

Detailed Instructions for Completing the Renewal Project Application:

Fiscal Year 2016 Continuum of Care Program Application Process



U.S. Department of Housing and Urban Development
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Detailed Instructions for Completing the FY 2016 Renewal Project Applications

This document provides supplementary instructions for organizations completing the Fiscal Year (FY) 2016 renewal project application for funding available through the Notice of Funding Availability (NOFA) for the FY 2016 Continuum of Care (CoC) Program Competition. It details each field within the renewal application in order to help applicants unfamiliar with the process understand each screen in the electronic grants management system called *e-snaps*. It also provides updates for longtime applicants regarding application changes for FY 2016 (See page 3). **Before reading these detailed instructions**, please remember to review and have ready access to the following documents to ensure that projects are consistent with the FY 2016 CoC Program Competition policies and procedures:

- [FY 2016 CoC Program Competition NOFA](#);
- [The CoC Program interim rule \(24 CFR part 578\)](#);
- [The McKinney-Vento Act, as amended by the HEARTH Act](#); and
- A copy of the CoC's final HUD-approved FY 2016 Grant Inventory Worksheet (GIW) obtained from the CoC's Collaborative Applicant.

The structure of these instructions is designed to mirror the 8 parts and 30 possible screens of the renewal application listed in Table 1 on the following page:

- Parts 1 and 2 are the same regardless of your project type;
- Screen and field visibility for Parts 3 through 6 are largely dependent on your particular project and are separated for each of the six renewal project types: Permanent Supportive Housing (PH-PSH), Rapid Rehousing (PH-RRH), Transitional Housing (TH), Supportive Services Only (SSO) – including SSO Coordinated Entry projects, Safe Havens (SH), and Homeless Management Information Systems (HMIS); and
- Parts 7 and 8 are the same regardless of your project type.

For questions about your project application and how it is affected by HUD rules, regulations, and policy, first contact your CoC or the CoC's Collaborative Applicant for clarification. When in doubt, submit a question to the HUD Exchange *e-snaps* Ask a Question (AAQ) located at www.hudexchange.info/get-assistance/. If another category is selected (e.g., CoC Program) the CoC Program Competition question will be rerouted to the *e-snaps* AAQ desk which will cause a delay in response from HUD. You can also find additional information regarding the CoC Program on the CoC webpage at www.hudexchange.info/coc.

In the table below all white cells marked with an "X" indicate that the corresponding screen *can be* accessed depending on the responses provided in the application. The grey cells indicate that the corresponding screens cannot be accessed by applicants requesting funding for the associated project type (column).

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Table 1: Renewal Project Application Screens in *e-snaps*

Screen Title	Renewal					
	PH-PSH	PH-RRH	TH	SSO	HMIS	SH
Before Starting	X	X	X	X	X	X
Part 1 - SF-424						
1A. Application Type	X	X	X	X	X	X
1B. Legal Applicant	X	X	X	X	X	X
1C. Application Details	X	X	X	X	X	X
1D. Congressional District(s)	X	X	X	X	X	X
1E. Compliance	X	X	X	X	X	X
1F. Declaration	X	X	X	X	X	X
Part 2 - Subrecipient Information						
2A. Subrecipients	X	X	X	X	X	X
2B. Recipient Performance	X	X	X	X	X	X
Part 3 - Project Information						
3A. Project Detail	X	X	X	X	X	X
3B. Description	X	X	X	X	X	X
Part 4 - Housing Services and HMIS						
4A. Supportive Services for Participants	X	X	X	X		X
4A. HMIS Standards					X	
4B. Housing Type and Location	X	X	X			X
Part 5 - Participants and Outreach						
5A. Households	X	X	X	X		X
5B. Subpopulations	X	X	X	X		X
5C. Outreach	X	X	X	X		X
Part 6 - Budget Information						
6A. Funding Request	X	X	X	X	X	X
6B. Leased Units	X		X			X
6C. Leased Structures	X		X	X		X
6D. Rental Assistance	X	X	X			
6E. Supportive Services	X	X	X	X		X
6F. Operating	X		X			X
6G. HMIS	X	X	X	X	X	X
6H. Sources of Match	X	X	X	X	X	X
6I. Summary Budget	X	X	X	X	X	X

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Screen Title	Renewal					
	PH-PSH	PH-RRH	TH	SSO	HMIS	SH
Part 7 - Attachments and Certification						
7A. Attachments	X	X	X	X	X	X
CoC Rejection Letter	X	X	X	X	X	X
Con Plan Cert	X	X	X	X	X	X
7B. Certification	X	X	X	X	X	X
Part 8 - Submission Summary						
8A. Notice of Intent to Appeal	X	X	X	X	X	X
8B. Summary	X	X	X	X	X	X

What's New

HUD has removed multiple screens and questions from the FY 2016 project application process in an effort to reduce application completion time. Applicants are no longer required to complete the following *e-snaps* screens and questions:

- HUD has removed questions related to ***Coordinated Entry (CE)*** from **Screen 3B** for CoC renewal applications. However, while the CE questions have been removed for renewals, CoCs are still required by the McKinney Act as amended to establish and operate a CE system. Note: these questions remain in the New project application and there are still coordinated entry related questions for SSO projects that are dedicated for the operation of coordinated entry processes.
- HUD has removed questions related to ***Educational Assurances*** from **Screen 4A** for CoC renewal applications. However, while the Educational Assurance questions have been removed for renewals, CoCs are still required by the McKinney Act as amended to observe these requirements. Note: these questions remain in the New project application as the assurances remain a statutory requirement with which *all* applicants must comply.
- HUD has removed the two screens and questions related to ***Performance Measures*** from what was previously **Part 6** of the renewal applications. Note: these screens and questions were also removed from the New project application.
- HUD has removed the questions related to ***Leverage Amounts*** from what was previously the **Part 7 “Sources of Match or Leverage”** screen of the renewal application. Note: these screens and questions were also removed from the New project application.
- HUD has removed questions for SSO Coordinated Entry renewal applications pertaining to **Part 4 “Housing and Services”** and to **Part 5 “Participants and Outreach.”**

All Projects: Part 1: SF-424

Part 1 of the Project Application, Screens 1A-1F, is configured as the SF-424, a universal application for Federal assistance. Its completion is a pre-requisite for submission of a Project Application. Project applicant information, proposed project information, and certain compliance requirements are collected in the SF-424.

Only some of the items within the SF-424 require applicant input. Required fields are identified with an asterisk (*) and are also specified as “required” in the on-screen instructions. All other fields, including those shaded in gray, are not available for edit and are either not applicable to the renewal project application, standard for all applications, or prepopulated from the Project Applicant Profile. It is your responsibility to review information prepopulated from the Project Applicant Profile to ensure accuracy

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and to correct inaccurate information by first exiting the project application and entering the Project Applicant Profile from the “Applicants” link on the *e-snaps* main menu. The “Submission Summary” screen in *e-snaps* will indicate any screens that must be completed by listing them as “Please Complete.”

Parts 2 – 8 of the Project Application are not visible until all mandatory SF-424 fields are completed.

Screen 1A. Application Type

Only field 5b and checkbox that follows it on Screen 1A are editable. No other fields can be edited.

1. **Type of Submission.** No action required; the field cannot be changed.
2. **Type of Application.** This field should indicate “Renewal.” When the project applicant selected a funding opportunity before opening the application, they determined if the Project Application they are completing is for a new, CoC planning, UFA costs, or renewal project. If the field does not indicate “Renewal,” return to the *e-snaps* Funding Opportunity screen and create a “Renewal” project.
3. **Date Received.** No action required. This field is not available for edit and automatically prepopulates with the current date. The date that the applicant clicks “submit” on Screen 8B will be the final date captured in *e-snaps*.
4. **Applicant Identifier.** Not applicable; leave this field blank.
- 5a **Federal Entity Identifier.** No action required; leave this field blank.
- 5b **Federal Award Identifier.** Enter the **correct** expiring grant number in this field.

For grants that were renewed in the FY 2015 funding process: The field will populate with the FY 2014 grant number from the previously submitted application for reference. Update the last 4 digits to reflect the correct FY 2015 grant number from your awarded FY 2015 renewal project.

For all other renewal grants: The field will be blank and must be completed with the full grant number for the current contract that you are applying to renew.

The expiring grant number is either 11 characters or 15 characters and listed on the final HUD-approved FY 2016 GIW, conditional award letter or executed grant agreement for the expiring grant. Here are four examples of what your grant number might look like: KY0097L4I011304, NY0999B2T001104, MS0002C1T001003, and CA01C900151. ***Failure to enter the correct grant number may significantly delay the funding of the project.***

Check to confirm that the Federal Award Identifier has been updated to reflect the most recently awarded grant number. Once you have confirmed that the number entered into field 5b has been updated and accurately represents the current expiring grant number for the project requesting renewal funds, click the checkbox. This is a required field.

6. **Date Received by State.** No action required.
7. **State Application Identifier.** No action required.

Screen 1B. Legal Applicant

All fields on Screen 1B populate from the *e-snaps* Project Applicant Profile and cannot be edited.

8. **Applicant.** Ensure the accuracy of the organization’s legal name, address, and contact person. The legal name must match the name on the organization’s articles of incorporation or other legal governing authority. Surrogate names, abbreviations, or acronyms should not be listed. The applicant **must also be** the recipient of record for the grant requesting renewal and **must not be** a new organization that plans to take over the responsibilities of the grant upon renewal. If the applicant listed is not the recipient of record, the project application request will be rejected.

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HUD will contact the person listed in field “F” regarding curable deficiencies for the application, and so this person should be the most knowledgeable about the application. This may be the organization’s authorized representative, a program manager, financial analyst, or grant writer.

Screen 1C. Application Details

All items on Screen 1C populate from the Project Applicant Profile or with a set value and *cannot be edited*.

9. **Type of Applicant.** This field must identify how the project applicant is legally organized and prepopulates from the organization type selected in the *e-snaps* Project Applicant Profile.
10. **Name of Federal Agency.** No action required.
11. **Catalog of Federal Domestic Assistance (CFDA) Title.** No action required. The CFDA title refers to the specific HUD program under which assistance is requested. The FY 2016 funding process only provides assistance through the CoC Program, CFDA Number 14.267.
12. **Funding Opportunity Number.** No action required.
 - **Funding Opportunity Title.** No action required.
13. **Competition Identification Number.** Not applicable.
 - **Competition Identification Title.** Not applicable.

Screen 1D. Congressional Districts

Some of the items on Screen 1D are required, some are optional, and others are populated and cannot be edited.

14. **Area(s) affected by the project (State(s) only).** Indicate the state(s) in which the proposed project will operate and serve homeless persons. Note that the state(s) selected will determine the geographic areas available on Screen 4B. Housing Type and Location, for PH, TH, and SH projects.
15. **Descriptive Title of Applicant’s Project.** No action required. This field populates with the name entered when the project applicant created the project from the “Projects” form in *e-snaps*. To change the name, leave the application, go back to the “Projects” form, identify the correct project on the list of projects, open the project and edit the name. Once the application is reopened from the “Submissions” form, the new project name will appear.
16. **Congressional District(s).** HUD uses the district(s) selected here to report certain project data and award amounts to members of Congress. The following website can assist with locating the correct congressional districts: www.nationalatlas.gov/printable/congress.html.
- 16a. **Applicant.** No action required and this field cannot be edited. The congressional district(s) in which the project applicant operates is prepopulated on this screen from the *e-snaps* Project Applicant Profile.
- 16b. **Project.** Identify the congressional district(s) in which the project is operating. For first-time renewal project applications that have not yet begun operations, identify the district(s) in which the proposed project is expected to operate.
17. **Proposed project.** Provide the start and end dates for the proposed project’s upcoming operating year. First-time renewal projects that have yet to begin operations should indicate the expected operating start date and end date. The operating end date must be in Calendar Year (CY) 2017 (between January 1, 2017 and December 31, 2017), and the operating start date must be the first day of the month. Official operating dates are recorded in HUD’s electronic Line of Credit Control System (eLOCCS).
18. **Estimate funding (\$).** No action required. The requested funding amounts must be identified in Part 6 of the application.

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Screen 1E. Compliance

Applicants must complete the fields on Screen 1E. Project Applicants that were awarded renewal funding in FY 2015 and have imported their previous year's application data must review the information and update as needed.

- 19. Executive Order 12372.** The project applications submitted in the CoC Program Competition are subject to the provisions of Executive Order (EO) 12372, which allows States the option to review applications for projects operating within their States and requesting assistance under certain Federal programs. For a list of states that have chosen to review applications, along with State Points of Contact (SPOC) visit www.gov/omb/grants_spoc.

For projects proposing to serve persons in more than one state, the project applicant should contact the SPOC of each affected state as early as possible to alert them to the application and receive any necessary instructions on the State process used under this EO. Applicants should allow time for the State's review process to occur prior to submitting their funding application. In cases where the SPOC has not reviewed an application prior to the application submission deadline, Project Applicants should submit the application to meet the application deadline.

On Screen 1E, select "a" or "b" to indicate whether the application has been selected for review by the state(s) in which the project operates (or will operate). If "a," indicate the date on which the application was made available to the State(s). Option "c" is a standard SF-424 option but is not an appropriate selection for applications submitted under the CoC Program competition.

- 20. Delinquent debt.** On Screen 1E, select "Yes" or "No" to indicate whether the project applicant owes debt to any Federal agency. It is HUD's policy, consistent with 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that Project Applicants with an outstanding Federal debt will not be eligible to receive HUD funds, unless: (1) a negotiated repayment schedule is established and the repayment schedule is not delinquent, or (2) other arrangements satisfactory to HUD are made prior to the award of funds by HUD. The explanation of any debt owed and the repayment arrangements must be provided on Screen 1E. If arrangements satisfactory to HUD cannot be completed within 90 days of notification of selection, HUD will rescind the conditional award of funds with a project applicant.

Screen 1F. Declaration

Screen 1F must identify the person authorized to act for the project applicant organization and to assume the obligations imposed by the Federal laws, program regulations, NOFA requirements, and conditions for a grant or grant application, including the applicable Federal regulations. All fields populate from the Authorized Representative listed in the Project Applicant Profile and cannot be edited.

On Screen 1F, Project Applicants must click the checkbox next to the "I agree" statement. By checking the box, the project applicant agrees to be bound by all terms and conditions associated with the funding request, and certifies that data and content in the application (including all attachments) are true and correct.

Parts 2 through 8 of the application will remain hidden in *e-snaps* until the checkbox is selected and the screen is saved. If the box is not selected, the applicant will not be able to proceed with the application.

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All Projects: Part 2: Subrecipient and Recipient Information and Experience

To make sure that CoC Program funds are being used in an efficient and effective manner, HUD must confirm that the organizations responsible for implementing awarded projects have adequate experience and past performance. Part 2 requires applicants to enter general information concerning the organizations that it plans to designate as subrecipients and to describe performance related to grant and financial management.

Screen 2A. Subrecipient(s)

Screen 2A allows applicants to list the subrecipients that they propose to carry out certain project functions and must be completed for each subrecipient. For more information on the use of subrecipients and the difference between a subrecipient and a contractor, review the definition at 24 CFR 578.3, recipient responsibilities at 24 CFR 578.23(c)(4)-(11), and the following document at: www.hudexchange.info/resources/documents/SNAPS-Shots-Using-Contractors-in-ESG-and-CoC-Programs.pdf

One of the general requirements of a subrecipient is to designate a contact person who has the authority to act on its behalf as it relates to carrying out the actions contracted by the project applicant. This information must be completed for all application submissions, and Screen 2A must capture all subrecipient organizations and their designated contact persons. Project Applicants are not required to fill out this screen if there are no subrecipients.

Click the add  icon to enter subrecipient information on Screen 2A. For existing subrecipients that have been imported from the FY 2015 renewal application, click the view  icon to review and update (if necessary) the subrecipient's information. To delete a subrecipient listed on Screen 2A that is no longer participating in the grant, select the delete  icon. Use the Hide/Show instructions on the screen for assistance in completing each field.

Note: Project Applicants must attach nonprofit documentation on Screen 7A for all private nonprofit subrecipients included on this screen.

Screen 2B. Recipient Performance

Per 24 CFR part 578 and the FY 2016 CoC Program Competition NOFA requires that Project Applicants specifically identify four benchmarks for grants and financial management that communities must reach to meet this standard:

1. On-time APR submission;
2. Resolved HUD monitoring findings, or OIG Audits, if applicable;
3. Maintaining quarterly drawdowns; and
4. The full expenditure of awarded funds.

The following questions are designed to inform HUD of the recipient's performance related to these four statutory and regulatory requirements and to provide the recipient with an opportunity to explain their inability to meet the related standards. The responses to these questions will be verified with the local HUD CPD Field Offices.

1. **Has the recipient successfully submitted the APR on time for the most recently expired grant term related to this renewal project request?** APRs are due within 90 days after the grant term expires. Select "Yes" to indicate that an APR has been submitted for the grant term that has most recently expired (for some grants this will be the FY 2015 renewal, for others the FY 2014). Select "No" to indicate that an APR has not been submitted for the grant term that has most recently expired or if this is a first-time renewal for which the original grant term has not yet expired.

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- a. **Explain why the APR for the most recently expired grant term related to this renewal project request has not been submitted.** If you selected “No” above, provide a brief explanation for why the APR was not submitted on time. For those first-time renewals for which the original grant term has not yet expired, please write, “First-time renewal and grant term has not yet expired” and provide the date by which the APR must be submitted.
2. **Does the recipient have any unresolved HUD Monitoring and/or OIG Audit findings concerning any previous grant term related to this renewal project request?** Select “Yes” if there are any unresolved HUD Monitoring or OIG Audit findings, regardless of the funding year of the project for which they were originally identified. Select “No” if there are no unresolved HUD Monitoring or OIG Audit findings.
 - a. **Date HUD or OIG issued the oldest unresolved finding(s):** If you selected “Yes” above, use the calendar icon to select the date that the oldest unresolved finding was issued.
 - b. **Explain why the finding(s) remains unresolved:** If you selected “Yes” above, provide a brief explanation for why the monitoring or audit finding remains unresolved and the steps that have been taken towards resolution (e.g., responded to the HUD letter, but no final determination received).
3. **Has the recipient maintained consistent Quarterly Drawdowns for the most recent grant terms related to this renewal project request?** CoC Program recipients are required to draw funds at least quarterly. Select “Yes” to indicate that you have maintained quarterly drawdowns for the most recent relevant grant term. For some grants, the standard will be applied to the FY 2015 renewal, for others the FY 2014, and for some multi-year first-time renewals a grant awarded in an earlier fiscal year. Select “No” to indicate that the recipient has not maintained consistent quarterly drawdowns for the most recent relevant grant term, or if this is a first-time renewal for which less than one quarter has passed.
 - a. **Explain why the recipient has not maintained consistent Quarterly Drawdowns for the most recent grant terms related to this renewal project request.** If you selected “No” above, provide a brief explanation for why quarterly drawdowns have not been maintained. Delays in draws due to a late HUD funding announcement and receipt of renewal grant agreement may be included in such an explanation.
4. **Have any funds been recaptured by HUD for the most recently expired grant term related to this renewal project request?** Select “Yes” to indicate that funds have been recaptured, meaning that not all awarded funds were expended during the previous completed grant term. Select “No” to indicate that no funds were recaptured or if this is a first-time renewal for which the original grant term has not yet expired.
 - a. **Explain the circumstances that led HUD to recapture of funds from the most recently expired grant term related to this renewal project request:** If you selected “Yes” above, provide a brief explanation for why the total awarded funds were not expended and were recaptured.

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All Projects: Overview of Part 3 through Part 6:

Detailed instructions for Part 3 through Part 6 are separated by project type (PH-PSH, PH-RRH, TH, SH, SSO, HMIS) and presented individually later in this guide.

The project type for your project application was established by your previous grant agreement as recorded on the final HUD-approved FY 2016 GIW. The project type selected in Part 3 must match the GIW and will determine which screens, fields, and selection options are available for you to complete throughout the application.

Project Applicants are expected to demonstrate compliance in the application with the requirements for whichever project type identified. Regardless of whether information automatically populates the application, all project applicants will be responsible for submitting a project application with the most accurate project information according to the most recent project grant agreement, or project grant agreement amendment, and the CoC's final HUD-approved FY 2016 GIW. The only acceptable deviation from the information listed on the final HUD-approved FY 2016 GIW is when a project budget is reduced due to reallocation.

First-time renewal S+C projects must select PH as a component type and complete the rental assistance questions on Screen 3B. They must select also "PSH" to the question concerning PSH/RRH project type on Screen 3B, indicating that they will continue to provide Permanent Supportive Housing. These selections should be consistent with the CoC's final HUD-approved FY 2016 GIW. If not, please contact your CoC for clarification.

In the project application, HUD uses the terms *coordinated entry* and *coordinated entry process* instead of *centralized* or *coordinated assessment system* to help avoid the implication that CoCs must centralize the assessment process, and is the general term used by other organizations and programs across the country. See the HUD Coordinated Entry Brief at www.hudexchange.info/resource/4427/coordinated-entry-policy-brief/ for guidance and 24 CFR 578.7(a)(8) for information on current requirements. Click on the following links to review the detailed instructions for the appropriate component type:

PH-PSH: Permanent Supportive Housing

SSO: Supportive Services Only

PH-RRH: Rapid Rehousing

SH: Safe Haven

TH: Transitional Housing

HMIS: Homeless Management Information Systems

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All Projects: Overview of Part 7: Attachments

Part 7 is available for all project applications and allows Project Applicants to upload attachments. The types of attachments visible to Project Applicants will be the same for all project types, however additional attachment screen will be visible for project applicants that are appealing a CoC's decision to reject the project, or submitting the application with "No CoC" selected on Screen 3A.

Screen 7A. Attachments

Screen 7A includes three links that allow applicants to upload and attach supplementary information to the project application. Uploading an attachment to this screen is optional, and *e-snaps* will allow the applicant to submit the project application without attaching supplementary documentation. However, some applicants are required to attach documentation based on their unique project details in order to be considered for funding.

The first link is designated specifically for applicants to upload Subrecipient Nonprofit Documentation. Project Applicants must attach appropriate documentation for each private nonprofit subrecipient organization identified on Screen 2A by the organization types "M. Nonprofit with 501(c)(3)" or "N. Nonprofit without 501(c)(3)." Project Applicants are not required to upload documentation if the project does not include private nonprofit organizations as subrecipients.

Private nonprofit status is documented by submitting either: (1) a copy of the Internal Revenue Service (IRS) ruling providing tax-exempt status under Section 501(c)(3) of the IRS Code (preferred); or (2) a certification from a licensed CPA that the organization meets each component of the definition of a private nonprofit organization as defined by 24 CFR 578.3.

The second and third links on Screen 7A labeled "Other Attachment(s)" are available for any additional supporting documentation that may be required given the project applicant's unique circumstances.

CoC Rejection Letter

For applicants submitting a Solo Applicant appeal, the CoC Rejection Letter is an additional attachment screen that allows project applicants to upload the rejection letter (also called the notification of rejection) that they received from the CoC indicating that their project would not be submitted to HUD for funding consideration. This field is visible and required only for applicants who select "Appeal" on Screen 3A – meaning an eligible project applicant that attempted to participate in the CoC planning process in the geographic area in which they operate and believe they were denied the right to participate in a reasonable manner. If the applicant has not received a rejection letter from the CoC, the project applicant should submit a document affirming that no such letter was received. Review sections VI.C.4. and X.C. of the FY 2016 CoC Program Competition NOFA and 24 CFR 578.35 for more information concerning the rejection letter and the project application appeals process.

Consolidated Plan Certification

This screen is visible and required only for applicants who select "No CoC" on Screen 3A. It is an additional attachment screen that allows project applicants to upload a Certification of Consistency with the Consolidated Plan (HUD-2991) obtained from the state or local official with jurisdiction over the geographical area in which the proposed project will be located.

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All Projects: Overview of Screen 7B. Certification

Screen 7B is populated with the project applicant organization and the information for its authorized representative. A date must be selected to complete the certification. If the applicant is a Public Housing Authority (PHA), the PHA number must also be provided here. By completing the certification, the Authorized Representative agrees to the terms and conditions provided on the screen, on behalf of the project applicant organization. Project Applicants must complete the certification in order to submit the project application.

All Projects: Overview of Part 8: Submission Summary

Part 8 includes two screens, Screen 8A “Notice of Intent to Appeal,” and Screen 8B “Submission Summary.” Screen 8A will only be visible in the rare occurrence that the project applicant wishes to apply as a Solo Applicant. Screen 8B provides a summary of the project application and is visible to all Project Applicants.

Screen 8A. Notice of Intent to Appeal

Screen 8A is only visible to Project Applicants who select “Appeal” on Screen 3A and intend to apply as a Solo Applicant. It provides a Solo Applicant with the ability to submit a Notice of Intent to Appeal directly to HUD with their project application. A copy of the notice of intent to appeal must also be provided to the CoC. For more information about the appeals process and the acceptable reasons for appealing a rejection from the CoC, solo applicants must review Sections VI.C.4 and X.C. of the FY 2016 CoC Program Competition NOFA and 24 CFR 578.35. If a Solo Applicant is appealing the rejection of a project application *that was originally submitted by the applicant to the CoC in e-snaps*, the solo applicant must recreate the project application in *e-snaps* (and select “Appeal” on Screen 3A) in order to see this screen and apply directly to HUD for FY 2016 CoC Program funds.

In order to expedite the review process, Project Applicants are encouraged to attach as much documentation as possible to Screen 7A demonstrating that they were denied the right to participate in the CoC planning process for the geographic area in a reasonable manner. Additionally, the project applicant should attach the “notification of rejection” letter (provided by the CoC to the project applicant) to the “CoC Rejection Letter” screen, if the letter is available. In the absence of a rejection letter, please submit a document from the project applicant organization affirming that no such letter was received.

- 1. Check the following box to certify this form as your Notice of Intent to Appeal:** By checking this box, the project applicant is affirming that this screen serves as their formal Notice of Intent to submit a Solo Applicant Appeal to HUD.
- 2. Was this project application first rejected by the CoC and then submitted OR submitted completely independently of the CoC's process?** Select “Rejected” if your application was submitted in *e-snaps* to the CoC and then rejected. Select “Independent” if your application was rejected outside of the *e-snaps* process and this is your first submission in *e-snaps*. All Project Applicants are encouraged to first submit applications to the CoC in *e-snaps*.
- 3. Was the project application submitted within the CoC's established submission deadline?** Select “Yes” to indicate a submission before the deadline and “No” to indicate a submission after the deadline.
- 4a. Describe the reason(s) provided by the CoC explaining their rejection of the project:** Project Applicants appealing a rejected project may use this text box to describe the reason provided by the CoC for the rejection of the project application.
- 4b. Describe the reason(s) why the application was not submitted in e-snaps with the CoC's consolidated application:** A Solo Applicant for a project may use this text box to explain why the application was first submitted as an appeal in *e-snaps* and not first as a standard submission to the CoC through *e-snaps*.

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- 4. Describe how the CoC has not permitted reasonable participation in its process:** Use this text box to describe how the CoC prevented reasonable participation in its planning process from the perspective of the project applicant. Provide explanations and timelines as necessary.

Once completed according to the instructions provided, this screen will serve as the HUD recognized Notice of Intent to Appeal required by 24 CFR part 578.

Screen 8B. Summary

Screen 8B provides a summary of the complete and incomplete Project Application screens, as well as screens not required to be completed in order to submit the project application. The “Last Updated” column provides the status of each screen listed, and the date on which the screen was completed. After the Project Applicant Profile is completed, all Project Application screens are completed, and all appropriate attachments are uploaded into *e-snaps*, the project application can be submitted in *e-snaps*. All submitted applications are routed to the CoC identified on Screen 3A. If “No CoC” is selected on Screen 3A, the project will be routed to a special team of reviewers for consideration.

- **Any date (MM/DD/YYYY).** If a date is listed in the right column, then the screen identified in the same row and the left column was completed, or revised, on that date.
- **No Input Requested.** If “No Input Requested” is listed in the right column, then there are no mandatory fields on the screen identified in the same row and the left column.
- **Please Complete.** If “Please Complete” is listed in the right column, then the screen identified in the same row and in the left column was not completed and there are remaining requirements or errors that must be addressed. Navigate back to that screen and complete the necessary fields. Look for helpful notes and warning messages at the bottom of the submission summary screen and on the screen identified in the left column that will guide you to the relevant fields and may provide detail on necessary corrections.

Note: Any field with an asterisk (*) must be completed before the project application can be submitted.

After the project application is submitted, use the “export to PDF” link to save the application as a PDF or to print a hard-copy of the application. The PDF version of the application serves as a record of submission.

For more information concerning the FY 2016 CoC funding process, please visit www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/.

Permanent Housing – Permanent Supportive Housing (PSH) Renewal Project Applications

[\[Return to “part 3 through part 6 component types”\]](#)

The following instructions and screens apply to Permanent Housing (PH)–**Permanent Supportive Housing (PSH)** projects only.

PH-PSH Part 3: Project Information

Based on the component type selected on Screen 3A, in this case “**PH**,” or permanent housing, Project Applicants are expected to provide a full description of the project scope on Screen 3B, including the selection of “**PSH**,” in accordance with **PH-PSH** requirements at 24 CFR 578.37.

PH-PSH Screen 3A. Project Detail

All fields on Screen 3A are required to be completed for submission of this application.

- 1. Expiring grant number:** This field populates with the number from the “Federal Award Identifier” field on Screen 1A. Project Applicants will not be allowed to modify the populated data in this field; however, Project Applicants may modify Screen 1A to correct errors. **Note:** Failure to enter the correct grant number could significantly delay the funding of the project. Refer back to the final HUD-approved FY 2016 GIW, conditional award letter or executed grant agreement for the expiring grant. for confirmation. The grant number on the GIW must match the grant number on the corresponding grant agreement.
- 2a. CoC Number and Name:** The correct CoC must be identified in this field. The dropdown menu for this field contains each CoC that successfully registered in the FY 2016 CoC Program Registration process and is listed according to the CoC Number (e.g., NE-502) and CoC Name (e.g., Lincoln CoC). The project application will be sent to the CoC selected from the dropdown menu and will be reviewed and ranked once it is submitted by the project applicant in *e-snaps*.
Note: There is an option for “No CoC.” This option should only be used in the extremely rare instance that a project is located in a geographic area not currently served by a CoC. Project Applicants that select “No CoC” will not be connected to a CoC Application for this Competition. This could affect HUD’s ability to award funds to this project.
- 2b. CoC Collaborative Applicant Name:** The correct CoC Collaborative Applicant Name must be identified in this field. The dropdown options for this field are based on the CoC Number and Name selected above. This list is populated with the CoC’s designated Collaborative Applicant name that registered during the FY 2016 CoC Program Registration process.
- 3. Project Name:** No action required. This field prepopulates from the *e-snaps* “Project” form. Project Applicants cannot modify the populated name in this field; however, Project Applicants may modify the project name by exiting the project application and opening the *e-snaps* “Project” form by selecting “Projects” from the left menu. Identify the current project name, click the link and make changes as needed.
- 4. Project Status:** This field defaults to the option “Standard” and should only be changed to “Appeal” for Project Applicants who are appealing a CoC’s decision to reject the project application in the local CoC competition. All other Project Applicants should leave the field with the option “Standard.” If “Appeal” is selected, an additional Screen 8A “Notice of Intent to Appeal” will become visible on the left menu and an additional attachments screen will be required in Part 7. For more information on the Solo Applicant Appeal process, refer to 24 CFR 578.35 and Sections VI.C.4. and X.C. of the FY 2016 CoC Program Competition NOFA.

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5. **Component Type:** In this field, all Project Applicants must indicate the CoC Program component type under which the project operates. For PH-PSH projects, the choice must be “PH.” This must match the component type listed on the final HUD-approved FY 2016 GIW.
6. **Energy Star:** Select “Yes” if the project incorporates energy-efficiency measures in the design, construction, rehabilitation, and operation of the project. Project Applicants that select “Yes” routinely replace older obsolete products and appliances (e.g., lighting, domestic hot water heaters, furnaces, boilers, air conditioning units, refrigerators, clothes washers and dishwashers) with Energy Star-labeled products when replacing existing products is more cost-effective than repair or the appliance is no longer in operating condition.
7. **Title V:** Title V of the McKinney-Vento Act allows unutilized, underutilized, excess, or surplus Federal properties to be used by homeless services providers for the purpose of assisting homeless persons. Select “Yes” or “No” to indicate whether the project includes one or more of properties that have been conveyed through the Title V process.

PH-PSH Screen 3B. Description

All fields on Screen 3B are required and provide HUD with a detailed description of the project.

1. **General Description.** Provide a clear and concise description of the scope of the project. The description should describe the community needs, target population(s) to be served, project plan for addressing the identified housing and supportive service needs, projected project outcome(s), coordination with other source(s) or partner(s), and the reason why CoC Program support is needed. The information provided in this narrative must not conflict with information provided in other parts of the project application. For example, if the project operates with a commitment to the Housing First approach as indicated later on this screen, the narrative should also indicate a commitment to the Housing First approach.
2. **Does your project have a specific population focus?** Select “Yes” if your project has special capacity in its facilities, program designs, tools, outreach, or methodologies for a specific subpopulation(s). This does not mean that your project exclusively serves that subpopulation(s), but rather that your project is uniquely equipped to serve them.
 - 2a. **Please identify the specific population focus. (Select ALL that apply)** If “Yes” to question 3 above, select one or more of the available subpopulations. If a subpopulation focus for your organization is not listed, check the box next to “Other” and then enter in the subpopulation in the text box provided.
3. **Housing First.** Housing First is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). It is an approach to: **1)** quickly and successfully connect individuals and families experiencing homelessness to permanent housing; **2)** without barriers to entry, such as sobriety, treatment or service participation requirements; or **3)** related preconditions that might lead to the program participant’s termination from the project. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry; however, participation in supportive services is based on the needs and desires of program participants. Review Sections II.A.7. and VII.A.1.g. of the FY 2016 CoC Program Competition NOFA and the Housing First in PSH brief at www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/) for more information.
 - a. **Does the project quickly move participants into permanent housing?** Select “Yes” to this question if your project will quickly move program participants into permanent housing without additional steps (e.g., required stay in transitional housing before moving to permanent housing). If you are a domestic violence (DV) program you should select “Yes” if you will quickly move program participants into permanent housing after immediate safety

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needs are addressed (e.g., a person who is still in danger from a violent situation and would move into PH once the dangerous situation has been addressed). Select “No” if the project does not work to move program participants quickly into permanent housing.

- b. Has the project removed the following barriers to accessing housing and services? (Select ALL that apply):** Check the box next to each item to confirm that your project has removed (or never had) barriers to program access related to each of the following: 1) Having too little or little income; 2) Active or history of substance abuse; 3) Having a criminal record with exceptions for state-mandated restrictions; and 4) Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement). If all of these barriers to access still exist, select “None of the above.”
- c. Has the project removed the following as reasons for program termination?** Check the box next to each item to confirm that your project has removed (or never had) reasons for program participant termination related to each of the following: 1) Failure to participate in supportive services; 2) Failure to make progress on a service plan; 3) Loss of income or failure to improve income; 4) Fleeing domestic violence; and 5) Any other activity not covered in a lease agreement typically found in the project’s geographic area. If all of these reasons for program termination still exist, select “None of the above.”
- d. Does the project follow a Housing First approach?** This field is automatically calculated and cannot be edited. *Only if “Yes”* was answered for 3a *AND* all of the boxes were checked for 3b and 3c, *will* this field indicate “Yes” to confirm a Housing First approach. Otherwise, this field will indicate “No” to confirm that the project will not follow a Housing First approach. Any project application that is submitted as using a Housing First approach will be required to operate as such.
- 4. Does the PH project provide PSH or RRH?** PH-PSH projects must select “PSH.” Project Applicants that select ‘PSH’ will be able to select Rental Assistance, Leased Units, Leased Structures, and Operating as eligible housing activities in Part 6 of the application. PH-PSH Project Applicants may also select Leased Structures to provide supportive services. The selection must match the budget activities listed on the final HUD-approved FY 2016 GIW.
- 4a. Does the project request costs under the rental assistance budget line item?** If applying for rental assistance, select “Yes.” If you select “Yes,” you will be required to create a rental assistance budget on Screen 6E before submitting the application. Applicants will select the *type* of rental assistance (Project-based Rental Assistance (PRA), Sponsor-based Rental Assistance (SRA), Tenant-based Rental Assistance (TRA) on the detailed budgets of Screen 6E Project Applicants not applying for rental assistance should select “No.”
- 4b. Is this a CoC Program leasing or SHP project that had been approved by HUD to change the renewal project budget from leasing to rental assistance? (This change must appear on the final HUD-approved FY 2016 GIW. See 24 CFR 578.49(b)(8)):** This question will only appear if you selected “Yes” in response to Question 4a. Select “No” from the dropdown if the project was originally awarded under the S+C Program or if the project was awarded a rental assistance budget line item in a previous competition. Select “Yes” from the dropdown if the following is true:
- The project was previously awarded leasing funds but was approved on the final HUD-approved FY 2016 GIW to change to rental assistance in order to come into compliance with the CoC Program Interim Rule. These types of projects must have an executed grant agreement amendment in place prior to the FY 2016 application deadline per the FY 2016 CoC Program Competition NOFA. If an executed grant agreement is not in place, dated no later than the FY 2016 application submission deadline, HUD will change the project back to leasing and the project must come into compliance with leasing requirements in the CoC Program interim rule.

