

Southern Nevada Homelessness Continuum of Care (CoC)

2022 RENEWAL LOCAL PROJECT APPLICATION INSTRUCTIONS



Posted May 31, 2022

The Continuum of Care Local Application is required for a project's inclusion in the 2022 Southern Nevada CoC's Consolidated Application furnished to HUD. New projects will follow the 2022 New Project Local Application Instructions, to be released shortly following HUD's announcement of the 2022 CoC Notice of Funding Opportunity (NOFO).

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IMPORTANT DATES

May 31, 2022	Release Date for <i>Renewal Local Project Application Instructions</i>
TBD	Grant Inventory Worksheet (GIW) published by HUD – projects to verify accuracy and submit GIW change forms, if needed
June 13, 2022 1:00-3:00 PM	Renewal-only Technical Assistance Workshop/Office Hour; PRESTO and Project Narratives (Google Forms) go live <ul style="list-style-type: none"> • Registration Link: https://tinyurl.com/bfbvs4ak • Recording will be posted to Help Hope Home (HHH) website and sent to our CoC listserv following the session.
June 15, 2022	<i>Post-Renewal-only TA Workshop FAQ</i> posted to HHH website
July 11, 2022 11:59 PM	Renewal Project Narratives and Attachment Uploads Due
TBD	2022 HUD CoC NOFO Released
TBD	Post updated 2022 Renewal Local Project Application Instructions to HHH website
TBD	Release Date for New Program Applications Instructions
TBD	HUD opens e-snaps application portal
TBD	Full Technical Assistance Workshop (Renewal and New projects) Join Workshop Here: (Details will be provided in version 2)
TBD	<i>Updated TA Workshop FAQ</i> posted
TBD	Additional Renewal Project Requests Due
TBD	Ranking Day

GENERAL INFORMATION

About Help Hope Home

Help Hope Home is Southern Nevada’s coordinated regional approach to assist individuals and families achieve stable, sustainable lives. Relying on collaborative effort, Help Hope Home is a regional partnership that coordinates efforts to prevent and end homelessness in Southern Nevada. To view the Southern Nevada Regional Plan to End Homelessness posted on the HelpHopeHome website click [HERE](#). The collective effort brings to the table all aspects of our community including citizens, faith-based organizations, non-profit providers, businesses, civic groups, education, law enforcement, and government. Through our efforts, we are able to leverage valuable resources, share information, and manage funding opportunities.

Funding Opportunity Background

Each year the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding Opportunity (NOFO) for the HUD Continuum of Care Homeless Funds, signifying the beginning of a funding competition among approximately 450 Continuums of Care (CoC), the community stakeholder groups that guide local responses to homelessness. The Southern Nevada Homelessness Continuum of Care (SNH CoC) Evaluation Working Group (EWG) has now opened its Local Application process for renewal CoC projects. Information from a project’s local application will be used to determine its inclusion in the 2022 Consolidated Application submitted to HUD by the SNH CoC.¹

When HUD announces the 2022 CoC NOFO² these application instructions will be updated and posted to <https://helphopehome.org/funding-opportunities/> within 7 calendar days.

HUD requires CoCs to score and rank all project applications.* The resulting project ranks are assembled in an ordered list: the *Priority Listing*. The *Priority Listing* is included as a component of the CoC’s Consolidated Application submitted to HUD by SNH CoC’s collaborative applicant, Clark County Social Service (CCSS).

A glossary of controlling entities and working groups in the SNH CoC is found in the [Scoring and Ranking Policies and Procedures](#), pp. 2-3.³

¹ Available funding amounts will be updated in *Version 2* of this document.

² [Hyperlink pending 2022 CoC NOFO release.]

* Note: The CoC planning project is exempt from scoring and ranking, per HUD guidelines.

³ <https://helphopehome.org/wp-content/uploads/2022/05/2022-Scoring-and-Ranking-Policies.pdf>

Federal Award Recipient Requirement (UEI)

All organizations that receive federal funds, including CoC funds, must maintain an active SAM registration with current information while they have an active Federal award (renewal applicants) or application under consideration by HUD (new applicants).

