FY2017 HUD CoC Competition
Beginner Training

Presented by
Renee Crolius, Karen Kowal, &
Elizabeth Perez
July 28, 2017 - 2pm-4pm

Welcome

• Our staff:
  – Dave Thomas, Vice President of Community Partnerships
  – Karen Kowal, Director of Programs
  – Elizabeth Perez, Program Manager
  – Renee Crolius, Program Manager

• You:
  – Name
  – Agency
  – Title or Role
  – How familiar are you with the HUD CoC Competition?
  – Type of HUD CoC funded project
Learning Objectives

• Understand context around the Renewal Project Application and the CoC Competition process

• Introduction to HUD Exchange resources and resources needed to complete the Renewal Project Application

• Understand how to complete the Renewal Project Application for FY2017 HUD CoC Competition

Agenda

• Common Terms & Acronyms
• Today’s funding environment
• Process, Deadlines and Resources
• Intro to e-snaps
• Accessing the Project Application
• How to Submit
Common Terms and Acronyms

- U.S. Dept. of Housing and Urban Development (HUD)
- Continuum of Care (CoC)
- Notice of Funding Availability (NOFA)
- Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act
- Collaborative Applicant (CA)
- Grant Inventory Worksheet (GIW)
- Homeless Management Information System (HMIS)
- Agency Technical Administrator (ATA)
- Annual Performance Report (APR)

Common Terms and Acronyms

- HUD Component Types
  - Permanent Housing (PH)
    - Permanent Supportive Housing (PSH)
    - Rapid Rehousing (RRH)
    - Joint TH PH-RRH
  - Safe Haven (SH)
  - Transitional Housing (TH)
  - Supportive Service Only (SSO)
    - Coordinated Assessment SSO
**Additional Context**

*Opening Doors: Federal Strategic Plan to Prevent and End Homelessness*

- End Chronic Homelessness by 2017
- End Homelessness for Families and Youth by 2020

**Plan 2.0: Chicago’s Plan to End Homelessness**

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**Today’s Environment**

- HEARTH Act
  - CoC Interim Rule or [24 CFR Part 578](#)
- Federal Appropriations
- National CoC Program Competition
- Emphasis on system performance
Agencies complete project applications for all HUD-funded renewal projects and new projects.

Collaborative Applicant collects and reviews all applications and completes the CoC Application.

All project applications and CoC Application are submitted as one Consolidated Application to HUD.

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**Important Process Note**

- The Project Applications are due in e-snaps 30 days prior to deadline.
- The CoC Consolidated Application is due to HUD on September 28, 2017.
- HUD may issue up to two conditional funding announcements.
  - Similar to last year, if you have a start date in the first quarter of the year, you may need to plan ahead to continue operating your grant without drawing down money from HUD for a few months.
Deadlines

• **August 7 by 12pm** - Applicant Profile and Project Application PDF Drafts Due via Survey Gizmo
• **August 17th by 12pm** - Project Application Final Drafts Due in e-snaps

This timeline has been established based on HUD requirements.

No deadline extensions will be granted.

Important Changes

• The Renewal Project Applications function differently in FY 2017 than in previous competitions
  - Ability to import data from FY 2016
  - Screens will look differently depending on whether project chooses to import data or not
• Prepopulating Forms
  - HUD 2880
  - HUD 50070 - Certification for Drug-Free Workplace
  - SF LLL Disclosure of Lobbying
• Permanent Supportive Housing Projects
  - Dedicated PLUS option
  - Pending CoC Board Approval
• Eligibility Requirement Changes - RRH
HUD Resources


Instruction Guides
Published FAQs
Ask a Question
2. Click on the available Instruction Guides.
   NOTE: There are 3 Instructional Guides (Renewal, Detailed, & Budget)

1. Click Here
   e-snaps Resources
   • [https://www.hudexchange.info/e-snaps/](https://www.hudexchange.info/e-snaps/)

   e-snaps: Homeless Assistance Application and Grants Management System
   The electronic grants management system managed by HUD's Office of Special Needs Assistance Programs (SNAPS) is known as e-snaps. It supports the collaborative application process for the HUD Continuum of Care (CoC) program known as the CoC Program Competition.

   e-snaps: Guides, Tools, and Webinars
   Guides, tools, webinars, and other resources are provided to assist applicants in navigating e-snaps for the CoC Program Competition:
   • View CoC Program Competition: e-snaps Resources
   • View CoC Program Competition: FY 2017 Funding Availability

   Log-in
   e-snaps Log-in
   Select this link to access the login page for e-snaps. If you do not have an e-snaps user account, you can create one.
Resources

- [http://www.allchicago.org/who-we-are/chicago-alliance/coc-funded-projects](http://www.allchicago.org/who-we-are/chicago-alliance/coc-funded-projects)