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PH-PSH Part 4: Housing and Services

In Part 4 of the Project Application, Project Applicants are expected to provide detail regarding the housing and services that will be provided.

PH-PSH Screen 4A. Supportive Services for Participants

All fields on Screen 4A are required and provide HUD with detailed understanding of the supportive services provided to program participants.

- 1. For all supportive services available to participants, indicate who will provide them and how often they will be provided:** This list identifies **ALL** of the supportive services that are provided to program participants in the PH-PSH project by the project applicant, subrecipient, partner organization, or Non-Partner organization. The project applicant should complete each row of drop down menus for all supportive services that will be provided to program participants, regardless of funding source. Do not limit this selection to just the supportive services that are being requested in your project application - include the supportive services that are being provided by other organization or grants too. If more than one Provider or Frequency is relevant for a single service, select the provider and access that is used the most often. If more than one provider offers the service equally often, choose the provider according to the following order: 1) Applicant, 2) Subrecipient, 3) Partner, and 4) Non-Partner.

Provider: select one of the following:

- “Applicant” to indicate that the applicant will provide the service;
- “Subrecipient” to indicate that the subrecipient(s) identified on screen 2A Project Subrecipients will provide the service;
- “Partner” to indicate that an organization that is not the recipient or subrecipient of CoC Program funds but with whom a formal agreement or memorandum of understanding (MOU) has been signed will provide the service; or
- “Non-Partner” to indicate that a specific organization with whom no formal agreement has been established but does regularly provide the service to program participants (e.g., employment provided by the local workforce board).

Frequency: Select how often the service is provided to program participants. If two frequencies are equally common, choose the interval that is most frequent, e.g., both weekly and monthly are equally common, choose weekly.

Note: The list is exclusive and exhaustive according to 24 CFR 578.53. Applicants must complete the drop down menus for at least one service/row.

- 2. Please identify whether the project includes the following activities:**

2a. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs? Select “Yes” if the project provides regular or as needed transportation assistance to mainstream and community resources, including appointments, employment training, educational programs, or jobs. Select “No” if transportation is not regularly provided or cannot be provided consistently as requested.

2b. Use of a single application form for four or more mainstream programs? Select “Yes” if the project uses a single application form that allows program participants to sign up for four or more mainstream programs. Select “No” if application forms cover 3 or fewer mainstream programs.

2c. Regular follow-ups with participants to ensure mainstream benefits are received and renewed? Select “Yes” if the project regularly follows-up with program participants at least annually to ensure that they have applied for, are receiving their mainstream benefits, and

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renew benefits when required. Select “No” if there is no or irregular follow-up concerning mainstream benefits.

3. Do program participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency? Select “Yes” if program participants have access to SSI/SSDI technical assistance. The assistance can be provided by the applicant, a subrecipient, or a partner agency—through a formal or informal relationship. Select “No” if there is no or significantly limited access to SSI/SSDI technical assistance

3a. Has the staff person providing the technical assistance completed SOAR training in the past 24 months? This question will only appear if “Yes” is selected to the previous question. Select “Yes” to indicate that the applicant, subrecipient or partner agency staff person who will be providing the SSI/SSDI technical assistance has completed SOAR training, online or in person, in the past 24 months. If more than one person will provide technical assistance, select “Yes” only if all persons have completed the training. Otherwise, select “No.”

PH-PSH Screen 4B. Housing Type and Location

Screen 4B, Housing Type and Location, applies to all PH-PSH projects and provides a summary of the units and beds included in the project according to the following categories:

- **Total Units.** Includes all of the units in the project, regardless of size.
- **Total Beds.** Includes all of the beds in the project, regardless of unit configuration.
- **Total Dedicated CH Beds.** Includes all beds dedicated for chronically homeless individuals and families only.
- **Total Prioritized CH Beds.** Includes all beds prioritized for chronically homeless individuals and families upon vacancy.

The summary fields are compiled from all of the individual housing locations listed below the totals. These fields will populate and update automatically when new housing type and location details are added to the list. To add new housing type and location detail to this screen, click the add  icon and complete the mandatory fields. To view and edit a housing type and location, click the view  icon for the housing type and location detail that you wish to edit.

You must use Screen 4B to report each housing type and location supported using requested CoC Program funds, including the number of available units, beds, and beds dedicated and prioritized for chronically homeless individuals and families. The numbers reported must reflect the units and beds *at full capacity at a single point in time* (with exception to “prioritized CH beds;” see question 3 below) directly supported by CoC Program awarded funds. This includes those units supported only by supportive services costs without rental assistance, leasing, or operating costs. The reported number of beds should generally match the number of households and persons served at a point in time, as listed on Screens 5A and 5B, although there are understandable exceptions (e.g., a two-parent household where the parents will share a bed).

- 1. Housing type:** Report the type of housing structures in which program participants under this project are housed. Each housing type must be listed individually. The housing type options are as follows:
 - **Barracks:** Individuals or families sleep in a large room with multiple beds. Also includes large shelters which are traditionally used in the Emergency Solutions Grants Program.
 - **Dormitory, shared or private rooms:** Individuals or families share sleeping rooms or have private rooms; share a common kitchen, common bathrooms, or both.
 - **Shared housing:** Shared housing is defined as an arrangement in which two or more unrelated people share a house or an apartment. Each unit must contain private space for

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each assisted family, plus common space for shared use by the residents of the unit. Common space must be appropriate for shared use by the residents and private space must contain at least one bedroom for each two persons in the family. A zero or one-bedroom unit may not be used for shared housing.

- **Single Room Occupancy (SRO) units:** Each individual has private sleeping or living room which may contain a private kitchen and bath, or shared, dormitory style facilities.
- **Clustered apartments:** Each individual or family has a self-contained housing unit located within a building or complex that houses both persons with special needs—e.g., homeless or formerly homeless persons, persons with substance abuse problems, persons with mental illness, or persons with AIDS/HIV—and persons without any special needs.
- **Scattered-site apartments (including efficiencies):** Each individual or family has a self-contained apartment. Apartments are scattered throughout the community.
- **Single family homes/townhouses/duplexes:** Each individual or family has a self-contained, single-family home, townhouse, or duplex that is dispersed throughout the community.

2. Indicate the maximum number of Units and Beds available for program participants at the selected housing site: Enter the total number of units and beds at a point in time and used for housing program participants in this project.

- Units:** Enter the total number of units available at a point in time in the selected housing type and location used for housing program participants.
- Beds:** Enter the total number of beds available at a point in time in the selected housing type and used for housing program participants.

Note: A zero bedroom or efficiency must be indicated as 1 unit, 1-bedroom, and 1 bed. In addition, the number of units and beds listed on Screen 4B must be equal to or greater than the total number of units and beds requested in the budget, Part 6 of this guide, and **should correlate** to the number and characteristics of persons that the project is expected to serve recorded on Screens 5A and 5B.

3. Beds for the Chronically Homeless: If your project serves persons experiencing chronic homelessness, review the [HUD Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status](#). The notice provides detailed information concerning beds that are required to serve persons experiencing chronic homelessness as defined in 24 CFR 578.3, in accordance with 24 CFR 578.103.

- How many of the total beds entered in "2b. Beds" are dedicated to the chronically homeless individuals and families?** In this field, enter the total number of beds that are dedicated for chronically homeless (CH) program participants. A dedicated bed is a bed that must be filled by a chronically homeless person who qualifies for the project unless there are no chronically homeless persons located within the geographic area who qualify. These beds are also reported as “CH Beds” on a CoC’s Housing Inventory Count (HIC). If a project has dedicated beds to serve CH families, all beds serving the household should be included in this number.

Note: If the project is serving a specific subpopulation in addition to chronic homelessness (i.e., chronically homeless youth) and there are no persons within the geographic area that meet both categories, the project may accept into the project a household that is not chronically homeless but meets the other subpopulation(s) even if there are chronically homeless persons remaining in the CoC. The project should, however, prioritize the most vulnerable household that is eligible for PSH that meets the other subpopulation criteria.

- How many of the total beds entered in "2b. Beds" are not dedicated to the chronically homeless?** This field will calculate automatically once the screen is saved and is the

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difference between the total beds entered into field 2b Beds and the value entered into 3a above.

- c. **How many of the beds listed in question "3b." above will likely become available through turnover in the FY 2016 operating year?** Using the value automatically calculated in field 3b, estimate and then enter the number of beds that will likely become available over the requested grant term. To do this, look at the previous operating year for this grant and determine how many people were served in comparison to the total number of project beds. If there are 5 non-dedicated beds and there were 8 program participants served, then the project can estimate that there will be 3 non-dedicated beds that will become available through turnover over the course of the operating year. This will give you the number turnover beds that are not dedicated to the chronically homeless.
- d. **How many of the beds listed in question "3c." above will be prioritized for use by the chronically homeless in the FY 2016 operating year?** Of the beds identified in field 3c above, enter the total number of those beds that will be prioritized for use by the chronically homeless individuals and families over the course of the operating year. This number will be incorporated into the project grant agreement for FY 2016 and the project applicant will be required to prioritize the chronically homeless in at least this many beds unless the number of beds made available through turnover is less than anticipated or there are no chronically homeless persons in need of these beds over the course of the operating year. See the specific subpopulation note in italics under question 3a above. For more information, refer to [Notice CPD-14-012](#) and [corresponding FAQs](#).

Note: Information entered for 3c and 3d for all PSH project applications will be used to calculate the CoC score for the extent in which CoC-funded non-dedicated PSH beds are being prioritized for use by the chronically homeless.

4. **Address:** Project Applicants are required to enter an address for all proposed and existing properties. If the location is not yet known, enter the expected location of the housing units. For Scattered-site and Single-family home housing, or for projects that have units at multiple locations, programs should enter the address where the majority of beds will be located or where the majority of beds are located as of the application submission. If the project uses tenant-based rental assistance, or if the address for scattered-site or single-family homes cannot be identified at the time of application submission, enter the address for the program administration office. Projects serving victims of domestic violence, including human trafficking, may use a PO Box or other anonymous address to ensure the safety of program participants.
5. **Select the geographic area associated with this address:** Report the geographic area in which the housing type, units, and beds are actually located. The list of geographic areas is limited by the State(s) selected on Screen 1D of the application. Multiple areas can be selected if units are located in more than one county or city. Hold down the "Ctrl" key to make multiple selections.

PH-PSH Part 5: Participants and Outreach

In Part 5 of the application, Project Applicants are expected to provide detail regarding the program participants who will be served, including basic household and subpopulation data, as well as outreach data.

PH-PSH Screen 5A. Program participants - Households

The numbers on Screen 5A are intended to reflect the households and persons **proposed to be served on a given night when the project is at full operational capacity**. It should also match the program participant population reflected in the most recent grant agreement, as amended. The screen must include at least one household and at least one person in one of the household categories.

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Screen 5A is separated into two sections: 1) Household(s) served in row 1; and, 2) Person(s) served in rows 2 through 13. For both sections there are three editable columns that capture a specific type of household.

- **Households with at least One Adult and One Child:** To fall under this column and household type, there must be at least one person at or above the age of 18, and at least one person under the age of 18.
- **Adult Households without Children:** To fall under this column and household type, there must be at least one person at or above the age of 18, and no person(s) under the age of 18.
- **Households with Only Children:** To fall under this column and household type, there may not be any person(s) at or above the age of 18; only person(s) under the age of 18.

The fourth column on the far left, “Persons,” is not editable and automatically populated with four standard reporting categories determined by HUD.

- **Adult over age 24:** A subset of the category of “Adults” to disaggregate “Youth” from older adults.
- **Adults ages 18-24:** A category implemented to account for transition age youth. **Youth previously captured under the category “Adult” should now be captured under the category “Adults between the ages of 18 and 24.”**
- **Accompanied Children under age 18:** Includes all children and “youth” who are under the age of 18. “Accompanied” is defined as “in the company of parent or legal guardian regardless of the age of the parent or legal guardian.”
- **Unaccompanied Children under age 18:** Includes all children and youth who are under the age of 18. “Unaccompanied” is defined as “without a parent or legal guardian,” and can include persons under 18 who themselves have dependents, siblings, or other household members.

The tables are populated with white, dark grey and light grey fields. In each white field, list the number of households or type of person(s) served for the given household type. The dark grey cells are not applicable to the given type of persons, and the light grey cells, will be totaled automatically once the screen is saved. The screen has been designed to prevent Project Applicants from entering more households than persons for any given column, and at least one person must be entered for every column that has one or more households. The number and characteristics of persons that the project is expected to serve is recorded on this screen and should match the total number of units and beds requested on Screen 4B. This year, HUD has removed the distinction between “disabled” and “non-disabled” on screen 5A as this information is adequately covered on screen 5B. **Note:** Households served in PSH projects must have at least one household member with a qualifying disability as defined by 42 U.S.C 423(d) and 42 U.S.C 11382(2). However, for a household to be served in a unit dedicated for the chronically homeless individuals and families, the head of household must have a qualifying disability and meet all of the criteria required as defined in 24 CFR 578.3.

PH-PSH Screen 5B. Program participants - Subpopulations

Screen 5B is meant to represent a detailed subpopulation breakdown of the persons reported in the three housing types on Screen 5A. Just as with Screen 5A, the numbers here are intended to reflect the households and persons *proposed to be served on a given night when the project is at full operational capacity*. The screen is collectively exhaustive; therefore, each person identified on Screen 5A must be accounted for or the system will report an error and prevent application submission when the screen is saved.

Screen 5B is separated into three tables corresponding to the three household types on Screen 5A. See the previous section of this guide for a description of the three household types. There are nine editable columns for all three tables that captures a priority subpopulation. One additional column accounts for persons that are not represented by the priority subpopulations.

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Table 5. Subpopulation Columns

Mutually Exclusive
<ul style="list-style-type: none"> • Chronically Homeless Non-Veterans: To fall under this column, persons must be chronically homeless per 24 CFR 578.3, but not also veterans*. • Chronically Homeless Veterans: To fall under this column, persons must be chronically homeless per 24 CFR 578.3, and also veterans*. • Non-Chronically Homeless Veterans: To fall under this column, persons must not be chronically homeless, but must be veterans*. * “Veterans” include all persons who served in the military, regardless of discharge status.
May Contain Duplicate Entries
<ul style="list-style-type: none"> • Chronic Substance Abuse: Persons identified as chronic substance abusers. • Persons with HIV/AIDS: Persons living with HIV/AIDS. • Severely Mentally Ill: Persons diagnosed as severely mentally ill. • Victims of Domestic Violence: Persons identified as meeting the criteria of Category 4 of the homeless definition. • Developmental Disability: Persons diagnosed with a developmental disability. • Physical Disability: Persons diagnosed with a physical disability.
Mutually Exclusive to All Other Columns
<ul style="list-style-type: none"> • Persons not represented by an identified subpopulation: Persons served by the organization that have not be diagnosed with or identified as falling under any of the previous subpopulation distinctions.

These columns are populated with white, dark grey and light grey fields, and are dependent on the selections made in Screen 5A. If households and person(s) are added to a household type column in Screen 5A, then the corresponding table will be available for data entry in Screen 5B. If, however, no households and persons are added to a particular household type column in Screen 5A, then the corresponding table will not be available in Screen 5B.

Example: If 3 households are entered into the “Adults Only” column on Screen 5A, but no households are entered into the “Adults with Children” or “with Children Only” columns on Screen 5A, then only the “Adults Only” table will be available for edit on Screen 5B.

In each white field of the available household tables, list the number of person(s) served for the given subpopulation column. Ignore the dark grey cells, which are not applicable to the given subpopulation, and ignore the light grey cells, which will be totaled automatically once the screen is saved. If any number greater than “0” is entered into the column “Persons not represented by an identified subpopulation,” a mandatory textbox will appear at the bottom of the screen when the screen is saved. The applicant must enter a description of the population being served that does not fall under any of the priority subpopulation columns.

The screen has additional controls that ensure that Screens 5A and 5B match. First, you will notice in Table 5 above that three columns are internally “mutually exclusive.” This means that a single person can only identify with one of the first three columns for each table (e.g., a single person cannot be a veteran while at the same time being a non-veteran). Columns 4 through 9, under “May Contain Duplicate Entries, however are not “mutually exclusive.” This means that a single person can identify with more than one column at the same time (e.g., a single person might be a veteran, suffering from a physical disability, and a victim of domestic violence). Column 10, **Persons not represented by an identified subpopulation.** is mutually exclusive to all other columns. This means that if a single person falls under column 10 the person does not identify with any of the other subpopulations.

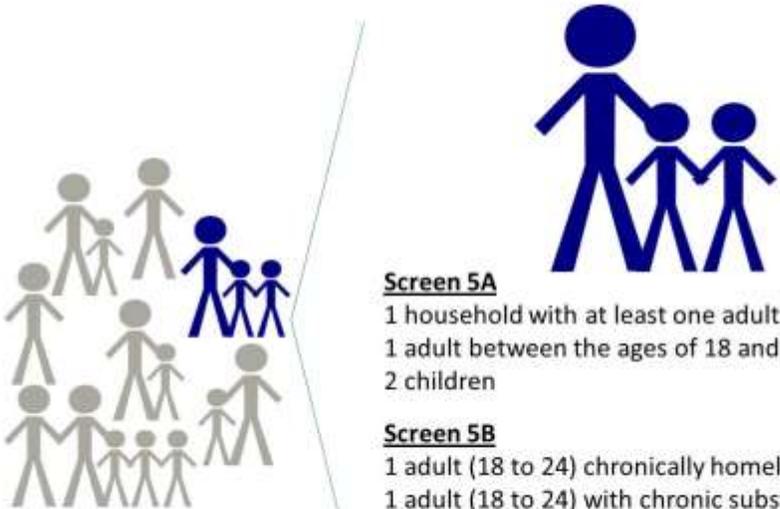
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There are several other important controls to understand. The “Total Persons” for each column, for example, cannot be larger than the total persons for that household category on Screen 5A. Likewise, no cell in each row can contain a number greater than the total number of persons in the corresponding age group as reported on Screen 5A. At the same time, the screen is engineered to require an entry for each person served and so, at a minimum, the total number from the tables must equal the total number of persons in each corresponding household column from Screen 5A.

The Characteristics column (the first column) is populated with the same characteristics used on Screen 5A. They have been applied to each table based on their relevance to the tables housing type.

Total fields will calculate automatically when at least one household field and one person(s) field is entered and the screen is saved. Use them as a point of reference to ensure that all persons and households have been entered correctly.

What this one family represents on screens 5A and 5B



Screen 5A

- 1 household with at least one adult and one child
- 1 adult between the ages of 18 and 24
- 2 children

Screen 5B

- 1 adult (18 to 24) chronically homeless veteran
- 1 adult (18 to 24) with chronic substance abuse
- 1 adult (18 to 24) victim of domestic violence
- 2 chronically homeless children
- 2 children with a developmental disability

PH-PSH Screen 5C. Outreach for Participants

Screen 5C requires Project Applicants to identify where their eligible program participants come from with respect to HUD’s homeless definition and must include percentages of program participants that are served using requested funds.

Project Applicants must ensure that all persons served in renewal PSH projects meet the requirements found in 24 CFR part 578, and the FY 2016 CoC Program Competition NOFA. **Enter the percentage of homeless person(s) who will be served by the proposed project for each of the following locations:** Indicate the percentage of homeless persons who will be admitted from each of the listed locations that are eligible for PH-PSH. Not all of the following locations are appropriate for all project types.

Note: It is critical that you refer to 24 CFR part 578, the FY 2016 CoC Program Competition NOFA to confirm the eligible locations for each type of project. The total percentage must equal 100% in order to submit the project application.

- **Directly from the street or other locations not meant for human habitation.**
- **Directly from emergency shelters** (this includes domestic violence emergency shelters).
- **Directly from safe havens.**

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- **From transitional housing and previously resided in a place not meant for human habitation or emergency shelters, or safe havens.**
- **Persons fleeing domestic violence** (or attempting to flee and including human trafficking, victims of sexual assault, stalking, and dating violence).

Individuals coming from an institution where they have resided for 90 days or less AND have entered the institution from the streets, emergency shelter, or safe haven, maintain their homeless status during that time. Include these program participants in the percentages for streets, places not meant for human habitation, emergency shelters, and safe havens accordingly.

Entry into a transitional housing project generally results in the loss of chronically homeless status. This is because 24 CFR part 578 requires that a person come directly from a place not meant for human habitation, emergency shelter, or a safe haven to be considered chronically homeless. However, there are currently two exceptions to this rule:

1. Veterans in transitional housing funded through the Department of Veterans Affairs (VA), who met the criteria for chronically homeless when they entered the VA system; and
2. Chronically homeless households selected for PSH that are in the process of identifying an appropriate unit and are temporarily placed in transitional housing during the search.

If the project applicant anticipates that any of its program participants will come from either of these circumstances, they should include these program participants in the percentages for streets or places not meant for human habitation, emergency shelters, and safe havens accordingly.

Refer to 24 CFR part 578, the FY 2016 CoC Program Competition NOFA, and the homeless definition at www.hudexchange.info/resource/1928/hearth-defining-homeless-final-rule/ for further guidance.

PH-PSH Part 6: Budgets

In Part 6 of the application, Project Applicants detail their budget requests according to the CoC Program's eligible Budget Line Items (BLIs).

The budget screens in Part 6 must match the dollar values included on the CoC's final HUD-approved FY 2016 GIW with the following limited exception:

1. A budget may be lower than the annual renewal amount on the final HUD-approved GIW if the CoC reduced the project's budget through the reallocation process; and
2. A budget may be lower than the annual renewal amount on the final HUD-approved GIW if in an attempt to accommodate the Tier 1 and Tier 2 processes as outlined in the FY 2016 CoC Program Competition NOFA.

Contact the CoC's Collaborative Applicant immediately to confirm how they expect you to apply if you are unsure, as an error in your request may negatively impact this application and other projects that are requesting FY 2016 CoC Program Competition funds. HUD will not award more funding than is listed on the CoC's final HUD-approved FY 2016 GIW. Additionally, the application may not be used to initiate any other budget changes from the previous grant term that are not reflected on the CoC's final HUD-approved FY 2016 GIW (e.g., shifting funds from one budget line item to another).

Grant consolidations of individual FY 2015 renewal awards that have already been processed during CY 2016 must reflect the current grant agreement, as amended, and must have been indicated on the CoC's final HUD-approved FY 2016 GIW. Where the consolidation has not yet formally occurred, the project applicant must submit a separate project application for each individual renewal grant. **If the consolidation has formally occurred but it was not reflected on the CoC's final HUD-approved GIW, contact the local HUD field office immediately as this information must be communicated to the Office of Special Needs (SNAPS) prior to the project review process by HUD.**

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PH-PSH Screen 6A. Funding Request

Screen 6A provides the framework through which a project applicant creates a project budget.

1. **Do any of the properties in this project have an active restrictive covenant?** Select “Yes” or “No” to indicate whether one or more of the project properties are subject to an active restrictive covenant. **Note:** Any project awarded capital cost funds under the SHP Program (new construction, acquisition, or rehabilitation) has a 20-year use restriction. If the project was initially awarded capital costs under the CoC Program (FY 2012 and beyond) a 15-year use restriction is in place.
2. **Was the original project awarded as either a Samaritan Bonus or Permanent Housing Bonus project?** Indicate whether the project previously received funds under the Samaritan Housing or a Permanent Housing Bonus initiative. If “Yes,” then the project must continue to meet the requirements of the initiative for the life of the project in order to continue to receive renewal funding under the CoC Program.
3. **Are the requested renewal funds reduced from the previous award as a result of reallocation?** Select “Yes” or “No” to indicate whether the renewal project application is reduced through the reallocation process. Contact your CoC’s Collaborative Applicant immediately if you are unsure.
4. **Does this project propose to allocate funds according to an indirect cost rate?** Select “Yes” or “No” to indicate whether the project either has an approved indirect cost plan in place or will propose an indirect cost plan by the time of conditional award. For more information concerning indirect costs plans, refer to 2 CFR 200.203(c)(2) and contact your local HUD field office.

* **If “YES,” you must respond to the following questions:**

- 4a. **Please complete the indirect cost rate schedule below:** Complete at least one row using information from either your approved plan or your proposal.

Administering Department/Agency	Indirect Cost Rate	Direct Cost Base
	%	
	%	
	%	

- 4b. **Has this rate been approved by your cognizant agency?** Select “Yes” if the indirect cost rate has already been approved by your cognizant agency. Select “No” if it has either not been submitted to or has not yet been approved by your cognizant agency.
- 4c. **Do you plan to use the 10% de minimis rate?** Select “Yes” only if you plan to use the 10% de minimis rate as described in 2 CFR 200.203(c)(2).
5. **Select a grant term:** This field automatically prepopulates with a 1-year grant term as most renewal projects are only eligible for 1-year grant terms with 1 year of funding. However, in a few cases, a **permanent housing** renewal project applicant may be seeking funding from other sources to rehabilitate project-based rental assistance units or the building in which operating costs exist that require a “commitment” of continued funding for the units or building that are receiving CoC Program funds. As stated in the FY 2016 CoC Program NOFA, “Any renewal permanent housing project that receives project-based rental assistance or operating costs may request up to a 15-year grant term; however, the project applicants may only request 1 year of funding. Applicants must apply for the additional funds as a renewal project application prior to the anniversary of the first expenditure of grant funds by which date the grant funds should have been expended or, if the date upon which funds must be expended has been extended by HUD, the date upon which the extension ends. CoC Program funds are not guaranteed past the 1-year of renewal funding if conditionally awarded.”

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6. **Select the costs for which funding is being requested:** Check the box next to the eligible costs for which funding is being requested (see 24 CFR 578, Subpart D; Program Components and Eligible Costs). Each checked box will unlock the corresponding budget line item screens 6B through 6H:
- **Leased Units:** Check the box to unlock and reveal the Leased Units budget screen. The lease must be between the landlord and the recipient. It is consistent with leasing for first-time renewal SHP projects. **Note:** These costs cannot be combined with Rental Assistance in a single housing unit.
 - **Leased Structures:** Check the box to unlock and reveal the Leased Structures budget screen. Leased structures are buildings leased by the project applicant that contain multiple units for program participants or serve as the structure for supportive services or operating. **Note:** These costs cannot be combined with Rental Assistance in a single housing unit. A leased structure budget can only be requested with rental assistance when the two budget line items are used in separate structures or to cover different, and not overlapping, portions of the same structure.
 - **Rental Assistance:** Check the box to unlock and reveal the Rental Assistance budget screen. The lease must be between the landlord and the program participant; except for Sponsor Based Rental Assistance (SRA), where the sponsor owns or leases the unit and has a sublease with the program participant. **Note:** Rental Assistance cannot be combined with Leased Units, Leased Structures, or Operating in a single housing unit. Funds for Leased Structures or Operating may only be requested together with rental assistance if the Leased Structures (whole or in part) are being used for Supportive Services and not for rental assistance or when the budget line items are used in separate structures or to cover different, and not overlapping, portions of the same structure.
 - **Supportive Services:** Check the box to unlock and reveal the Supportive Services budget screen.
 - **Operating:** Check the box to unlock and reveal the Operating budget screen. **Note:** These costs cannot be used with Rental Assistance in a single housing unit, even if the Rental Assistance is being paid for by another CoC Program project.
 - **HMIS:** Check the box to unlock and reveal the HMIS budget screen.

PH-PSH Screen 6B. Leased Units Budget

Screen 6B appears if the “Leased Units” budget line item is selected on Screen 6A. Project Applicants requesting Leased Units costs are required to itemize their requests by unit size and then to enter the total leased units cost for each Fair Market Rent (FMR) area where funds are being requested. The FMR area and unit composition entered by unit type will not be connected to the budget for renewal projects. Instead, renewal Project Applicants must manually enter the total leased units requested based on the final HUD-approved FY 2016 GIW.

The screen opens with a summary page that will aggregate the total assistance requested and total units requested for each FMR area. To add units for a new FMR, click the add  icon. This will open the Leased Units Budget Detail screen.

Once the detail screen is opened, Project Applicants must specify the appropriate FMR area where the units are located. The list is sorted by state abbreviation, and most areas calculated by county or metropolitan area.

Project Applicants must review the Leased Units Annual Budget chart that was imported from the prior year’s project application. If the prior budget is not imported, the chart must be completed. This chart accounts for the size of units and the number of units being requested.

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1. **Size of units:** These options are system generated. Unit size is defined by the number of distinct bedrooms and not by the number of distinct beds.
2. **Number of units:** For each unit size, enter the number of units for which funding is being requested.
3. **Total Units and Annual Assistance Requested:** Enter in the total leased units amount according to the CoC's final HUD-approved FY 2016 GIW.
4. **Grant Term:** The value "1 Year" automatically populates this field and cannot be edited. **Note:** Renewal projects can only request 1 year of funding, regardless of the "Grant Term" selected on Screen 6A.
5. **Total Request for Grant Term:** This field will equal the total leasing amount entered above.

All grey fields will be calculated once the required fields have been completed and saved.

From the summary page, you can view and edit detail screens by clicking the view  icon next the relevant FMR Area in the list. To delete a detail screen, click the delete  icon next to the relevant FMR Area in the list.

Often, when leasing a structure(s) or unit(s) for the purpose of program participant housing or supportive services, the cost of maintenance, repair, and utilities are included as a responsibility of the landlord in the lease agreement. However, in instances where these costs are not included in the lease agreement, these costs are generally eligible under the operating budget line item and should be included if they are anticipated. When leasing a structure used solely for the purpose of providing supportive services to program participants and these costs are not included in the lease agreement (or where the recipient or subrecipient owns the building), the costs of operating that structure are eligible and must be charged to the supportive services budget line item.

PH-PSH Screen 6C. Leased Structures Budget

Screen 6C appears if the Leased Structures budget line item is selected on Screen 6A. The screen opens with a summary page that will aggregate the total assistance requested for each structure requested. To add new structures, click the add  icon. This will open the Leased Structures detail budget screen.

The leased structures budget detail screen requires a structure name and address and the total structure funding request to match the amount recorded on the final HUD-approved FY 2016 GIW. Leased structures are not confined to the project area's FMR amounts. Grant funds can pay the actual costs of leasing a structure or structures; however, in order for grant funds to be used, the rent paid must be reasonable when compared to rents being charged by other owners for similar spaces and may not exceed rents currently being charged by the same owner for comparable unassisted spaces.

Often, when leasing a structure(s) or unit(s) for the purpose of program participant housing or supportive services, the cost of maintenance, repair, and utilities are included as a responsibility of the landlord in the lease agreement. However, in instances where these costs are not included in the lease agreement, these costs are generally eligible under the operating budget line item and should be included if they are anticipated. When leasing a structure used solely for the purpose of providing supportive services to program participants and these costs are not included in the lease agreement (or where the recipient or subrecipient owns the building), the costs of operating that structure are eligible and must be charged to the supportive services budget line item.

PH-PSH Screen 6D. Rental Assistance Budget

Screen 6D appears if the Rental Assistance budget line item is selected on Screen 6A. The summary table on Screen 6D will aggregate the total assistance requested and total units requested for each FMR area in which rental assistance and units are being requested. To add units for a new FMR, click the add  icon. This will open the Rental Assistance detail budget screen.

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Type of Rental Assistance: Select the type of rental assistance (i.e., PRA, SRA, or TRA) from the drop down on the top of the screen. Match the selection to the rental assistance type recorded on the final HUD-approved FY 2016 GIW. If there are more than one rental assistance types for the project, as approved by HUD, the applicant must create a separate detail budget screen for each type, even if they are in the same FMR area. This should be rare, however, as the vast majority of renewing grants will have a single rental assistance type.

Metropolitan or non-metropolitan fair market rent area: Select the appropriate FMR area where the units are located. The list is sorted by state abbreviation, and most areas calculated by county or metropolitan area. The selected FMR area will be used to populate the rents in the FMR Area column in the chart on this screen. For projects that operate in more than one geographic location, the applicant must create a separate detail budget screen for each FMR area.

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents? Choose whether to request rental assistance funding at or below the per unit size FMRs. By selecting “No,” the table described below will automatically calculate based on the number of units per unit size entered multiplied by the corresponding FMR. By selecting “Yes,” the values entered into the “HUD Paid Rent” column for each corresponding unit size must be less than the FMR amount for that unit size. If the project applicant requested and was awarded actual rent in the FY 2015 or previous CoC Program Competition, then the project applicant cannot request FMR. The only exceptions to this is if the change from actual rent to FMR was approved on the final HUD-approved FY 2016 GIW or if the FMR is now below the value of the actual rent previously requested. Applicants must ensure that the amount of rental assistance requested, if below the published FMR, will be sufficient to cover all rental assistance costs as HUD cannot provide funds beyond what is awarded through the competition. Therefore, renewal Project Applicants should only select “Yes” if they have consistently had remaining grant funds at the end of the operating year for several years.

Complete the Rental Assistance Annual Budget chart that accounts for the size of units, the number of units being requested, the FMR for each unit size, the HUD paid rent being requested for each unit size (see the explanation above—read-only if “No” selected above), multiplied by 12 months to account for annual rent, and then summarized by row in the Total Request column.

- **Size of units:** These options are system generated. Unit size is defined by the number of distinct bedrooms and not by the number of distinct beds.
- **Number of units:** For each unit size, enter the number of units for which funding is being requested. These values should match the values on the CoC’s final HUD-approved FY 2016 GIW.
- **FMR:** These fields are populated with the FY 2016 FMRs based on the FMR area selected by the project applicant. The FMRs are available at: www.huduser.org/portal/datasets/fmr.html.
- **HUD Paid Rent:** Available only if “Yes” was selected above to indicate an intention to request amounts less than the FMR. For each unit size, enter the rent to be paid by the CoC program grant. This rent cannot exceed the FMR amount in the previous column; however, Project Applicants may request less than the FMR. Once funds are awarded recipients must document compliance with the rent reasonableness requirement set forth in 24 CFR 578.51.
- **12 Months:** These fields are populated with the value 12 to calculate the annual rent request.
- **Total Request:** This column prepopulates with the total calculated amount from each row.
- **Total Units and Annual Assistance Requested:** This column is automatically calculated based on the sum of the total requests per unit size per year.
- **Grant Term:** This field is populated based on the grant term of 12 months selected on the “Funding Request” screen and will be read-only. **Note:** Renewal projects can only request 1 year of funding, regardless of the “Grant Term” selected on Screen 6A.

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- **Total Request for Grant Term:** This field is automatically calculated based on amount entered into each “HUD Paid Rent” field, multiplied by 12 months, multiplied by the grant term. (If the applicant selected “No” above, the automatic calculation will be based on the FMR and not the “HUD Paid Rent.”)

All automatic fields will be calculated once the required field has been completed and saved.

From the summary page, you can view and edit detail screens by clicking the view  icon next the relevant FMR Area in the list. To delete a detail screen, click the delete  icon next to the relevant FMR Area in the list.

PH-PSH Screen 6E. Supportive Services Budget

Screen 6E appears if the Supportive Services budget line item is selected on Screen 6A. The supportive services listed are exhaustive based on the eligible supportive services in 24 CFR 578.53. **Note:** The only cost category not on this screen is “Direct provision of services.” As 24 CFR 578.53(e)(17) explains, if the service is being directly delivered by the recipient or subrecipient, eligible costs under that service item also may include: The cost of labor or supplies, and materials incurred by the recipient or subrecipient in directly providing supportive services to program participants; and the salary and benefit packages of the recipient and subrecipient staff who directly deliver the services.

