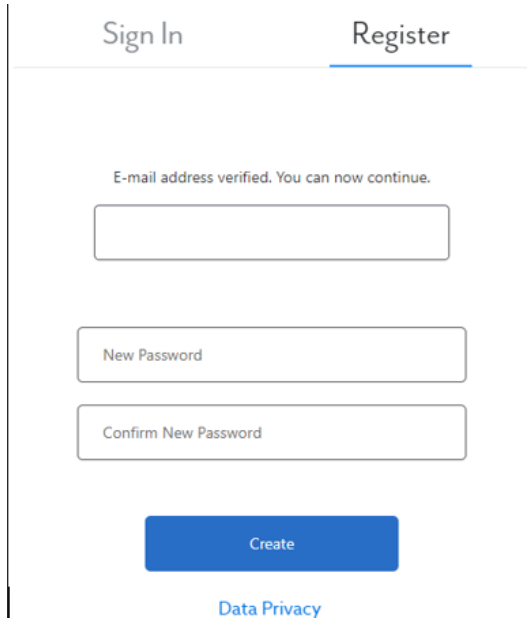
Participant Portal Link:
https://portal.neighborlysoftware.com/TUCSONAZ/Participant

Registering your account
To register, go to the participant portal link, select the “Register” tab to complete the registration. Enter your email address and click “Send verification code” to receive an email with the verification code.



Neighborly® Registering Your Account

Note: The verification email will come from Microsoft on behalf of Neighborly Software msonlineservicesteam@microsoftonline.com. Please ensure this email address is in your safe sender list to ensure the timely delivery of verification emails. Enter your six-digit verification code and click the “Submit code” button.

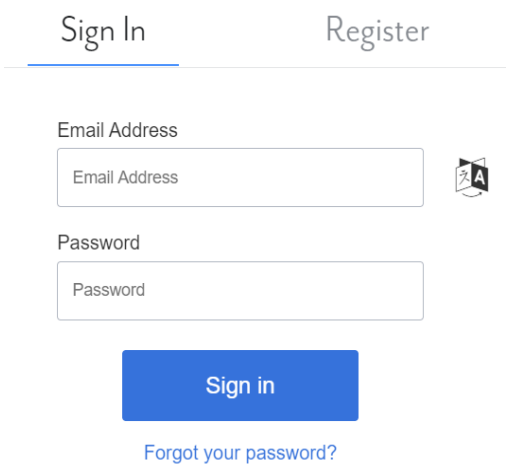


Once you have submitted this code, please set up a complex password. Passwords should be 12 characters long, contain an uppercase and lowercase, number and special character. Once a user has created their password, the system will re-direct to the dashboard.

Neighborly® Registering Your Account

Logging In
Once your account has been registered, you may login (using the same link above) by entering the email address and password used during registration.

Forgot your Password
If you forget your password, click on the link at the bottom of the login screen that says “Forgot your Password?” and follow the prompts to create a new password. For security purposes, the system will send an email to the registered email address with a link to reset your password.



Neighborly® Registering Your Account

Changing your Password

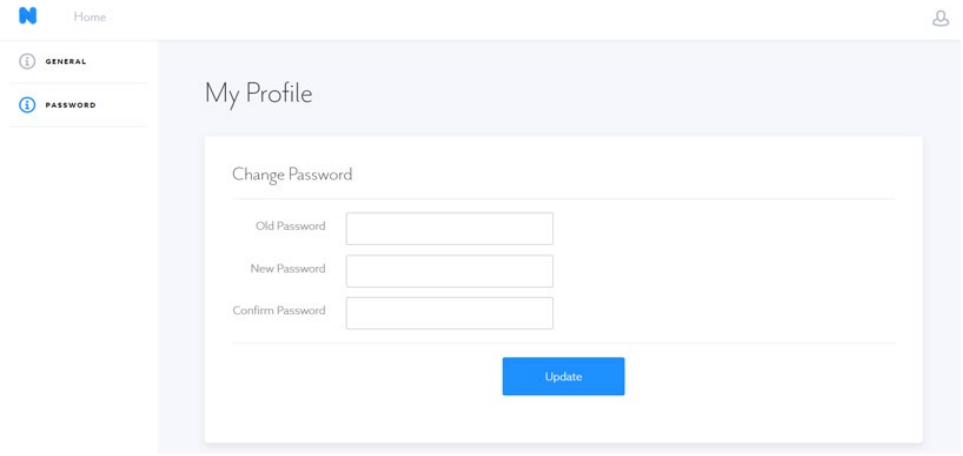
To change your password, log into the Administrator Portal.