Renewal project applicants should verify their Unique Entity Identifier, (UEI) at [SAM.gov](https://sam.gov), as soon as possible.⁴

25% Match Requirement

The CoC Program requires a 25 percent match of the awarded grant amount minus funds for leasing. Cash or in-kind resources will satisfy the match requirement. More information is available at [HUD Exchange](https://www.hudexchange.info).⁵

HUD Compliance

All project applicants must comply with the requirements of the [CoC Program Interim Rule](https://www.hudexchange.info/programs/coc).⁶ Project applicants can refer to [HUD Exchange's CoC page](https://www.hudexchange.info/programs/coc) for additional information on program requirements.⁷ Many of these instructions incorporate HUD regulations governing the CoC grant funding. Additional Federal regulations of concern are found at www.hud.gov.⁸

Application Trainings

On June 13, 2022, from 1pm – 3pm, Homebase will host a recommended [Renewal-only Technical Assistance Workshop/Office Hour \(registration required\)](https://www.hudexchange.info/programs/coc). Coverage is inclusive of all required steps for this year's renewal application process, with exception of new information contained in the NOFO announcement, once released. Register here for the workshop: <https://tinyurl.com/jtjhukf7>.

Following HUD's release of the 2022 CoC NOFO, Homebase will provide a Full Technical Assistance Workshop (date and time TBD). Renewal Applicants will be excused early, after coverage of NOFO-specific updates to the application process, including any new or amended information needed for project applications.

In addition, HUD may offer national webcasts. The Collaborative Applicant will post all meetings on the HelpHopeHome website; however, each agency is responsible for ensuring appropriate staff attend HUD's training(s).

⁴ <https://sam.gov/content/duns-uei>

⁵ <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-match/coc-match-overview/>

⁶ <https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/>

⁷ <https://www.hudexchange.info/programs/coc/>

⁸ See esp. Fair Housing, Equal Access, Violence Against Women Act, Economic Opportunities for Low-Income Persons, etc.

The Collaborative Applicant will be tracking attendance from recommended trainings. Capacity of the collaborative applicant and its technical assistance provider to field requests for technical assistance is limited. Requests may first be referred to training recordings, especially if the information sought was already made available during the training.

Frequently asked questions from the Renewal-only Technical Assistance Workshop/Office Hour will be posted to the HHH website by June 15, 2022. Questions related this process will be accepted at any point. Question can be submitted to snhcocnofa@homebaseccc.org.

Application Components and Submission Requirements

Grant Inventory Worksheet (GIW)

CoC staff will reach out to agency contacts on file to review the Grant Inventory Worksheet, and seek a GIW Change Form, if needed. Please [update the listserv as soon as possible with any new staff](#) who should receive SNH CoC correspondence, at the following link: <https://tinyurl.com/37v7nddw>.⁹

All agencies should consider if they need to voluntarily reallocate funding amounts from their 2022 CoC renewal amount, found in the GIW. Contact the collaborative applicant as soon as possible, if so: helphopehome@clarkcountynv.gov.

A renewal applicant seeking voluntary reallocation is however entitled to make this determination at any point up to and including Ranking Day. Agencies are nonetheless encouraged to notify the Collaborative Applicant as soon as possible if voluntary reallocation is under consideration. Additional details on reallocation are found in the [Scoring and Ranking Policies and Procedures](#), p. 7.¹⁰

Applications are due by 11:59 PM (PT) on June 11, 2022. Applications will be submitted through several different platforms. The chart below is a quick reference.

Component	Platform	Action	Due Date
Annual Performance Report	PRESTO	Verify data is correct	July 11, 2022; 11:59 PM (PT)
Application Narrative	Google Forms	Submit	July 11, 2022; 11:59 PM (PT)
Required Attachments	Box	Upload & Submit	July 11, 2022; 11:59 PM (PT)
TBD – Additional Requests determined by 2022 HUD CoC NOFO	Google Forms, Box	TBD	TBD

⁹ <https://tinyurl.com/37v7nddw>

¹⁰ <https://tinyurl.com/yhr8w5nk>

e-snaps PDF Attachment Required	e-snaps, Box	Upload required e-snaps application to Box	TBD
Submit e-snaps Project Application(s)	e-snaps	Press “Submit” on your e-snaps project application, Summary Screen	TBD

e-snaps HUD Application Portal

e-snaps is HUD’s CoC application portal. *e-snaps* is a second, separate and parallel application process to the local application.