The itemized budget screen includes 17 eligible costs:

1. Assessment of Service Needs
2. Assistance with Moving Costs
3. Case Management
4. Child Care
5. Education Services
6. Employment Assistance
7. Food
8. Housing/Counseling Services
9. Legal Services
10. Life Skills
11. Mental Health Services
12. Outpatient Health Services
13. Outreach Services
14. Substance Abuse Treatment Services
15. Transportation
16. Utility Deposits
17. Operating Costs*

Note: “Security Deposits” is not listed as an eligible supportive service cost. Security deposits are incorporated into the eligible costs under the leased units, leased structures, and rental assistance budget line items.

*Applicants may only include Operating Costs (maintenance, repair, building security, furniture, utilities, and equipment) in the Supportive Services budget if the costs are for a facility that is used to provide supportive services for program participants.

For renewal projects that were awarded under the Samaritan or Permanent Housing Bonus prior to FY 2014 case management is the only eligible supportive service, and is capped at 20 percent of the awarded funds for housing costs (sum of acquisition, new construction, rehabilitation, leasing, and operating requested funds—with exceptions made for “food” costs that were eligible under the Operating Budget prior to the implementation of the CoC Program and which have since been moved to Supportive Services). For those renewal projects that were awarded under the Permanent Supportive Housing Bonus in FY 2014, the cap is 30 percent of the awarded funds and includes only the following eligible costs: assistance with moving costs; case management; food, housing/counseling services; life skills; outreach services; transportation; and utility deposits (if these are not included in rental/lease agreement). Both project types should also take into account special circumstances where HUD has directed the project to correct its budget in ways that affect these ratios and cost categories.

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Enter the quantity, detail, and total budget request for each supportive services cost. The request entered should be equivalent to the cost of 1 year of the relevant supportive service.

- **Eligible Costs:** The system prepopulates a list of eligible supportive services for which funds can be requested. The costs listed are the only costs allowed under 24 CFR 578.53. (Refer to 24 CFR 578.53 for details on eligible supportive services costs.)
- **Quantity AND Detail:** Enter the quantity in detail (e.g., 1 FTE Case Manager Salary + benefits, or child care for 15 children) for each supportive service activity for which funding is being requested. **Note:** Simply stating 1 FTE is **NOT** providing “Quantity AND Detail” and limits HUD’s understanding of what is being requested. Failure to enter “Quantity AND Detail” may result in conditions being placed on the conditional award and a delay of funding.
- **Annual Assistance Requested:** For the renewal grant year, enter the amount (\$) requested for each activity. The amount entered must only be the amount that is **DIRECTLY** related to providing supportive services to homeless program participants.
- **Total Annual Assistance Requested:** This field is automatically calculated based on the sum of the annual assistance request entered for each activity.
- **Grant Term:** This field is populated based on the grant term selected on the “Funding Request” screen and will be read-only.
- **Total Request for Grant Term:** This field is automatically calculated based on the total amount requested for each eligible cost multiplied by the grant term.

All automatic fields will be calculated once the required field has been completed and saved.

PH-PSH Screen 6F. Operating Budget

Screen 6F appears if the Operating budget cost is selected on Screen 6A. The operating costs listed are all inclusive and determined by the eligible operating costs described in 24 CFR 578.55. Operating costs are associated with the operations of the project. For example, if a project applicant requests furniture costs, the furniture will remain with the project. A project applicant that requests a furniture line item cannot give the furniture to program participants when they terminate from the project, the furniture must remain with the project for the next program participant. Similarly, if the project requests building security costs to pay for security personnel, it is understood that the security personnel will only ensure the safety and security of the building and grounds, and will not provide personal safety, case management, or counseling services to program participants. Complete the Operating budget screen to request funds for eligible operating costs for each year of the grant term.

Note: According to 24 CFR 578.59(a), staff and overhead costs directly related to carrying out operating activities are eligible as part of those activities listed on the operating budget. The itemized budget screen includes 7 eligible costs:

1. Maintenance and Repair
2. Property Taxes and Insurance
3. Replacement Reserve
4. Building Security
5. Electricity, Gas, and Water
6. Furniture
7. Equipment

Enter the quantity, detail, and total budget request for each operating cost. The request entered should be equivalent to the cost of 1 year of the relevant operating activity.

- **Eligible Costs:** The system prepopulates a list of eligible operating costs for which funds can be requested. The costs listed are the only costs allowed under 24 CFR 578.55. (Refer to 24 CFR 578.55 for details on eligible operating costs.)

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- **Quantity AND Detail:** Enter the quantity in detail (e.g., .75 FTE hours and benefits for staff and the specific duty to be performed, utility types, monthly allowance for supplies) for each operating cost for which funding is being requested. **Note:** Simply stating 1 FTE is **NOT** providing “Quantity AND Detail” and restricts HUD’s understanding of what is being requested. Failure to enter “Quantity AND Detail” may result in conditions being placed on the conditional award and a delay of funding.
- **Annual Assistance Requested:** Enter the 1-year amount (\$) requested for each activity. The amount entered must only be the amount that is **DIRECTLY** related to operating the housing or supportive services facility.
- **Total Annual Assistance Requested:** This field is automatically calculated based on the sum of the annual assistance requests entered for each activity.
- **Grant Term:** This field is populated based on the 1-year grant term as indicated on the “Funding Request” screen and will be read-only.
- **Total Request for Grant Term:** This field is automatically calculated based on the total amount requested for each eligible cost multiplied by the grant term.

Operating costs that are included in lease agreements to house program participants and for which a leased unit or leased structures budget line item has been requested should not be included on this screen. Instead, these costs should be considered a part of the leased units or leased structures budget request. Similarly, when leasing a structure used solely for the purpose of providing supportive services to program participants and these costs are not included in the lease (or where the recipient or subrecipient owns the building), the costs of operating that structure are eligible and ***must be charged to the supportive services budget line item*** “17. Operating Costs” and not the operating costs budget line item. Finally, keep in mind that operating costs cannot be combined in the same unit as rental assistance costs under the CoC Program. Where a single project requests rental assistance and operating budget line items, the applicant must demonstrate that the costs are used in distinct, non-overlapping, units.

PH-PSH Screen 6G. HMIS Budget

Screen 6G appears if the HMIS budget line item is selected on Screen 6A. The HMIS costs listed are all inclusive and determined by the eligible HMIS costs described at 24 CFR 578.57. Complete the HMIS budget screen to request funds for eligible HMIS costs.

Note: According to 24 CFR 578.59(a), staff and overhead costs directly related to carrying out HMIS activities are eligible as part of those activities listed on the HMIS budget.

The itemized budget screen organizes all eligible HMIS costs from 24 CFR 578.57 into the following five categories:

1. Equipment [central server(s), personal computers and printers, networking, and security];
2. Software [software/user licensing, software installation, support and maintenance, and supporting software tools];
3. Service [training by third parties, hosting/technical services, programming (customization, system interface, data conversion), security assessment setup, internet access, facilitation, and disaster recovery];
4. Personnel [project management/ coordination, data analysis, programming, technical assistance and training, and administrative support staff]; and
5. Space & Operations [space costs and operational costs associated with that space].

If the recipient or subrecipient is a victim services provider, or a legal services provider, it may use CoC funds to establish and operate a comparable database that complies with HUD’s HMIS requirements, listing costs under the comparable category on Screen 6G.

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Enter the quantity, detail, and total budget request for each HMIS cost. The request entered should be equivalent to the cost of 1 year of the relevant HMIS activity.

- **Quantity AND Detail:** Enter the “Quantity AND Detail” (e.g., .75 FTE hours and benefits for project management staff) for each HMIS cost for which funding is being requested.
- **Annual Assistance Requested:** For the 1-year grant term, enter the amount (\$) requested for each activity.
- **Total Annual Assistance Requested:** This field is automatically calculated based on the sum of the annual assistance requests entered for each activity.
- **Grant Term:** This field is populated based on the grant term selected on the “Funding Request” screen and will be read-only.
- **Total Request for Grant Term:** This field is automatically calculated based on the total amount requested for each eligible cost multiplied by the grant term.

All automatic fields will be calculated once the required field has been completed and saved.

PH-PSH Screen 6H. Sources of Match

The “6H Sources of Match” screen is applicable to all projects and it enables project applicants to enter the CoC Program required match, including the type of source and the value of the match commitment. Please note that the Leverage fields previously included on this screen have been removed from the FY 2016 project application. Leverage documentation is no longer required as part of the project application.

Match funds are acquired from sources outside of this grant’s funding request. The match information entered in *e-snaps* should be based on the ***current commitments at the time of project application, covering the requested grant operating period (i.e., grant term), and NOT based on projections.*** HUD expects the amount(s) listed on this screen to be accurate, with a commitment letter(s) in place that includes the amount(s) listed.

Match contributions can be cash, in-kind, or a combination of both. For match to be counted as cash or in-kind, amounts must be used for CoC Program eligible costs as set forth in 24 CFR Part 578. Match must be equal to or greater than 25 percent of the total grant request for all eligible costs including Administration costs but excluding Leasing costs (i.e., Leased Units and Leased Structures). For example, if the “total assistance requested” from the project applicant is \$100,000, and the project applicant did not request costs for Leased Units or Leased Structures, then the project applicant must secure commitments for match funds equal to or greater than \$25,000. The match amount could be all cash, all in-kind contributions, or a mixture of both, and used for any CoC Program eligible activities the project applicant chooses.

Note: Policy update in CoC Program implementation. Program income can be counted as match funds in the FY 2016 CoC Program Competition. Costs paid for by program income can be considered Match for grants awarded in the FY 2016 CoC Program Competition. See: <https://www.hudexchange.info/news/new-changes-to-hud-coc-and-esg-program-implementation/>

Note: This includes occupancy charges paid to the recipient or subrecipient and tenant’s portion of the rent, if the recipient or subrecipient is also the landlord or owner and the program participant is paying rent directly to the recipient or subrecipient organization. These amounts are considered program income and can be used as Match funds.

Because match can be challenging to understand, HUD strongly encourages applicants to review the 12 FAQs posted at; www.hudexchange.info/coc/faqs/, by searching for the keyword “match.” Applicants should also review 24 CFR 578.73 and the FY 2016 CoC Program Competition NOFA for detailed information concerning Match.

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The primary “6H Sources of Match” screen presents a summary for Match that will aggregate multiple cash and in-kind commitments entered in the “Sources of Match Details” screens expected from each source and then calculate the totals. To add a commitment, please click the add  icon. This will open a new “Sources of Match Details” screen for each commitment.

Complete the following fields in the “Sources of Match Details” screen for each match commitment:

- **This commitment will be used as Match.** “Yes” has been preselected for this field and cannot be changed because Leverage is no longer a selection in e-snaps.
- **Type of Commitment:** Select Cash (\$) or In-kind (non-cash) to indicate the type of contribution that describes this Match commitment.
- **Type of source:** Select Private or Government to indicate the source of the contribution. Funds from HUD-VASH (VA Supportive Housing program) and other Federal programs are eligible sources of Match and are considered Government sources. Project applicants are encouraged to include funds from these sources, whenever possible.
- **Name the Source of the Commitment:** Be as specific as possible and include the office or grant program as applicable. Enter the name of the entity providing the contribution. It is important to provide as much detail as possible so that the local HUD field office can quickly identify and approve the commitment source.
- **Date of written commitment:** Enter the date of the written contribution.
- **Value of written commitment:** Enter the total dollar value of the contribution.

Once the primary “6H Sources of Match” screen is saved, the values entered on the “Sources of Match Details” screen(s) will populate the summary amounts. The Cash, In-Kind, and Total Match will also automatically populate the “6J Summary Budget” screen where the 25 percent match requirements will be calculated and applied. If the amounts on the “6J Budget Summary” screen are too low, additional Match funds must be added to the “Sources of Match Details” screen(s).

You can view and edit the “Sources of Match Details” screen(s) from the primary “6H Sources of Match” screen by clicking the view  icon next to the relevant commitment in the list. To delete a Match detail screen, click the delete  icon next to the relevant commitment in the list.

PH-PSH Screen 6I. Summary Budget

Screen 6I summarizes the funding request for the total term of the project as entered in the budget Screens 6B through 6H. Use this screen to verify the information recorded on each budget detail screen and return to relevant detail screens that have aggregated on Screen 6I incorrectly. This screen includes only one field that can be completed before submission. Project administrative costs can be recorded as “Admin” on this screen as in previous years. All fields are read-only with exception to the “Total Requested for Grant Term for Admin.”

- **Admin (Up to 10%):** Enter the amount (\$) of requested administration funds. The grant will not fund greater than 10 percent of the request listed in the field “Sub-Total Costs Requested.” If an ineligible amount is entered, the system will report an error and prevent application submission when the screen is saved.

Admin costs should match the admin budget line item recorded on the final HUD-approved FY 2016 GIW, unless the budget line item has been reduced due to reallocation or tier-based strategy described at the beginning of the Part 6 guidance. Projects renewing for the first time under the CoC Program will notice that the admin amount listed on the final HUD-approved FY 2016 GIW has been increased from the amount in the expiring grant. First-time renewing SHP projects are eligible to receive up to a 2 percent increase (based on the total amount of non-Admin funds requested) from the amount of funds received for administrative costs in the expiring SHP project (not to exceed 7 percent). First-time

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renewing S+C projects are eligible to receive 7 percent of the project budget for admin since there was not a separate admin costs line item under the S+C program.

Renewal projects may request admin costs up to 10 percent of the total value of all non-admin costs; however, any percentage above 7 percent must be carved out from existing budget line items

While match will be entered on Screen 6H, the summary budget will include a summary of Cash, In-Kind, and Total Match. If an amount less than 25 percent of the total budget, including admin costs but excluding leasing costs, is indicated, the system will report an error and prevent application submission when the screen is saved. **Note:** Cash and In-Kind Match entered into the budget on Screen 6H must qualify as eligible program expenses under the CoC Program. Compliance with eligibility requirements will be verified before grant agreement.

The total values are automatically calculated by the system when you click the “Save” button.

[\[return to “part 3 through part 6 component types”\]](#)

Permanent Housing – Rapid Re-housing (RRH) Renewal Project Applications

[\[return to “part 3 through part 6 component types”\]](#)

The following instructions and screens apply to Permanent Housing (PH)–**Rapid Rehousing (RRH)** projects only.

PH-RRH Part 3: Project Information

Based on the component type selected on Screen 3A, in this case “**PH**,” or permanent housing, Project Applicants are expected to provide a full description of the project scope on Screen 3B, including the selection of “**RRH**,” in accordance with **PH-RRH** requirements at 24 CFR 578.37.

PH-RRH Screen 3A. Project Detail

All fields on Screen 3A are required to be completed for submission of the application.

- 1. Expiring grant number:** This field populates with the number from the “Federal Award Identifier” field on Screen 1A. Project Applicants will not be allowed to modify the populated data in this field; however, Project Applicants may modify Screen 1A to correct errors.

Note: Failure to enter the **correct** grant number may significantly delay the funding of this project. Refer back to the final HUD-approved GIW, conditional award letter or executed grant agreement the expiring grant for confirmation. The grant number on the GIW must match the grant number on the corresponding grant agreement.

- 2a. CoC Number and Name:** The correct CoC must be identified in this field. The dropdown menu for this field contains each CoC that successfully registered in the FY 2016 CoC Program Registration process and is listed according to the CoC Number (e.g., NE-502) and CoC Name (e.g. Lincoln CoC). The project application will be sent to the CoC selected from the dropdown menu and will be reviewed and ranked once it is submitted by the project applicant in *e-snaps*.

Note: There is an option for “No CoC.” This option should only be used in the extremely rare instance that a project is located in a geographic area not currently served by a CoC. Project Applicants that select “No CoC” will not be connected to a CoC application for this Competition. This may affect HUD’s ability to award funds to this project.

- 2b. CoC Collaborative Applicant Name:** The correct CoC Collaborative Applicant Name must be identified in this field. The dropdown options for this field are based on the CoC Number and Name selected above. This list is populated with the CoC’s designated Collaborative Applicant name that registered during the FY 2016 CoC Program Registration process.
- 3. Project Name:** No action required. This field prepopulates from the *e-snaps* “Project” form. Project Applicants cannot modify the populated name in this field; however, Project Applicants may modify the project name by exiting the project application and opening the *e-snaps* “Project” form by selecting “Projects” from the left menu. Identify the current project name, click the link and make changes as needed.
- 4. Project Status:** This field defaults to the option “Standard” and should only be changed to “Appeal” for Project Applicants who are appealing a CoC’s decision to reject the project application in the local CoC competition. All other Project Applicants should leave the field with the option “Standard.” If “Appeal” is selected, an additional Screen 8A “Notice of Intent to Appeal” will become visible on the left menu and additional attachments will be required on the attachments screen. For more information on the Solo Applicant Appeal process, refer to 24 CFR 578.35 and Sections VI.C.4. and X.C. of the FY 2016 CoC Program Competition NOFA.

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5. **Component Type:** In this field, all Project Applicants must indicate the CoC Program component type under which the project operates. For PH-RRH projects the choice must be “PH.” This must match the component type listed on the final HUD-approved FY 2016 GIW.
6. **Energy Star:** Select “Yes” if the project incorporates energy-efficiency measures in the design, construction, rehabilitation, and operation of the project. Project Applicants that select “Yes” routinely replace older obsolete products and appliances (e.g., lighting, domestic hot water heaters, furnaces, boilers, air conditioning units, refrigerators, clothes washers and dishwashers) with Energy Star-labeled products when replacing existing products is more cost-effective than repair or the appliance is no longer in operating condition.
7. **Title V:** Title V of the McKinney-Vento Act allows unutilized, underutilized, excess, or surplus Federal properties to be used by homeless services providers for the purpose of assisting homeless persons. Select “Yes” or “No” to indicate whether the project includes one or more of properties that have been conveyed through the Title V process.

PH-RRH Screen 3B. Description

All fields on Screen 3B are required and provide HUD with a detailed description of the project.

1. **General Description:** Provide a clear and concise description of the scope of the project. The description should describe the community needs, target population(s) to be served, project plan for addressing the identified housing and supportive service needs, projected project outcome(s), coordination with other source(s) or partner(s), and the reason why CoC Program support is needed. The information provided in this narrative must not conflict with information provided in other parts of the project application. For example, if the project specifically focuses on families as indicated later on this screen, the narrative should not indicate otherwise.
2. **Does your project have a specific population focus?** Select “Yes,” if your project has special capacity in its facilities, program designs, tools, outreach, or methodologies for a specific subpopulation(s). This does not mean that your project exclusively serves that subpopulation(s), but rather that they are uniquely equipped to serve them.
 - a. **Please identify the specific population focus. (Select ALL that apply)** If “Yes” to question 3 above, select one or more of the available subpopulations. If a subpopulation focus for your organization is not listed, please check the box next to “Other” and then enter in the subpopulation in the text box provided.
3. **Housing First.** Housing First is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). It is an approach to: **1)** quickly and successfully connect individuals and families experiencing homelessness to permanent supportive housing; **2)** without barriers to entry, such as sobriety, treatment or service participation requirements; or **3)** related preconditions that might lead to the program participant’s termination from the project. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry; however, participation in supportive services is based on the needs and desires of program participants. Review Sections II.A.6. and VII.A.1.h. of the FY 2016 CoC Program Competition NOFA and the Housing First in PSH brief at www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/ for more information.
 - a. **Does the project quickly move participants into permanent housing?** Select “Yes” to this question if your project will quickly move program participants into permanent housing without additional steps (e.g., required stay in transitional housing) before moving to permanent housing. If you are a domestic violence (DV) program you should select “Yes” if you will quickly move program participants into permanent housing after immediate safety needs are addressed (e.g., a person who is still in danger from a violent situation and would

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- move into PH once the dangerous situation has been addressed). Select “No” if the project does not work to move program participants quickly into permanent housing. **Has the project removed the following barriers to accessing housing and services? (Select ALL that apply):** Check the box next to each item to confirm that your project has removed (or never had) barriers to program access related to each of the following: 1) Having too little or little income; 2) Active or history of substance abuse; 3) Having a criminal record with exceptions for state-mandated restrictions; and 4) Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement). If all of these barriers to access still exist, select “None of the above.”
- b. Has the project removed the following as reasons for program termination?** Check the box next to each item to confirm that your project has removed (or never had) reasons for program participant termination related to each of the following: 1) Failure to participate in supportive services; 2) Failure to make progress on a service plan; 3) Loss of income or failure to improve income; 4) Fleeing domestic violence; and 5) Any other activity not covered in a lease agreement typically found in the project’s geographic area. If all of these reasons for program termination still exist, select “None of the above.”
- c. Does the project follow a Housing First approach?** This field is automatically calculated and cannot be edited. *Only if* “Yes” was answered for 4a **AND** all of the barriers and reasons boxes were checked for 4b and 4c, *will* this field indicate “Yes” to confirm a Housing First approach. Otherwise, this field will indicate “No” to confirm that the project will not follow a Housing First approach. Any project application submitted as using a Housing First approach will be required to operate as such.
- 4. Does the PH project provide PSH or RRH?** PH-RRH projects must select “RRH.” Project Applicants that select “RRH” will only be able to select Rental Assistance as a housing option.
- 4a. Does the project request costs under the rental assistance budget line item?** If applying for rental assistance, select “Yes.” If you select “Yes,” you will be required to create a rental assistance budget on Screen 6E before submitting the application. Project Applicants not applying for rental assistance should select “No.” If “No” is selected for RRH projects not requesting CoC Program rental assistance funds, please be clear in your project description about where the resources for the housing are coming from. To be considered a PH-RRH project (instead of an SSO project) in the CoC Program there must be a direct connection to housing.
- Note:** Project Applicants will select the *type* of rental assistance on the detailed budgets on Screen 6E and RRH projects can *only* select tenant-based rental assistance.
- 4b. Is this a CoC Program leasing or SHP project that had been approved by HUD to change the renewal project budget from leasing to rental assistance? (This change must appear on the final HUD-approved FY 2016 GIW. See 24 CFR 578.49(b)(8)):** This question applies to projects originally funded under the Rapid Rehousing for Families Demonstration who are now changing from TH to RRH. This question will only appear if you have selected “Yes” in response to Question 4a. Select “No” from the dropdown if the project was originally awarded with a rental assistance budget line item. Select “Yes” from the dropdown if one of the following is true:
- The project was originally awarded as a Transitional Housing (TH) project with leasing funds under the SHP Program and has been approved to change from TH to RRH and from leasing to tenant-based rental assistance on the CoC’s final HUD-approved FY 2016 GIW in order to come into compliance with the CoC Program Interim rule; or
 - The project currently receives funds for TH and leasing; but was approved on the CoC’s final HUD-approved FY 2016 GIW to change to from TH to RRH and from leasing to tenant-based rental assistance in order to come into compliance with the CoC Program interim rule. These types of projects must have an executed grant agreement amendment in place prior to the FY 2016 application submission deadline per the FY 2016 CoC Program

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Competition NOFA. If an executed grant agreement is not in place, dated no later than the FY 2016 application deadline HUD will change the project back to leasing and the project must come into compliance with leasing requirements in the CoC Program Interim rule.

PH-RRH Part 4: Housing and Services

In Part 4 of the Project Application, Project Applicants are expected to provide detail regarding housing and services.

PH-RRH Screen 4A. Supportive Services for Participants

All fields on Screen 4A are required and provide HUD with detailed understanding of the supportive services provided to Project Applicants.

- 1. For all supportive services available to participants, indicate who will provide them and how often they will be provided:** This list identifies **ALL** of the supportive services that are provided to program participants in the PH-RRH project by the project applicant, subrecipient, partner organization, or Non-Partner organization. The project applicant should complete each row of drop down menus for all supportive services that will be provided to program participants regardless of funding source. Do not limit this selection to just the supportive services that are being requested in your project application—include the supportive services that are being provided other organizations and grants as well. If more than one Provider or Frequency is relevant for a single service, select the provider and access that is used most often. If more than one provider offers the service equally often, choose the provider according to the following order: 1) Applicant; 2) Subrecipient 3) Non-Partner and 4) Non-Partner.

Provider: select one of the following:

- “Applicant” to indicate that the applicant will provide the service directly;
- “Subrecipient” to indicate that a subrecipient, as identified on form 2A “Project Subrecipients,” will provide the service directly;
- “Partner” to indicate that an organization that is not a subrecipient of project funds but with whom a formal agreement or memorandum of understanding (MOU) has been signed will provide the service directly; or
- “Non-Partner” to indicate that a specific organization with whom no formal agreement has been established but does regularly provides the service to program participants, (e.g., employment services provided by local workforce board).

Frequency: Select how often the service is provided to program participants. If two frequencies are equally common, choose the interval with the highest frequency. If two frequencies are equally common, choose the interval that is the most frequent; e.g., both weekly and monthly are equally common, choose weekly.

Note: The list is exclusive and exhaustive according to 24 CFR 578.53. Applicants must complete the drop down menus for at least one service/row.

- 2. Please identify whether the project includes the following activities:**
 - 2a. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs?** Select “Yes” if the project provides regular or as needed transportation assistance to mainstream and community resources, including appointments, employment training and educational programs, or jobs. Select “No” if transportation is not regularly provided or cannot be provided consistently as requested.
 - 2b. Use of a single application form for four or more mainstream programs?** Select “Yes” if the project uses a single application form that allow program participants to sign up for four or more mainstream programs. Select “No” if mainstream forms are for 3 or fewer mainstream programs.

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- 2c. Regular follow-ups with participants to ensure mainstream benefits are received and renewed?** Select “Yes” if the project regularly follows-up with program participants at least annually to ensure that they have applied for and are receiving their mainstream benefits and to renew benefits when required. Select “No” if there is no or irregular follow-up concerning mainstream benefits.
- 3. Do program participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency?** Select “Yes” if program participants have access to SSI/SSDI technical assistance. The assistance can be provided by the applicant, a subrecipient, or a partner agency—through a formal or informal relationship. Select “No” if there is no or significantly limited access to SSI/SSDI technical assistance.
- 3a. Has the staff person providing the technical assistance completed SOAR training in the past 24 months?** This question will only appear if “Yes” is selected to the previous question. Select “Yes” to indicate that the applicant, subrecipient or partner agency staff person who will be providing the SSI/SSDI technical assistance has completed SOAR training, online or in person, in the past 24 months. If more than one person will provide technical assistance, select “Yes” only if all persons have completed the training. Otherwise, select “No.”

PH-RRH Screen 4B. Housing Type and Location

Screen 4B, Housing Type and Location, applies to all PH-RRH projects.

The main screen presents a summary of the units and beds included in the project according to the following categories:

- **Total Units.** Includes all of the units in the project regardless of size.
- **Total Beds.** Includes all of the beds in the project regardless of unit configuration.

The summary fields are compiled from all of the individual housing locations listed below the totals. These fields will populate and update automatically when new housing type and location details are added to the list. To add new housing type and location detail to this screen, select the add  icon and then complete the mandatory fields. To view and edit a housing type and location, click the view  icon for the housing type and location detail that you wish to edit.

The project applicant must use Screen 4B to report each housing type and location supported using requested CoC Program funds, including the number of available units and beds. The numbers reported must reflect the units and beds **at full capacity at a single point in time** directly supported by CoC Program awarded funds. This includes those units supported only by supportive services costs without rental assistance. The reported number of beds should generally match the number of households and persons served at a point in time, as listed on Screens 5A and 5B, although there are understandable exceptions (e.g., a two-parent household where the parents will share a bed).

- 1. Housing type:** Report the type of housing structures in which program participants under this project are housed. Each housing type must be listed individually. The housing type options are as follows:
 - **Barracks:** Individuals or families sleep in a large room with multiple beds. Also includes large shelters which are traditionally used in the Emergency Solutions Grants Program.
 - **Dormitory, shared or private rooms:** Individuals or families share sleeping rooms or have private rooms; persons share a common kitchen, common bathrooms, or both.
 - **Shared housing:** Shared housing is defined as an arrangement in which two or more unrelated people share a house or an apartment. Each unit must contain private space for each assisted family, plus common space for shared use by the residents of the unit. Common space must be appropriate for shared use by the residents and private space must

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contain at least one bedroom for each two persons in the family. A zero or one-bedroom unit may not be used for shared housing.

- **Single Room Occupancy (SRO) units:** Each individual has private sleeping or living room which may contain a private kitchen and bath, or shared, dormitory style facilities.
 - **Clustered apartments:** Each individual or family has a self-contained housing unit located within a building or complex that houses both persons with special needs—e.g., homeless or formerly homeless persons, persons with substance abuse problems, persons with mental illness, or persons with AIDS/HIV—and persons without any special needs.
 - **Scattered-site apartments (including efficiencies):** Each individual or family has a self-contained apartment. Apartments are scattered throughout the community.
 - **Single family homes/townhouses/duplexes:** Each individual or family has a self-contained, single-family home, townhouse, duplex that is dispersed throughout the community.
2. **Indicate the maximum number of Units and Beds available for program participants at the selected housing site:** Enter the number of units and beds available at a point in time and used for housing program participants in this project.
- a. **Units:** Enter the total number of units available at a point in time in the selected housing type and location used for housing program participants.
 - b. **Beds:** Enter the total number of beds available at a point in time in the selected housing type and used for housing program participants.
- Note:** A zero bedroom or efficiency must be indicated as 1 unit, 1 bedroom, and 1 bed. In addition, the number of units and beds listed on Screen 4B must be equal to or greater than the total number of units and beds requested in the budget, Part 6 of this guide, and **should match** the number and characteristics of persons that the project is expected to serve recorded on Screens 5A and 5B.
3. **Address:** Project Applicants are required to enter an address for all proposed and existing properties. Since the RRH project uses tenant-based rental assistance applicants should, enter the address for the program administration office. Projects serving victims of domestic violence, including human trafficking, may use a PO Box or other anonymous address to ensure the safety of program participants.
4. **Select the geographic area associated with this address:** Report the geographic area in which the housing type, units, and beds are actually located. The list of geographic areas is limited by the State(s) selected on Screen 1D of the application. Multiple areas can be selected if units are located in more than one county or city. Hold down the “Ctrl” key to make multiple selections.

PH-RRH Part 5: Participants and Outreach

In Part 5 of the application, Project Applicants are expected to provide detail regarding the program participants who will be served, including basic household and subpopulation data, as well as outreach data.

PH-RRH Screen 5A. Program participants - Households

The numbers on Screen 5A are intended to reflect the households and persons *proposed to be served on a given night when the project is at full operating occupancy*. It should also match the program participant population reflected in the most recent grant agreement, as amended. The screen must include at least one household and at least one person in one of the household categories.

Screen 5A is separated into two sections: 1) Household(s) served in row 1; and, 2) Person(s) served in rows 2 through 13. For both sections there are three editable columns that capture a specific type of household.

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- **Households with at least One Adult and One Child:** To fall under this column and household type, there must be at least one person at or above the age of 18, and at least one person under the age of 18.
- **Adult Households without Children:** To fall under this column and household type, there must be at least one person at or above the age of 18, and no person(s) under the age of 18.
- **Households with Only Children:** To fall under this column and household type, there may not be any person(s) at or above the age of 18; only person(s) under the age of 18.

The fourth column on the far left, “Persons,” is not editable and automatically populated with four standard reporting categories determined by HUD.

- **Adult over age 24:** A subset of the category of “Adults” to disaggregate “Youth” from older adults.
- **Adults ages 18-24:** A category implemented to account for transition age youth. **Youth previously captured under the category “Adult” should now be captured under the category “Adults between the ages of 18 and 24.”**
- **Accompanied Children under age 18:** Includes all children and “youth” who are under the age of 18. “Accompanied” is defined here as “in the company of parent or legal guardian regardless of the age of the parent or legal guardian.”
- **Unaccompanied Children under age 18:** Includes all children and “youth” who are under the age of 18. “Unaccompanied” is defined here as “without a parent or legal guardian,” and can include persons under 18 who themselves have dependents, siblings, or other household members.

The tables are populated with white, dark grey and light grey fields. In each white field, list the number of households or type of person(s) served for the given household type. The dark grey cells are not applicable to the given type of persons, and the light grey cells, will be totaled automatically once the screen is saved. The screen has been designed to prevent Project Applicants from entering more households than persons for any given column, and at least one person must be entered for every column that has more than one household entered. The number and characteristics of persons that the project is expected to serve is recorded on this screen and should match the total number of units and beds requested on Screen 4B.

PH-RRH Screen 5B. Program participants - Subpopulations

Screen 5B is meant to represent a detailed subpopulation breakdown of the persons reported in the three housing types on Screen 5A. Just as with Screen 5A, the numbers here are intended to reflect the households and persons **proposed to be served on a given night when the project is at full operational capacity**. The screen is collectively exhaustive, therefore, each person identified on Screen 5A must be accounted for, or the system will report an error and prevent application submission when the screen is saved.

Screen 5B is separated into three tables corresponding to the three household types on Screen 5A. See the previous section of this guide for a description of the three household types. There are nine editable columns for all three tables that captures a priority subpopulation. One additional column accounts for persons that are not represented by the priority subpopulations.

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Table 5. Subpopulation Columns

<u>Mutually Exclusive</u>
<ul style="list-style-type: none"> • Chronically Homeless Non-Veterans: To fall under this column, persons must be chronically homeless per 24 CFR 578.3, but not veterans*. • Chronically Homeless Veterans: To fall under this column, persons must be chronically homeless per 24 CFR 578.3, and also veterans*. • Non-Chronically Homeless Veterans: To fall under this column, persons must not be chronically homeless, but must be veterans*. <p>*“Veterans” include all persons who served in the military, regardless of discharge status.</p>
<u>May Contain Duplicate Entries</u>
<ul style="list-style-type: none"> • Chronic Substance Abuse: Persons identified as chronic substance abusers. • Persons with HIV/AIDS: Persons living with HIV/AIDS. • Severely Mentally Ill: Persons diagnosed as severely mentally ill. • Victims of Domestic Violence: Persons identified as meeting the criteria of category 4 of the homeless definition. • Developmental Disability: Persons diagnosed with a developmental disability. • Physical Disability: Persons diagnosed with a physical disability.
<u>Mutually Exclusive to All Other Columns</u>
<ul style="list-style-type: none"> • Persons not represented by an identified subpopulation: Persons served by the organization that have not been diagnosed with or identified as falling under any of the previous subpopulation distinctions.

These columns are populated with **white, dark grey and light grey fields**, and are dependent on the selections made in Screen 5A. If households and person(s) are added to a household type column in Screen 5A, then the corresponding table will be available for data entry in Screen 5B. If, however, no households and persons are added to a particular household type column in Screen 5A, then the corresponding table will not be available in Screen 5B.

Example: If 3 households are entered into the “Adults Only” column on Screen 5A, but no households are entered into the “Adults with Children” or “with Children Only” columns on Screen 5A, then only the “Adults Only” table will be available for edit on Screen 5B.

In each white field of the available household tables, list the number of person(s) served for the given subpopulation column. **Ignore the dark grey cells**, which are not applicable to the given subpopulation, and **ignore the light grey cells**, which will be totaled automatically once the screen is saved. If any number greater than “0” is entered into the column “Persons not represented by an identified subpopulation,” a mandatory textbox will appear under the applicable table when the screen is saved. The applicant must enter a description of the population being served that does not fall under any of the priority subpopulation columns.

