Instructions for Submitting New and Renewal Applications for the 2019 CoC Program Competition NOFA
SAN ANTONIO/BEXAR COUNTY Continuum of Care

Application submission instructions:
New and Renewal Applications must be submitted in E-SNAPS by the application deadlines specified below by application type. Additionally, all applicants must follow the instructions described in this document for each application type to be awarded full points under "Application Instructions" in the competition scoring:

- All applicants must submit an electronic version of their application package. The electronic version must be assembled in accordance with the instructions below and submitted via the assigned Google Form listed below by Application type.
- Applicants must submit five (5) hard copies of a printout of the entire application package to the SARAH Office (4100 E. Piedras Drive Suite 105; San Antonio, TX 78228) by the submission deadline in the following format:
  - 8.5" x 11" paper size
  - White paper
  - Double-sided pages only
  - No staples
  - Cover sheet titling and dividing each document
  - E-SNAPS Application Section 3b "Project Description" print out only
    - Please do not print the entire application from E-SNAPS
  - Each attachment required for the project application must be included
  - A printout of the completed Google Form submitted, to include the supplemental questions for each project application for **required information and/or bonus points**
  - Renewal Applications ONLY: To locate the CoC Performance Scorecard report, login to HMIS and navigate to the reporting screen. In the lefthand menu, select "Local Compliance Reports". Once on the "Local Compliance Reports" page, scroll to the bottom and select "CoC Performance Scorecard 2019" to run the report.

Renewal Applications: https://files.hudexchange.info/resources/documents/FY-2019-Renewal-Project-Application-Detailed-Instructions.pdf
A Renewal Application is completed for projects that have already been renewed **at least once and have a full 12 months of performance data reported in HMIS**.

- **E-SNAPS:** All renewal applicants must submit a full renewal application in E-SNAPS by the submission deadline of **August 12, 2019 at 6:00 p.m. CDT.**
- **SARAH Competition Requirements:** In addition, the following information must be submitted to SARAH in the formats specified in Application Instructions:
  - All Renewal applications must be uploaded to the Google Form entitled "2019 CoC Program NOFA: Renewal Application" located at https://forms.gle/XTNQCUBouM6s5iNRA with the following attachments in PDF format:
    - E-SNAPS Application Section 3b "Project Description"
    - The CoC Performance Scorecard for the project covering the calendar year 2018 (Report Period from 01/01/2018 – 12/31/2018)

- The following documents related to fiscal management:
  - Written fiscal P&P
  - Comprehensive annual budget for most recent executed contract
  - Supporting documentation of match dollars
  - Cost per client description
  - Final close-out report from most recent completed grant
- The following program Policies and Procedures (*note: Reference to at least one Evidence Based Practice will add points to the overall score for this section*):
  - Client confidentiality
  - Intake policies
  - Termination policies
  - VAWA policies
- The supplemental narratives to include the following information for **bonus points**:
  - SOAR: Demonstrate at least (1) SOAR Application has been completed by a program staff assigned to this project in the last 12 months
  - Coordinated Entry: Demonstrate the Applicant dedicates staff time and / or facilities to operate a CE Hub or dedicates staff to complete CE Assessments.
  - Funding Priority: Applicant is applying to serve a priority population defined in the 2019 NOFA Competition Funding Priorities
- This information must also be submitted by the submission deadline of August 12, 2019 at 6:00 p.m. CDT.

1st Time Renewal Applications:

https://files.hudexchange.info/resources/documents/FY-2019-Renewal-Project-Application-Detailed-Instructions.pdf

A 1st Time Renewal Application is a renewal application completed for projects that **have not yet been renewed and/or those that do not have a full year of performance data**.