All project applicants are required to submit both applications: one to the SNH CoC Local Competition according to this document’s instructions; and one to HUD’s *e-snaps* portal.

The *e-snaps* application contains your project’s proposed budget table in §6, along with other valuable project information. Thus, it is a [required attachment, detailed below](#). If your project seeks to amend its budget, please contact the collaborative applicant as soon as possible (helphopehome@clarkcountynv.gov).

** NOTE: HUD does not open *e-snaps* until sometime after the NOFO is announced. The upload of a project’s *e-snaps* application PDF is not synonymous with the *submission of the application to HUD*. **DO NOT submit your application to HUD as part of the local application process.**

Transitional Project Applications

Renewal applicants may transition their project(s) from one CoC Program Component to another (e.g., Transitional Housing to Rapid Rehousing, Rapid Rehousing to Permanent Supportive Housing) over a one-year grant cycle. Additional details are found in the [Scoring and Ranking Policies and Procedures](#), p. 6.¹¹

Consolidated Project Applications

Applicants may consolidate up to four eligible renewal projects into one project during the application process. This means that a CoC Program recipient does not have to wait for a grant agreement amendment to be executed to consolidate two or more grants before it can apply for a single consolidated project in the CoC Program Competition.

The projects combined during a grant consolidation will continue uninterrupted. To be eligible for consolidation, projects must have the same recipient and be for the same component; and be funded in this competition only with FY2022 funds (meaning no funds recaptured from prior years will be awarded to the project).

¹¹ <https://tinyurl.com/yhr8w5nk>

Please notify Catherine Huang Hara helphopehome@clarkcountynv.gov as soon as possible if your agency is considering a consolidated project application.

Expansion Project Applications

HUD has historically allowed renewal projects to apply for expansion using Domestic Violence (DV) Bonus, reallocation, and CoC bonus funds.* An expansion application proposes additional units, persons served, services provided to existing program participants, or additional activities to HMIS and SSO-Coordinated Entry projects within the CoC geographic area.

More information will be made available in Version 2 of this document, following updates based upon information contained in the 2022 NOFO announcement, once released.

Annual Performance Reports (APRs) and PRESTO

One Annual Performance Report (APR) per renewal project is retrieved by Homebase from HUD's Sage database. The APR contains project performance data. It is uploaded by Homebase into the [PRESTO Project Reporting system](#)¹² and will be made available by June 13, 2022. A unique login is required. Users with prior existing accounts must still request updated access to this year's reports. Please request access by emailing your **Agency Name, First Name, and Last Name** to snhcocnofa@homebaseccc.org.

The APR will cover the project's unique reporting period, spanning 2020-2021. It is the responsibility of the project to review these reports and certify data accuracy on the Project Narrative (Google Form) by July 11, 2022.

On June 6, 2022 Homebase will have collected your APR(s); you will receive a listserv email inviting you to verify the APR on file. If you suspect a data error, please notify Homebase at snhcocnofa@homebaseccc.org. Note that only errors in PRESTO's calculations can be addressed. Reporting errors made by project staff prior to the APR's submission in Sage are not in the purview of Homebase nor the local competition. A project is solely responsible for the accuracy of the data it submits to HUD.

Context Narratives

Applicants have an opportunity to contextualize adverse outcomes and ask the Scoring & Ranking Team to restore lost points on given scoring factors. Providing context is recommended for adverse outcomes where the respondent feels an extenuating circumstance adversely affected the project's ability to achieve a stronger result on a particular measure. See SNH CoC Local Application Narrative for more details.

* Note: Subject to change, pending information contained in the 2022 NOFO announcement.

¹² <http://prestoevals.org/>

PRESTO System Requirements

A browser with an internet connection and assigned login credentials are required to access PRESTO. Google Chrome and Mozilla Firefox are recommended browsers.