The screen has additional controls that ensure that Screens 5A and 5B match. First, you will notice in Table 5 above that three columns are internally “mutually exclusive.” This means that a single person can only identify with one of the first three columns for each table (e.g., a single person cannot be a veteran while at the same time being a non-veteran). Columns 4 through 9, under “May Contain Duplicate Entries”, however are not “mutually exclusive.” This means that a single person can identify with more than one column at the same time (e.g., a single person might be a veteran, suffering from a physical disability, and a victim of domestic violence). Column 10, “Persons not represented by an identified

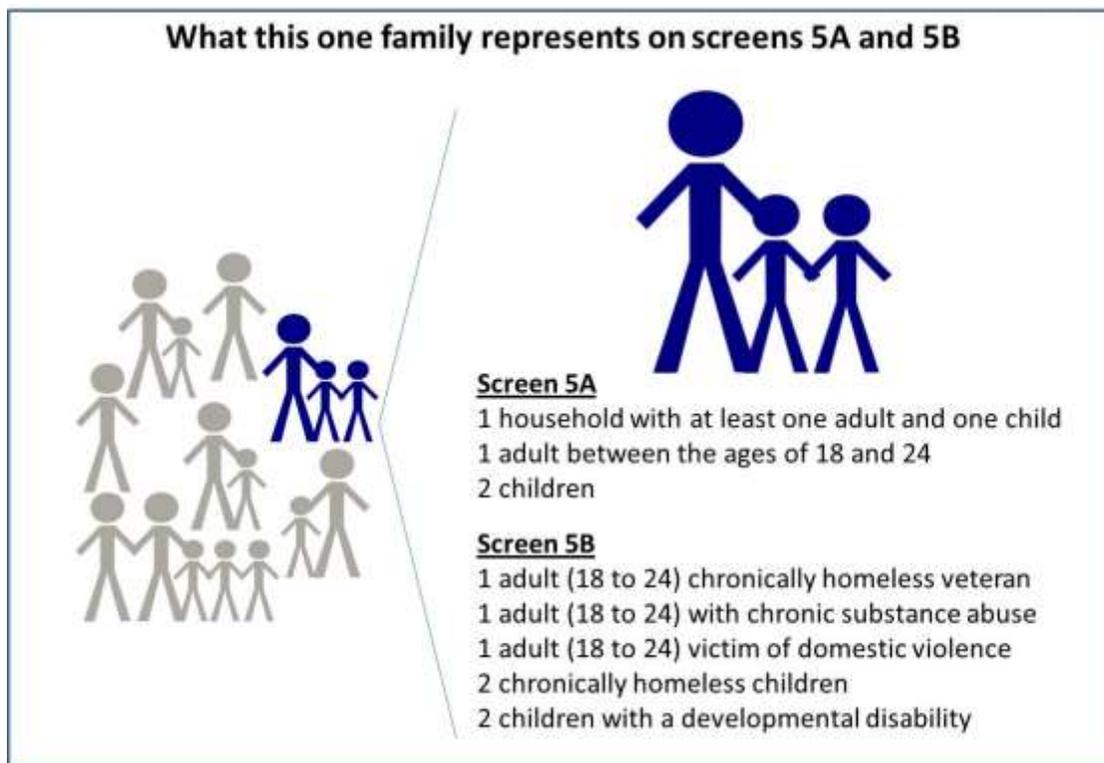
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subpopulation,” is mutually exclusive to all other columns. This means that if a single person falls under column 10 the person does not identify with any of the other subpopulations.

There are several other important controls to understand. The “Total Persons” for each column, for example, cannot be larger than the total persons for that household category on Screen 5A. Likewise, no cell in each row can contain a number greater than the total number of persons in the corresponding age group as reported on Screen 5A. At the same time, the screen is engineered to require an entry for each person served and so, at a minimum, the total number from the tables must equal the total number of persons in each corresponding household column from Screen 5A.

The Characteristics column (the first column) is populated with the same characteristics used in Screen 5A. They have been applied to each table based on their relevance to the tables housing type.

Total fields will calculate automatically when at least one household field and one person(s) field is entered and the screen is saved. Use them as a point of reference to ensure that all persons and households have been entered correctly.



PH-RRH Screen 5C. Outreach for Participants

On Screen 5C, Project Applicants are required to identify where their eligible program participants come from with respect to HUD’s homeless definition and must include percentages of program participants that are served using requested funds.

Project Applicants must ensure that all persons served in renewal RRH projects meet the requirements found in 24 CFR part 578 and the FY 2016 CoC Program Competition NOFA.

- 1. Enter the percentage of homeless person(s) who will be served by the proposed project for each of the following locations:** Indicate the percentage of homeless persons who will be admitted from each of the listed locations. Not all of the following locations are eligible locations for all projects types. For example, **persons coming from transitional housing are not eligible for PH-RRH projects.** Instead, renewal RRH projects must continue to serve individuals and families coming from the streets or emergency shelters. New RRH projects created through reallocation in the FY 2015 competition could also serve persons fleeing domestic violence

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Note: It is critical that you refer to 24 CFR part 578, the FY 2016 CoC Program Competition NOFA to confirm the eligible locations for each type of project (please contact your local HUD field office if you are unclear as to which NOFA requirements take precedence). The total percentage must equal 100% in order to submit the project application.

- **Directly from the street or other locations not meant for human habitation.**
- **Directly from emergency shelters.** (this includes domestic violence emergency shelters)
- **Directly from safe havens.**
- **From transitional housing and previously resided in a place not meant for human habitation or emergency shelters, or safe havens.**
- **Persons fleeing domestic violence (or attempting to flee).**

Individuals coming from an institution where they have resided for 90 days or less AND have entered the institution from the streets, emergency shelter, or safe haven, maintain their homeless status during that time. Include these program participants in the percentages for streets, places not meant for human habitation, emergency shelters, and safe havens accordingly.

Projects that have been approved to change from TH to PH-RRH should list residents who are remaining in the program from the previous grant term according to the place from which they originally entered. They should not be listed as entering from transitional housing simply because they were in the program during the previous grant term.

Refer to 24 CFR part 578, the FY 2016 CoC Program Competition NOFA, and the homeless definition at www.hudexchange.info/resource/1928/hearth-defining-homeless-final-rule/ for further guidance.

PH-RRH Part 6: Budgets

In Part 6 of the application, Project Applicants detail their budget requests according to the CoC Program's eligible Budget Line Items (BLIs).

The budget screens in Part 6 must match the dollar values included on the CoC's with the following limited exceptions:

1. A budget may be lower than the annual renewal amount on the final HUD-approved GIW if the CoC reduced the projects budget through the reallocation process; and
2. A budget may be lower than the annual renewal amount on the final HUD-approved GIW if in an attempt to accommodate the Tier 1 and Tier 2 processes as outlined in the FY 2016 CoC Program Competition NOFA.

Contact the CoC's Collaborative Applicant immediately to confirm how they expect you to apply if you are unsure, as an error in your request may negatively impact this application and other projects that are requesting FY 2016 CoC Program Competition funds. HUD will not award more funding than is listed on the CoC's final HUD approved GIW. Additionally, the application may not be used to initiate any other budget changes from the previous grant term that are not reflected on the CoC's final HUD-approved FY 2016 GIW (e.g., shifting funds from one budget line item to another).

Grant consolidations of individual FY 2015 renewal awards that have already been processed during CY 2016 must reflect the current grant agreement, as amended, and must have been indicated on the CoC's final HUD-approved FY 2016 GIW. Where the consolidation has not yet formally occurred, the project applicant must submit a separate project application for each individual renewal grant. **If the consolidation has formally occurred but it was not reflected on the CoC's final HUD-approved GIW, contact the local HUD field office immediately as this information must be communicated to the Office of Special Needs (SNAPS) prior to the project review process by HUD.**

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PH-RRH Screen 6A. Funding Request

Screen 6A provides the framework through which a project applicant creates a project budget.

1. **Do any of the properties in this project have an active restrictive covenant?** Select “Yes” or “No” to indicate whether one or more of the project properties are subject to an active restrictive covenant. **Note:** Any project awarded capital cost funds under the SHP Program (new construction, acquisition, or rehabilitation) has a 20-year use restriction. If the project was initially awarded capital costs under the CoC Program (FY 2012 and beyond) a 15-year use restriction is in place.
2. **Was the original project awarded as either a Samaritan Bonus or Permanent Housing Bonus project?** Indicate whether the project previously received funds under the Samaritan Housing or a Permanent Housing Bonus initiative. If “Yes,” then the project must continue to meet the requirements of the initiative for the life of the project in order to continue to receive renewal funding under the CoC Program.
3. **Are the requested renewal funds reduced from the previous award as a result of reallocation?** Select “Yes” or “No” to indicate whether the renewal project application is reduced through the reallocation process. Contact your CoC’s Collaborative Applicant immediately if you are unsure.
4. **Does this project propose to allocate funds according to an indirect cost rate?** Select “Yes” or “No” to indicate whether the project either has an approved indirect cost plan in place or will propose an indirect cost plan by the time of conditional award. For more information concerning indirect costs plans, please refer to 2 CFR 200.203(c)(2) and contact your local HUD field office.

* **If “Yes”, you must respond to the following questions:**

- 4a. **Please complete the indirect cost rate schedule below:** You must complete at least one row using information from either you approved plan or your proposal.

Administering Department/Agency	Indirect Cost Rate	Direct Cost Base
	%	
	%	
	%	

- 4b. **Has this rate been approved by your cognizant agency?** Select “Yes” if the indirect cost rate has already been approved by your cognizant agency. Select “No” if it has either not been submitted to or has not yet been approved by your cognizant agency.
- 4c. **Do you plan to use the 10% de minimis rate?** Select “Yes” only if you plan to use the 10% de minimis rate as described in 2 CFR 200.203(c)(2).
5. **Select a grant term:** This field automatically prepopulates with a 1-year grant term and the field cannot be edited.
6. **Select the costs for which funding is being requested:** Check the box next to the eligible costs for which funding is being requested (see 24 CFR 578, Subpart D; Program Components and Eligible Costs). Each checked box will unlock the corresponding budget line item screens 6B through 6H:
 - **Rental Assistance:** Check the box to unlock and reveal the Rental Assistance budget screen. The lease must be between the landlord and the program participant. Rental Assistance cannot be combined with Leased Structures or Operating in a single structure or housing unit.
 - **Supportive Services:** Check the box to unlock and reveal the Supportive Services budget screen.
 - **HMIS:** Check the box to unlock and reveal the HMIS budget screen.

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PH-RRH Screen 6D. Rental Assistance Budget

Screen 6D appears if the Rental Assistance budget line item is selected on Screen 6A. The summary table on Screen 6D will aggregate the total assistance requested and total units requested for each FMR area in which rental assistance and units are being requested. To add units for a new FMR, click the add  icon. This will open the Rental Assistance detail budget screen.

Type of Rental Assistance: PH-RRH projects must select TRA as the type of rental assistance. Select “TRA” from the drop down on the top of each Rental Assistance Detail Budget Screen.

Metropolitan or non-metropolitan fair market rent area: Select the appropriate FMR area where the units are currently. The list is sorted by state abbreviation, and most areas calculated by country or metropolitan area. The selected FMR area will be used to populate the rents in the FMR Area column in the chart on this screen. For projects that operate in more than one geographic location, the applicant must create a separate detail budget screen for each FMR area.

Does the applicant request rental assistance funding for less than the area’s per unit size fair market rents? Choose whether to request rental assistance funding at or below the per unit size FMRs. By selecting “No,” the table described below will automatically calculate based on the number of units per unit size entered multiplied by the corresponding FMR. By selecting “Yes,” the values entered into the “HUD Paid Rent” column for each corresponding unit size must be less than the FMR amount for that unit size. If the project applicant requested and was awarded actual rent in the FY 2015 or previous CoC Program Competition, then the project applicant cannot request FMR. The only exception to this is if the change from actual rent to FMR was approved on the final HUD-approved FY 2016 GIW or if the FMR is now below the value of the actual rent previously requested. Applicants must ensure that the amount of rental assistance requested, if below the published FMR, will be sufficient to cover all rental assistance costs as HUD cannot provide funds beyond what is awarded through the competition. Therefore, renewal Project Applicants should only select “Yes” if they have consistently had remaining grant funds at the end of the operating year for several years.

Complete a Rental Assistance Annual Budget chart that accounts for the size of units, the number of units being requested, the FMR for each unit size, the HUD paid rent being requested for each unit size (See the explanation above—read-only if “No” selected above), multiplied by 12 months to account for annual rent, and then summarized by row in the “Total Request” column:

- **Size of units:** These options are system generated. Unit size is defined by the number of distinct bedrooms and not by the number of distinct beds.
- **Number of units:** For each unit size, enter the number of units for which funding is being requested. These values should match the values on the CoC’s final HUD-approved FY 2016 GIW.
- **FMR:** These fields are populated with the FY 2016 FMRs based on the FMR area selected by the project applicant. The FMRs are available online at www.huduser.org/portal/datasets/fmr.html.
- **HUD Paid Rent:** Available only if “Yes” was selected above to indicate an intention to request amounts less than the FMR. For each unit size, enter the rent to be paid by the CoC program grant. This rent cannot exceed the FMR amount in the previous column; however, Project Applicants may request less than the FMR. Once funds are awarded recipients must document compliance with the rent reasonableness requirement set forth in 24 CFR 578.51.
- **12 Months:** These fields are populated with the value 12 to calculate the annual rent request.
- **Total Request:** This column repopulates with the total calculated amount from each row.
- **Total Units and Annual Assistance Requested:** This column is automatically calculated based on the sum of the total requests per unit size per year.

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- **Grant Term:** This field is populated based on the grant term of 12 months selected on the “Funding Request” screen and will be read-only.
- **Total Request for Grant Term:** This field is automatically calculated based on amount entered into each “HUD Paid Rent” field, multiplied by 12 months, multiplied by the grant term. (If the applicants selected “No” above, the automatic calculation will be based on the FMR and not the “HUD Paid Rent.”)

All automatic fields will be calculated once the required field has been completed and saved.

From the summary page, you can view and edit detail screens by clicking the view  icon next the relevant FMR Area in the list. To delete a detail screen, click the delete  icon next to the relevant FMR Area in the list

PH-RRH Screen 6E. Supportive Services Budget

Screen 6E appears if the Supportive Services budget line item is selected on Screen 6A. The supportive services listed are exhaustive based on the eligible supportive services in 24 CFR 578.53. **Note:** The only cost category not on this screen is “Direct provision of services.” As 24 CFR 578.53(e)(17) explains, if the service is being directly delivered by the recipient or subrecipient, eligible costs under that service item also may include: The cost of labor or supplies, and materials incurred by the recipient or subrecipient in directly providing supportive services to program participants; and the salary and benefit packages of the recipient and subrecipient staff who directly deliver the services.

The itemized budget screen includes 17 eligible costs:

- | | |
|---------------------------------|--|
| 1. Assessment of Service Needs | 10. Life Skills |
| 2. Assistance with Moving Costs | 11. Mental Health Services |
| 3. Case Management | 12. Outpatient Health Services |
| 4. Child Care | 13. Outreach Services |
| 5. Education Services | 14. Substance Abuse Treatment Services |
| 6. Employment Assistance | 15. Transportation |
| 7. Food | 16. Utility Deposits |
| 8. Housing/Counseling Services | 17. *Operating Costs |
| 9. Legal Services | |

Note: “Security Deposits” is not listed as an eligible supportive service cost. Security deposits are incorporated into the eligible costs under the rental assistance budget line items.

*Applicants may only include Operating Costs (maintenance, repair, building security, furniture, utilities, and equipment) in the Supportive Services budget if the costs are for a facility that is used to provide supportive services for program participants.

Enter the quantity, detail, and total budget request for each supportive services cost. The request entered should be equivalent to the cost of 1 year of the relevant supportive service.

- **Eligible Costs:** The system prepopulates a list of eligible supportive services for which funds can be requested. The costs listed are the only costs allowed under 24 CFR 578.53. (Refer to 24 CFR 578.53 for details on eligible supportive services costs.)
- **Quantity AND Detail:** Enter the quantity in detail (e.g., 1 FTE Case Manager Salary + benefits, or child care for 15 children) for each supportive service activity for which funding is being requested. **Note:** Simply stating 1 FTE is **NOT** providing “Quantity AND

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Detail” and limits HUD’s understanding of what is being requested. Failure to enter ‘Quantity AND Detail’ may result in conditions being placed on the conditional award and a delay of funding.

- **Annual Assistance Requested:** For the renewal grant year, enter the amount (\$) requested for each activity. The amount entered must only be the amount that is DIRECTLY related to providing supportive services to homeless program participants.
- **Total Annual Assistance Requested:** This field is automatically calculated based on the sum of the annual assistance requests entered for each activity.
- **Grant Term:** This field is populated based on the grant term selected on the “Funding Request” screen and will be read-only.
- **Total Request for Grant Term:** This field is automatically calculated based on the total amount requested for each eligible cost multiplied by the grant term.

All automatic fields will be calculated once the required field has been completed and saved.

PH-RRH Screen 6G. HMIS Budget

Screen 6G appears if the HMIS budget line item is selected on Screen 6A. The HMIS costs listed are all inclusive and determined by the eligible HMIS costs described in 24 CFR 578.57. Complete the HMIS budget screen to request funds for eligible HMIS costs.

Note: According to 24 CFR 578.59(a), staff and overhead costs directly related to carrying out HMIS activities are eligible as part of those activities listed on the HMIS budget.

The itemized budget screen organizes all eligible HMIS costs from 24 CFR 578.57 into the following 5 categories:

1. Equipment [central server(s), personal computers and printers, networking, and security];
2. Software [software/user licensing, software installation, support and maintenance, and supporting software tools];
3. Service [training by third parties, hosting/technical services, programming (customization, system interface, data conversion), security assessment setup, internet access, facilitation, and disaster recovery];
4. Personnel [project management/ coordination, data analysis, programming, technical assistance and training, and administrative support staff]; and
5. Space & Operations [space costs and operational costs associated with that space].

If the recipient or subrecipient is a victim services provider, or a legal services provider, it may use CoC funds to establish and operate a comparable database that complies with HUD’s HMIS requirements, listing costs under the comparable category on Screen 6G.

Enter the quantity, detail, and total budget request for each HMIS cost. The request entered should be equivalent to the cost of 1 year of the relevant HMIS activity.

- **Quantity AND Detail:** Enter the “Quantity AND Detail” (e.g., .75 FTE hours and benefits for project management staff) for each HMIS cost for which funding is being requested.
- **Annual Assistance Requested:** For the 1-year grant term, enter the amount (\$) requested for each activity.
- **Total Annual Assistance Requested:** This field is automatically calculated based on the sum of the annual assistance requests entered for each activity.

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- **Grant Term:** This field is populated based on the grant term selected on the “Funding Request” screen and will be read-only. (This reflects “Years of Funding” and might not match the “Grant Term” selected on previous screens. See previous notes and the NOFA.)
- **Total Request for Grant Term:** This field is automatically calculated based on the total amount requested for each eligible cost multiplied by the grant term.

All automatic fields will be calculated once the required field has been completed and saved.

PH-RRH Screen 6H. Sources of Match

The “6H Sources of Match” screen is applicable to all projects and it enables project applicants to enter the CoC Program required match, including the type of source and the value of the match commitment. Please note that the Leverage fields previously included on this screen have been removed from the FY 2016 project application. Leverage documentation is no longer required as part of the project application.

Match funds are acquired from sources outside of this grant’s funding request. The Match information entered in *e-snaps* should be based on the **current commitments at the time of project application, covering the requested grant operating period (i.e., grant term), and NOT based on projections.** HUD expects the amount(s) listed on this screen to be accurate, with a commitment letter(s) in place that includes the amount(s) listed.

Match contributions can be cash, in-kind, or a combination of both. For match to be counted as cash or in-kind, amounts must be used for CoC Program eligible costs as set forth in 24 CFR Part 578. Match must be equal to or greater than 25 percent of the total grant request for all eligible costs including Administration costs but excluding Leasing costs (i.e., Leased Units and Leased Structures). For example, if the “total assistance requested” from the project applicant is \$100,000, and the project applicant did not request costs for Leased Units or Leased Structures, then the project applicant must secure commitments for Match funds equal to or greater than \$25,000. The Match amount could be all cash, all in-kind contributions, or a mixture of both, and used for any CoC Program eligible activities the project applicant chooses.

Note: Policy update in CoC Program implementation. Program income can be counted as match funds in the FY 2016 CoC Program Competition. Costs paid for by program income can be considered Match for grants awarded in the FY 2016 CoC Program Competition. See:

<https://www.hudexchange.info/news/new-changes-to-hud-coc-and-esg-program-implementation/>

Note: This includes occupancy charges paid to the recipient or subrecipient and tenant’s portion of the rent, if the recipient or subrecipient is also the landlord or owner and the program participant is paying rent directly to the recipient or subrecipient organization. These amounts are considered program income and can be used as Match funds.

Because match can be challenging to understand, HUD strongly encourages applicants to review the 12 FAQs posted at; www.hudexchange.info/coc/faqs/, by searching for the keyword “match.” Applicants should also review 24 CFR 578.73 and the FY 2016 CoC Program Competition NOFA for detailed information concerning Match.

The primary “6H Sources of Match” screen presents a summary for Match that will aggregate multiple cash and in-kind commitments entered in the “Sources of Match Details” screens expected from each source and then calculate the totals. To add a commitment, please click the add  icon. This will open a new “Sources of Match Details” screen for each commitment.

Complete the following fields in the “Sources of Match Details” screen for each match commitment:

- **This commitment will be used as Match.** “Yes” has been preselected for this field and cannot be changed because Leverage is no longer a selection in e-snaps.
- **Type of Commitment:** Select Cash (\$) or In-kind (non-cash) to indicate the type of contribution that describes this Match commitment.

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- **Type of source:** Select Private or Government to indicate the source of the contribution. Funds from HUD-VASH (VA Supportive Housing program) and other Federal programs are eligible sources of Match and are considered Government sources. Project applicants are encouraged to include funds from these sources, whenever possible.
- **Name the Source of the Commitment:** Be as specific as possible and include the office or grant program as applicable. Enter the name of the entity providing the contribution. It is important to provide as much detail as possible so that the local HUD field office can quickly identify and approve the commitment source.
- **Date of written commitment:** Enter the date of the written contribution.
- **Value of written commitment:** Enter the total dollar value of the contribution.

Once the primary “6H Sources of Match” screen is saved, the values entered on the “Sources of Match Details” screen(s) will populate the summary amounts. The Cash, In-Kind, and Total Match will also automatically populate the “6J Summary Budget” screen where the 25 percent match requirements will be calculated and applied. If the amounts on the “6J Budget Summary” screen are too low, additional Match funds must be added to the “Sources of Match Details” screen(s).

You can view and edit the “Sources of Match Details” screen(s) from the primary “6H Sources of Match” screen by clicking the view  icon next to the relevant commitment in the list. To delete a Match detail screen, click the delete  icon next to the relevant commitment in the list.

PH-RRH Screen 6I. Summary Budget

Screen 6I summarizes the funding request for the total term of the project as entered in the budget Screens 6B through 6H. Use this screen to verify the information recorded on each budget detail screen and return to relevant detail screens that have aggregated on Screen 6I incorrectly. This screen includes only one field that can be completed before submission. Project administrative costs can be recorded as “Admin” on this screen as in previous years. All fields are read-only with exception to the “Total Requested for Grant Term for Admin.”

- **Admin (Up to 10%):** Enter the amount (\$) of requested administration funds. The grant will not fund greater than 10 percent of the request listed in the field “Sub-Total Costs Requested.” If an ineligible amount is entered, the system will report an error and prevent application submission when the screen is saved.

Admin costs should match the admin budget line item recorded on the final HUD-approved FY 2016 GIW, unless the budget line item has been reduced due to reallocation or tier-based strategy described at the beginning of the Part 6 guidance. Projects renewing for the first time under the CoC Program will notice that the admin amount listed on the final HUD-approved GIW has been increased from the amount in the expiring grant. First-time renewing SHP projects are eligible to receive up to a 2 percent increase (based on the total amount of non-Admin funds requested) from the amount of funds received for administrative costs in the expiring SHP project (not to exceed 7 percent). First-time renewing S+C projects are eligible to receive 7 percent of the project budget for admin since there was not a separate admin costs line item under the S+C program.

Renewal projects may request admin costs up to 10 percent of the total value of all non-admin costs; however, any percentage above 7 percent must be carved out from existing budget line items

While match will be entered on Screen 6H, the summary budget will include a summary of Cash, In-Kind, and Total Match. If an amount less than 25 percent of the total budget, including admin costs but excluding leasing costs, is indicated, the system will report an error and prevent application submission when the screen is saved.

Note: Cash and In-Kind Match entered into the budget on Screen 6H must qualify as eligible program expenses under the CoC Program. Compliance with eligibility requirements will be verified before grant agreement.

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The total values are automatically calculated by the system when you click the “Save” button.

[\[Return to “part 3 through part 6 component types”\]](#)

Transitional Housing (TH) Renewal Project Applications

[\[RETURN TO “PART 3 THROUGH PART 6 COMPONENT TYPES”\]](#)

The following instructions and screens apply to Transitional Housing (TH) projects only.

TH Part 3: Project Information

Based on the component type selected on Screen 3A, in this case “**TH**,” or transitional housing, Project Applicants are expected to provide a full description of the project scope on Screen 3B in accordance with **TH** requirements at 24 CFR 578.37.

TH Screen 3A. Project Detail

All fields on Screen 3A are required to be completed for submission of the application.

- 1. Expiring grant number:** This field populates with the number from the “Federal Award Identifier” field on Screen 1A. Project Applicants will not be allowed to modify the populated data in this field; however, Project Applicants may modify Screen 1A to correct errors. **Note:** Failure to enter the correct grant number may significantly delay the funding of this project. Refer back to the final HUD-approved GIW, conditional award letter or executed grant agreement for the expiring grant for confirmation. The grant number on the GIW must match the grant number on the corresponding grant agreement.
- 2a. CoC Number and Name:** The correct CoC must be identified in this field. The dropdown menu for this field contains each CoC that successfully registered in the FY 2016 CoC Program Registration process and is listed according to the CoC Number (e.g., NE-502) and CoC Name (e.g. Lincoln CoC). The project application will be sent to the CoC selected from the dropdown menu and will be reviewed and ranked once it is submitted by the project applicant in *e-snaps*.
Note: There is an option for “No CoC.” This option should only be used in the extremely rare instance that a project is located in a geographic area not currently served by a CoC. Project Applicants that select "No CoC" will not be connected to a CoC application for this competition. This may affect HUD's ability to award funds to this project.
- 2b. CoC Collaborative Applicant Name:** The correct CoC Collaborative Applicant Name must be identified in this field. The dropdown options for this field are based on the CoC Number and Name selected above. This list is populated with the CoC’s designated Collaborative Applicant name that registered during the FY 2016 CoC Program Registration process.
- 3. Project Name:** No action required. This field prepopulates from the *e-snaps* “Project” form. Project Applicants cannot modify the populated name in this field; however, Project Applicants may modify the project name by exiting the project application and opening the *e-snaps* “Project” form by selecting “Projects” from the left menu. Identify the current project name, click the link and make changes as needed.
- 4. Project Status:** This field defaults to the option “Standard” and should only be changed to “Appeal” for Project Applicants who are appealing a CoC’s decision to reject the project application in the local CoC competition. All other Project Applicants should leave the field with the option “Standard.” If “Appeal” is selected, an additional Screen 8A “Notice of Intent to Appeal” will become visible on the left menu and additional attachments will be required on the attachments screen. For more information on the Solo Applicant Appeal process, refer to 24 CFR 578.35 and [Sections VI.C.4 and X.C of the FY 2016 CoC Program Competition NOFA](#).

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5. **Component Type:** In this field, all Project Applicants must indicate the CoC Program component type under which the project operates. For TH projects the choice must be “**TH**.” This must match the component type listed on the final HUD-approved FY 2016 GIW.
6. **Energy Star:** Select “**Yes**” if the project incorporates energy-efficiency measures in the design, construction, rehabilitation, and operation of the project. Project Applicants that select “**Yes**” routinely replace older obsolete products and appliances (e.g., lighting, domestic hot water heaters, furnaces, boilers, air conditioning units, refrigerators, clothes washers and dishwashers) with Energy Star-labeled products when replacing existing products is more cost-effective than repair or the appliance is no longer in operating condition.
7. **Title V:** Title V of the McKinney-Vento Act allows unutilized, underutilized, excess, or surplus Federal properties to be used by homeless services providers for the purpose of assisting homeless persons. Select “**Yes**” or “**No**” to indicate whether the project includes one or more of properties that have been conveyed through the Title V process.

TH Screen 3B. Description

All fields on Screen 3B are required and provide HUD with a detailed description of the project.

1. **General Description:** Provided a clear and concise description of the scope of the project. The description should describe the community needs, target population(s) to be served, project plan for addressing the identified housing and supportive service needs, projected project outcome(s), coordination with other sources/partners, and the reason why CoC Program support is required. The information provided in this narrative must not conflict with information provided in other parts of the application. For example, if the project specifically focuses on **youth** as indicated later on this screen, the narrative should not indicate otherwise.
2. **Does your project have a specific population focus?** Select “**Yes**,” if your project has special capacity in its facilities, program designs, tools, outreach, or methodologies for a specific subpopulation(s). This does not mean that your project exclusively serves that subpopulation(s), but rather that they are uniquely equipped to serve them.
 - 2a. **Please identify the specific population focus. (Select ALL that apply)** If “**Yes**” to question 2 above, select one or more of the available subpopulations. If a subpopulation focus for your organization is not listed, please check the box next to “**Other**” and then enter in the subpopulation in the text box provided.
3. **Housing First.** Housing First is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or minimum income threshold). It is an approach to: **1)** quickly and successfully connect individuals and families experiencing homelessness to permanent housing **2)** without barriers to entry, such as sobriety, treatment or service participation requirements or **3)** related preconditions that might lead to the program participant’s termination from the project. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry; however, participation in supportive services is based on the needs and desires of program participants. Review Sections II.A.6. and VII.A.1.h. of the FY 2016 CoC Program NOFA and the Housing First in PSH brief located at www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/ for more information.
 - a. **Does the project quickly move participants into permanent housing?** Select “**Yes**” to this question if your project will quickly move program participants into permanent housing without additional intermediary steps (e.g., required stay in transitional housing first) or a period of qualification before moving to permanent housing). If you are a domestic violence (DV) program you should select “**Yes**” if you will quickly move program participants into permanent housing after immediate safety needs are addressed (e.g., a person who is still in

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- danger from a violent situation and would move into PH once the dangerous situation has been addressed). Select “No” if the project does not work to move program participants quickly into permanent housing. **Has the project removed the following barriers to accessing housing and services? (Select ALL that apply):** Check the box next to each item to confirm that your project has removed (or never had) barriers to program access related to each of the following: 1) Having too little or little income, 2) Active or history of substance abuse, 3) Having a criminal record with exceptions for state-mandated restrictions, and 4) Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement). If all of these barriers to access still exist, select “None of the above.”
- b. Has the project removed the following as reasons for program termination?** Check the box next to each item to confirm that your project has removed (or never had) reasons for program participant termination related to each of the following: 1) Failure to participate in supportive services, 2) Failure to make progress on a service plan, 3) Loss of income or failure to improve income, 4) Fleeing domestic violence and 5) Any other activity not covered in a lease agreement typically found in the project’s geographic area. If all of these reasons for program termination still exist, select “None of the above.”
- c. Does the project follow a Housing First approach?** This field is automatically calculated and cannot be edited. *Only if “Yes”* was answered for 4a *AND* all of the boxes were checked for 4b and 4c, *will* this field indicate “Yes” to confirm a Housing First approach. Otherwise, this field will indicate “No” to confirm that the project will not follow a Housing First approach. Any project application that is submitted as using a Housing First approach will be required to operate as such.
- 4. Does the project request costs under the rental assistance budget line item?** If applying for rental assistance, select “Yes.” If you select “Yes,” you will be required to create a rental assistance budget on Screen 6E before submitting the application. Applicants will select the *type* of rental assistance (Project-based Rental Assistance (PRA), Sponsor-based Rental Assistance (SRA), Tenant-based Rental Assistance (TRA) on the detailed budgets of Screen 6E. Project Applicants not applying for rental assistance should select “No.”
- 4a. Is this a CoC Program leasing or SHP project that had been approved by HUD to change the renewal project budget from leasing to rental assistance? (This change must appear on the final HUD-approved FY 2016 GIW. See 24 CFR 578.49(b)(8)):** This question will only appear if you have selected “Yes” in response to Question 4a. Select “No” from the dropdown if the project has previously been awarded a rental assistance budget line item. Select “Yes” from the dropdown if the following is true:
- The project is currently leasing but was approved on the final HUD-approved GIW to change to rental assistance in order to come into compliance with the CoC Program interim rule. These types of projects must have an executed grant agreement amendment in place prior to the FY 2016 application submission deadline per the FY 2016 CoC Program Competition NOFA. If an executed grant agreement is not in place, dated no later than the FY 2016 application submission deadline HUD will change the project back to leasing and the project must come into compliance with leasing requirements in the CoC Program interim rule.

TH Part 4: Housing and Services

In Part 4 of the Project Application, Project Applicants are expected to provide detail regarding the housing and services that will be provided.

TH Screen 4A. Supportive Services for Participants

All fields on Screen 4A are required and provide HUD with detailed understanding of the supportive services provided to program participants.

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- 1. For all supportive services available to participants, indicate who will provide them and how often they will be provided:** This list identifies ALL of the supportive services that are provided to program participants in the TH project by the project applicant, subrecipient, partner organization or Non-Partner organization. The project applicant should complete each row of drop down menus for all supportive services that will be provided to program participants regardless of funding source. Do not limit this selection to just the supportive services that are being requested in your project application – include the supportive services that are being provided by other organizations and grants as well. If more than one Provider or Frequency is relevant for a single service, select the provider and access that is used the most often. If more than one provider offers the service equally often, choose the provider according to the following order: Applicant then Subrecipient, then Partner, and lastly, Non-Partner.

Provider: select one of the following:

- **“Applicant”** to indicate that the applicant will provide the service;
- **“Subrecipient”** to indicate that a subrecipient, as identified on form 2A “Project Subrecipients”, will provide the service;
- **“Partner”** to indicate that an organization that is not a subrecipient of project funds but with whom a formal agreement or memorandum of understanding (MOU) has been signed will provide the service; or
- **“Non-Partner”** to indicate that a specific organization with whom no formal agreement has been established but does regularly provides the service to program participants (e.g., employment services provided by local workforce board).

Frequency: Select how often the service is provided to program participants. If two frequencies are equally common, choose the interval that is most frequent, e.g., both weekly and monthly are equally common, choose weekly.

Note: The list is exclusive and exhaustive according to 24 CFR 578.53. Applicants must complete the drop down menus for at least one service/row.

- 2. Please identify whether the project includes the following activities:**

- 2a. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs?** Select **“Yes”** if the project provides regular or as needed transportation assistance to mainstream and community resources, including appointments, employment training, educational programs, or jobs. Select **“No”** if transportation is not regularly provided or cannot be provided consistently as requested.
 - 2b. Use of a single application form for four or more mainstream programs?** Select **“Yes”** if the project uses a single application form that allow program participants to sign up for four or more mainstream programs. Select **“No”** if application forms cover 3 or fewer mainstream programs.
 - 2c. Regular follow-ups with participants to ensure mainstream benefits are received and renewed?** Select **“Yes”** if the project regularly follows-up with program participants at least annually to ensure that they have applied for and are receiving their mainstream benefits and to renew benefits when required. Select **“No”** if there is no or irregular follow-up concerning mainstream benefits.
- 3. Do program participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency?**

Select **“Yes”** if program participants have access to SSI/SSDI technical assistance. The assistance can be provided by the applicant, a subrecipient, or a partner agency—through a formal or informal relationship.

Select **“No”** if there is no or significantly limited access to SSI/SSDI technical assistance.

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- 3a. Has the staff person providing the technical assistance completed SOAR training in the past 24 months?** This question will only appear if “Yes” is selected to the previous question. Select “Yes” to indicate that the applicant, subrecipient or partner agency staff person who will be providing the SSI/SSDI technical assistance has completed SOAR training, online or in person, in the past 24 months. If more than one person will provide training, select “Yes” only if all persons have completed the training. Otherwise, select “No.”

TH Screen 4B. Housing Type and Location

Screen 4B, “Housing Type and Location,” applies to all TH projects and provides a summary of the units and beds included in the project according to the following categories:

- **Total Units.** Includes all of the units in the project regardless of size.
- **Total Beds.** Includes all of the beds in the project regardless of unit configuration.

The summary fields are compiled from all of the individual housing locations listed below the totals. These fields will populate and update automatically when new housing types and location details are

added to the list. To add a new housing type and location detail to this screen, select the add  icon

and then complete the mandatory fields. To view and edit a housing type and location, click the view  icon for the housing type and location detail that you wish to edit.

The project applicant must use Screen 4B to report each housing type and location supported using requested CoC Program funds, including the number of available units and beds. The numbers reported must reflect the units and beds **at full capacity at a single point in time** directly supported by CoC Program awarded funds. This includes those units supported only by supportive services costs without rental assistance, leasing or operating costs. The reported number of beds should generally match the number of households and persons served at a point in time, as listed on Screens 5A and 5B, although there are understandable exceptions

(e.g., a two parent household where the parents will share a bed).