Please see FY2017 resources for HUD CoC Program Providers below:

- [Project Applicant Profile Instructional Guide](http://www.allchicago.org/who-we-are/chicago-alliance/coc-funded-projects)
- [Renewal Project Application Instructional Guide](http://www.allchicago.org/who-we-are/chicago-alliance/coc-funded-projects)
- [Homeless Project Application Training Instructions](http://www.allchicago.org/who-we-are/chicago-alliance/coc-funded-projects)
- [Budgets - Project Application Instructional Guide](http://www.allchicago.org/who-we-are/chicago-alliance/coc-funded-projects)

All Chicago will hold trainings to provide more information on completing FY2017 Project Applications:

**FY2017 Project Application Training - Webinar**
- This training will provide an overview of the FY2017 Project Application for the HUD CoC Competition.
- Target audience: This training is geared toward individuals who have previous experience submitting a CoC Project Application.
- When: Monday, July 31 from 11am to 12pm
- Register [here](http://www.allchicago.org/who-we-are/chicago-alliance/coc-funded-projects)

**FY2017 Project Application Training - In Person**
- This training will provide a detailed overview of the FY2017 Project Application for the HUD CoC Competition.
- Target audience: This training is geared toward individuals who have previously submitted a CoC Project Application or who are unfamiliar with e-snaps, HUD’s grant management application system.
- When: Friday, July 28 from 2pm to 4pm
- Where: All Chicago (551 W. Washington, Suite 504)
- Register [here](http://www.allchicago.org/who-we-are/chicago-alliance/coc-funded-projects)

### Resources: All Chicago Staff

<table>
<thead>
<tr>
<th>When to Use HUD Resource</th>
<th>When to Use All Chicago Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Virtual Help Desk, Training Modules, FAQ’s)</td>
<td>(All Chicago Staff)</td>
</tr>
<tr>
<td>- E-snaps Technical Problems</td>
<td>- E-snaps non-technical problems</td>
</tr>
<tr>
<td>- Being locked out of e-snaps</td>
<td>- Unsure about project budget amounts</td>
</tr>
<tr>
<td>- System running slowly</td>
<td>- Unsure about funding policies set by the CoC Board of Directors</td>
</tr>
<tr>
<td>- Accessing problems in e-snaps</td>
<td>- Accessing problems in SurveyGizmo</td>
</tr>
<tr>
<td>- Cannot remember how to access the applicant profile or find application in e-snaps</td>
<td>- Questions about submitting your applications to All Chicago Staff</td>
</tr>
<tr>
<td></td>
<td>- Information about deadlines</td>
</tr>
</tbody>
</table>

For assistance from All Chicago staff, email CoCPrograms@allchicago.org.
Project Applications Steps

4 Steps of the Project Application

1. Project Applicant Profile
2. Funding Opportunity Registration
3. Create Project Application
4. Access Application through Submissions
Step 1: Completing Applicant Profile

• There is a separate set of instructions for creating the Applicant Profile: https://www.hudexchange.info/resource/2958/instructions-for-updating-the-project-applicant-profile/

• PLEASE NOTE: The Applicant Profile must be updated before starting the application process. Only after doing so will a Project Applicant be able to advance successfully to the Project Application in e-snaps.

Step 1: Completing Applicant Profile

• Putting the Applicant Profile in “edit mode”

! One of the requirements for the CoC Program Competition is the completion of the Applicant Profile. In order to meet that requirement, the “Complete” button must be selected within the timeframe of the competition period.

Therefore, when you log in for the first time after the CoC Program Competition period opens, even if there is a statement “This eForm has been marked as complete,” you MUST put the forms in edit-mode and select the “Complete” button again.

- Edit button will appear on the “Submission Summary” Screen
- For some users, it may already be in “edit-mode”, in which case a “Complete” button will appear
- Once edits are complete, select “Complete” button again
Step 1: Completing Applicant Profile

- Review the following sections
  - Profile Type
    - Employer or Tax Identification Number
    - DUNS number
  - Organization Information
  - Contact Information
    - Authorized Representative
    - Alternative Contact
  - Additional Information
    - Congressional districts
    - Code of Conduct


Step 1: Completing Applicant Profile

- Attachments
  - HUD Form 2880 - No longer an attachment
    - This form is an e-snaps section
    - Amount of HUD Assistance Requested/Received will prepopulate once project application(s) are complete
  - Survey on Equal Employment Opportunity
    - For all nonprofit organizations
    - Must submit a new attachment with a new current date
- Attachments previously uploaded prior to the opening of competitions may not be available
Step 1: Completing Applicant Profile

- Submission Summary
  - Ensure “Please Complete” areas are completed
  - Once edits are complete, select “Complete” button again

