

Southern Nevada Homelessness Continuum of Care (CoC)

2022 RENEWAL PROJECT LOCAL APPLICATION INSTRUCTIONS
VERSION 2



Posted August 11, 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, please follow the 2022 New Project Local Application Instructions, released separately.

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IMPORTANT DATES

| | |
|-------------------------------------|---|
| May 31, 2022 | Release Date for <i>Renewal Local Project Application Instructions</i> |
| 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 |
| June 24, 2022 | Grant Inventory Worksheet (GIW) published by HUD – projects to verify accuracy and submit GIW change forms, if needed (Change Form deadline extended to July 19, 2022) |
| July 11, 2022 11:59 PM | Renewal Project Narratives and Attachment Uploads Due |
| August 1, 2022 | 2022 HUD CoC NOFO Released |
| August 11, 2022 | Updated 2022 Renewal Local Project Application Instructions posted to HHH website |
| August 11, 2022 | Full Technical Assistance Workshop (Renewal and New projects) Join Workshop Here: https://homebaseccc.zoom.us/j/82101051173 |
| August 15, 2022 | <i>Updated TA Workshop FAQ</i> posted |
| TBD | HUD opens e-snaps application portal |
| August 30, 2022 5:00 PM | Additional Renewal Project Requests Due |
| September 8, 2022 | Ranking Day |
| September 15, 2022 | CoC Board Approval of Priority Listing |
| September 23, 2022 5:00 PM (PDT) | Submit project application in e-snaps |
| September 30, 2022 | Consolidated Application due to HUD |

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

HUD requires CoCs to score and rank all project applications.* The resulting project ranks are assembled in an ordered list called 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. 2-3.²

To view the HUD NOFO and its requirements visit [grants.gov](https://www.grants.gov)
<https://www.grants.gov/web/grants/view-opportunity.html?oppld=342855>.

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

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

² <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.³

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).⁴

HUD Compliance

All project applicants must comply with the requirements of the [CoC Program Interim Rule](https://www.hudexchange.info/programs/coc).⁵ Project applicants can refer to [HUD Exchange's CoC page](https://www.hudexchange.info/programs/coc) for additional information on program requirements.⁶ Many of these instructions incorporate HUD regulations governing the CoC grant funding. Additional Federal regulations of concern are found at www.hud.gov.⁷

Coordinated Entry

All funded projects will be expected to fully participate in the coordinated entry system and follow the related [policies and procedures](#).

Application Trainings

On June 13, 2022, from 1pm – 3pm, Homebase hosted a required [Renewal-only Technical Assistance Workshop/Office Hour](#). Coverage included all required steps for this year's renewal application process, with exception of new information contained in the NOFO announcement.

Following HUD's release of the 2022 CoC NOFO, Homebase will provide a required [Full Technical Assistance Workshop on August 11 from 9:00am – 11:00am](#). Renewal Applicants will

³ <https://sam.gov/content/duns-uei>

⁴ <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-match/coc-match-overview/>

⁵ <https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/>

⁶ <https://www.hudexchange.info/programs/coc/>

⁷ See esp. Fair Housing, Equal Access, Violence Against Women Act, Economic Opportunities for Low-Income Persons, etc.

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 [Help Hope Home website](#); however, each agency is responsible for ensuring appropriate staff attend HUD's training(s).

The Collaborative Applicant will be tracking attendance from 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.

Frequently asked questions from the Full Technical Assistance Workshop will be posted to the HHH website by August 15, 2022.

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>.⁸

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. 7.⁹

Applications are due by 5:00 PM (PDT) on August 30, 2022. Applications will be submitted through several different platforms. The chart below is a quick reference.

