

FY2015 HUD CoC NOFA Competition
Helpful Tips for Project Applicants
10-2-15

All applicants are strongly encouraged to read the FY2015 HUD CoC NOFA in its entirety as well as the additional resources that apply to their particular project. This includes the Instructional Guides and other resources which can be found at:

<https://www.hudexchange.info/e-snaps/fy-2015-coc-program-nofa-coc-program-competition/>. Project applications are expected to closely review information provided in their application in order to ensure that:

1. all proposed program participants will be eligible for the program component and the proposed activities are eligible under the 24 CFR part 578;
2. each project narrative is fully responsive to the question being asked and that it must meet all of the criteria for that question as required by this NOFA and included in the detailed instructions provided in *e-snaps*;
3. the data provided in various parts of the project application are consistent; and
4. all required attachments correspond to the attachments list in *e-snaps* and the attachments contain accurate and complete information.

Additionally, here are some helpful tips:

1. **Internet Browser Capability:** On 9/17/15, HUD released a notice about this issue which can be found at: <http://us5.campaign-archive1.com/?u=87d7c8afc03ba69ee70d865b9&id=4ac9d28d6a&e=28c03da8e2>. Specifically, issues have been identified related to browser compatibility with *e-snaps*. HUD expects to be moving to the updated version later this year, which will be compatible with the newest versions of available browsers. The notice provides a list of browsers commonly used when accessing *e-snaps* and tips for using those browsers.
2. If you have not done so, all new and renewal project applicants must submit an updated **Project Applicant Profile**. The Authorized Representative must review the Applicant Profile, update the information as needed, and select the "Complete" button in order to proceed with the CoC Program Competition.
3. **The Project Application:** The Project Application includes the information submitted on the SF-424 forms as well as the application submitted by renewal and/or new applicants for funding consideration.
 - a. The Project Renewal Instructional Guide (<https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/>) covers important information about accessing and completing the Project Application for renewal projects. Prior to using this instructional guide, Project Applicants **must** have completed the Project Applicant Profile.
 - b. The New Project Instructional Guide contains similar information and can be found at: <https://www.hudexchange.info/resource/4042/new-project-application-detailed-instructions/>.

4. **Attachments:** All Project Applicants must update the HUD50070 and HUD-2880 to ensure up-to-date, accurate and complete versions of **these forms are attached to the Project Applicant Profile – not the Project Application. These must be dated between July 1, 2015 and November 20, 2015.**
5. **Match and Leveraging** are two distinct categories of program funds. Please see subpart D of 24 CFR 578 for additional information. All component types must provide at least 25% of Match (cash or in-kind) of the total grant request. Match documentation should be submitted with the project application and it will be required before the execution of a grant agreement.
6. **Leveraging is above and beyond match.** Leveraged funds can be used for any program related cost. It is important to note that Match and Leveraging CANNOT Be double-counted and must be separate and distinct funding. In this year's competition, **HUD is giving points to CoCs that have a minimum 150 percent in leveraging** and where the project applicant(s) have attached the commitment letter(s) to their project applications and those letters are dated within 60 days of the application deadline. As a result, the CoC is strongly encouraging projects to have 150% match for their projects and this will be monitored when projects are reviewed, ranked and tiered. **Please see the Leveraging 101 for CoC Projects document for more detail.**
7. **Low Barrier:** This year, 75% of project applications must be considered "low barrier" in order for the CoC to receive maximum points for this question. Project Applicants will answer this question in the application and this will be monitored when projects are reviewed, ranked and tiered.
8. **Housing First:** At least 75% of permanent housing and 75% of transitional housing project applications submitted must use the Housing First model in order for the CoC to receive maximum points for this section. This answer will auto-populate in project applications based on the responses given to several questions and this will be monitored when projects are reviewed, ranked and tiered.
9. **CH Prioritization:** In the last FY2013 competition, projects were asked to prioritize persons who are Chronically Homeless in their non-dedicated Permanent Housing Projects. This year, the CoC will be scored on having at least 85% prioritized on turnover.
10. **Monitoring:** The CoC will receive maximum points monitoring utilization rates, increasing housing stability, participant eligibility, length of time homeless, destination upon exit, increasing income and connecting to mainstream resources. Projects will be monitored on these items when projects are reviewed, ranked and tiered.