Step 2: Funding Opportunity Registration

1. Navigate to the “Funding Opportunity Registrants” Workspace
2. Click on next to “Renewal Project Application FY2017”
Step 2: Funding Opportunity Registration

- Click “Yes”
- Wait for the screen to refresh
- Click “back” once the screen refreshes and indicates you are registered

Step 3: Create Projects

- Move to “Projects” from the left-hand menu
- Select “Renewal Project Application FY2017” from the Funding Opportunity Name dropdown
- Once the screen refreshes, it will appear empty
- Click on the icon to add your project
- Enter the project name **EXACTLY as it appears on the Grant Inventory Worksheet** and your HUD contracts
Step 3: Importing Data

- Renewal Projects have the option to import data OR not import
- HUD recommends importing data, but must REVIEW
- Different screens will show depending on what is selected
- Import Data
  - Will be unable to edit most of the application screens until navigate to “Submission without changes” screen
  - Must select “Make Changes”
  - Shown above “Submission Summary” screen in the project application
Step 4: Submission

- Navigate to the “Submissions” Workspace
- Can utilize the filter OR sorting functions to find the correct submission
- Search for “Renewal Project Application FY 2017”
- Click on to access submission. It’s one per project

Project Application

The Project Application is divided into 8 parts

1. Prepopulated Forms
   a. SF-424 Application Type
   b. SF-424 Legal Applicant
   c. SF-424 Application Details
   d. SF-424 Congressional District(s)
      • SF-424 Compliance
      • SF-424 Declaration
      • HUD 2880
      • HUD 50070
      • Certification of Lobbying
      • SF-LLL

Additional Information
### Project Application

The Project Application is divided into 8 parts:

1. **Recipient and Subrecipient Information**
2. **Project Information**
3. **Housing Services and HMIS**
4. **Participants and Outreach Information**
5. **Budget Information**
6. **Attachments & Certification**
7. **Submission Summary**

### Part 1: SF-424 - Application Type

- Verify Fields 1, 2 and 3 - Prepopulated and cannot be changed
- Federal Award Identifier (5b): the first 6 digits of the grant number listed in the GIW
- Be sure to check off confirmation of Federal Award Identifier

### Form Fields

- **Federal Entity Identifier:**
- **Federal Award Identifier:**
- *Check to confirm that the Federal Award Identifier has been updated to reflect the most recently awarded grant number.*
Project Application
Part 1: SF-424

- Verify Fields 9, 10, 11, and 12
- Field 9 is pre-populated from the Applicant Profile
- Fields 10, 11 and 12 are pre-populated and cannot be edited
- Leave field 13 blank

1D. Congressional District(s)

- Field 14: Select State → Illinois
- Field 15, 16a: Pre-populated
- Field 16b: Select Congressional Districts in which project operates
- Field 17: Enter project’s operating start and end dates
- **NOTE**: A project renewing **must** have a proposed start date in CY 2017 and **end date in CY 2018**.
Project Application - Part SF-424

1E. Compliance

- Question 19. Must select “b. Program is subject to E.O 12372 but has not been selected by the State for review”

- Question 20. Please answer “Yes” or “No”

Project Application Part 1: HUD 2880

1G. HUD 2880

- Previous years was an attachment

- Prepopulated information from Applicant Profile – ensure accurate
  - If any information is incorrect, must be corrected in Applicant Profile

- Select the box stating that you certify the information is accurate
Project Application
Part 1: HUD 50070

1H. HUD 50070 – Certification for a Drug Free Workplace

• Previous years was an attachment

• Select the box stating that you certify the information is accurate

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3720, 3802)

Project Application
Part 1: SF-LLL

1J. SF-LLL

• Previous years was an attachment

• Select whether this CoC grant participates in federal lobbying activities

Select "Yes" or "No" to reveal additional questions
Part 2: Recipient/Subrecipient Information

- This section must be completed if your agency receives funds and then re-grants the funds to other agencies.
- This may not be applicable for your grant, however, if you need assistance, please contact us.

Part 2b: Recipient Performance

- Mandatory fields marked with an asterisk (*)
Part 3A: Project Detail

3A. Project Detail

2a. CoC Name and Number
   **IL 510-Chicago**

2b. CoC Applicant Name:
   **All Chicago Making Homelessness History**

4. Project Status
   **Standard**

5. Component Type
   **TH, SH, SSO or PH**

6. Title V: Select Yes or No

Part 3B: Project Description

- Project Description: Describe the project at full operational capacity. Narrative must describe **ALL** of the following:
  - Describe need
  - Identify target population - who are you serving?
  - Project plan - project type, beds/units, setup, etc.
  - Project Outcomes - performance outcomes expected
  - Coordination with other providers - linkages, services, etc.
  - Reason why HUD dollars are needed
- Can reference other parts of application to meet character limit
- **Make sure information does not conflict with other parts of the application (i.e. bed numbers are same or population served remains consistent)**
Part 3B: Project Description