1. **Housing type:** Report the type of housing structures in which program participants under this project are housed. Each housing type must be listed individually. The housing type options are as follows:
 - **Barracks:** Individuals or families sleep in a large room with multiple beds. Also includes large shelters which are traditionally used in the Emergency Solutions Grants Program.
 - **Dormitory, shared or private rooms:** Individuals or families share sleeping rooms or have private rooms; persons share a common kitchen, common bathrooms, or both.
 - **Shared housing:** Shared housing is defined as an arrangement in which two or more unrelated people share a house or an apartment. Each unit must contain private space for each assisted family, plus common space for shared use by the residents of the unit. Common space must be appropriate for shared use by the residents and private space must contain at least one bedroom for each two persons in the family. A zero or one-bedroom unit may not be used for shared housing.
 - **Single Room Occupancy (SRO) units:** Each individual has private sleeping or living room which may contain a private kitchen and bath, or shared, dormitory style facilities.
 - **Clustered apartments:** Each individual or family has a self-contained housing unit located within a building or complex that houses both persons with special needs—e.g., homeless or formerly homeless persons, persons with substance abuse problems, persons with mental illness, or persons with AIDS/HIV—and persons without any special needs.
 - **Scattered-site apartments (including efficiencies):** Each individual or family has a self-contained apartment. Apartments are scattered throughout the community.

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- **Single family homes/townhouses/duplexes:** Each individual or family has a self-contained, single-family home, townhouse, or duplex that is dispersed throughout the community.
2. **Indicate the maximum number of Units and Beds available for program participants at the selected housing site:** Enter the number of units and beds at a point in time and used for housing program participants in this project.
 - a. **Units:** Enter the total number of units available at a point in time in the selected housing type and location used for housing program participants.
 - b. **Beds:** Enter the total number of beds available at a point in time in the selected housing type and used for housing program participants.

Note: A bedroom or efficiency must be indicated as 1 unit, 1 bedroom, and 1 bed. In addition, the number of units and beds listed on Screen 4B must be equal to or greater than the total number of units and beds requested in the budget, Part 6 of this guide, and **should correlate** to the number and characteristics of persons that the project is expected to serve recorded on Screens 5A and 5B.
 3. **Of the total number of beds identified in 2b at the selected housing site, identify the number dedicated to youth.**
 4. **Address:** Project Applicants are required to enter an address for all proposed and existing properties. If the location is not yet known, please enter the expected location of the housing units. For Scattered-site and Single-family home housing, or for projects that have units at multiple locations, programs should enter the address where the majority of beds will be located or where the majority of beds are located as of the application submission. If the project uses tenant-based rental assistance, or if the address for scattered-site or single-family homes cannot be identified at the time of application submission, enter the address for the program administration office. Projects serving victims of domestic violence, including human trafficking, may use a PO Box or other anonymous address to ensure the safety of program participants.
 5. **Select the geographic area associated with this address:** Report the geographic area in which the housing type, units, and beds are actually located. The list of geographic areas is limited by the State(s) selected on Screen 1D of the application. Multiple areas can be selected if units are located in more than one county or city. Hold down the “Ctrl” key to make multiple selections.

TH Part 5: Participants and Outreach

In Part 5 of the application, Project Applicants are expected to provide detail regarding the program participants who will be served, including basic household and subpopulation data, as well as outreach data.

TH Screen 5A. Program participants - Households

The numbers on Screen 5A are intended to reflect the households and persons **proposed to be served on a given night when the project is at full operational capacity**. It should also match the program participant population reflected in the most recent grant agreement, as amended. The screen must include at least one household and at least one person in one of the household categories.

Screen 5A is separated into two sections: 1) Household(s) served in row 1; and, 2) Person(s) served in rows 2 through 13. For both sections there are three editable columns that capture a specific type of household.

- **Households with at least One Adult and One Child:** To fall under this column and household type, there must be at least one person at or above the age of 18, and at least one person under the age of 18.

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- **Adult Households without Children:** To fall under this column and household type, there must be at least one person at or above the age of 18, and no person(s) under the age of 18.
- **Households with Only Children:** To fall under this column and household type, there may not be any person(s) at or above the age of 18; only person(s) under the age of 18.

The fourth column on the far left, “Persons,” is not editable and automatically populated with four standard reporting categories determined by HUD.

- **Adult over age 24:** A subset of the former category of “Adults” to disaggregate “Youth” from older adults.
- **Adults ages 18-24:** A category implemented to account for transition age youth. **Youth previously captured under the category “Adult” should now be captured under the category “Adults between the ages of 18 and 24.”**
- **Accompanied Children under age 18:** Includes all children and “youth” who are under the age of 18. “Accompanied” is defined here as “in the company of parent or legal guardian regardless of the age of the parent or legal guardian.”
- **Unaccompanied Children under age 18:** Includes all children and “youth” who are under the age of 18. “Unaccompanied” is defined as “without a parent or legal guardian,” and can include persons under 18 who themselves have dependents, siblings, or other household members.

The tables are populated with white, dark grey and light grey fields. In each white field, list the number of households or type of person(s) served for the given household type. The dark grey cells are not applicable to the given type of persons, and the light grey cells, will be totaled automatically once the screen is saved. The screen has been designed to prevent Project Applicants from entering more households than persons for any given column, and at least one person must be entered for every column that has one or more household. The number and characteristics of persons that the project is expected to serve is recorded on this screen and should match the total number of units and beds requested on Screen 4B.

This year HUD has removed the distinction between “disabled” and “non-disabled” on screen 5A as this information is adequately covered on screen 5B.

TH Screen 5B. Program participants - Subpopulations

Screen 5B is meant to represent a detailed subpopulation breakdown of the persons reported in the three housing types on Screen 5A. Just as with Screen 5A, the numbers here are intended to reflect the households and persons **proposed to be served on a given night when the project is at full operational capacity**. The screen is collectively exhaustive, therefore, each person identified on Screen 5A must be accounted for, or the system will report an error and prevent application submission when the screen is saved.

Screen 5B is separated into three tables corresponding to the three household types on Screen 5A. See the previous section of this guide for a description of the three household types. There are nine editable columns for all three tables that captures a priority subpopulation. One additional column accounts for persons that are not represented by the priority subpopulations.

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Table 5. Subpopulation Columns

Mutually Exclusive
<ul style="list-style-type: none"> • Chronically Homeless Non-Veterans: To fall under this column, persons must be chronically homeless per 24 CFR 578.3, but not also veterans*. • Chronically Homeless Veterans: To fall under this column, persons must be chronically homeless per 24 CFR 578.3, and also veterans*. • Non-Chronically Homeless Veterans: To fall under this column, persons must not be chronically homeless, but must be veterans*. <p>* “Veterans” include all persons who served in the military, regardless of discharge status.</p>
May Contain Duplicate Entries
<ul style="list-style-type: none"> • Chronic Substance Abuse: Persons identified as chronic substance abusers. • Persons with HIV/AIDS: Persons living with HIV/AIDS. • Severely Mentally Ill: Persons diagnosed as severely mentally ill. • Victims of Domestic Violence: Persons identified as meeting the criteria of Category 4 of the homeless definition. • Developmental Disability: Persons diagnosed with a developmental disability. • Physical Disability: Persons diagnosed with a physical disability.
Mutually Exclusive to All Other Columns
<ul style="list-style-type: none"> • Persons not represented by an identified subpopulation: Persons served by the organization that have not be diagnosed with or identified as falling under any of the previous subpopulation distinctions.

These columns are populated with white, dark grey and light grey fields, and are dependent on the selections made in Screen 5A. If households and person(s) are added to a household type column in Screen 5A, then the corresponding table will be available for data entry in Screen 5B. If, however, no households and persons are added to a particular household type column in Screen 5A, then the corresponding table will not be available in Screen 5B.

Example: If 3 households are entered into the “Adults Only” column on Screen 5A, but no households are entered into the “Adults with Children” or “with Children Only” columns on Screen 5A, then only the “Adults Only” table will be available for edit on Screen 5B.

In each white field of the available household tables, list the number of person(s) served for the given subpopulation column. **Ignore the dark grey cells**, which are not applicable to the given subpopulation, and **ignore the light grey cells**, which will be totaled automatically once the screen is saved. If any number greater than “0” is entered into the column “Persons not represented by an identified subpopulation,” a mandatory textbox will appear under the applicable table when the screen is saved. The applicant must enter a description of the population being served that does not fall under any of the priority subpopulation columns.

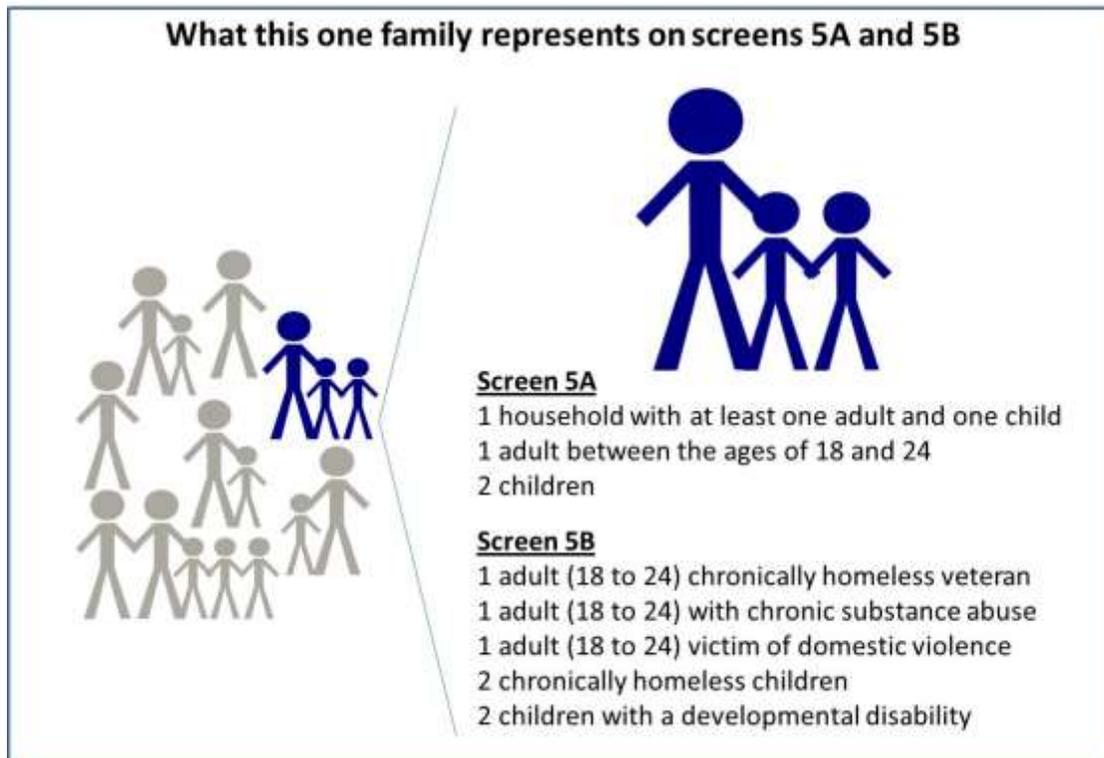
The screen has additional controls that ensure that Screens 5A and 5B match. First, you will notice in Table 10 above that three columns are internally “mutually exclusive.” This means that a single person can only identify with one of the first three columns for each table (e.g., a single person cannot be a veteran while at the same time being a non-veteran). Columns 4 through 9, under “May Contain Duplicate Entries, however are not “mutually exclusive.” This means that a single person can identify with more than one column at the same time (e.g., a single person might be a veteran, suffering from a physical disability, and a victim of domestic violence). Column 10, Persons not represented by an identified subpopulation, is mutually exclusive to all other columns. This means that if a single person falls under column 10 they cannot identify with any of the other subpopulations.

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There are several other important controls to understand. The “Total Persons” for each column, for example, cannot be larger than the total persons for that household category in Screen 5A. Likewise, no cell in each row can contain a number greater than the total number of persons in the corresponding age group as reported on Screen 5A. At the same time, the screen is engineered to require an entry for each person served and so, at a minimum, the total number from the tables must equal the total number of persons in each corresponding household column from Screen 5A.

The Characteristics column (the first column) is populated with the same characteristics used in Screen 5A. They have been applied to each table based on their relevance to the tables housing type.

Total fields will calculate automatically when at least one household field and one person(s) field is entered and the screen is saved. Use them as a point of reference to ensure that all persons and households have been entered correctly.



TH Screen 5C. Outreach for Participants

On Screen 5C, Project Applicants are required to identify where their eligible program participants come from with respect to HUD’s homeless definition and must include percentages of program participants that are served using requested funds.

Project Applicants must ensure that all persons served in renewal TH projects meet the requirements 24 CFR part 578 and the FY 2016 CoC Program Competition NOFA.

- 1. Enter the percentage of homeless person(s) who will be served by the proposed project for each of the following locations:** Indicate the percentage of homeless persons who are will be admitted from each of the listed locations. Not all of the following locations are appropriate for all project types.

Note: It is critical that you refer to 24 CFR part 578, the FY 2016 CoC Program Competition NOFA to confirm the eligible locations for each type of project. The total percentage must equal 100% in order to submit the project application.

- **Directly from the street or other locations not meant for human habitation.**
- **Directly from emergency shelters.** (This includes domestic violence emergency shelters.)

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- **Directly from safe havens.**
- **From transitional housing and previously resided in a place not meant for human habitation or emergency shelters, or safe havens.**
- **Persons at imminent risk of losing their night time residence within 14 days, have no subsequent housing identified, and lack the resources to obtain other housing**
- **Homeless persons as defined under other federal statutes**
- **Persons fleeing domestic violence** (or attempting to flee and including human trafficking, victim of sexual assault, stalking, and dating violence).

Individuals coming from an institution where they have resided for 90 days or less AND have entered the institution from the streets, emergency shelter, or safe haven, maintain their homeless status during that time. Include these program participants in the percentages for streets, places not meant for human habitation, emergency shelters, and safe havens accordingly.

Note: Even if “Homeless persons as defined under other federal statutes” is greater than 0 percent, the population will only be approved if the Collaborative Applicant requested and was approved by HUD to allow SSO and TH projects to serve homeless persons as defined under other federal statutes in their submission of the CoC Application. If the CoC Application did not include this request or was not approved by HUD to serve this specific population, HUD will issue a condition to the project application that this population cannot be served and the applicant must agree to serve other eligible program participants prior to the issuance of the grant agreement if the project application is conditionally selected for award.

TH Part 6: Budgets

In Part 6 of the application, Project Applicants detail their budget requests according to the CoC Program’s eligible Budget Line Items (BLIs).

The budget screens in Part 6 must match the dollar values included on the CoC’s final HUD-approved FY 2016 GIW with the following limited exceptions:

- A budget may be lower than the annual renewal amount on the final HUD-approved GIW if the CoC has decided to reduce the project’s budget through the reallocation process; and
- A budget may be lower than the annual renewal amount on the final HUD-approved GIW if in an attempt to accommodate the Tier 1 and Tier 2 processes as outlined in the FY 2016 CoC Program Competition NOFA.

Contact the CoC’s Collaborative Applicant immediately to confirm how they expect you to apply if you are unsure, as an error in your request may negatively impact this application and other projects that are requesting FY 2016 CoC Program Competition funds. HUD will not award more funding than is listed on the CoC’s final HUD-approved FY 2016 GIW. Additionally, the application may not be used to initiate any other budget changes from the previous grant term that are not reflected on the CoC’s final HUD-approved FY 2016 GIW (e.g., shifting funds from on budget line item to another).

Grant consolidations of individual FY 2015 renewal awards that have already been processed during CY 2016 must reflect the current grant agreement, as amended, and must have been indicated on the CoC’s final HUD-approved FY 2016 GIW. Where the consolidation has not yet formally occurred, the project applicant must submit a separate project application for each individual renewal grant. **If the consolidation has formally occurred but it was not reflected on the CoCs final HUD-approved GIW, contact the local HUD field office immediately as this information must be communicated to the Office of Special Needs (SNAPS) prior to the project review process by HUD.**

TH Screen 6A. Funding Request

Screen 6A provides the framework through which a project applicant creates a project budget.

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1. **Do any of the properties in this project have an active restrictive covenant?** Select “Yes” or “No” to indicate whether one or more of the project properties are subject to an active restrictive covenant. **Note:** Any project awarded capital cost funds under the SHP Program (new construction, acquisition, or rehabilitation) have a 20-year use restriction. If the project was initially awarded capital costs under the CoC Program (FY 2012 and beyond) a 15-year use restriction is in place.
3. **Are the requested renewal funds reduced from the previous award as a result of reallocation?** Select “Yes” or “No” to indicate whether the renewal project application is reduced through the reallocation process. Contact your CoC’s Collaborative Applicant immediately if you are unsure.
4. **Does this project propose to allocate funds according to an indirect cost rate?** Select “Yes” or “No” to indicate whether the project either has an approved indirect cost plan in place or will propose an indirect cost plan by the time of conditional award. For more information concerning indirect costs plans, please consult 2 CFR 200.203(c)(2) and contact your local HUD field office.

* **If “YES,” you must add the following questions:**

- 4a. **Please complete the indirect cost rate schedule below:** You must complete at least one row using information from either you approved plan or your proposal.

Administering Department/Agency	Indirect Cost Rate	Direct Cost Base
	%	
	%	
	%	

- 4b. **Has this rate been approved by your cognizant agency?** Select “Yes” if the indirect cost rate has already been approved by your cognizant agency. Select “No” if it has either not been submitted to or has not yet been approved by your cognizant agency.
- 4c. **Do you plan to use the 10% de minimis rate?** Select “Yes” only if you plan to use the 10% de minimis rate as described in 2 CFR 200.203(c)(2).
5. **Select a grant term:** This field automatically prepopulates with a 1-year grant term and cannot be edited.
6. **Select the costs for which funding is being requested:** Check the box next to the eligible costs for which funding is being requested (see 24 CFR part 578, Subpart D; Program Components and Eligible Costs). Each checked box will unlock the corresponding budget line item screens 6B through 6H:
 - **Leased Units:** Check the box to unlock and reveal the Leased Units budget screen. The lease must be between the landlord and the recipient. It is consistent with leasing for first-time renewal SHP projects. These costs cannot be combined with Rental Assistance in a single housing unit.
 - **Leased Structures:** Check the box to unlock and reveal the Leased Structures budget screen. Leased structures are buildings leased by the project applicant that contain multiple units for program participants or serve as the structure for supportive services or operating. **Note:** These costs cannot be combined with Rental Assistance in a single leased structure or housing unit. A leased structure budget can only be requested with rental assistance when the two budget line items are used in separate structures or to cover different and not overlapping portions of the same structure.
 - **Rental Assistance:** Check the box to unlock and reveal the Rental Assistance budget screen. The lease must be between the landlord and the program participant; except for Sponsor Based rental assistance, where the sponsor owns or leases the unit. **Note:** Rental Assistance

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cannot be combined with Leased Units. Leased Structures, or Operating in a single housing unit. Funds for Leased Structures or Operating may only be requested together with rental assistance if the Leased Structures (whole or in part) or Operating expenses are being used for Supportive Services and not for rental assistance.

- **Supportive Services:** Check the box to unlock and reveal the Supportive Services budget screen.
- **Operating:** Check the box to unlock and reveal the Operating budget screen.
Note: These costs cannot be used with Rental Assistance in a single housing unit, even if the Rental Assistance is being paid for by another CoC Program project.
- **HMIS:** Check the box to unlock and reveal the HMIS budget screen.

TH Screen 6B. Leased Units Budget

Screen 6B appears if the Leased Units budget line item is selected on Screen 6A. Project Applicants requesting Leased Units costs are required to itemize their requests by unit size and then to enter the total leased units cost for each FMR area where funds are being requested. The Fair Market Rent (FMR) area and unit composition entered by unit type will not be connected to the budget for renewal projects. Instead, renewal Project Applicants must manually enter the total leased units requested based on the final HUD approved FY 2016.

The screen opens with a summary page that will aggregate the total assistance requested and total units requested for each FMR area. To add units for a new FMR, click the add  icon. This will open the Leased Units Budget Detail screen.

Once the detail screen is opened, Project Applicants must specify the appropriate FMR area where the units are located. The list is sorted by state abbreviation, and most areas calculated by country or metropolitan area.

Project Applicants must review the Leased Units Annual budget chart that was imported from the prior year's project application. If the prior budget is not imported, the chart must be completed. This chart accounts for the size of units and the number of units being requested.

- **Size of units:** These options are system generated. Unit size is defined by the number of distinct bedrooms and not by the number of distinct beds.
- **Number of units:** For each unit size, enter the number of units for which funding is being requested.
- **Total Units and Annual Assistance Requested:** Enter in the total leased units amount according to the CoC's final HUD approved FY 2016 GIW.
- **Grant Term:** This field is populated based on the grant term, in the case of renewal projects 1 year, and will be read-only.
- **Total Request for Grant Term:** This field will equal the total leasing amount entered above.

All grey fields will be calculated once the required fields have been completed and saved.

From the summary page, you can view and edit detail screens by clicking the view  icon next the relevant FMR Area in the list. To delete a detail screen, click the delete  icon next to the relevant FMR Area in the list

Often, when leasing a structure(s) or unit(s) for the purpose of program participant housing or supportive services, the cost of maintenance, repair, and utilities are included as a responsibility of the landlord in the lease agreement. However, in instances where these costs are not included in the lease agreement, these costs are generally eligible under the operating budget line item and should be included if they are anticipated. When leasing a structure used solely for the purpose of providing supportive services to

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program participants and these costs are not included in the lease agreement (or where the recipient or subrecipient owns the building), the costs of operating that structure are eligible and must be charged to the supportive services budget line item.

TH Screen 6C. Leased Structures Budget

Screen 6C appears if the Leased Structures budget line item is selected on Screen 6A. The screen opens with a summary page that will aggregate the total assistance requested for each structure requested. To add new structures, click the add  icon. This will open the Leased Structures detail budget screen.

The leased structures budget detail screen requires a structure name and address and the total structure funding request to match the amount recorded on the final HUD-approved FY 2016 GIW. Leased structures are not confined to the project area's FMR amounts. Grant funds can pay the actual costs of leasing a structure or structures; however, in order for grant funds to be used, the rent paid must be reasonable when compared to rents being charged by other owners for similar spaces and may not exceed rents currently being charged by the same owner for comparable unassisted spaces.

Often, when leasing a structure(s) or unit(s) for the purpose of program participant housing or supportive services, the cost of maintenance, repair, and utilities are included as a responsibility of the landlord in the lease agreement. However, in instances where these costs are not included in the lease agreement, these costs are generally eligible costs under the operating budget line item and should be included if they are anticipated. When leasing a structure used solely for the purpose of providing supportive services to program participants and these costs are not included in the lease agreement (or where the recipient or subrecipient owns the building), the costs of operating that structure are eligible and must be charged to the supportive services budget line item.

TH Screen 6D. Rental Assistance Budget

Screen 6D appears if the Rental Assistance budget line item is selected on Screen 6A. The summary page on Screen 6D will aggregate the total assistance requested and total units requested for each FMR area in which rental assistance and units are being requested. To add units for a new FMR, click the add  icon. This will open the Rental Assistance detail budget screen.

Type of Rental Assistance: Select the type of rental assistance (i.e., PRA, SRA, or TRA) from the drop down on the top of the screen. Match the selection to the rental assistance type recorded on the CoC's final HUD-approved FY 2016 GIW. If there are more than one rental assistance types for the project, as approved by HUD, the applicant must create a separate detail budget screen for each type, even if they are in the same FMR area. This should be rare, however, as the vast majority of renewing grants will have a single rental assistance type.

Metropolitan or non-metropolitan fair market rent area: Select the appropriate FMR area where the units are located. The list is sorted by state abbreviation, and most areas calculated by county or metropolitan area. The selected FMR area will be used to populate the rents in the FMR Area column in the chart on this screen. For projects that operate in more than one geographic location, the applicant must create a separate detail budget screen for each FMR area.

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents? Choose whether to request rental assistance funding at or below the per unit size FMRs. By selecting "No," the table described below will automatically calculate based on the number of units per unit size entered multiplied by the corresponding FMR. By selecting "Yes," the values entered into the "HUD Paid Rent" column for each corresponding unit size must be less than the FMR amount for that unit size. If the project applicant requested and was awarded actual rent in the FY 2015 or previous CoC Program Competition, then the project applicant cannot request FMR. The only exceptions to this is if the change from actual rent to FMR was approved on the final HUD-approved FY 2016 GIW or if the FMR is now below the value of the actual rent previously requested. Applicants must ensure that the amount of rental assistance requested, if below the published FMR, will be sufficient to cover all rental assistance costs as HUD cannot provide funds beyond what is awarded through the competition.

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Therefore, renewal Project Applicants should only select “Yes” if they have consistently had remaining grant funds at the end of the operating year for several years.

Complete the Rental Assistance Annual Budget chart that accounts for the size of units, the number of units being requested, the FMR for each unit size, the HUD paid rent being requested for each unit size (see the explanation above—read-only if “No” selected above), multiplied by 12 months to account for annual rent, and then summarized by row in the Total Request column.

- **Size of units:** These options are system generated. Unit size is defined by the number of distinct bedrooms and not by the number of distinct beds.
- **Number of units:** For each unit size, enter the number of units for which funding is being requested. These values should match the values on the CoC’s final HUD-approved FY 2016 GIW.
- **FMR:** These fields are populated with the FY 2016 FMRs based on the FMR area selected by the project applicant. The FMRs are available online at www.huduser.org/portal/datasets/fmr.html.
- **HUD Paid Rent:** Available only if “Yes” was selected above to indicate an intention to request amounts less than the FMR. For each unit size, enter the rent to be paid by the CoC program grant. This rent cannot exceed the FMR amount in the previous column; however, Project Applicants may request less than the FMR. Once funds are awarded recipients must document compliance with the rent reasonableness requirement set forth in 24 CFR 578.51.
- **12 Months:** These fields are populated with the value 12 to calculate the annual rent request.
- **Total Request:** This column prepopulates with the total calculated amount from each row.
- **Total Units and Annual Assistance Requested:** This column is automatically calculated based on the sum of the total requests per unit size per year.
- **Grant Term:** This field is populated based on the grant term of 12 months selected on the "Funding Request" screen and will be read-only. **Note:** Renewal projects can only request 1 year of funding, regardless of the “Grant Term” selected on Screen 6A.
- **Total Request for Grant Term:** This field is automatically calculated based on amount entered into each “HUD Paid Rent” field, multiplied by 12 months, multiplied by the grant term. (If the applicants selected “No” above, the automatic calculation will be based on the FMR and not the “HUD Paid Rent.”)

All automatic fields will be calculated once the required field has been completed and saved.

From the summary page, you can view and edit detail screens by clicking the view  icon next the relevant FMR Area in the list. To delete a detail screen, click the delete  icon next to the relevant FMR Area in the list.

TH Screen 6E. Supportive Services Budget

Screen 6E appears if the Supportive Services budget line item is selected on Screen 6A. The supportive services listed are exhaustive based on the eligible supportive services in 24 CFR 578.53. **Note:** The only cost category not on this screen is “Direct provision of services.” As 24 CFR 578.53(e)(17) explains, if the service is being directly delivered by the recipient or subrecipient, eligible costs under that service item also may include: The cost of labor or supplies, and materials incurred by the recipient or subrecipient in directly providing supportive services to program participants; and the salary and benefit packages of the recipient and subrecipient staff who directly deliver the services.

The itemized budget screen includes 17 eligible costs:

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1. Assessment of Service Needs
2. Assistance with Moving Costs
3. Case Management
4. Child Care
5. Education Services
6. Employment Assistance
7. Food
8. Housing/Counseling Services
9. Legal Services
10. Life Skills
11. Mental Health Services
12. Outpatient Health Services
13. Outreach Services
14. Substance Abuse Treatment Services
15. Transportation
16. Utility Deposits
17. Operating Costs*

Note: “Security Deposits” is not listed as an eligible supportive service cost. Security deposits are incorporated into the eligible cost under the leased units, leased structures, and rental assistance budget line items.

*Applicants may only include Operating Costs (maintenance, repair, building security, furniture, utilities, and equipment) in the Supportive Services budget if the costs are for a facility that is used to provide supportive services for program participants.

Enter the quantity, detail, and total budget request for each supportive services cost. The request entered should be equivalent to the cost of 1 year of the relevant supportive service.

- **Eligible Costs:** The system prepopulates a list of eligible supportive services for which funds can be requested. The costs listed are the only costs allowed under 24 CFR 578.53. (Refer to 24 CFR 578.53 for details on eligible supportive services costs.)
- **Quantity AND Detail:** Enter the quantity in detail (e.g., 1 FTE Case Manager Salary + benefits, or child care for 15 children) for each supportive service activity for which funding is being requested. **Note:** Simply stating 1 FTE is **NOT** providing “Quantity AND Detail” and limits HUD’s understanding of what is being requested. Failure to enter “Quantity AND Detail” may result in conditions being placed on the conditional award and a delay of funding.
- **Annual Assistance Requested:** For the renewal grant year, enter the amount (\$) requested for each activity. The amount entered must only be the amount that is **DIRECTLY** related to providing supportive services to homeless program participants.
- **Total Annual Assistance Requested:** This field is automatically calculated based on the sum of the annual assistance requests entered for each activity.
- **Grant Term:** This field is populated based on the grant term selected on the “Funding Request” screen and will be read-only.
- **Total Request for Grant Term:** This field is automatically calculated based on the total amount requested for each eligible cost multiplied by the grant term.

All automatic fields will be calculated once the required field has been completed and saved.

TH Screen 6F. Operating Budget

Screen 6F appears if the Operating budget cost is selected on Screen 6A. The operating costs listed are all inclusive and determined by the eligible operating costs described in 24 CFR 578.55. Operating costs are associated with the operations of the project. For example, if a project applicant requests furniture costs, the furniture will remain with the project. A project applicant that requests a furniture line item cannot give the furniture to program participants when they terminate from the project, the furniture must remain with the project for the next program participant. Similarly, if the project requests building security costs to pay for security personnel, it is understood that the security personnel will only ensure the safety and

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security of the building and grounds, and will not provide personal safety, case management, or counseling services to program participants. Complete the Operating budget screen to request funds for eligible operating costs for each year of the grant term.

Note: According to 24 CFR 578.59(a), staff overhead costs directly related to carrying out operating activities are eligible as part of those activities listed on the operating budget. The itemized budget screen includes 7 eligible costs:

1. Maintenance and Repair
2. Property Taxes and Insurance
3. Replacement Reserve
4. Building Security
5. Electricity, Gas, and Water
6. Furniture
7. Equipment

Enter the quantity, detail, and total budget request for each operating cost. The request entered should be equivalent to the cost of 1 year of the relevant operating activity.

- **Eligible Costs:** The system prepopulates a list of eligible operating costs for which funds can be requested. The costs listed are the only costs allowed under 24 CFR 578.55. (Refer to 24 CFR 578.55 for details on eligible operating costs.)
- **Quantity AND Detail:** Enter the quantity in detail (e.g., .75 FTE hours and benefits for staff and the specific duty to be performed, utility types, monthly allowance for supplies) for each operating cost for which funding is being requested. **Note:** Simply stating 1 FTE is **NOT** providing “Quantity AND Detail” and restricts understanding of what is being requested. Failure to enter “Quantity AND Detail” may result in conditions being placed on the conditional award and a delay of funding.
- **Annual Assistance Requested:** Enter the 1-year amount (\$) requested for each activity. The amount entered must only be the amount that is **DIRECTLY** related to operating the housing or supportive services facility.
- **Total Annual Assistance Requested:** This field is automatically calculated based on the sum of the annual assistance requests entered for each activity.
- **Grant Term:** This field is populated based on the 1-year grant term as indicated on the “Funding Request” screen and will be read-only.
- **Total Request for Grant Term:** This field is automatically calculated based on the total amount requested for each eligible cost multiplied by the grant term.

Operating costs that are included in lease agreements to house program participants and for which a leased unit or leased structures budget line item has been requested should not be included on this screen. Instead, these costs should be considered a part of the leased units or leased structures budget request. Similarly, when leasing a structure used solely for the purpose of providing supportive services to program participants and these costs are not included in the lease (or where the recipient or subrecipient owns the building), the costs of operating that structure are eligible and **must be charged to the supportive services budget line item** “17. Operating Costs” and not the operating costs budget line item. Finally, keep in mind that operating costs cannot be combined in the same unit as rental assistance costs under the CoC Program. Where a single project requests rental assistance and operating budget line items, the applicant must demonstrate that the costs are used in distinct, non-overlapping, units.

TH Screen 6G. HMIS Budget

Screen 6G appears if the HMIS budget line item is selected on Screen 6A. The HMIS costs listed are all inclusive and determined by the eligible HMIS costs described at 24 CFR 578.57. Complete the HMIS budget screen to request funds for eligible HMIS costs.

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Note: According to 24 CFR 578.59(a)k, staff and overhead costs directly related to carrying out HMIS activities are eligible as part of those activities listed on the HMIS budget. The itemized budget screen organizes all eligible HMIS costs from 24 CFR 578.57 into the following five categories:

1. Equipment [central server(s), personal computers and printers, networking, and security];
2. Software [software/user licensing, software installation, support and maintenance, and supporting software tools];
3. Service [training by third parties, hosting/technical services, programming (customization, system interface, data conversion), security assessment setup, internet access, facilitation, and disaster recovery];
4. Personnel [project management/ coordination, data analysis, programming, technical assistance and training, and administrative support staff]; and
5. Space & Operations [space costs and operational costs associated with that space].

If the recipient or subrecipient is a victim services provider, or a legal services provider, it may use CoC funds to establish and operate a comparable database that complies with HUD's HMIS requirements, listing costs under the comparable category on Screen 6G.

Enter the quantity, detail, and total budget request for each HMIS cost. The request entered should be equivalent to the cost of 1 year of the relevant HMIS activity.

- **Quantity AND Detail:** Enter the "Quantity AND Detail" (e.g., .75 FTE hours and benefits for project management staff) for each HMIS cost for which funding is being requested.
- **Annual Assistance Requested:** For the 1-year grant term, enter the amount (\$) requested for each activity.
- **Total Annual Assistance Requested:** This field is automatically calculated based on the sum of the annual assistance requests entered for each activity.
- **Grant Term:** This field is populated based on the 1-year grant term from the "Funding Request" screen and will be read-only.
- **Total Request for Grant Term:** This field is automatically calculated based on the total amount requested for each eligible cost multiplied by the grant term.

All automatic fields will be calculated once the required field has been completed and saved.

TH Screen 6H. Sources of Match

The "6H Sources of Match" screen is applicable to all projects and it enables project applicants to enter the CoC Program required match, including the type of source and the value of the match commitment. Please note that the Leverage fields previously included on this screen have been removed from the FY 2016 project application. Leverage documentation is no longer required as part of the project application.

Match funds are acquired from sources outside of this grant's funding request. The Match information entered in *e-snaps* should be based on the **current commitments at the time of project application, covering the requested grant operating period (i.e., grant term), and NOT based on projections**. HUD expects the amount(s) listed on this screen to be accurate, with a commitment letter(s) in place that includes the amount(s) listed.

Match contributions can be cash, in-kind, or a combination of both. For match to be counted as cash or in-kind, amounts must be used for CoC Program eligible costs as set forth in 24 CFR Part 578. Match must be equal to or greater than 25 percent of the total grant request for all eligible costs including Administration costs but excluding Leasing costs (i.e., Leased Units and Leased Structures). For example, if the "total assistance requested" from the project applicant is \$100,000, and the project applicant did not request costs for Leased Units or Leased Structures, then the project applicant must secure commitments for match funds equal to or greater than \$25,000. The match amount could be all

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cash, all in-kind contributions, or a mixture of both, and used for any CoC Program eligible activities the project applicant chooses.

Note: Policy update in CoC Program implementation. Program income can be counted as match funds in the FY 2016 CoC Program Competition. Costs paid for by program income can be considered Match for grants awarded in the FY 2016 CoC Program Competition. See:

<https://www.hudexchange.info/news/new-changes-to-hud-coc-and-esg-program-implementation/>

Note: This includes occupancy charges paid to the recipient or subrecipient and tenant's portion of the rent, if the recipient or subrecipient is also the landlord or owner and the program participant is paying rent directly to the recipient or subrecipient organization. These amounts are considered program income and can be used as Match funds.