PRESTO Instructions – Reviewing your Renewal PRESTO APR for accuracy:

1. From the top page after login (or click bunny ears if already logged-in), click the light blue “View Report” button.
2. Reports load slowly – please be patient as the report generates.
3. Review your report in its entirety for accuracy.

To return to the project list from any PRESTO page, click the bunny ears in the upper-left corner.

RENEWAL PROJECT NARRATIVE

All applicants must respond to a series of questions about the project. Narrative responses are solicited through Google Forms at the following link: Google Form link will be released June 13, 2022.

There will be a dropdown menu to select your project’s name. **You may not be able to save; only to submit.** We recommend drafting your responses in a separate document. Copy and paste your responses into the Google Form when you are ready.

Renewal project narratives are open on June 13 and due July 11, 2022, at 11:59 PM (PT).

QUESTION #	QUESTION TEXT	YOUR ANSWER SHOULD INCLUDE...
1	Does your agency have a homeless or formerly homeless person either on staff, or on its board?	YES or NO
2	Does your agency have a Consumer Advisory Board?	YES or NO
3	Describe efforts your agency makes to administer consumer satisfaction surveys or make changes based on results of consumer feedback.	2000-character limit
4	How are surveys made accessible across language and literacy barriers?	1000-character limit
5	How will the project involve consumers in designing and operating the project, especially to eliminate barriers faced by persons of various races and ethnicities?	2000-character limit
6	DV-survivor providers only: How does your project assess client safety and improvement in safety in its consumer survey?	1000-character limit

7	DV-survivor providers only: How do your consumer input policies and procedures further your commitments toward improvement of client safety?	1000-character limit
[Additional Questions]	Context Narratives – Responses to adverse APR/Monitoring/CE Data-based outcomes. <u>Compelling narratives may sway SRT members to discretionarily adjust the point total.</u> (1000-character limit per OPTIONAL narrative.)	500-character limit, each

PROGRAM ATTACHMENTS

Applicants are required to submit application attachments to project-specific cloud folders located at www.box.com. You will receive a link to your agency’s Box folder via email. Please [update our listserv](#), if you have not done so recently: <https://tinyurl.com/9djt6bhi>

For agency-wide documents that are applicable to all projects within the portfolio, the applicant should deposit a single copy of the document(s) to the Applicant’s folder, alongside the project folders. Documents deposited in this manner will be presumed as applicable to all projects.

Include only the attachments listed below. Templates are available in the appendix of this document.*

Label the attachments as: “Attachment #_Agency Name Project Name”

Attachment 1: *Certification of Acknowledgement*

Attachment 2: *List of Board Members on Agency Letterhead*

Attachment 3: *HUD e-snaps Application* – once available, a downloaded PDF of the project’s completed (but not yet submitted through the e-snaps portal) HUD e-snaps Application must be retrieved and uploaded to the project’s Box folder. **** Attachment 3 is not due July 11, 2022.**

Attachment 4: [OPTIONAL] Applicant’s Project Policies and Procedures, if incorporated by reference in a project narrative. (SRT members will not be asked to review policies and procedures that are not referred to in the narrative.)

* Templates available by June 13 Renewal-only TA Workshop/Office Hour

Threshold Requirements and Scoring and Ranking

Threshold requirements must be met for an application to be reviewed. If the applicant meets all threshold requirements, the application will be reviewed and scored using the criteria outline below. Applicants who fail to meet all threshold eligibility requirements will be deemed ineligible. Application(s) from ineligible applicants will not proceed to the scoring and ranking process.

All applications that meet the threshold requirements will advance to the scoring and ranking stage. The Evaluation Working Group recruits knowledgeable, neutral members for the Scoring and Ranking Team (SRT). The SRT ensures the CoC maximizes the available funding.

For more information, visit the [Scoring and Ranking Policies and Procedures](#) and the *2022 Renewal Project Scoring Tool**.

Application instructions and forms available on the Help Hope Home website:
www.HelpHopeHome.org/funding-opportunities

PRESTO Project Evaluation Reports available on the PRESTO website:
www.prestoevals.org

For questions about this application process, please email:
snhcocnofa@homebaseccc.org