⁸ <https://tinyurl.com/37v7nddw>

⁹ <https://tinyurl.com/yhr8w5nk>

| Component | Platform | Action | Due Date |
|--|-------------------|--|-----------------------------------|
| Annual Performance Report | PRESTO | Verify data is correct | July 11, 2022; 11:59 PM (PT) |
| Application Narrative https://forms.gle/8QVSRNJEYejimV4B6 | Google Forms | Submit | July 11, 2022; 11:59 PM (PT) |
| Context Narrative https://forms.gle/JHZdbj71gpMPeyef8 | Google Forms | Submit | July 11, 2022; 11:59 PM (PT) |
| Required Attachments | Box | Upload & Submit | July 11, 2022; 11:59 PM (PT) |
| Additional Requests determined by 2022 HUD CoC NOFO | Google Forms, Box | Submit | August 30, 2022; 5:00 PM (PDT) |
| e-snaps PDF Attachment Required | e-snaps, Box | Upload required e-snaps application to Box – DO NOT SUBMIT | August 30, 2022; 5:00 PM (PDT) |
| Submit e-snaps Project Application(s) | e-snaps | Press “Submit” on your e-snaps project application, Summary Screen | September 23, 2022 5:00 PM (PDT) |

e-snaps HUD Application Portal

e-snaps is HUD’s CoC application portal. *e-snaps* is a national application process – second, separate and parallel 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 will not be submitted until after Scoring Day, September 23, 2022. Application information only needs to be entered into *e-snaps* and an attachment provided to the local application as proof by August 30, 2022.

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: As of August 11, HUD has not yet opened *e-snaps*. 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. Homebase will notify the listserv when the *e-snaps* application is open.**

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.

HUD first introduced transition grants in the FY 2018 CoC Program Competition. This process provides an opportunity for renewal projects to transition from one CoC Program component to another during the CoC Program Competition. New this year, CoCs will not be limited to only 50 percent of awarded funds to be used for the costs of eligible activities of the program component originally funded. Instead, recipients may use as much of the awarded grant funds on the costs of eligible activities of the program component originally funded; however, by the end of the operating year, the recipient must be fully operating the new program component. Recipients will be eligible for renewal in subsequent fiscal years for eligible activities of the new program component. See Section III.B.2.cc for more information on Transition Grants. Additional details are found in the [Scoring and Ranking Policies and Procedures](#), p. 6.¹⁰

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).

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 allows 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.

Expansion. The process by which a renewal project applicant submits a new project application to expand its current operations by adding units, beds, persons served, services provided to existing program participants, or in the case of HMIS, increase the current HMIS activities within

¹⁰ <https://tinyurl.com/yhr8w5nk>

the CoC's geographic area. DV Bonus funds can only be used to expand an existing renewal project if the expansion project is dedicated to survivors of domestic violence, dating violence, sexual assault, or stalking who qualify under paragraph (4) of the definition of homeless at 24 CFR 578.3; however, as explained in II.B.11.e, only the new project application for the expansion will be considered for DV Bonus funds. For projects that are expanding their current CoC Program-funded project, project applicants will be required to submit:

- (1) the renewal project application that will be expanded; and
- (2) a new project application with the expansion information.

Renewal Projects

a) Permanent housing-permanent supportive housing (PH-PSH) renewal projects must serve one of the following:

- (i) program participants who are eligible for assistance under the project's current grant agreement;
- (ii) persons eligible to be served by DedicatedPLUS projects as described in Section III.B.2.g of this NOFO where all units funded by this project must be used to serve program participants who meet the qualifications for DedicatedPLUS; Or
- (iii) persons experiencing chronic homelessness at the time they initially enrolled in the project.

(b) PH-RRH, Joint TH/PH-RRH component, transitional housing (TH), and SSO projects may serve persons who qualify as homeless under paragraphs (1), (2), or (4) of 24 CFR 578.3.

Additionally, these projects may serve persons who qualify as homeless under paragraph (3) of 24 CFR 578.3 if the CoC is approved to serve persons in paragraph (3).

c) Renewal projects originally awarded under a previous year's DV Bonus must continue to serve survivors of domestic violence, dating violence, sexual assault, and stalking who qualify as homeless under paragraph (4) of 24 CFR 578.3.