Because match can be challenging to understand, HUD strongly encourages applicants to review the 12 FAQs posted at; www.hudexchange.info/coc/faqs/, by searching for the keyword "match." Applicants should also review 24 CFR 578.73 and the FY 2016 CoC Program Competition NOFA for detailed information concerning Match.

The primary "6H Sources of Match" screen presents a summary for Match that will aggregate multiple cash and in-kind commitments entered in the "Sources of Match Details" screens expected from each source and then calculate the totals. To add a commitment, please click the add  icon. This will open a new "Sources of Match Details" screen for each commitment.

Complete the following fields in the "Sources of Match Details" screen for each match commitment:

- **This commitment will be used as Match.** "Yes" has been preselected for this field and cannot be changed because Leverage is no longer a selection in e-snaps.
- **Type of Commitment:** Select Cash (\$) or In-kind (non-cash) to indicate the type of contribution that describes this Match commitment.
- **Type of source:** Select Private or Government to indicate the source of the contribution. Funds from HUD-VASH (VA Supportive Housing program) and other Federal programs are eligible sources of Match and are considered Government sources. Project applicants are encouraged to include funds from these sources, whenever possible.
- **Name the Source of the Commitment:** Be as specific as possible and include the office or grant program as applicable. Enter the name of the entity providing the contribution. It is important to provide as much detail as possible so that the local HUD field office can quickly identify and approve the commitment source.
- **Date of written commitment:** Enter the date of the written contribution.
- **Value of written commitment:** Enter the total dollar value of the contribution.

Once the primary "6H Sources of Match" screen is saved, the values entered on the "Sources of Match Details" screen(s) will populate the summary amounts. The Cash, In-Kind, and Total Match will also automatically populate the "6J Summary Budget" screen where the 25 percent match requirements will be calculated and applied. If the amounts on the "6J Budget Summary" screen are too low, additional Match funds must be added to the "Sources of Match Details" screen(s).

You can view and edit the "Sources of Match Details" screen(s) from the primary "6H Sources of Match" screen by clicking the view  icon next to the relevant commitment in the list. To delete a Match detail screen, click the delete  icon next to the relevant commitment in the list.

TH Screen 6I. Summary Budget

Screen 6I summarizes the funding request for the total term of the project as entered in the budget Screens 6B through 6H. Use this screen to verify the information recorded on each budget detail screen and

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return to relevant detail screens that have aggregated on Screen 6I incorrectly. This screen includes only one field that can be completed before submission. Project administrative costs can be recorded as “Admin” on this screen as in previous years. All fields are read-only with exception to the “Total Requested for Grant Term for Admin.”

- **Admin (Up to 10%):** Enter the amount (\$) of requested administration funds. The grant will not fund greater than 10 percent of the request listed in the field “Sub-Total Costs Requested.” If an ineligible amount is entered, the system will report an error and prevent application submission when the screen is saved.

Admin costs should match the admin budget line item recorded on the final HUD-approved FY 2016 GIW, unless the budget line item has been reduced due to reallocation or tier-based strategy described at the beginning of the Part 6 guidance. Projects renewing for the first time under the CoC Program will notice that the admin amount listed on the final HUD-approved FY 2016 GIW has been increased from the amount in the expiring grant. First-time renewing SHP projects are eligible to receive up to a 2 percent increase (based on the total amount of non-Admin funds requested) from the amount of funds received for administrative costs in the expiring SHP project (not to exceed 7 percent).

Renewal projects may request admin costs up to 10 percent of the total value of non-admin costs; however, any percentage above 7 percent must be carved out from existing budget line items.

While match will be entered on Screen 6H, the summary budget will include a summary of Cash, In-Kind, and Total Match. If an amount less than 25 percent of the total budget, including admin costs but excluding leasing costs, is indicated, the system will report an error and prevent application submission when the screen is saved. **Note:** Cash and In-Kind Match entered into the budget on Screen 6H must qualify as eligible program expenses under the CoC Program. Compliance with eligibility requirements will be verified before grant agreement.

The total values are automatically calculated by the system when you click the “Save” button.

[\[RETURN TO “PART 3 THROUGH PART 6 COMPONENT TYPES”\]](#)

Supportive Services (SSO) Renewal Project Applications

[\[RETURN TO “PART 3 THROUGH PART 6 COMPONENT TYPES”\]](#)

The following instructions and screens apply to Supportive Services (SSO) projects only.

SSO Part 3: Project Information

Based on the component type selected on Screen 3A, in this case “SSO,” or supportive services only, Project Applicants are expected to provide a full description of the project scope on Screen 3B in accordance with SSO requirements at 24 CFR 578.37.

SSO Screen 3A. Project Detail

All fields on Screen 3A must be completed in order to submit the project application.

- 1. Expiring grant number:** This field populates with the number from the “Federal Award Identifier” field on Screen 1A. Project Applicants will not be allowed to modify the populated data in this field; however, Project Applicants may modify Screen 1A to correct errors. **Note:** Failure to enter the correct grant number may significantly delay the funding of this project. Refer back to the final HUD-approved FY 2016 GIW, conditional award letter or executed grant agreement for the expiring grant for confirmation. The grant number on the GIW must match the grant number on the corresponding grant agreement.
- 2a. CoC Number and Name:** The correct CoC must be identified in this field. The dropdown menu for this field contains each CoC that successfully registered in the FY 2016 CoC Program Registration process and is listed according to the CoC Number (e.g., NE-502) and CoC Name (e.g., Lincoln CoC). The project application will be sent to the CoC selected from the dropdown menu and will be reviewed and ranked once it is submitted by the project applicant in *e-snaps*.
Note: There is an option for “No CoC.” This option should only be used in the extremely rare instance that a project is located in a geographic area not currently served by a CoC. Project Applicants that select “No CoC” will not be connected to a CoC Application for this Competition. This may affect HUD’s ability to award funds to this project.
- 2b. CoC Collaborative Applicant Name:** The correct CoC Collaborative Applicant Name must be identified in this field. The dropdown options for this field are based on the CoC Number and Name selected above. This list is populated with the CoC’s designated Collaborative Applicant name that registered during the FY 2016 CoC Registration process.
- 3. Project Name:** No action required. This field prepopulates from the *e-snaps* “Project” form. Project Applicants cannot modify the populated name in this field; however, Project Applicants may modify the project name by exiting the project application and opening the *e-snaps* “Project” form by selecting “Projects” from the left menu. Identify the current project name, click the link and make changes as needed.
- 4. Project Status:** This field defaults to the option “Standard” and should only be changed to “Appeal” for Project Applicants who are appealing a CoC’s decision to reject the project application in the local CoC competition. All other Project Applicants should leave the field with the option “Standard.” If “Appeal” is selected, an additional Screen 8A “Notice of Intent to Appeal” will become visible on the left menu and additional attachments will be required on the attachments screen. For more information on the Solo Applicant Appeal process, refer to 24 CFR 578.35 and Sections VI.C.4. and X.C. of the FY 2016 CoC Program Competition NOFA.

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5. **Component Type:** In this field, all Project Applicants must indicate the CoC Program component type under which the project operates. For SSO projects the choice must be “SSO.” This must match the component type listed on the final HUD-approved FY 2016 GIW.
6. **Title V:** Title V of the McKinney-Vento Act allows unutilized, underutilized, excess, or surplus Federal properties to be used by homeless services providers for the purpose of assisting homeless persons. Select “Yes” or “No” to indicate whether the project includes one or more of properties that have been conveyed through the Title V process.

SSO Screen 3B. Description

All fields on Screen 3B are required and provide HUD with a detailed description of the project.

1. **General Description.** Provide a clear and concise description of the scope of the project. The description should describe the community needs, target population(s) to be served, project plan for addressing the identified housing and supportive service needs, projects project outcome(s), coordination with other sources or partners, and the reason why CoC Program support is needed. The information provided in this narrative must not conflict with information provided in other parts of the project application. For example, if the project is an **SSO-coordinated entry** project as indicated later on this screen, the narrative should not indicate otherwise.
2. **Does your project have a specific population focus?** Select “Yes,” if your project has special capacity in its facilities, program designs, tools, outreach, or methodologies for a specific subpopulation(s). This does not mean that your project exclusively serves that subpopulation(s), but rather that they are uniquely equipped to serve them.
 - 2a. **Please identify the specific population focus. (Select ALL that apply)** If “Yes” to question 2 above, select one or more of the available subpopulations. If a subpopulation focus for your organization is not listed, please check the box next to “Other” and then enter in the subpopulation in the text box provided.
3. **Housing First.** Housing First is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or minimum income threshold). It is an approach to: **1)** quickly and successfully connect individuals and families experiencing homelessness to permanent housing; **2)** without barriers to entry, such as sobriety, treatment or service participation requirements; or **3)** related preconditions that might lead to the participant’s termination from the project. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry; however, participation in supportive services is based on the needs and desires of program participants. Review Sections II.A.6. and VII.A.1.h. of the FY 2016 CoC Program NOFA and the Housing First in PSH brief located on the HUD Exchange (www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/) for more information.

**SSO-Coordinated Entry projects (selected as the “type of SSO project” later on this screen) will not be assessed based on their response to questions 3a through 3d. Because the system requires a response to these questions for all applicants, applicants applying for renewal SSO coordinated entry projects should select the following*

3a: Select “No”

3b: Select “None of the Above”

3c: Select “None of the Above”

3d: Will automatically populate with the response “No”

- a. **Does the project quickly move participants into permanent housing?** Select “Yes” to this question if your project will quickly move program participants into permanent housing

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without additional intermediary steps (e.g., required stay in transitional housing first) or a period of qualification before moving to permanent housing). If you are a domestic violence (DV) program you should select “Yes” if you will quickly move program participants into permanent housing after immediate safety needs are addressed (e.g., a person who is still in danger from a violent situation and would move into PH once the dangerous situation has been addressed). Select “No” if the project does not work to move program participants quickly into permanent housing. **Has the project removed the following barriers to accessing housing and services? (Select ALL that apply):** Check the box next to each item to confirm that your project has removed (or never had) barriers to program access related to each of the following: 1) Having too little or little income; 2) Active or history of substance abuse; 3) Having a criminal record with exceptions for state-mandated restrictions; and 4) Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement). If all of these barriers to access still exist, select “None of the above.”

b. Has the project removed the following as reasons for program termination? Check the box next to each item to confirm that your project has removed (or never had) reasons for program participant termination related to each of the following: 1) Failure to participate in supportive services; 2) Failure to make progress on a service plan; 3) Loss of income or failure to improve income; 4) Fleeing domestic violence; and 5) Any other activity not covered in a lease agreement typically found in the project’s geographic area. If all of these reasons for program termination still exist, select “None of the above.”

c. Does the project follow a Housing First approach? This field is automatically calculated and cannot be edited. *Only if* “Yes” was answered for 3a **AND** all of the boxes were checked for 3b and 3c, *will* this field indicate “Yes” to confirm a Housing First approach. Otherwise, this field will indicate “No” to confirm that the project will not follow a Housing First approach.

4. Select the type of SSO project: This question distinguishes between Street Outreach projects, Housing Project or Housing Structure specific service projects, Coordinated Entry projects, and standalone services projects. Select one option from the dropdown menu:

Street Outreach projects include any activity that reaches out to persons living on streets or places not meant for human habitation. They provide a bridge to individuals and families that might include transportation and referral services, food and clothing distribution, or any other type of outreach service.

Housing Project or Housing Structure Specific projects are connected to a housing project or housing structure and typically offer services in fixed buildings where persons present themselves for services. Services for this category must be housing related and designed to help program participants either identify or maintain housing. As a reminder, these projects must meet at least one of the following three additional criteria to remain SSO projects as opposed to PH or TH projects:

1. The SSO has no connection with the housing provider (they provide services because the client is a Program participant in their SSO project and **NOT** because they have an agreement with the housing provider to provide services to the housing provider’s program participants); or
2. The SSO grant supports housing of multiple components (e.g., TH **AND** PSH projects); or
3. The SSO provides services to persons in ES.

Please review the supportive services or housing decision tool for clarification:

www.hudexchange.info/resource/3875/coc-program-ss0-housing-component-decision-tool/

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Coordinated Entry projects are designed to support the development and implementation of coordinated entry processes as required by the CoC Program interim rule. Most of these projects were originally awarded in the FY 2012 and FY 2015 CoC Program Competitions, however some SSO projects operating as Coordinated Entry were originally awarded prior to the FY 2012 CoC Program Competition. All projects claiming the Coordinated Entry type were originally designed to support CoC-wide system implementations and must continue to be used as originally awarded.

Stand-alone Services projects typically operate in a facility or office designated for the sole purpose of providing a services by providers who are trained and/or licensed in the field. Common example includes legal services, personal hygiene and health services, child care centers, parenting classes, educational and employment training, and other services designed to meet Program participant needs. While these services are not directly related to a specific housing project or structure, they must be necessary to assist program participants in obtaining and maintaining housing.

If *Coordinated Entry* is selected, answer the following follow-up questions:

- 4a. Does the coordinated entry process funded in part by this grant cover the CoC's entire geographic area?** Select "Yes" only if coordinated entry will cover the entire geographic area by the end of the expected grant term.
- 4b. Does the coordinated entry process funded in part by this grant be easily accessible?** Select "Yes" only if coordinated entry will be easily accessible to individuals and families with the highest barriers to access and includes affirmative fair housing strategies (see 24 CFR 578.93(c)).
- 4c. Describe the advertisement strategy for the coordinated entry process and how it is designed to reach those with the highest barriers to accessing assistance:** Use the textbox provided to detail the advertisement strategy that will ensure that coordinated entry is accessible to individuals and families with the highest barriers to accessing assistance, including persons with disabilities and persons with limited English proficiency (see 24 CFR 578.93(c)). Using bullets instead of full paragraphs is appropriate.
- 4d. Does the coordinated entry process use a comprehensive, standardized assessment process?** Select "Yes" if the standardized assessment process that will be included in coordinated entry by the end of the expected grant term is comprehensive according to the housing and services available in the community and standardized in structure, delivery, and evaluation across all assessments conducted using coordinated entry. Exceptions to standardization can be made for the following four populations only: 1) Individuals; 2) Households with Children; 3) Youth; and 4) Victims fleeing Domestic Violence. If your coordinated entry will be standardized within each of the subgroups and does not include variations for other subpopulations not included above, select "Yes."
- 4e. Describe the referral process and how the coordinated entry process ensures that participants are directed to appropriate housing and/or services.** Use the textbox provided to briefly describe how the referral process for homelessness resources is coordinated across, at a minimum, all CoC and ESG providers. The process should include a list of all available resources, uniform decision making, Program participant choice, and a process to reconcile unsuccessful or rejected placements. Using bullets instead of full paragraphs is appropriate.
- 4f. If the coordinated entry process includes differences in the access, entry, assessment, or referral for certain populations, are those differences limited only to the following four groups: Individuals, Families, DV, and Youth?** Select "Yes" if the CoC limits differences to the four groups only. Select "No" if the CoC includes differences for any other population.

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SSO Part 4: Services

In Part 4 of the Project Application, Project Applicants are expected to provide detail regarding the services that will be provided. **Note: If coordinated entry is selected, completion of this section is not required.**

SSO Screen 4A. Supportive Services for Participants

All fields on Screen 4A are required and provide HUD with detailed understanding of the supportive services provide to program participants.

1. **For all supportive services available to participants, indicate who will provide them and how often they will be provided:** This list identifies ALL of the supportive services that are provided to program participants in the SSO project by the project applicant, subrecipient, partner organization or Non-Partner organization. The project applicant should complete each row of drop down menus for all supportive services that will be provided to Program participants regardless of funding sources. Do not limit this selection to just the supportive services that are being requested in your project application – include the supportive services that are being provided by other organizations or grants as well. If more than one Provider or Frequency is relevant for a single service, select the provider and access that is used most often. If more than one provider offers that service equally often, choose the provider according to the following order: Applicant, then Subrecipient, then Partner, and lastly, Non-Partner.

Provider: select one of the following:

- “Applicant” to indicate that the applicant will provide the service directly;
- “Subrecipient” to indicate that a subrecipient, as identified on form 2A “Project Subrecipients,” will provide the service;
- “Partner” to indicate that an organization that is not a subrecipient of project funds but with whom a formal agreement or memorandum of understanding (MOU) has been signed will provide the service; or
- “Non-Partner” to indicate that a specific organization with whom no formal agreement has been established but does regularly provides the service to program participants (e.g., employment services provided by local workforce board).

Frequency: Select how often the service is provided to program participants. If two frequencies are equally common, choose the interval that is most frequent, e.g., both weekly and monthly are equally common - choose weekly.

Note: The list is exclusive and exhaustive according to 24 CFR 578.53. Applicants must complete the drop down menus for at least one service/row.

2. **Please identify whether the project includes the following activities:**

2a. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs? Select “Yes” if the project makes available regular or as requested transportation assistance to mainstream and community resources, including appointments, employment training and educational programs, or jobs. Select “No” if transportation is not regularly provided or cannot be provided consistently as requested.

2b. Use of a single application form for four or more mainstream programs? Select “Yes” if the project uses a single application form that allow Program participants to sign up for four or more mainstream programs. Select “No” if application forms cover 3 or fewer mainstream programs.

2c. Regular follow-ups with participants to ensure mainstream benefits are received and renewed? Select “Yes” if the project regularly follows-up with Program Participants at least annually to ensure that they have applied and are receiving their mainstream benefits and to

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renew benefits when required. Select “No” if there is no or irregular follow-up concerning mainstream benefits.

3. **Do program participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency?** Select “Yes” if program participants have access to SSI/SSDI technical assistance. The assistance can be provided by the applicant, a subrecipient, or a partner agency—through a formal or informal relationship. Select “No” if there is no or significantly limited access to SSI/SSDI technical assistance.
 - 3a. **Has the staff person providing the technical assistance completed SOAR training in the past 24 months?** This question will only appear if “Yes” is selected to the previous question. Select “Yes” to indicate that the applicant, subrecipient or partner agency staff person who will be providing the SSI/SSDI technical assistance has completed SOAR training, online or in person, in the past 24 months. If more than one person will provide technical assistance, select “Yes” only if all persons have completed the training. Otherwise, select “No.”

SSO Part 5: Participants and Outreach

In Part 5 of the application, Project Applicants are expected to provide detail regarding the program participants who will be served, including basic household and subpopulation data, as well as outreach data. **Note: If coordinated entry is selected, completion of this section is not required.**

SSO Screen 5A. Program participants - Households

The numbers on Screen 5A are intended to reflect the households and persons *proposed to be served on a given night when the project is at full operational capacity*. It should match the program participant population reflected in the most recent grant agreement, as amended. The screen must include at least one household and at least one person in one of the household categories.

Screen 5A is separated into two sections: 1) Household(s) served in row 1; and, 2) Person(s) served in rows 2 through 13. For both sections there are three editable columns that capture a specific type of household.

- **Households with at least One Adult and One Child:** To fall under this column and household type, there must be at least one person at or above the age of 18, and at least one person under the age of 18.
- **Adult Households without Children:** To fall under this column and household type, there must be at least one person at or above the age of 18, and no person(s) under the age of 18.
- **Households with Only Children:** To fall under this column and household type, there may not be any person(s) at or above the age of 18; only person(s) under the age of 18.

The fourth column on the far left, “Persons,” is not editable and automatically populated with four standard reporting categories determined by HUD.

- **Adult over age 24:** A subset of the former category of “Adults” to disaggregate “Youth” from older adults.
- **Adults ages 18-24:** A category implemented to account for transition age youth. *Youth previously captured under the category “Adult” should now be captured under the category “Adults between the ages of 18 and 24.”*
- **Accompanied Children under age 18:** Includes all children and “youth” who are under the age of 18. “Accompanied” is defined as “in the company of parent or legal guardian regardless of the age of the parent or legal guardian.”
- **Unaccompanied Children under age 18:** Includes all children and “youth” who are under the age of 18. “Unaccompanied” is defined as “without a parent or legal guardian,” and can include persons under 18 who themselves have dependents, siblings, or other household members.

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The tables are populated with white, dark grey and light grey fields. In each white field, list the number of households or type of person(s) served for the given household type. The dark grey cells are not applicable to the given type of persons, and the light grey cells, will be totaled automatically once the screen is saved. The screen has been designed to prevent Project Applicants from entering more households than persons for any given column, and at least one person must be entered for every column that has one or more households. The number and characteristics of persons that the project is expected to serve is recorded on this screen and should match the total number of units and beds requested on Screen 4B.

This year HUD has removed the distinction between “disabled” and “non-disabled” on screen 5A as this information is adequately covered on screen 5B.

SSO Screen 5B. Program participants - Subpopulations

Screen 5B is meant to represent a detailed subpopulation breakdown of the persons reported in the three housing types on Screen 5A. Just as with Screen 5A, the numbers here are intended to reflect the households and persons **proposed to be served on a given night when the project is at full operational capacity**. The screen is collectively exhaustive, therefore, each person identified on Screen 5A must be accounted for, or the system will report an error and prevent application submission when the screen is saved.

Screen 5B is separated into three tables corresponding to the three household types on Screen 5A. See the previous section of this guide for a description of the three household types. There are nine editable columns for all three tables that captures a competition priority subpopulation. One additional column accounts for persons that are not represented by the priority subpopulations.

Table 5. Subpopulation Columns

Mutually Exclusive
<ul style="list-style-type: none"> • Chronically Homeless Non-Veterans: To fall under this column, persons must be chronically homeless per 24 CFR 578.3, but not also veterans*. • Chronically Homeless Veterans: To fall under this column, persons must be chronically homeless per 24 CFR 578.3, and also veterans*. • Non-Chronically Homeless Veterans: To fall under this column, persons must not be chronically homeless, but must be veterans*. <p>* “Veterans” include all persons who served in the military, regardless of discharge status.</p>
May Contain Duplicate Entries
<ul style="list-style-type: none"> • Chronic Substance Abuse: Persons identified as chronic substance abusers. • Persons with HIV/AIDS: Persons living with HIV/AIDS. • Severely Mentally Ill: Persons diagnosed as severely mentally ill. • Victims of Domestic Violence: Persons identified as meeting the criteria of Category 4 of the homeless definition. • Developmental Disability: Persons diagnosed with a developmental disability. • Physical Disability: Persons diagnosed with a physical disability.
Mutually Exclusive to All Other Columns
<ul style="list-style-type: none"> • Persons not represented by an identified subpopulation: Persons served by the organization that have not be diagnosed with or identified as falling under any of the previous subpopulation distinctions.

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These columns are populated with **white, dark grey and light grey fields**, and are dependent on the selections made in Screen 5A. If households and person(s) are added to a household type column in Screen 5A, then the corresponding table will be available for data entry in Screen 5B. If, however, no households and persons are added to a particular household type column in Screen 5A, then the corresponding table will not be available in Screen 5B.

Example: If 3 households are entered into the “Adults Only” column on Screen 5A, but no households are entered into the “Adults with Children” or “with Children Only” columns on Screen 5A, then only the “Adults Only” table will be available for edit on Screen 5B.

In each white field of the available household tables, list the number of person(s) served for the given subpopulation column. **Ignore the dark grey cells**, which are not applicable to the given subpopulation, and **ignore the light grey cells**, which will be totaled automatically once the screen is saved. If any number greater than “0” is entered into the column “Persons not represented by an identified subpopulation,” a mandatory textbox will appear under the applicable table when the screen is saved. The applicant must enter a description of the population being served that does not fall under any of the priority subpopulation columns.

The screen has additional controls that ensure that Screens 5A and 5B match. First, you will notice in Table 5 above that three columns are internally “mutually exclusive.” This means that a single person can only identify with one of the first three columns for each table (i.e. a single person cannot be a veteran while at the same time being a non-veteran). Columns 4 through 9, under “May Contain Duplicate Entries,” however are not “mutually exclusive.” This means that a single person can identify with more than one column at the same time (e.g., a single person might be a veteran, suffering from a physical disability, and a victim of domestic violence). Column 10, Persons not represented by an identified subpopulation, is mutually exclusive to all other columns. This means that if a single person falls under column the person does not identify with any of the other subpopulations.

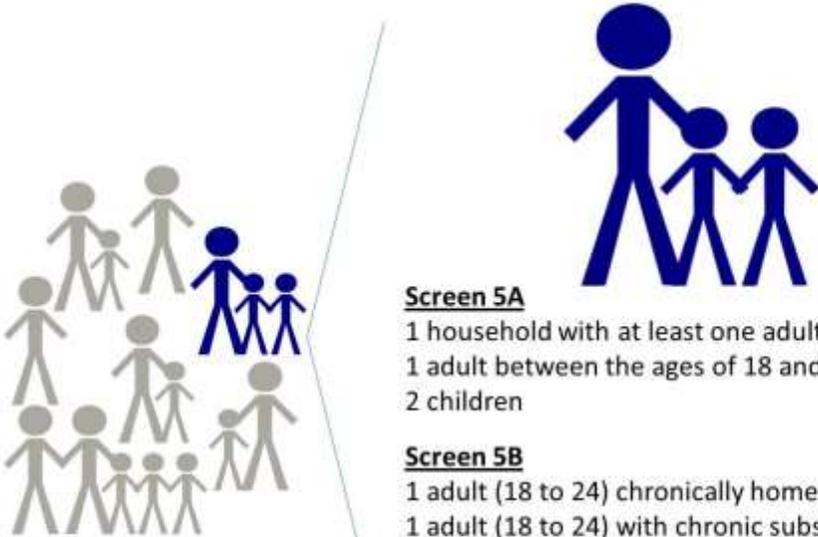
There are several other important controls to understand. The “Total Persons” for each column, for example, cannot be larger than the total persons for that household category on Screen 5A. Likewise, no cell in each row can contain a number greater than the total number of persons in the corresponding age group as reported on Screen 5A. At the same time, the screen is engineered to require an entry for each person served and so, at a minimum, the total number from the tables must equal the total number of persons in each corresponding household column from Screen 5A.

The Characteristics column (the first column) is populated with the same characteristics used in Screen 5A. They have been applied to each table based on their relevance to the tables housing type.

Total fields will calculate automatically when at least one household field and one person(s) field is entered and the screen is saved. Use them as a point of reference to ensure that all persons and households have been entered correctly.

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What this one family represents on screens 5A and 5B



Screen 5A
1 household with at least one adult and one child
1 adult between the ages of 18 and 24
2 children

Screen 5B
1 adult (18 to 24) chronically homeless veteran
1 adult (18 to 24) with chronic substance abuse
1 adult (18 to 24) victim of domestic violence
2 chronically homeless children
2 children with a developmental disability

SSO Screen 5C. Outreach for Participants

On Screen 5C, Project Applicants are required to identify where their eligible program participants come from with respect to HUD's homeless definition and must include percentages of program participants that are served using requested funds.

Project Applicants must ensure that all persons served in renewal SSO projects meet the requirements found in 24 CFR part 578 and the FY 2016 CoC Program Competition NOFA.

- 1. Enter the percentage of homeless person(s) who will be served by the proposed project for each of the following locations:** Indicate the percentage of homeless persons who will be admitted from each of the listed locations. Not all of the following locations are appropriate for all project types.

Note: It is critical that you refer to 24 CFR part 578, the FY 2016 CoC Program Competition NOFA to confirm the eligible locations for each type of project. The total percentage must equal 100% in order to submit the project application.

- **Directly from the street or other locations not meant for human habitation.**
- **Directly from emergency shelters.** (This includes domestic violence emergency shelters.)
- **Directly from safe havens.**
- **From transitional housing and previously resided in a place not meant for human habitation or emergency shelters, or safe havens.**
- **Persons at imminent risk of losing their night time residence within 14 days, have no subsequent housing identified, and lack the resources to obtain other housing**
- **Homeless persons as defined under other federal statutes Persons fleeing domestic violence (or attempting to flee and including human trafficking, victims of sexual assault, stalking, and dating violence).**

Note: Even if "Homeless persons as defined under other federal statutes" is greater than "0" percent, the population will only be approved if the Collaborative Applicant requested

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and was approved by HUD to allow SSO and TH projects to serve homeless persons as defined under other federal statutes in their submission of the CoC Application. If the CoC Application did not include this request or was not approved by HUD to serve this specific population, HUD will issue a condition to the project application that this population cannot be served and the applicant must agree to serve other eligible program participants prior to the issuance of the grant agreement if the project application is conditionally selected for award.

Refer to 24 CFR part 578, the FY 2016 CoC Program Competition NOFA, and the homeless definition at www.hudexchange.info/resource/1928/hearth-defining-homeless-final-rule/ for further guidance.

SSO Part 6: Budgets

In Part 6 of the application, Project Applicants detail their budget requests according to the CoC Program's eligible Budget Line Items (BLIs).

The budget screens in Part 6 must match the annual renewal amount on the CoC's final HUD-approved FY 2016 GIW with the following limited exceptions:

- A budget may be lower than the annual renewal amount on the final HUD-approved GIW if the CoC has decided to reduce the project's budget through the reallocation process; and
- A budget may be lower than the annual renewal amount on the final HUD-approved GIW if in an attempt to accommodate the Tier 1 and Tier 2 processes as outlined in the FY 2016 CoC Program Competition NOFA.

Contact the CoC Collaborative Applicant immediately to confirm how they expect you to apply if you are unsure, as an error in your request may negatively impact this application and other projects that are requesting FY 2016 CoC Program Competition funding. HUD will not award more funding than is listed on the CoC's final HUD-approved FY 2016 GIW. Additionally, the application may not be used to initiate any other budget changes from the previous grant term that are not reflected on the CoC's final HUD-approved FY 2016 GIW (e.g., shifting funds from one budget line item to another).

Grant consolidations of individual FY 2015 renewal awards that have already been processed during CY 2016 must reflect the current grant agreement, as amended, and must have been indicated on the CoC's final HUD-approved FY 2016 GIW. **Note:** Where the consolidation has not yet formally occurred, the project applicant must submit a separate project application for each individual renewal grant. **If the consolidation has formally occurred but it was not reflected on the CoC's final HUD-approved GIW, contact the local HUD field office immediately as this information must be communicated to the Office of Special Needs (SNAPS) prior to the project review process by HUD.**

SSO Screen 6A. Funding Request

Screen 6A provides the framework through which a project applicant creates a project budget.

- 1. Do any of the properties in this project have an active restrictive covenant?** Select "Yes" or "No" to indicate whether one or more of the project properties are subject to an active restrictive covenant. **Note:** Any project awarded capital cost funds under the SHP Program (new construction, acquisition, or rehabilitation) have a 20-year use restriction. If the project was initially awarded capital costs under the CoC Program (FY 2012 and beyond) a 15-year use restriction is in place.
- 3. Are the requested renewal funds reduced from the previous award as a result of reallocation?** Select "Yes" or "No" to indicate whether the renewal project application is reduced through the reallocation process. Contact your CoC's Collaborative Applicant Immediately if you are unsure.
- 4. Does this project propose to allocate funds according to an indirect cost rate?** Select "Yes" or "No" to indicate whether the project either has an approved indirect cost plan in place or will propose an indirect cost plan by the time of conditional award. For more information concerning indirect costs plans, please consult 2 CFR 200.203(c)(2) and contact your local HUD field office.

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* If “Yes”, you must add the following questions:

4a. Please complete the indirect cost rate schedule below: You must complete at least one row using information from either your approved plan or your proposal.

Administering Department/Agency	Indirect Cost Rate	Direct Cost Base
	%	
	%	
	%	

4b. Has this rate been approved by your cognizant agency? Select “Yes” if the indirect cost rate has already been approved by your cognizant agency. Select “No” if it has either not been submitted to or has not yet been approved by your cognizant agency.

4c. Do you plan to use the 10% de minimis rate? Select “Yes” only if you plan to use the 10% de minimis rate as described in 2 CFR 200.203(c)(2).

5. Select a grant term: This field automatically prepopulates with a 1-year grant term and the field cannot be edited.

6. Select the costs for which funding is being requested: Check the box next to the eligible costs for which funding is being requested (see 24 CFR part 578, Subpart D; Program Components and Eligible Costs). Each checked box will unlock the corresponding budget line item screens 6B through 6H:

- **Leased Structures:** Check the box to unlock and reveal the Leased Structures budget screen. Leased structures are buildings leased by the project applicant that contain multiple units for program participants or serve as the structure for supportive services or operations. **Note:** These costs cannot be combined with Rental Assistance in a single leased structure or housing unit. A leased structure budget can only be requested with rental assistance when the two budget line items are used in separate structures or to cover different and not overlapping portions of the same structure.
- **Supportive Services:** Check the box to unlock and reveal the Supportive Services budget screen.
- **HMIS:** Check the box to unlock and reveal the HMIS budget screen.

SSO Screen 6C. Leased Structures Budget

Screen 6C appears if the Leased Structures budget line item is selected on Screen 6A. The screen opens with a summary page that will aggregate the total assistance requested for each structure requested. To add new structures, click the add  icon. This will open the Leased Structures detail budget screen.

The leased structures budget detail screen requires a structure name and address and the total structure funding request to match the amount recorded on the final HUD-approved FY 2016 GIW. Leased structures are not confined to the project area’s Fair Market Rent (FMR) amounts. Grant funds can pay the actual costs of leasing a structure or structures; however, in order for grant funds to be used, the rent paid must be reasonable when compared to rents being charged by other owners for similar spaces and may not exceed rents currently being charged by the same owner for comparable unassisted spaces.

Often, when leasing a structure(s) for the purpose of program participant supportive services, the cost of maintenance, repair, and utilities are included as a responsibility of the landlord in the lease agreement. However, in instances where these costs are not included in the lease agreement, these costs are generally eligible “operating” costs under the supportive services budget line item.

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SSO Screen 6E. Supportive Services Budget

Screen 6E appears if the Supportive Services budget line item is selected on Screen 6A. The supportive services listed are exhaustive based on the eligible supportive services in 24 CFR 578.53.

Note: The only cost category not included on this screen is “Direct provision of services.” As 24 CFR 578.53(e)(17) explains, if the service is being directly delivered by the recipient or subrecipient, eligible costs under that service item also may include: The cost of labor or supplies, and materials incurred by the recipient or subrecipient in directly providing supportive services to program participants; and the salary and benefit packages of the recipient and subrecipient staff who directly deliver the services.

The itemized budget screen includes 17 eligible costs:

- | | |
|---------------------------------|--|
| 1. Assessment of Service Needs | 10. Life Skills |
| 2. Assistance with Moving Costs | 11. Mental Health Services |
| 3. Case Management | 12. Outpatient Health Services |
| 4. Child Care | 13. Outreach Services |
| 5. Education Services | 14. Substance Abuse Treatment Services |
| 6. Employment Assistance | 15. Transportation |
| 7. Food | 16. Utility Deposits |
| 8. Housing/Counseling Services | 17. Operating Cost |
| 9. Legal Services | |

Note: “Security Deposits” is not listed as an eligible supportive service cost. Security deposits are only eligible under the leased units and rental assistance budget line items and are therefore not eligible for SSO projects.

*Applicants may only include Operating Costs (maintenance, repair, building security, furniture, utilities, and equipment) in the Supportive Services budget if the costs are for a facility that is used to provide supportive services for program participants.

Enter the quantity, detail, and total budget request for each supportive services cost. The request entered should be equivalent to the cost of 1 year of the relevant supportive service.

2b. Eligible Costs: The system prepopulates a list of eligible supportive services for which funds can be requested. The costs listed are the only costs allowed under 24 CFR 578.53. (Refer to 24 CFR 578.53 for details on eligible supportive services costs.)

2c. Quantity AND Detail: Enter the quantity in detail (e.g. 1 FTE Case Manager Salary + benefits, or child care for 15 children) for each supportive service activity for which funding is being requested. **Note:** Simply stating 1 FTE is **NOT** providing “Quantity AND Detail” and limits HUD’s understanding of what is being requested. Failure to enter ‘Quantity AND Detail’ may result in conditions being placed on the conditional award and a delay of funding.

2d. Annual Assistance Requested: For the renewal grant year, enter the amount (\$) requested for each activity. The amount entered must only be the amount that is **DIRECTLY** related to providing supportive services to homeless program participants.

2e. Total Annual Assistance Requested: This field is automatically calculated based on the sum of the annual assistance requests entered for each activity.

2f. Grant Term: This field is populated based on the grant term selected on the “Funding Request” screen and will be read-only.