- **E-SNAPS:** All 1st Time Renewal applicants must submit a full renewal application in E-SNAPS by the submission deadline of **August 12, 2019 at 6:00 p.m. CDT**.
- **SARAH Competition Requirements**: In addition, the following information must be submitted to SARAH in the formats specified in Application Instructions:
  - All 1st Time Renewal applications must be uploaded to the Google Form entitled "2019 CoC Program NOFA: 1st Time Renewal Application" located at https://forms.gle/i6JJZNEJunHRT4RL7 with the following attachments in PDF format:
    - E-SNAPS Application Section 3b "Project Description"
    - The following documents related to fiscal management:
      - Written fiscal P&P
      - Conflict of interest policy
      - Supporting documentation of match dollars
      - Most recent audit results (if none, indicate none in Google Form)
      - Spending plan and timeline with grant execution dates
      - Cost per client description
      - Quarterly eLOCCS drawdowns, if applicable

- The following program Policies and Procedures (*note: Reference to at least one Evidence Based Practice will add points to the overall score for this section*):
  - Client confidentiality
  - Intake policies
  - Termination policies
  - VAWA policies
- The supplemental questions to include the following **required information**:
  - Coordinated Entry: Applicant provides a written plan for joining the Coordinated Entry process
  - Landlord Engagement: Applicant provides a detailed strategic plan for engaging and retaining landlords to partner with the program
- The supplemental questions to include the following information for **bonus points**:
  - SOAR: Demonstrate at least (1) SOAR certified staff is assigned to the project *or* staff will be certified in 6 months
  - Coordinated Entry: Demonstrate the Applicant dedicates staff time and / or facilities to operate a CE Hub <u>or</u> dedicates staff to complete CE Assessments.
  - Funding Priority: Applicant is applying to serve a priority population defined in the 2019 NOFA Competition Funding Priorities
  - This information must also be submitted by the submission deadline of August 12, 2019 at 6:00 p.m. CDT.

New Project Applications: https://files.hudexchange.info/resources/documents/FY-2019-New-Project-Application-Detailed-Instructions-Version-2.pdf

A New Application is for any project that is **being newly created and includes expansions**.

- **E-SNAPS**: All New Project applicants must submit a full new application in E-SNAPS by the submission deadline of **August 15, 2019 at 6:00 p.m. CDT.**
- **SARAH Competition Requirements**: In addition, the following information must be submitted to SARAH in the formats specified in Application Instructions:
  - All New applications must be uploaded to the Google Form entitled "2019 CoC Program NOFA: New Application" located at https://forms.gle/ynPp8EESZbSji7sq9 with the following attachments in PDF format:
    - E-SNAPS Application Section 3b "Project Description"
    - The following documents related to fiscal management:
      - Supporting documentation of match dollars
      - Cost per client description
      - Annual budget proposal
      - Program staffing overview
      - Ratio of Supportive Services versus Administrative costs
    - The supplemental questions to include the following **required information**:
      - Strategy to develop the following Policies and Procedures:
        - Intake strategy
        - Strategies for housing retention
        - Termination strategy
      - Grant Experience to include the following information:
        - Homeless service delivery and Evidence Base Practices

- o HUD funding / other grant funding and grant execution
  - Grant Execution Plan to include the following information:
    - o Applicant thoroughly describes a plan to rapidly implement the program through a detailed schedule of activities on a monthly timeline
  - Landlord Engagement Plan
    - o Applicant provides a detailed strategic plan for engaging and retaining landlords to partner with the program
    - ▪ The supplemental questions to include the following information for **bonus points**:
      - SOAR: Demonstrate at least (1) staff assigned to the project is / will be SOAR certified within 6 months of grant execution
      - Coordinated Entry: Demonstrate the Applicant plans to dedicate staff time and / or facilities to operate a CE Hub or dedicate staff to complete CE Assessments.
- o This information must also be submitted by the submission deadline of August 15, 2019 at 6:00 p.m. CDT.

Additional Information:

A New and Renewal Applicant Webinar is scheduled for Friday, July 26, 2019 at 11:00 a.m. CDT for all Applicants seeking to submit a New, Renewal, or 1st Time Renewal application. To participate, please join using the following information:

Follow this link from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/307376597

You can also dial in using your phone:
United States: +1 (669) 224-3412
Access Code: 307-376-597

A link to the 2019 NOFA Application Instructions can be found online on the SARAH website located at https://www.sarahomeless.org/funding-competitions/.

Please contact Emily Miller at EmilyMiller@SARAHomeless.org or 210-876-0720 for additional information.