Click on the icon on the top right corner of the screen and select “My Profile”. Then select the Password option on the left side of the screen. For security purposes, you will be required to enter your Old Password before selecting a New Password.

Passwords should be 12 characters long, contain an uppercase and lowercase, number and special character. Once a user has created their password, the system will re-direct to the dashboard.

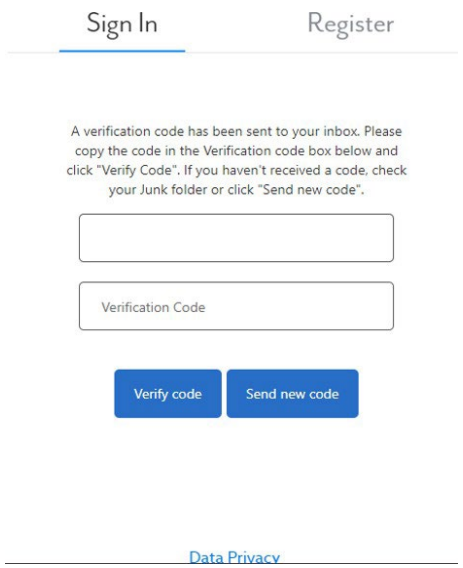
Signing Out

To sign out (aka log out) of the system, click on the icon on the top right corner of the screen and select “Sign Out”. It is important to note that the system will automatically log a user out after 30 or 60 minutes of inactivity.



Neighborly® Registering Your Account

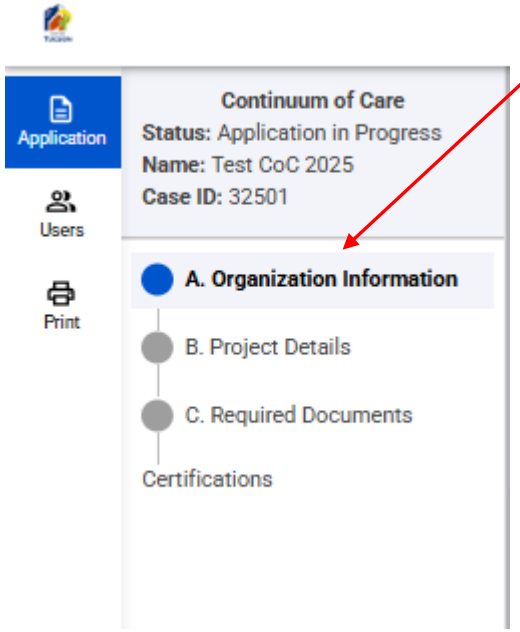
Once the user has received the code, the user will copy the code into the text box and click “verify code”. If at any point the code is not accepted, please select “Send new code’ to have another one sent. Once you have verified your computer, you will be re-directed to the dashboard.



Neighborly® Continuum of Care Application

Complete each section of the application:

- Click on the section starting with “Organization Information.”
- Once the information in the section has been completed, click “Complete and Continue.”
- Once sections A thru C are completed, the Certifications section will open.
- When all certifications are checked, click “Submit.”



Neighborly® Continuum of Care Application

- The CoC Lead will receive an email notification once your application has been submitted. They will review your application to confirm all information is complete.
- Your application will be under “Review” status until which time the application is processed.
- All users associated with the case will receive a notification once the application is approved.
- You will be notified if your application requires corrections.

Questions???

Contact:

TPCH NOFO – tpch-nofo@tucsonaz.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