DedicatedPLUS Project. A permanent supportive housing project where 100 percent of the beds are dedicated to serve individuals, households with children, and unaccompanied youth (including pregnant and parenting youth) that at intake meet one of the following categories:

- (1) experiencing chronic homelessness as defined in 24 CFR 578.3;
- (2) residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
- (3) residing in a place not meant for human habitation, emergency shelter, or Safe Haven and had been admitted and enrolled in a PH project within the last year but were unable to maintain a housing placement and met the definition of chronic homeless as defined by 24 CFR 578.3 prior to entering the project;
- (4) residing in transitional housing funded by a Joint TH/PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3;
- (5) residing and has resided in a place not meant for human habitation, Safe Haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions and the individual or head of household meet the definition of 'homeless individual with a disability; or

(6) receiving assistance through a Department of Veterans Affairs (VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

A renewal project where 100 percent of the beds were dedicated to chronically homeless individuals and families, as described in Section III.B.2.b, under the grant that is being renewed may either become a DedicatedPLUS project or may continue to dedicate 100 percent of its beds to chronically homeless individuals and families. If a renewal project that has 100 percent of its beds dedicated to chronically homeless individuals and families elects to become a DedicatedPLUS project, the project will be required to adhere to all fair housing requirements at 24 CFR 578.93.

Projects that were awarded as DedicatedPLUS in a previous CoC Program Competition are required to continue to include households with children to qualify as a DedicatedPLUS project in the FY 2022 CoC Program Competition.

Joint TH/PH-RRH Component Project. The Joint TH/PH-RRH component project combines two existing program components—transitional housing and permanent housing-rapid rehousing—in a single project to serve individuals and families experiencing homelessness. HUD will require the recipient to adopt a Housing First approach (see Sections II.A.2 and III.B.2.o of this NOFO) across the entire project and program participants may only receive up to 24-months of total assistance. For more information about Joint TH/PH-RRH component projects, see Section V.C.4.c of this NOFO.

If funded, HUD will limit eligible costs as follows, in addition to other limitations found in the Rule:

- (1) leasing of a structure or units, and operating costs to provide transitional housing;
- (2) short- or medium-term tenant-based rental assistance on behalf of program participants to pay for the rapid rehousing portion of the project;
- (3) supportive services;
- (4) HMIS; and
- (5) project administrative costs.

When a program participant is enrolled in a Joint TH/PH-RRH component project, the recipient or subrecipient must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants. A program participant may choose to receive only the TH unit or the assistance provided through the PH-RRH component, but the recipient or subrecipient must make both types of assistance available. Additionally, if CoC Program funds are not being requested for both TH and PH-RRH units, the project application must describe and include the number of TH and PH-RRH units that will be utilized by the project from another funding source, if selected for conditional award, and provide details in the project description of how TH and PH-RRH assistance will be provided.

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 was uploaded by Homebase into the [PRESTO Project Reporting system](#).¹¹ A unique login is required. Users with

¹¹ <http://prestoevals.org/>

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.

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 renewal applicants were required to respond to a series of questions about the project.

| 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? How does the survey help identify any barriers to participation faced by persons of different races and ethnicities? | 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 context narratives may sway SRT members to discretionarily adjust the point total.</u> (1000-character limit per OPTIONAL context narrative.) Context narratives are to be submitted by July 11 th through this Google Form: https://forms.gle/JHZdbj71gpMPeyef8 | 1000-character limit, each |

PROGRAM ATTACHMENTS

Applicants are required to submit application attachments to project-specific cloud folders located at www.box.com. You should already have requested and received a link to your agency's Box folder via email. **If you have not yet done so, please immediately request Box access by emailing snhcocnofa@homebaseccc.org.** Please [update our listserv](#), if you have not done so recently: <https://tinyurl.com/9dit6bhi>

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.

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 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.)

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