2g. Total Request for Grant Term: This field is automatically calculated based on the total amount requested for each eligible cost multiplied by the grant term.

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All automatic fields will be calculated once the required field has been completed and saved.

SSO Screen 6G. HMIS Budget

Screen 6G appears if the HMIS budget line item is selected on Screen 6A. The HMIS costs listed are all inclusive and determined by the eligible HMIS costs described in 24 CFR 578.57. Complete the HMIS budget screen to request funds for eligible HMIS costs.

Note: According to 24 CFR 578.59(a), staff and overhead costs directly related to carrying out HMIS activities are eligible as part of those activities listed on the HMIS budget. The itemized budget screen organizes all eligible HMIS costs from 24 CFR 578.57 into the following five categories:

1. Equipment [central server(s), personal computers and printers, networking, and security];
2. Software [software/user licensing, software installation, support and maintenance, and supporting software tools];
3. Service [training by third parties, hosting/technical services, programming (customization, system interface, data conversion), security assessment setup, internet access, facilitation, and disaster recovery];
4. Personnel [project management/ coordination, data analysis, programming, technical assistance and training, and administrative support staff]; and
5. Space & Operations [space costs and operational costs associated with that space].

If the recipient or subrecipient is a victim services provider, or a legal services provider, it may use CoC funds to establish and operate a comparable database that complies with HUD's HMIS requirements, listing costs under the comparable category on Screen 6G.

Enter the quantity, detail, and total budget request for each HMIS cost. The request entered should be equivalent to the cost of 1 year of the relevant HMIS activity.

- **Quantity AND Detail:** Enter the "Quantity AND Detail" (e.g., .75 FTE hours and benefits for project management staff) for each HMIS cost for which funding is being requested.
- **Annual Assistance Requested:** For the 1-year grant term, enter the amount (\$) requested for each activity.
- **Total Annual Assistance Requested:** This field is automatically calculated based on the sum of the annual assistance requests entered for each activity.
- **Grant Term:** This field is populated based on the grant term selected on the "Funding Request" screen and will be read-only.
- **Total Request for Grant Term:** This field is automatically calculated based on the total amount requested for each eligible cost multiplied by the grant term.

All automatic fields will be calculated once the required field has been completed and saved.

SSO Screen 6H. Sources of Match

The "6H Sources of Match" screen is applicable to all projects and it enables project applicants to enter the CoC Program required match, including the type of source and the value of the match commitment. Please note that the Leverage fields previously included on this screen have been removed from the FY 2016 project application. Leverage documentation is no longer required as part of the project application.

Match funds are acquired from sources outside of this grant's funding request. The match information entered in *e-snaps* should be based on the **current commitments at the time of project application, covering the requested grant operating period (i.e., grant term), and NOT based on projections**. HUD expects the amount(s) listed on this screen to be accurate, with a commitment letter(s) in place that includes the amount(s) listed.

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Match contributions can be cash, in-kind, or a combination of both. For match to be counted as cash or in-kind, amounts must be used for CoC Program eligible costs as set forth in 24 CFR Part 578. Match must be equal to or greater than 25 percent of the total grant request for all eligible costs including Administration costs but excluding Leasing costs (i.e., Leased Units and Leased Structures). For example, if the “total assistance requested” from the project applicant is \$100,000, and the project applicant did not request costs for Leased Units or Leased Structures, then the project applicant must secure commitments for match funds equal to or greater than \$25,000. The match amount could be all cash, all in-kind contributions, or a mixture of both, and used for any CoC Program eligible activities the project applicant chooses.

Note: Policy update in CoC Program implementation. Program income can be counted as match funds in the FY 2016 CoC Program Competition. Costs paid for by program income can be considered Match for grants awarded in the FY 2016 CoC Program Competition. See:

<https://www.hudexchange.info/news/new-changes-to-hud-coc-and-esg-program-implementation/>

Note: This includes occupancy charges paid to the recipient or subrecipient and tenant’s portion of the rent, if the recipient or subrecipient is also the landlord or owner and the program participant is paying rent directly to the recipient or subrecipient organization. These amounts are considered program income and can be used as Match funds.

Because match can be challenging to understand, HUD strongly encourages applicants to review the 12 FAQs posted at; www.hudexchange.info/coc/faqs/, by searching for the keyword “match.” Applicants should also review 24 CFR 578.73 and the FY 2016 CoC Program Competition NOFA for detailed information concerning Match.

The primary “6H Sources of Match” screen presents a summary for Match that will aggregate multiple cash and in-kind commitments entered in the “Sources of Match Details” screens expected from each source and then calculate the totals. To add a commitment, please click the add  icon. This will open a new “Sources of Match Details” screen for each commitment.

Complete the following fields in the “Sources of Match Details” screen for each match commitment:

- **This commitment will be used as Match.** “Yes” has been preselected for this field and cannot be changed because Leverage is no longer a selection in e-snaps.
- **Type of Commitment:** Select Cash (\$) or In-kind (non-cash) to indicate the type of contribution that describes this Match commitment.
- **Type of source:** Select Private or Government to indicate the source of the contribution. Funds from HUD-VASH (VA Supportive Housing program) and other Federal programs are eligible sources of Match and are considered Government sources. Project applicants are encouraged to include funds from these sources, whenever possible.
- **Name the Source of the Commitment:** Be as specific as possible and include the office or grant program as applicable. Enter the name of the entity providing the contribution. It is important to provide as much detail as possible so that the local HUD field office can quickly identify and approve the commitment source.
- **Date of written commitment:** Enter the date of the written contribution.
- **Value of written commitment:** Enter the total dollar value of the contribution.

Once the primary “6H Sources of Match” screen is saved, the values entered on the “Sources of Match Details” screen(s) will populate the summary amounts. The Cash, In-Kind, and Total Match will also automatically populate the “6J Summary Budget” screen where the 25 percent match requirements will be calculated and applied. If the amounts on the “6J Budget Summary” screen are too low, additional Match funds must be added to the “Sources of Match Details” screen(s).

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You can view and edit the “Sources of Match Details” screen(s) from the primary “6H Sources of Match” screen by clicking the view  icon next to the relevant commitment in the list. To delete a Match detail screen, click the delete  icon next to the relevant commitment in the list.

SSO Screen 6I. Summary Budget

Screen 6I summarizes the funding request for the total term of the project as entered in the budget Screens 6B through 6H. Use this screen to verify the information recorded on each budget detail screen and return to relevant detail screens that have aggregated on Screen 6I incorrectly. This screen includes only one field that can be completed before submission. Project administrative costs can be recorded as “Admin” on this screen as in previous years. All fields are read-only with exception to the “Total Requested for Grant Term for Admin.”

- **Admin (Up to 10%):** Enter the amount (\$) of requested administration funds. The grant will not fund greater than 10 percent of the request listed in the field “Sub-Total Costs Requested.” If an ineligible amount is entered, the system will report an error and prevent application submission when the screen is saved.

Admin costs should match the admin budget line item recorded on the final HUD-approved FY 2016 GIW, unless the budget line item has been reduced due to reallocation or tier-based strategy described at the beginning of the Part 6 guidance. Projects renewing for the first time under the CoC Program will notice that the admin amount listed on the final HUD-approved FY 2016 GIW has been increased from the amount in the expiring grant. First-time renewing SHP projects are eligible to receive up to a 2 percent increase (based on the total amount of non-Admin funds requested) from the amount of funds received for administrative costs in the expiring SHP project (not to exceed 7 percent).

Renewal projects may request admin costs up to 10 percent of the total value of non-admin costs; however, any percentage above 7 percent must be carved out from existing budget line items.

While match will be entered on Screen 6H, the summary budget will include a summary of Cash, In-Kind, and Total Match. If an amount less than 25 percent of the total budget, including admin costs but excluding leasing costs, is indicated, the system will report an error and prevent application submission when the screen is saved. **Note:** Cash and In-Kind Match entered into the budget on Screen 6H must qualify as eligible program expenses under the CoC Program. Compliance with eligibility requirements will be verified before grant agreement.

The total values are automatically calculated by the system when you click the "Save" button.

[\[RETURN TO “PART 3 THROUGH PART 6 COMPONENT TYPES”\]](#)

Safe Haven (SH) Renewal Project Applications

[\[RETURN TO “PART 3 THROUGH PART 6 COMPONENT TYPES”\]](#)

The following instructions and screens apply to Safe Haven (SH) projects only.

SH Part 3: Project Information

Based on the component type selected on Screen 3A, in this case “**SH**,” or safe haven, Project Applicants are expected to provide a full description of the project scope on Screen 3B in accordance with **SH** requirements at 24 CFR 578.37.

SH Screen 3A. Project Detail

All fields on Screen 3A are required to be completed for submission of the application.

- 1. Expiring grant number:** This field populates with the number from the “Federal Award Identifier” field on Screen 1A. Project Applicants will not be allowed to modify the populated data in this field; however, Project Applicants may modify Screen 1A to correct errors. **Note:** Failure to enter the correct grant number may significantly delay the funding of this project. Refer back to the final HUD-approved FY 2016 GIW, conditional award letter or executed grant agreement for the expiring grant for confirmation. The grant number on the GIW must match the grant number on the corresponding grant agreement.
- 2a. CoC Number and Name:** The correct CoC must be identified in this field. The dropdown menu for this field contains each CoC that successfully registered in the FY 2016 CoC Program Registration process and is listed according to the CoC Number (e.g., NE-502) and CoC Name (e.g., Lincoln CoC). The project application will be sent to the CoC selected from the dropdown menu and will be reviewed and ranked once it is submitted by the project applicant in *e-snaps*.
Note: There is an option for “No CoC.” This option should only be used in the extremely rare instance that a project is located in a geographic area not currently served by a CoC. Project Applicants that select “No CoC” will not be connected to a CoC Application for this Competition. This may affect HUD’s ability to award funds to this project.
- 2b. CoC Collaborative Applicant Name:** The correct CoC Collaborative Applicant Name must be identified in this field. The dropdown options for this field are based on the CoC Number and Name selected above. This list is populated with the CoC’s designated Collaborative Applicant name that registered during the FY 2016 CoC Program Registration process.
- 3. Project Name:** No action required. This field populates from the *e-snaps* “Project” form. Project Applicants cannot modify the populated name in this field; however, Project Applicants may modify the project applicant name by exiting the project application and opening the *e-snaps* “Project” form by selecting “Projects” from the left menu. Identify the current project name, click the link and make the changes as needed.
- 4. Project Status:** This field defaults to the option “Standard” and should only be changed to “Appeal” for projects applicants who are appealing a CoC’s decision to reject the project application in the local CoC competition. All other Project Applicants should leave the field with the option “Standard.” If “Appeal” is selected, an additional Screen 8A “Notice of Intent to Appeal” will become visible on the left menu and additional attachments will be required on the attachments screen. For more information on the Solo Applicant Appeal process, refer to 24 CFR 578.35 and Sections VI.C.4 and X.C. of the FY 2016 CoC Program Competition NOFA.
- 5. Component Type:** In this field, all Project Applicants must indicate the CoC Program component type under which the project operates. For SH projects the choice must be “**SH**.” This must match the component type listed on the final HUD-approved FY 2016 GIW.

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- 6. Energy Star:** Select “Yes” if the project incorporates energy-efficiency measures in the design, construction, rehabilitation, and operation of the project. Project Applicants that select “Yes” routinely replace older obsolete products and appliances (e.g., lighting, domestic hot water heaters, furnaces, boilers, air conditioning units, refrigerators, clothes washers and dishwashers) with Energy Star-labeled products when replacing existing products is more cost-effective than repair and/or the appliance is no longer in operating condition.
- 7. Title V:** Title V of the McKinney-Vento Act allows unutilized, underutilized, excess, or surplus Federal properties to be used by homeless services providers for the purpose of assisting homeless persons. Select “Yes” or “No” to indicate whether the project includes one or more of properties that have been conveyed through the Title V process.

SH Screen 3B. Description

All fields on Screen 3B are required and provide HUD with a detailed description of the project.

- 1. General Description:** Provide a clear and concise description of the scope of the project. The description should describe the community needs, target population(s) to be served, project plan for addressing the identified housing and supportive service needs, projected project outcome(s), coordination with other sources/partners, and the reason why CoC Program support is required. The information provided in this narrative must not conflict with information provided in other parts of the application. For example, if the project specifically focused on persons with severe mental illness, as indicated later on this screen, the narrative should not indicate otherwise.
- 2. Does your project have a specific population focus?** Select “Yes,” if your project has special capacity in its facilities, program designs, tools, outreach, or methodologies for a specific subpopulation(s). This does not mean that your project exclusively serves that subpopulation(s), but rather that they are uniquely equipped to serve them.
 - 2a. Please identify the specific population focus. (Select ALL that apply)** If “Yes” to question 2 above, select one or more of the available subpopulations. If a subpopulation focus for your organization is not listed, check the box next to “Other” and then enter in the subpopulation in the text box provided.

SH Part 4: Housing and Services

In Part 4 of the Project Application, Project Applicants are expected to provide detail regarding the housing and services that will be provided.

SH Screen 4A. Supportive Services for Participants

All fields on Screen 4A are required and provide HUD with detailed understanding of the supportive services provided to program participants.

- 1. For all supportive services available to participants, indicate who will provide them and how often they will be provided:** This list identifies ALL of the supportive services that are provided to program participants in the SH project by the project applicant, subrecipient, partner organization, or Non-Partner organization. The project applicant should complete each row of drop down menus for all supportive services that will be provided to program participants regardless of funding source. Do not limit this selection to just the supportive services that are being requested in your project application – include the supportive services that are being provided by other organizations or grants as well. If more than one Provider or Frequency is relevant for a single service, select the provider and mode of access that corresponds to the highest frequency. If more than one provider offers the service equally often, choose the provider according to the following order: Applicant, then Subrecipient, then Partner, and lastly, Non-Partner.

Provider: select one of the following:

- “Applicant” to indicate that the applicant will provide the service;

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- “Subrecipient” to indicate that a subrecipient, as identified on form 2A “Project Subrecipients,” will provide the service;
- “Partner” to indicate that an organization that is not a subrecipient of project funds but with whom a formal agreement or memorandum of understanding (MOU) has been signed will provide the service; or
- “Non-Partner” to indicate that a specific organization with whom no formal agreement has been established regularly provides the service to program participants.

Frequency: Select the most common interval of time for which the service is accessible to program participants. If two frequencies are equally common, choose the interval with the highest frequency.

Note: The list is exclusive and exhaustive according to 24 CFR 578.53. Applicants must complete the drop down menus for at least one service/row.

2. Please identify whether the project includes the following activities:

- 2a. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs?** Select “Yes” if the project makes available regular or as requested transportation assistance to mainstream and community resources, including appointments, employment training and educational programs, or jobs. Select “No” if transportation is not regularly provided or cannot be provided consistently as requested.
- 2b. Use of a single application form for four or more mainstream programs?** Select “Yes” if the project uses a single application form that allow program participants to sign up for four or more mainstream programs. Select “No” if application forms cover 3 or fewer mainstream programs.
- 2b. Regular follow-ups with participants to ensure mainstream benefits are received and renewed?** Select “Yes” if the project regularly follows-up with program participants at least annually to ensure that they have applied and are receiving their mainstream benefits and to renew benefits when required. Select “No” if there is no or irregular follow-up concerning mainstream benefits.
- 3. Do program participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency?** Select “Yes” if program participants have access to SSI/SSDI technical assistance. The assistance can be provided by the applicant, a subrecipient, or a partner agency—through a formal or informal relationship. Select “No” if there is no or significantly limited access to SSI/SSDI technical assistance.
- 3a. Has the staff person providing the technical assistance completed SOAR training in the past 24 months?** This question will only appear if Yes is selected to the previous question. Select “Yes” to indicate that the applicant, subrecipient or partner agency staff person who will be providing the SSI/SSDI technical assistance has completed SOAR training, online or in person, in the past 24 months. If more than one person will provide technical assistance, select “Yes” only if all persons have completed the training. Otherwise, select “No.”

SH Screen 4B. Housing Type and Location

Screen 4B, Housing Type and Location applies to all SH projects and provides a summary of the units and beds included in the project according to the following categories:

- **Total Units.** Includes the units in the projects regardless of size.
- **Total Beds.** Includes all of the beds in the project regardless of unit configuration.

The summary fields are compiled from all of the individual housing locations listed below the totals. These fields will populate and update automatically when new housing types and location details are added to the list. To add a new housing type and location detail to this screen, select the add  icon

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and then complete the mandatory fields. To view and edit a housing type and location, click the view  icon for the housing type and location detail that you wish to edit.

The project applicant must use Screen 4B to report each housing type and location supported using requested CoC Program funds, including the number of available units and beds. The numbers reported must reflect the units and beds **at full capacity at a single point in time** directly supported by CoC Program awarded funds. This includes those units supported only by supportive services costs without rental assistance, leasing or operating costs. The reported number of beds should generally match the number of households and persons served at a point in time, as listed on Screens 5A and 5B, although there are understandable exceptions (e.g., a two-parent household where the parents will share a bed).

Housing type: Report the type of housing structures in which program participants under this project are housed. Each housing type must be listed individually. As a reminder: An SH project must be located in a facility, meaning a structure, or structures, or clearly identifiable portion of a structure or structures.

1. The housing type options are as follows:
 - **Barracks:** Individuals and/or families sleep in a large room with multiple beds. Also includes large shelters which are traditionally used in the Emergency Solutions Grants Program.
 - **Dormitory, shared or private rooms:** Individuals and/or families share sleeping rooms or have private rooms; persons share a common kitchen, common bathrooms, or both.
 - **Shared housing:** Shared housing is defined as an arrangement in which two or more unrelated people share a house or an apartment. Each unit must contain private space for each assisted family, plus common space for shared use by the residents of the unit. Common space must be appropriate for shared use by the residents and private space must contain at least one bedroom for each two persons in the family. A zero or one-bedroom unit may not be used for shared housing.
 - **Single Room Occupancy (SRO) units:** Each individual has private sleeping/living room which may contain a private kitchen and/or bath, or shared, dormitory style facilities.
 - **Clustered apartments:** Each individual or family has a self-contained housing unit located within a building or complex that houses both persons with special needs—e.g., homeless or formerly homeless persons, persons with substance abuse problems, persons with mental illness, or persons with AIDS/HIV—and persons without any special needs.
 - **Scattered-site apartments (including efficiencies):** Each individual or family has a self-contained apartment. Apartments are scattered throughout the community.
 - **Single family homes/townhouses/duplexes:** Each individual or family has a self-contained, single-family home/townhouse/duplex that is dispersed throughout the community.
2. **Indicate the maximum number of Units and Beds available for program participants at the selected housing site:** Enter the number of units, beds, and CH beds available at a point in time and used for housing program participants in this project.
 - a. **Units:** Enter the total number of units available at a point in time in the selected housing type and location used for housing program participants.
 - b. **Beds:** Enter the total number of beds available at a point in time in the selected housing type and used for housing program participants.
3. **Of the total number of beds identified in 2b at the selected housing site, identify the number dedicated to veterans.**
4. **Of the total number of beds identified in 2b at the selected housing site, identify the number dedicated to family.**

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5. **Of the total number of beds identified in 2b at the selected housing site, identify the number dedicated to youth.**
6. **Address:** Project Applicants are required to enter an address for all proposed and existing properties. If the location is not yet known, please enter the expected location of the housing units. For Scattered-site and Single-family home housing, or for projects that have units at multiple locations, programs should enter the address where the majority of beds will be located or where the majority of beds are located as of the application submission. If the project uses tenant-based rental assistance, or if the address for scattered-site or single-family homes cannot be identified at the time of application submission, enter the address for the program administration office. Projects serving victims of domestic violence, including human trafficking, may use a PO Box or other anonymous address to ensure the safety of program participants.
7. **Select the geographic area associated with this address:** Report the geographic area in which the housing type, units, and beds are actually located. The list of geographic areas is limited by the State(s) selected on Screen 1D of the application. Multiple areas can be selected if units are located in more than one county or city. Hold down the “Ctrl” key to make multiple selections.

SH Part 5: Participants and Outreach

In Part 5 of the application, Project Applicants are expected to provide detail regarding the program participants who will be served, including basic household and subpopulation data, as well as outreach data.

SH Screen 5A. Program participants - Households

The numbers on Screen 5A are intended to reflect the households and persons *proposed to be served on a given night when the project is at full operational capacity*. It should also match the program participant population reflected in the most recent grant agreement, as amended. The screen must include at least one household and at least one person in one of the household categories. As a reminder: Eligible program participants for SH are literally homeless *individuals*.

Screen 5A is separated into two sections: 1) Household(s) served in row 1; and, 2) Person(s) served in rows 2 through 13. For both sections there are three editable columns that capture a specific type of household.

- **Households with at least One Adult and One Child:** To fall under this column and household type, there must be at least one person at or above the age of 18, and at least one person under the age of 18.
- **Adult Households without Children:** To fall under this column and household type, there must be at least one person at or above the age of 18, and no person(s) under the age of 18.
- **Households with Only Children:** To fall under this column and household type, there may not be any person(s) at or above the age of 18; only person(s) under the age of 18.

The fourth column on the far left, “Persons,” is not editable and automatically populated with four standard reporting categories determined by HUD.

- **Adult over age 24:** A subset of the former category of “Adults” to disaggregate “Youth” from older adults
- **Adults ages 18-24:** A category implemented to account for transition age youth. **Youth previously captured under the category “Adult” should now be captured under the category “Adults between the ages of 18 and 24.”**
- **Accompanied Children under age 18:** Includes all children and “youth” who are under the age of 18. “Accompanied” is defined as “in the company of parent or legal guardian regardless of the age of the parent or legal guardian.”

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- **Unaccompanied Children under age 18:** Includes all children and “youth” who are under the age of 18. “Unaccompanied” is defined as “without a parent or legal guardian,” and can include persons under 18 who themselves have dependents, siblings, or other household members.

The tables are populated with white, dark grey and light grey fields. In each white field, list the number of households or type of person(s) served for the given household type. The dark grey cells are not applicable to the given type of persons, and the light grey cells, will be totaled automatically once the screen is saved. The screen has been designed to prevent Project Applicants from entering more households than persons for any given column, and at least one person must be entered for every column that has one or more household. The number and characteristics of persons that the project is expected to serve is recorded on this screen and should match the total number of units and beds requested on Screen 4B.

This year HUD has removed the distinction between “disabled” and “non-disabled” on screen 5A as this information is adequately captured on screen 5B. Households served in SH projects should have at least one household member with a qualifying disability as defined by [42 U.S.C 423\(d\)](#) and [42 U.S.C 11382\(2\)](#). However, for a household to be served in a unit dedicated for the chronically homeless, the head of household must have a qualifying disability and meet all of the criteria required by the definition of chronically homeless included in 24 CFR 578.3.

SH Screen 5B. Program participants - Subpopulations

Screen 5B is meant to represent a detailed subpopulation breakdown of the persons reported in the three housing types on Screen 5A. Just as with Screen 5A, the numbers here are intended to reflect the households and persons **proposed to be served on a given night when the project is at full operational capacity**. The screen is collectively exhaustive, therefore, each person identified on Screen 5A must be accounted for, or the system will report an error and prevent application submission when the screen is saved. **Note:** SH projects may only serve persons who reside on the streets or places not meant for human habitation and who have severe and persistent mental illness.

Screen 5B is separated into three tables corresponding to the three household types on Screen 5A. See the previous section of this guide for a description of the three household types. There are nine editable columns for all three tables that captures a priority subpopulation. One additional column accounts for persons that are not represented by the priority subpopulations.

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Table 5. Subpopulation Columns

Mutually Exclusive
<p>2h. Chronically Homeless Non-Veterans: To fall under this column, persons must be chronically homeless per 24 CFR 578.3, but not also veterans*.</p> <p>2i. Chronically Homeless Veterans: To fall under this column, persons must be chronically homeless per 24 CFR 578.3, and also veterans*.</p> <p>2j. Non-Chronically Homeless Veterans: To fall under this column, persons must not be chronically homeless, but must be veterans*.</p> <p>* “Veterans” include all persons who served in the military, regardless of discharge status.</p>
May Contain Duplicate Entries
<p>2k. Chronic Substance Abuse: Persons identified as chronic substance abusers.</p> <p>2l. Persons with HIV/AIDS: Persons living with HIV/AIDS.</p> <p>2m. Severely Mentally Ill: Persons diagnosed as severely mentally ill.</p> <p>2n. Victims of Domestic Violence: Persons identified as meeting the criteria of Category 4 of the homeless definition.</p> <p>2o. Developmental Disability: Persons diagnosed with a developmental disability.</p> <p>2p. Physical Disability: Persons diagnosed with a physical disability.</p>
Mutually Exclusive to All Other Columns
<p>2q. Persons not represented by an identified subpopulation: Persons served by the organization that have not been diagnosed with or identified as falling under any of the previous subpopulation distinctions.</p>

These columns are populated with **white, dark grey and light grey fields**, and are dependent on the selections made in Screen 5A. If households and person(s) are added to a household type column in Screen 5A, then the corresponding table will be available for data entry in Screen 5B. If, however, no households and persons are added to a particular household type column in Screen 5A, then the corresponding table will not be available in Screen 5B.

Example: If 3 households are entered into the “Adults Only” column on Screen 5A, but no households are entered into the “Adults with Children” or “with Children Only” columns on Screen 5A, then only the “Adults Only” table will be available for edit on Screen 5B.

In each white field of the available household tables, list the number of person(s) served for the given subpopulation column. **Ignore the dark grey cells**, which are not applicable to the given subpopulation, and **ignore the light grey cells**, which will be totaled automatically once the screen is saved. If any number greater than “0” is entered into the column “Persons not represented by an identified subpopulation,” a mandatory textbox will appear at the bottom of the screen when the screen is saved. The applicant must enter a description of the population being served that does not fall under any of the priority subpopulation columns.

The screen has additional controls that ensure that Screens 5A and 5B match. First, you will notice in Table 10 above that three columns are internally “mutually exclusive.” This means that a single person can only identify with one of the first three columns for each table (i.e. a single person cannot be a veteran while at the same time being a non-veteran). Columns 4 through 9, under “May Contain Duplicate Entries,” however are not “mutually exclusive.” This means that a single person can identify with more than one column at the same time (e.g., a single person might be a veteran, suffering from a physical

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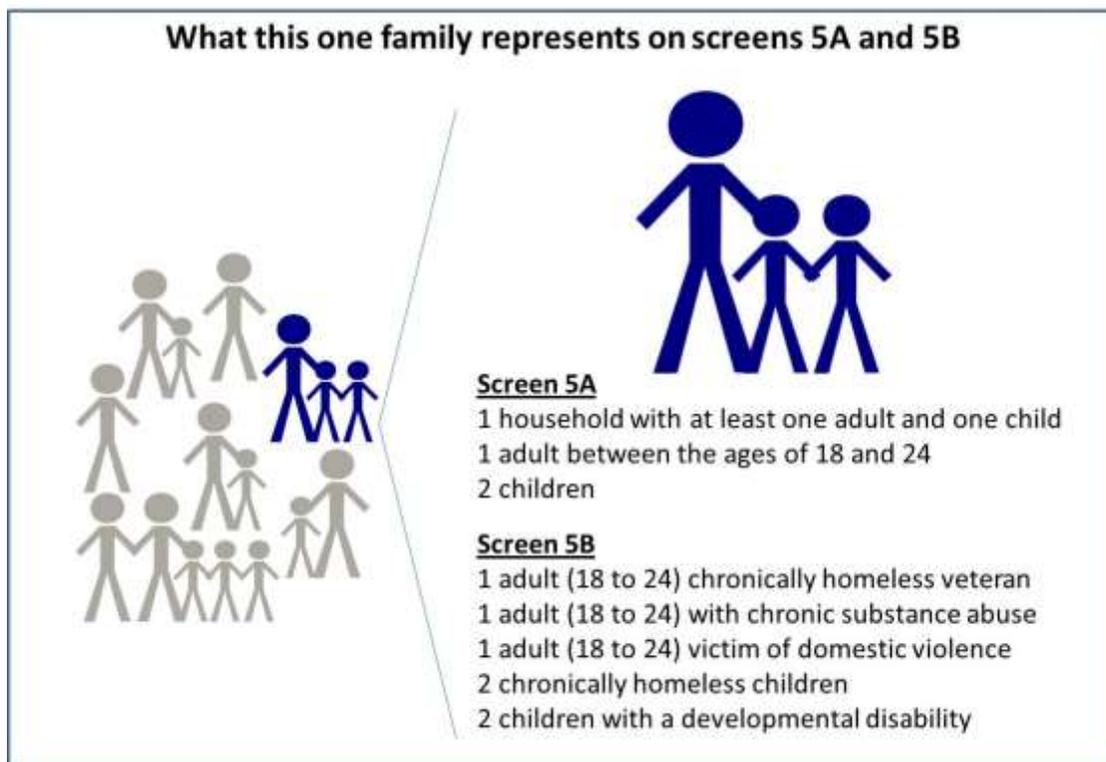
disability, and a victim of domestic violence). Column 10, Persons not represented by an identified subpopulation, is mutually exclusive to all other columns. This means that if a single person falls under column 10 the person does not identify with any of the other subpopulations.

There are several other important controls to understand. The “Total Persons” for each column, for example, cannot be larger than the total persons for that household category on Screen 5A. Likewise, no cell in each row can contain a number greater than the total number of persons in the corresponding age group as reported on Screen 5A. At the same time, the screen is engineered to require an entry for each person served and so, at a minimum, the total number from the tables must equal the total number of persons in each corresponding household column from Screen 5A.

Finally, HUD requires SH projects to exclusively serve individuals residing on the streets or in emergency shelters and who have severe and persistent mental illness.

The Characteristics column (the first column) is populated with the same characteristics used on Screen 5A. They have been applied to each table based on their relevance to the tables housing type.

Total fields will calculate automatically when at least one household field and one person(s) field is entered and the screen is saved. Use them as a point of reference to ensure that all persons and households have been entered correctly.



SH Screen 5C. Outreach for Participants

Screen 5C requires Project Applicants to identify where their eligible program participants come from with respect to HUD’s homeless definition and must include percentages of program participants that are served using requested funds.

Project Applicants must ensure that all persons served in renewal SH projects meet the requirements found in 24 CFR part 578 and the FY 2016 CoC Program Competition NOFA.

- 1. Enter the percentage of homeless person(s) who will be served by the proposed project for each of the following locations:** Indicate the percentage of homeless persons who will be admitted from each of the listed locations. Not all of the following locations are appropriate for all projects types.

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Note: It is critical that you refer to 24 CFR part 578 and the FY 2016 CoC Program Competition NOFA to confirm the eligible locations for each type of project. The total percentage must equal 100% in order to submit the project application.

2r. Directly from the street or other locations not meant for human habitation.

2s. Directly from emergency shelters (This includes domestic violence emergency shelters).

Individuals coming from an institution where they have resided for 90 days or less AND have entered the institution from the streets, emergency shelter, or safe haven, maintain their homeless status during that time. Include these program participants in the percentages for streets/places not meant for human habitation, emergency shelters, and safe havens accordingly.

Refer to 24 CFR part 578, the FY 2016 CoC Program Competition NOFA, and the homeless definition at www.hudexchange.info/resource/1928/hearth-defining-homeless-final-rule/ for further guidance.

SH Part 6: Budgets

In Part 6 of the application, Project Applicants detail their budget requests according to the CoC Program's Budget Line Items (BLIs).

The budget screens in Part 6 must match the dollar values included on the CoC's final HUD-approved FY 2016 GIW with the following limited exception:

- A budget may be lower than the annual renewal amount on the final HUD-approved GIW if the CoC has decided to reduce the project's budget through the reallocation process; and
- A budget may be lower than the annual renewal amount on the final HUD-approved GIW if in an attempt to accommodate the Tier 1 and Tier 2 processes as outlined in the FY 2016 CoC Program Competition NOFA.

Contact the CoC Collaborative Applicant immediately to confirm how they expect you to apply if you are unsure, as an error in your request may negatively impact this application and other projects that are requesting FY 2016 CoC Program Competition funding. HUD will not award more funding than is listed on the CoC's final HUD-approved FY 2016 GIW. Additionally, the application may not be used to initiate any other budget changes from the previous grant term that are not reflected on the CoC's final HUD-approved FY 2016 GIW (e.g. shifting funds from one budget line item to another).

Grant consolidations of individual FY 2015 renewal awards that have already been processed during CY 2016 must reflect in the current grant agreement, as amended, and must have been indicated on the CoC's final HUD-approved FY 2016 GIW. Where the consolidation has not yet formally occurred, the project applicant must submit a separate project application for each individual renewal grant. **If the consolidation has formally occurred but it was not reflected on the CoC's final HUD-approved GIW, contact the local HUD field office immediately as this information must be communicated to the Office of Special Needs (SNAPS) prior to the project review process by HUD.**

SH Screen 6A. Funding Request

Screen 6A provides the framework through which a project applicant creates a project budget.

1. **Do any of the properties in this project have an active restrictive covenant?** Select "Yes" or "No" to indicate whether one or more of the project properties are subject to an active restrictive covenant. **Note:** Any project awarded capital cost funds under the SHP Program (new construction, acquisition, or rehabilitation) has a 20-year use restriction. If the project was initially awarded capital costs under the CoC Program (FY 2012 and beyond) a 15-year use restriction is in place.
3. **Are the requested renewal funds reduced from the previous award as a result of reallocation?** Select "Yes" or "No" to indicate whether the renewal project application is reduced through the reallocation process. Contact your CoC's Collaborative Applicant immediately if you are unsure.

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- 4. Does this project propose to allocate funds according to an indirect cost rate?** Select “Yes” or “No” to indicate whether the project either has an approved indirect cost plan in place or will propose an indirect cost plan by the time of conditional award. For more information concerning indirect costs plans, please consult 2 CFR 200.203(c)(2) and contact your local HUD field office.

* **If “Yes”, you must add the following questions:**

- 4a. Please complete the indirect cost rate schedule below:** Complete at least one row using information from either you approved plan or your proposal.

Administering Department/Agency	Indirect Cost Rate	Direct Cost Base
	%	
	%	
	%	

- 4b. Has this rate been approved by your cognizant agency?** Select “Yes” if the indirect cost rate has already been approved by your cognizant agency. Select “No” if it has either not been submitted to or has not yet been approved by your cognizant agency.
- 4c. Do you plan to use the 10% de minimis rate?** Select “Yes” only if you plan to use the 10% de minimis rate as described in 2 CFR 200.203(c)(2).
- 5. Select a grant term:** This field automatically prepopulates with a 1-year grant term cannot be edited.
- 6. Select the costs for which funding is being requested:** Check the box next to the eligible costs for which funding is being requested (see 24 CFR 578, Subpart D; Program Components and Eligible Costs). Each checked box will unlock the corresponding budget line item screens 6B through 6H:
- **Leased Units:** Check the box to unlock and reveal the Leased Units budget screen. The lease must be between the landlord and the recipient. Leased units are individual units leased by the project applicant and defined by bedroom size and (on Screen 4B) by housing type (e.g., scattered site, clustered apartment).
 - **Leased Structures:** Check the box to unlock and reveal the Leased Structures budget screen. Leased structures are buildings leased by the project applicant that contain multiple units for program participants or serve as the structure for supportive services or operations.
 - **Supportive Services:** Check the box to unlock and reveal the Supportive Services budget screen.
 - **Operating:** Check the box to unlock and reveal the Operating Budget Screen.
 - **HMIS:** Check the box to unlock and reveal the HMIS budget screen.

SH Screen 6B. Leased Units Budget

Screen 6B appears if the Leased Units budget line item is selected on Screen 6A. Project Applicants requesting Leased Units costs are required to itemize their requests by unit size and then to enter the total leased units cost for each Fair Market Rent (FMR) area where funds are being requested. The FMR area and unit composition entered by unit type will not be connected to the budget for renewal projects. Instead, renewal Project Applicants must manually enter the total leased units request based on the final HUD-approved FY 2016 GIW.

The screen opens with a summary page that will aggregate the total assistance requested and total units requested for each FMR area. To add units for a new FMR, click the add  icon. This will open the Leased Units Budget Detail screen.

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Once the detail screen is opened, Project Applicants must specify the appropriate FMR area where the units are located. The list is sorted by state abbreviation, and most areas calculated by country or metropolitan area.

Project Applicants must review the Leased Units Annual budget chart that was imported from the prior year's project application. If the prior budget is not imported, the chart must be completed. This chart accounts for the size of units and the number of units being requested.

- **Size of units:** These options are system generated. Unit size is defined by the number of distinct bedrooms and not by the number of distinct beds.
- **Number of units:** For each unit size, enter the number of units for which funding is being requested.
- **Total Units and Annual Assistance Requested:** Enter in the total leased units amount according to the CoC's final HUD-approved FY 2016 GIW.
- **Grant Term:** This field is populated based on the grant term selected on the "Funding Request" screen and will be read-only.
- **Total Request for Grant Term:** This field will equal the total leasing amount entered above.

All grey fields will be calculated once the required field has been completed and saved.

From the summary page, you can view and edit detail screens by clicking the view  icon next the relevant FMR Area in the list. To delete a detail screen, click the delete  icon next to the relevant FMR Area in the list.

Often, when leasing a structure(s) or unit(s) for the purpose of program participant housing or supportive services, the cost of maintenance, repair, and utilities are included as a responsibility of the landlord in the lease agreement. However, in instances where these costs are not included in the lease agreement, these costs are generally eligible under the operating budget line item and should be included if they are anticipated. When leasing a structure used solely for the purpose of providing supportive services to program participants and these costs are not included in the lease agreement (or where the recipient or subrecipient owns the building), the costs of operating that structure are eligible and must be charged to the supportive services budget line item.

SH Screen 6C. Leased Structures Budget

Screen 6C appears if the Leased Structures budget line item is selected on Screen 6A. The screen opens with a summary page that will aggregate the total assistance requested for each structure requested. To add new structures, click the add  icon. This will open the Leased Structures detail budget screen.

The leased structures budget detail screen requires a structure name and address and the total structure funding request to match the amount recorded on the final HUD-approved FY 2016 GIW. Leased structures are not confined to the project area's FMR amounts. Grant funds can pay the actual costs of leasing a structure or structures; however, in order for grant funds to be used, the rent paid must be reasonable when compared to rents being charged by other owners for similar spaces and may not exceed rents currently being charged by the same owner for comparable unassisted spaces.

Often, when leasing a structure(s) or unit(s) for the purpose of program participant housing or supportive services, the cost of maintenance, repair, and utilities are included as a responsibility of the landlord in the lease agreement. However, in instances where these costs are not included in the lease agreement, these costs are generally eligible costs under the operating budget line item and should be included if they are anticipated. When leasing a structure used solely for the purpose of providing supportive services to program participants and these costs are not included in the lease agreement (or where the recipient or subrecipient owns the building), the costs of operating that structure are eligible and must be charged to the supportive services budget line item.

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SH Screen 6E. Supportive Services Budget

Screen 6E appears if the Supportive Services budget line item is selected on Screen 6A. The supportive services listed are exhaustive based on the eligible supportive services in 24 CFR 578.53. **Note:** The only cost category not on this screen is “Direct provision of services.” As 24 CFR 578.53(e)(17) explains, if the service is being directly delivered by the recipient or subrecipient, eligible costs under that service item also may include: The cost of labor or supplies, and materials incurred by the recipient or subrecipient in directly providing supportive services to program participants; and the salary and benefit packages of the recipient and subrecipient staff who directly deliver the services.

The itemized budget screen includes 17 eligible costs:

- | | |
|---------------------------------|--|
| 1. Assessment of Service Needs | 10. Life Skills |
| 2. Assistance with Moving Costs | 11. Mental Health Services |
| 3. Case Management | 12. Outpatient Health Services |
| 4. Child Care | 13. Outreach Services |
| 5. Education Services | 14. Substance Abuse Treatment Services |
| 6. Employment Assistance | 15. Transportation |
| 7. Food | 16. Utility Deposits |
| 8. Housing/Counseling Services | 17. Operating Costs* |
| 9. Legal Services | |

Note: “Security Deposits” is not listed as an eligible supportive service cost. Security deposits are incorporated into the eligible costs under the leased units and leased structures budget line items.

*Applicants may only include Operating Costs (maintenance, repair, building security, furniture, utilities, and equipment) in the Supportive Services budget if the costs are for a facility that is used to provide supportive services for program participants.

Enter the quantity, detail, and total budget request for each supportive services cost. The request entered should be equivalent to the cost of 1 year of the relevant supportive service.

- **Eligible Costs:** The system prepopulates a list of eligible supportive services for which funds can be requested. The costs listed are the only costs allowed under 24 CFR 578.53. (Refer to 24 CFR 578.53 for details on eligible supportive services costs.)
- **Quantity AND Detail:** Enter the quantity in detail (e.g. 1 FTE Case Manager Salary + benefits, or child care for 15 children) for each supportive service activity for which funding is being requested. **Note:** Simply stating 1 FTE is **NOT** providing “Quantity AND Detail” and limits HUD’s understanding of what is being requested. Failure to enter ‘Quantity AND Detail’ may result in conditions being placed on the conditional award and a delay of funding.
- **Annual Assistance Requested:** For the renewal grant year, enter the amount (\$) requested for each activity. The amount entered must only be the amount that is **DIRECTLY** related to providing supportive services to homeless program participants.
- **Total Annual Assistance Requested:** This field is automatically calculated based on the sum of the annual assistance requests entered for each activity.
- **Grant Term:** This field is populated based on the grant term selected on the “Funding Request” screen and will be read-only.

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- **Total Request for Grant Term:** This field is automatically calculated based on the total amount requested for each eligible cost multiplied by the grant term.

All automatic fields will be calculated once the required field has been completed and saved.

SH Screen 6F. Operating Budget

Screen 6F appears if the Operating budget cost is selected on Screen 6A. The operating costs listed are all inclusive and determined by the eligible operating costs described in 24 CFR 578.55. Operating costs are associated with the operations of the project. For example, if a project applicant requests furniture costs, the furniture will remain with the project. A project applicant that requests a furniture line item cannot give the furniture to program participants when they terminate from the project, the furniture must remain with the project for the next program participant. Similarly, if the project requests building security costs to pay for security personnel, it is understood that the security personnel will only ensure the safety and security of the building and grounds, and will not provide personal safety, case management or counseling services to program participants. Complete the Operating budget screen to request funds for eligible operating costs for each year of the grant term.

Note: According to 24 CFR 578.59(a), staff overhead costs directly related to carrying out operating activities are eligible as part of those activities listed on the operating budget.

The itemized budget screen includes 7 eligible costs:

1. Maintenance and Repair
2. Property Taxes and Insurance
3. Replacement Reserve
4. Building Security
5. Electricity, Gas, and Water
6. Furniture
7. Equipment

Enter the quantity, detail, and total budget request for each operating cost. The request entered should be equivalent to the cost of 1 year of the relevant operations activity.

- **Eligible Costs:** The system prepopulates a list of eligible operating costs for which funds can be requested. The costs listed are the only costs allowed under 24 CFR 578.55. (Refer to 24 CFR 578.55 for details on eligible operating costs.)
- **Quantity AND Detail:** Enter the quantity in detail (e.g., .75 FTE hours and benefits for staff and the specific duty to be performed, utility types, monthly allowance for supplies) for each operating cost for which funding is being requested. **Note:** Simply stating 1 FTE is **NOT** providing “Quantity AND Detail” and restricts understanding of what is being requested. Failure to enter “Quantity AND Detail” may result in conditions being placed on the conditional award and a delay of funding.
- **Annual Assistance Requested:** Enter the 1-year amount (\$) requested for each activity. The amount entered must only be the amount that is **DIRECTLY** related to operating the housing or supportive services facility.
- **Total Annual Assistance Requested:** This field is automatically calculated based on the sum of the annual assistance requests entered for each activity.
- **Grant Term:** This field is populated based on the 1-year grant term as indicated on the “Funding Request” screen and will be read-only.
- **Total Request for Grant Term:** This field is automatically calculated based on the total amount requested for each eligible cost multiplied by the grant term.

Operating costs that are included in lease agreements to house program participants and for which a leased unit or leased structures budget line item has been requested should not be included on this screen. Instead, these costs should be considered a part of the leased units or leased structures budget request. Similarly, when leasing a structure used solely for the purpose of providing supportive services to

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program participants and these costs are not included in the lease (or where the recipient or subrecipient owns the building), the costs of operating that structure are eligible and ***must be charged to the supportive services budget line item*** “17. Operating Costs” and not the operating costs budget line item. Finally, keep in mind that operating costs cannot be combined in the same unit as rental assistance costs under the CoC Program. Where a single project requests rental assistance and operating budget line items, the applicant must demonstrate that the costs are used in distinct, non-overlapping, units.

SH Screen 6G. HMIS Budget

Screen 6G appears if the HMIS budget line item is selected on Screen 6A. The HMIS costs listed are all inclusive and determined by the eligible HMIS costs described at 24 CFR 578.57. Complete the HMIS budget screen to request funds for eligible HMIS costs.

Note: According to 24 CFR 578.59(a), staff and overhead costs directly related to carrying out HMIS activities are eligible as part of those activities listed on the HMIS budget.

The itemized budget screen organizes all eligible HMIS costs from 24 CFR 578.57 into the following five categories:

1. Equipment [central server(s), personal computers and printers, networking, and security];
2. Software [software/user licensing, software installation, support and maintenance, and supporting software tools];
3. Service [training by third parties, hosting/technical services, programming (customization, system interface, data conversion), security assessment setup, internet access, facilitation, and disaster recovery];
4. Personnel [project management/ coordination, data analysis, programming, technical assistance and training, and administrative support staff]; and
5. Space & Operations [space costs and operational costs associated with that space].

If the recipient or subrecipient is a victim services provider, or a legal services provider, it may use CoC funds to establish and operate a comparable database that complies with HUD’s HMIS requirements, listing costs under the comparable category on Screen 6G.

Enter the quantity, detail, and total budget request for each HMIS cost. The request entered should be equivalent to the cost of 1 year of the relevant HMIS activity.

- **Quantity AND Detail:** Enter the “Quantity AND Detail” (e.g., .75 FTE hours and benefits for project management staff) for each HMIS cost for which funding is being requested.
- **Annual Assistance Requested:** For the 1-year grant term, enter the amount (\$) requested for each activity.
- **Total Annual Assistance Requested:** This field is automatically calculated based on the sum of the annual assistance requests entered for each activity.
- **Grant Term:** This field is populated based on the grant term selected on the “Funding Request” screen and will be read-only.
- **Total Request for Grant Term:** This field is automatically calculated based on the total amount requested for each eligible cost multiplied by the grant term.

All automatic fields will be calculated once the required field has been completed and saved.

SH Screen 6H. Sources of Match

The “6H Sources of Match” screen is applicable to all projects and it enables project applicants to enter the CoC Program required match, including the type of source and the value of the match commitment. Please note that the Leverage fields previously included on this screen have been removed from the

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FY 2016 project application. Leverage documentation is no longer required as part of the project application.

Match funds are acquired from sources outside of this grant's funding request. The match information entered in *e-snaps* should be based on the **current commitments at the time of project application, covering the requested grant operating period (i.e., grant term), and NOT based on projections**. HUD expects the amount(s) listed on this screen to be accurate, with a commitment letter(s) in place that includes the amount(s) listed.

Match contributions can be cash, in-kind, or a combination of both. For match to be counted as cash or in-kind, amounts must be used for CoC Program eligible costs as set forth in 24 CFR Part 578. Match must be equal to or greater than 25 percent of the total grant request for all eligible costs including Administration costs but excluding Leasing costs (i.e., Leased Units and Leased Structures). For example, if the "total assistance requested" from the project applicant is \$100,000, and the project applicant did not request costs for Leased Units or Leased Structures, then the project applicant must secure commitments for match funds equal to or greater than \$25,000. The match amount could be all cash, all in-kind contributions, or a mixture of both, and used for any CoC Program eligible activities the project applicant chooses.

Note: Policy update in CoC Program implementation. Program income can be counted as match funds in the FY 2016 CoC Program Competition. Costs paid for by program income can be considered Match for grants awarded in the FY 2016 CoC Program Competition. See:

<https://www.hudexchange.info/news/new-changes-to-hud-coc-and-esg-program-implementation/>

Note: This includes occupancy charges paid to the recipient or subrecipient and tenant's portion of the rent, if the recipient or subrecipient is also the landlord or owner and the program participant is paying rent directly to the recipient or subrecipient organization. These amounts are considered program income and can be used as Match funds.

Because match can be challenging to understand, HUD strongly encourages applicants to review the 12 FAQs posted at; www.hudexchange.info/coc/faqs/, by searching for the keyword "match." Applicants should also review 24 CFR 578.73 and the FY 2016 CoC Program Competition NOFA for detailed information concerning Match.

The primary "6H Sources of Match" screen presents a summary for Match that will aggregate multiple cash and in-kind commitments entered in the "Sources of Match Details" screens expected from each source and then calculate the totals. To add a commitment, please click the add  icon. This will open a new "Sources of Match Details" screen for each commitment.

Complete the following fields in the "Sources of Match Details" screen for each match commitment:

- **This commitment will be used as Match.** "Yes" has been preselected for this field and cannot be changed because Leverage is no longer a selection in e-snaps.
- **Type of Commitment:** Select Cash (\$) or In-kind (non-cash) to indicate the type of contribution that describes this Match commitment.
- **Type of source:** Select Private or Government to indicate the source of the contribution. Funds from HUD-VASH (VA Supportive Housing program) and other Federal programs are eligible sources of Match and are considered Government sources. Project applicants are encouraged to include funds from these sources, whenever possible.
- **Name the Source of the Commitment:** Be as specific as possible and include the office or grant program as applicable. Enter the name of the entity providing the contribution. It is important to provide as much detail as possible so that the local HUD field office can quickly identify and approve the commitment source.
- **Date of written commitment:** Enter the date of the written contribution.

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- **Value of written commitment:** Enter the total dollar value of the contribution.

Once the primary “6H Sources of Match” screen is saved, the values entered on the “Sources of Match Details” screen(s) will populate the summary amounts. The Cash, In-Kind, and Total Match will also automatically populate the “6J Summary Budget” screen where the 25 percent match requirements will be calculated and applied. If the amounts on the “6J Budget Summary” screen are too low, additional Match funds must be added to the “Sources of Match Details” screen(s).

You can view and edit the “Sources of Match Details” screen(s) from the primary “6H Sources of Match” screen by clicking the view  icon next to the relevant commitment in the list. To delete a Match detail screen, click the delete  icon next to the relevant commitment in the list.

SH Screen 6I. Summary Budget

Screen 6I summarizes the funding request for the total term of the project as entered in the budget Screens 6B through 6H. Use this screen to verify the information recorded on each budget detail screen and return to relevant detail screens that have aggregated on Screen 6I incorrectly. This screen includes only one field that can be completed before submission. Project administrative costs can be recorded as “Admin” on this screen as in previous years. All fields are read-only with exception to the “Total Requested for Grant Term for Admin.”

- **Admin (Up to 10%):** Enter the amount (\$) of requested administration funds. The grant will not fund greater than 10 percent of the request listed in the field “Sub-Total Costs Requested.” If an ineligible amount is entered, the system will report an error and prevent application submission when the screen is saved.

Admin costs should match the admin budget line item recorded on the final HUD-approved FY 2016 GIW, unless the budget line item has been reduced due to reallocation or tier-based strategy described at the beginning of the Part 6 guidance. Projects renewing for the first time under the CoC Program will notice that the admin amount listed on the final HUD-approved FY 2016 GIW has been increased from the amount in the expiring grant. First-time renewing SHP projects are eligible to receive up to a 2 percent increase (based on the total amount of non-Admin funds requested) from the amount of funds received for administrative costs in the expiring SHP project (not to exceed 7 percent).

Renewal projects may request admin costs up to 10 percent of the total value of non-admin costs; however, the extra funds must come from other budget line items.

While match will be entered on Screen 6I, the summary budget will include a summary of Cash, In-Kind, and Total Match. If an amount less than 25 percent of the total budget, including admin costs but excluding leasing costs, is indicated, the system will report an error and prevent application submission when the screen is saved. **Note:** Cash and In-Kind Match entered into the budget on Screen 6H must qualify as eligible program expenses under the CoC Program. Compliance with eligibility requirements will be verified before grant agreement.

The total values are automatically calculated by the system when you click the “Save” button.

[\[RETURN TO “PART 3 THROUGH PART 6 COMPONENT TYPES”\]](#)

Dedicated Homeless Management Information Systems (HMIS) Renewal Project Applications

[\[RETURN TO “PART 3 THROUGH PART 6 COMPONENT TYPES”\]](#)

The following instructions and screens apply to dedicated Homeless Management Information Systems (HMIS) projects only.

HMIS Part 3: Project Information

Based on the component type selected on Screen 3A, in this case “**HMIS**,” or Homeless Management Information Systems, Project Applicants are expected to provide a full description of the project scope on Screen 3B in accordance with **HMIS** requirements at 24 CFR 578.37.

HMIS Screen 3A. Project Detail

All fields on Screen 3A must be completed in order to submit the project application.

- 1. Expiring grant number:** This field populates with the number from the ‘Federal Award Identifier’ field on Screen 1A. Project Applicants will not be allowed to modify the populated data in this field; however, Project Applicants may modify Screen 1A to correct errors. **Note:** Failure to enter the **correct** grant number may significantly delay the funding of this project. Refer back to the final HUD-approved FY 2016 GIW, conditional award letter or executed grant agreement for the expiring grant for confirmation. The grant number on the GIW must match the grant number on the corresponding grant agreement.
- 2a. CoC Number and Name:** The correct CoC must be identified in this field. The dropdown menu for this field contains each CoC that successfully registered during the FY 2016 CoC Program Registration process and is listed according to the CoC Number (e.g. NE-502) and CoC Name (e.g. Lincoln CoC). The project application will be sent to the CoC selected from the dropdown menu and will be reviewed and ranked once it is submitted by the project applicant in *e-snaps*.
Note: There is an option for “No CoC.” This option should only be used in the extremely rare instance that a project is located in a geographic area not currently served by a CoC. Project Applicants that select “No CoC” will not be connected to a CoC application for this competition. This may affect HUD's ability to award funds to this project.
- 2b. CoC Collaborative Applicant Name:** The correct CoC Collaborative Applicant Name must be identified in this field. The dropdown options for this field are based on the CoC Number and Name selected above. This list is populated with the CoC Collaborative Applicant name that was registered during the FY 2016 CoC Program Registration process.
- 3. Project Name:** No action required. This field prepopulates from the *e-snaps* “Project” form. Project Applicants cannot modify the populated name in this field; however, Project Applicants may modify the project name by exiting the project application and opening the *e-snaps* “Project” form by selecting “Projects” from the left menu. Identify the current project name, click the link and make changes as needed.
- 4. Project Status:** This field defaults to the option “Standard” and should only be changed to “Appeal” for Project Applicants who are appealing a CoC’s decision to reject the project application in the local CoC competition. All other Project Applicants should leave the field with the option “Standard.” If “Appeal” is selected, an additional Screen 8A “Notice of Intent to Appeal” will become visible on the left menu and additional attachments will be required on the attachments screen. For more information on the Solo Applicant Appeal process, refer to 24 CFR 578.35 and Sections VI.C.4. and X.C. of the FY 2016 CoC Program Competition NOFA.

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5. **Component Type:** In this field, all applicants must indicate the CoC Program component type under which the project operates. For HMIS projects the choice must be “**HMIS**.” This must match the component type listed on the final HUD-approved FY 2016 GIW.
6. **Energy Star:** Select “**Yes**” if the project incorporates energy-efficiency measures in the design, construction, rehabilitation, and operation of the project. Project Applicants that select “**Yes**” routinely replace older obsolete products and appliances (e.g., lighting, domestic hot water heaters, furnaces, boilers, air conditioning units, refrigerators, clothes washers and dishwashers) with Energy Star-labeled products when replacing existing products is more cost-effective than repair and/or the appliance is no longer in operating condition.
7. **Title V:** Title V of the McKinney-Vento Act allows unutilized, underutilized, excess, or surplus Federal properties to be used by homeless services providers for the purpose of assisting homeless persons. Select “**Yes**” or “**No**” to indicate whether the project includes one or more of properties that have been conveyed through the Title V process.

HMIS Screen 3B. Description

All fields on Screen 3B are required and provide HUD with a detailed description of the project.

1. **General Description** Provide a clear and concise description of the scope of the project. The description should describe the community needs, the design and implementation of the HMIS system, the project plan for addressing the identified community needs, projected project outcome(s), coordination with other sources/partners, and the reason why CoC Program support is required. The information provided in this narrative must not conflict with information provided in other parts of the project application.
2. **Does our project have a specific population focus?** Select “No.” This field is only relevant for PH, TH, SSO, and SH component types.
- 2a. **Please identify the specific population focus. (Select ALL that apply)** This question will not appear if you have selected “No” to the question above. If the field is visible, return to Question 2 and select “No.” This field is only relevant for PH, TH, SSO, and SH component type projects.

HMIS Part 4: Implementation of HMIS

In Part 4 of the Project Application, Project Applicants are expected to provide detail regarding the local implementation of HMIS. Dedicated HMIS projects must demonstrate that the local HMIS is, or will be, compliant with HMIS standards and requirements.

HMIS Screen 4A. HMIS Standards

All fields on Screen 4A are required and should be answered based on the current configuration of the dedicated HMIS project.

For more information on HMIS and the HUD data standards, go to www.hudexchange.info/hmis/hmis-data-and-technical-standards/. For reference, Table 8 includes the current Universal Data Standards.

Universal HMIS Data Standards

- | | | |
|---------------------------|-----------------------------|--|
| 1. Name | 7. Veteran Status | 13. Personal ID |
| 2. Social Security Number | 8. Disabling Condition | 14. Household ID |
| 3. Date of Birth | 9. Residence Prior to Entry | 15. Relationship to Head of Household |
| 4. Race | 10. Program Entry Date | 16. Client Location Code |
| 5. Ethnicity | 11. Program Exit Date | 17. Length of Time on Street, in Emergency Shelter or Safe Haven |
| 6. Gender | 12. Destination | |

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- 1a. Is the HMIS currently programmed to collect all Universal Data Elements (UDEs) as set forth in the HMIS Data Standard Notice?** Select “Yes” if the HMIS is currently programmed to collect all of the HUD required UDEs, as required by the FY 2014 Data Standards version 3.1 issued September, 2015. If the HMIS is not programmed to capture all of the UDEs, select “No.”
- 1b. If no, explain why and the planned steps for compliance:** If the HMIS does not capture all UDEs use the space provided to explain which UDEs are not capture by HMIS, why the UDEs are not captured, and provide the specific steps the HMIS Lead will take to comply with the HMIS Data Standard Notice.
- 2a. Is the HMIS currently able to produce all HUD-required reports and provide data as needed for HUD reporting (i.e., Annual Performance Reports, reports for System Performance Measures, data for CAPER/ESG reporting)?** Select “Yes” if the HMIS can produce all HUD-required reports and provide data as needed for HUD reporting.
- 2b. If no, explain why and the planned steps for compliance:** If the HMIS does not have the capacity to produce all HUD-required reports or provide data for HUD reporting, use the space provided to identify the HUD-required reports that are not or cannot be produced, the reason why and provide the specific steps the HMIS Lead will take to comply with the HMIS reporting requirements.
- 3. Can the HMIS currently allow end users to search client records to determine if a client is actively receiving services in the CoC?** Select “Yes” if the HMIS currently allows end users (e.g. program administrators, case managers, coordinated assessment teams) to search client records to determine if a client is actively receiving services in within the CoC’s geographic area. Select “No” if the HMIS cannot determine a client’s active CoC service record, or if the HMIS will soon include this capacity but does not have the capacity as of the time of application submission.
- 4. Can the HMIS currently unduplicate client records within the HMIS?** Select “Yes” if the HMIS can unduplicate client records. Select “No” if the HMIS cannot unduplicate client records, or if the HMIS will soon include this capacity but does not have the capacity as of the time of application submission.
- 5. Does the HMIS Lead have a security officer?** Select “Yes” if the HMIS Lead has a security officer on staff. Select “No” if the HMIS Lead does not have a security officer, or if the HMIS Lead plans on hiring/appointing a security officer, but does not have one on staff as of the time of application submission.
- 6. Does your organization conduct a background check on all employees who access HMIS or view HMIS data?** Select “Yes” if the HMIS Lead conducts background checks on all employees who access the HMIS, both the HMIS Lead personnel **and** administrators and staff at all recipients and subrecipients. Select “No” if the HMIS Lead does not conduct background checks.
- 7. Does the HMIS Lead conduct Security Training and follow up on security standards on a regular basis?** Select “Yes” if the HMIS Lead conducts security training and follows up with recipient and subrecipient organizations. Select “No” if the HMIS Lead does not conduct security training or follow-up with recipients or subrecipients.
- 8. How long does it take to remove access rights to former HMIS users?** HMIS must have the capacity to remove user access rights. Select the appropriate time frame from the options of “Within 24 hours,” “Within 1 week,” “Within 2 weeks,” “Within 1 month,” and “Longer than 1 month.” Select “Longer than 1 month if the HMIS does not have this capacity.

HMIS Part 6: Budgets

In Part 6 of the application, Project Applicants detail their budget requests according to the CoC Program’s eligible Budget Line Items (BLIs).

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The budget screens in Part 6 must match the dollar values included on the CoC's final HUD-approved FY 2016 GIW with the following limited exceptions:

- A budget may be lower than the annual renewal amount on the final HUD-approved GIW if the CoC reduced the project's budget through the reallocation process.
- A budget may be lower than the annual renewal amount on the final HUD-approved GIW if in an attempt to accommodate the Tier 1 and Tier 2 processes as outlined in the FY 2016 CoC Program Competition NOFA.

Contact the CoC Collaborative Applicant immediately to confirm how they expect you to apply if you are unsure, as an error in your request may negatively impact this application and other projects that are requesting FY 2016 CoC Program Competition funding. HUD will not award more funding than is listed on the CoC's final HUD-approved FY 2016 GIW. Additionally, the application may not be used to initiate any other budget changes from the previous grant term that are not reflected on the CoC's final HUD-approved FY 2016 GIW (e.g. shifting funds from on budget line item to another).

Grant consolidations of individual FY 2015 renewal awards that have already been processed during CY 2016 must reflect the current grant agreement, as amended, and must have been indicated on the CoC's final HUD-approved FY 2016 GIW. Where the consolidation has not yet formally occurred, the project applicant must submit a separate project application for each individual renewal grant. **Note: If the consolidation has formally occurred but it was not reflected on the CoCs final HUD-approved GIW, contact the local HUD field office immediately as this information must be communicated to the Office of Special Needs (SNAPS) prior to the project review process by HUD.**

HMIS Screen 6A. Funding Request

Screen 6A provides the framework through which a project applicant creates a project budget.

1. **Do any of the properties in this project have an active restrictive covenant?** This question is not applicable for a dedicated HMIS project, and so HMIS applicants must select "No."
3. **Are the requested renewal funds reduced from the previous award as a result of reallocation?** Select "Yes" or "No" to indicate whether the renewal project application is reduced through the reallocation process. Contact your CoC's Collaborative Applicant immediately if you are unsure.
4. **Does this project propose to allocate funds according to an indirect cost rate?** Select "Yes" or "No" to indicate whether the project either has an approved indirect cost plan in place or will propose an indirect cost plan by the time of conditional award. For more information concerning indirect costs plans, please consult 2 CFR 200.203(c)(2) and contact your local HUD field office.

* **If "YES," you must add the following questions:**

- 4a. **Please complete the indirect cost rate schedule below:** You must complete at least one row using information from either you approved plan or your proposal.

Administering Department/Agency	Indirect Cost Rate	Direct Cost Base
	%	
	%	
	%	

- 4b. **Has this rate been approved by your cognizant agency?** Select "Yes" if the indirect cost rate has already been approved by your cognizant agency. Select "No" if it has either not been submitted to or has not yet been approved by your cognizant agency.
- 4c. **Do you plan to use the 10% de minimis rate?** Select "Yes" only if you plan to use the 10% de minimis rate as described in 2 CFR 200.203(c)(2).

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5. **Select a grant term:** This field automatically populates with a 1-year grant term and the field cannot be edited.
6. **Select the costs for which funding is being requested:** Check the box next to “HMIS” to request eligible costs under the HMIS budget line item (see 24 CFR part 578, Subpart D; Program Components and Eligible Costs).
 - **HMIS:** Check the box to unlock and reveal the HMIS budget screen.

HMIS Screen 6G. HMIS Budget

Screen 6G appears if the HMIS budget line item is selected on Screen 6A. The HMIS costs listed are all inclusive and determined by the eligible HMIS costs described at 24 CFR 578.57. Complete the HMIS budget screen to request funds for eligible HMIS costs.

Note: According to 24 CFR 578.59(a)k staff and overhead costs directly related to carrying out HMIS activities are eligible as part of those activities listed on the HMIS budget. The itemized budget screen organizes all eligible HMIS costs from 24 CFR 578.57 into the following five categories:

1. Equipment [central server(s), personal computers and printers, networking, and security];
2. Software [software/user licensing, software installation, support and maintenance, and supporting software tools];
3. Service [training by third parties, hosting/technical services, programming (customization, system interface, data conversion), security assessment setup, internet access, facilitation, and disaster recovery];
4. Personnel [project management/ coordination, data analysis, programming, technical assistance and training, and administrative support staff]; and
5. Space & Operations [space costs and operational costs associated with that space].

An HMIS Lead may use CoC funds to establish and operate a comparable database for victim services and legal services providers that complies with HUD’S HMIS requirements by listing costs under the comparable category on Screen 6G.

Enter the quantity, detail, and total budget request for each HMIS cost. The request entered should be equivalent to the cost of 1 year of the relevant HMIS activity.

- **Quantity AND Detail:** Enter the “Quantity AND Detail” (e.g., .75 FTE hours and benefits for project management staff) for each HMIS cost for which funding is being requested. HUD must be able to clearly determine how the costs requested will be used by the project if conditionally awarded. **Note:** Simply entering “computers, HMIS staff, training, etc.” is not sufficient and will result in a condition being placed on the project which will result in a delay of grant agreement issuance.
- **Annual Assistance Requested:** For the 1-year grant term, enter the amount (\$) requested for each activity.
- **Total Annual Assistance Requested:** This field is automatically calculated based on the sum of the annual assistance requests entered for each activity.
- **Grant Term:** This field is pre-populated based on the grant term selected on the “Funding Request” screen (in this case 1 year for renewal projects) and will be read-only.
- **Total Request for Grant Term:** This field is automatically calculated based on the total amount requested for each eligible cost multiplied by the grant term.

All automatic fields will be calculated once the required field has been completed and saved.

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HMIS Screen 6H. Sources of Match

The “6H Sources of Match” screen is applicable to all projects and it enables project applicants to enter the CoC Program required match, including the type of source and the value of the match commitment. Please note that the Leverage fields previously included on this screen have been removed from the FY project 2016 application. Leverage documentation is no longer required as part of the project application.

Match funds are acquired from sources outside of this grant’s funding request. The Match information entered in *e-snaps* should be based on the ***current commitments at the time of project application, covering the requested grant operating period (i.e., grant term), and NOT based on projections.*** HUD expects the amount(s) listed on this screen to be accurate, with a commitment letter(s) in place that includes the amount(s) listed.

Match contributions can be cash, in-kind, or a combination of both. For match to be counted as cash or in-kind, amounts must be used for CoC Program eligible costs as set forth in 24 CFR Part 578. Match must be equal to or greater than 25 percent of the total grant request for all eligible costs including Administration costs but excluding Leasing costs (i.e., Leased Units and Leased Structures). For example, if the “total assistance requested” from the project applicant is \$100,000, and the project applicant did not request costs for Leased Units or Leased Structures, then the project applicant must secure commitments for match funds equal to or greater than \$25,000. The match amount could be all cash, all in-kind contributions, or a mixture of both, and used for any CoC Program eligible activities the project applicant chooses.

Note: Policy update in CoC Program implementation. Program income can be counted as match funds in the FY 2016 CoC Program Competition. Costs paid for by program income can be considered Match for grants awarded in the FY 2016 CoC Program Competition. See: <https://www.hudexchange.info/news/new-changes-to-hud-coc-and-esg-program-implementation/>

Note: This includes occupancy charges paid to the recipient or subrecipient and tenant’s portion of the rent, if the recipient or subrecipient is also the landlord or owner and the program participant is paying rent directly to the recipient or subrecipient organization. These amounts are considered program income and can be used as Match funds.

Because match can be challenging to understand, HUD strongly encourages applicants to review the 12 FAQs posted at; www.hudexchange.info/coc/faqs/, by searching for the keyword “match.” Applicants should also review 24 CFR 578.73 and the FY 2016 CoC Program Competition NOFA for detailed information concerning Match.

The primary “6H Sources of Match” screen presents a summary for Match that will aggregate multiple cash and in-kind commitments entered in the “Sources of Match Details” screens expected from each source and then calculate the totals. To add a commitment, please click the add  icon. This will open a new “Sources of Match Details” screen for each commitment.

Complete the following fields in the “Sources of Match Details” screen for each match commitment:

- **This commitment will be used as Match.** “Yes” has been preselected for this field and cannot be changed because Leverage is no longer a selection in e-snaps.
- **Type of Commitment:** Select Cash (\$) or In-kind (non-cash) to indicate the type of contribution that describes this Match commitment.
- **Type of source:** Select Private or Government to indicate the source of the contribution. Funds from HUD-VASH (VA Supportive Housing program) and other Federal programs are eligible sources of Match and are considered Government sources. Project applicants are encouraged to include funds from these sources, whenever possible.
- **Name the Source of the Commitment:** Be as specific as possible and include the office or grant program as applicable. Enter the name of the entity providing the contribution. It is important to

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provide as much detail as possible so that the local HUD field office can quickly identify and approve the commitment source.

- **Date of written commitment:** Enter the date of the written contribution.
- **Value of written commitment:** Enter the total dollar value of the contribution.

Once the primary “6H Sources of Match” screen is saved, the values entered on the “Sources of Match Details” screen(s) will populate the summary amounts. The Cash, In-Kind, and Total Match will also automatically populate the “6J Summary Budget” screen where the 25 percent match requirements will be calculated and applied. If the amounts on the “6J Budget Summary” screen are too low, additional Match funds must be added to the “Sources of Match Details” screen(s).

You can view and edit the “Sources of Match Details” screen(s) from the primary “6H Sources of Match” screen by clicking the view  icon next to the relevant commitment in the list. To delete a Match detail screen, click the delete  icon next to the relevant commitment in the list.

HMIS Screen 6I. Summary Budget

Screen 6I summarizes the funding request for the total term of the project as entered in the budget Screens 6B through 6H. Use this screen to verify the information recorded on each budget detail screen and return to relevant detail screens that have aggregated on Screen 6I incorrectly. This screen includes only one field that can be completed before submission. Project administrative costs can be recorded as “Admin” on this screen as in previous years. All fields are read-only with exception to the “Total Requested for Grant Term for Admin.”

- **Admin (Up to 10%):** Enter the amount (\$) of requested administration funds. The grant will not fund greater than 10 percent of the request listed in the field “Sub-Total Costs Requested.” If an ineligible amount is entered, the system will report an error and prevent application submission when the screen is saved.

Admin costs must match the admin budget line item recorded on the final HUD-approved FY 2016 GIW, unless the budget line item has been reduced due to reallocation or tier-based strategy described at the beginning of the Part 6 guidance. Supportive Housing Projects (SHP) HMIS projects renewing for the first time under the CoC Program will notice that the admin amount listed on the final HUD-approved GIW has been increased from the amount in the expiring grant. First-time renewing SHP projects are eligible to receive up to a 2 percent increase (based on the total amount of non-Admin funds requested) from the amount of funds received for administrative costs in the expiring SHP project (not to exceed 7 percent).

Renewal projects may request admin costs up to 10 percent of the total value of non-admin costs; however, any percentage above 7 percent must be carved out from existing budget line items.

While match will be entered on Screen 6H, the summary budget will include a summary of Cash, In-Kind, and Total Match. If an amount less than 25 percent of the total budget, including admin costs but excluding leasing costs, is indicated, the e-snaps will report an error and prevent application submission when the screen is saved. **Note:** Cash and In-Kind Match entered into the budget on Screen 6G must qualify as eligible program expenses under the CoC Program. Compliance with eligibility requirements will be verified before grant agreement.

The total values are automatically calculated by the system when you click the "Save" button.

[\[RETURN TO “PART 3 THROUGH PART 6 COMPONENT TYPES”\]](#)