- **Specific Population:** Select “Yes” if your project has one or more of the following
  - Special capacity in its facilities
  - Program designs
  - Tools
  - Outreach
  - Methodologies for specific populations

- **Make sure information does not conflict with other parts of the application**

Part 3B: Project Information

- **Housing First**

  * a. Does the project quickly move participants into permanent housing [ ]
  * b. Does the project ensure that participants are not screened out based on the following items? Select all that apply. By checking all of the first four boxes, this project will be considered low barrier.
    - Having too little or no income
    - Active or history of substance abuse
    - Having a criminal record with exceptions
    - History of domestic violence (e.g., lack of a protection order, period of separation from abuser, or law enforcement involvement)
    - None of the above [ ]

  * c. Does the project ensure that participants are not terminated from the program for the following reasons? Select all that apply.
    - Failure to participate in supportive services
    - Failure to make progress on a service plan
    - Loss of income or failure to improve income
    - Being a victim of domestic violence
    - Any other activity not covered in a lease agreement typically found in the project’s geographic area.
    - None of the above [ ]

  * d. Does the project follow a “Housing First” approach? [ ]
Part 3: Project Information

• PH Component
  – Answer questions accordingly

  2. Housing Final
  a. Does the project quickly move participants into permanent housing? (Yes/No)
  b. Does the project ensure that participants are not screened out based on the following issues? Select all that apply.
     - Having too little or little income
     - Active or history of substance use
     - Having a criminal record with exceptions
     - For state-mandated restrictions
     - History of victimization (e.g., domestic violence, sexual assault, child abuse)
     - None of the above
  c. Does the project ensure that participants are not terminated from the program for the following reasons? Select all that apply.
     - Failure to participate in supportive services
     - Failure to make progress on a service plan
     - Loss of income or failure to improve income
     - Any other activity not covered in a lease agreement
     - Typically found for unassisted persons in the project’s geographic area
     - None of the above
  d. Does the project follow a “housing-first” approach? (Yes/No)

  – Select if PH is PSH or RRH

Part 3C: DedicatedPLUS

• PSH Component
  – New in FY2017 – DedicatedPLUS
  – Renewal PSH projects have the opportunity to select their project to be

  • **100% Dedicated**: Convert project to serving only those individuals and families meeting the criteria listed in the chronic homelessness definition

  • **DedicatedPLUS**: Convert the project to serving only those individuals and families meeting the criteria listed in the DedicatedPLUS definition.

  • **N/A**: Continue to serve eligible participants not limited by the DedicatedPLUS (operate as usual)
Part 3C: DedicatedPLUS

- Renewal PSH projects where 100% of the beds are dedicated to CH in current grant, have the opportunity to select their project to be

  - **100% Dedicated**: Convert project to serving only those individuals and families meeting the criteria listed in the chronic homelessness definition

  - **DedicatedPLUS**: Convert the project to serving only those individuals and families meeting the criteria listed in the DedicatedPLUS definition

*Regardless of the choice above, the project can still dedicate beds to CH on Screen 4B, later in the application.*

Part 3: Project Information

- **TH Component**

  - Answer questions accordingly

<table>
<thead>
<tr>
<th>3. Housing First</th>
</tr>
</thead>
<tbody>
<tr>
<td>3a. Does the project quickly move participants into permanent housing? <strong>Yes</strong></td>
</tr>
<tr>
<td>3b. Does the project ensure that participants are not screened out based on the following items? Select all that apply.</td>
</tr>
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<tr>
<td>None of the above</td>
</tr>
<tr>
<td>3d. Does the project follow a “Housing First” approach? <strong>No</strong></td>
</tr>
</tbody>
</table>
Part 3: Project Information

• SSO Component
  – Answer questions accordingly
  – Select the type of SSO project
    • Street Outreach
    • Housing Project or Housing Structure Specific
    • Coordinated Entry*
      – Additional questions will show
    • Standalone Supportive Services

Part 4: Housing, Services, & HMIS

4A. Supportive Services for Participants

• Be sure to include from the list which services are provided, and frequency the service is provided

• Provider may be any of the following
  – Applicant
  – Subrecipient
  – Partner
  – Non-partner
### Part 4: Housing, Services, & HMIS

#### 4B. Housing Type and Location

- Screens that appear depend on the selection of the component type on screen 3A

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**Screen 4B has different versions, depending on which component type was selected on screen 3A. Project Detail and 3B. Project Description.**

See the following pages for instructions:

- 4B. Housing Type and Location (PH: PSh)
- 4B. Housing Type and Location (PH: RRH)
- 4B. Housing Type and Location (TH)
- 4B. Housing Type and Location (SH)
Part 4: Housing, Services, & HMIS

4B. Housing Type and Location

- PH: PSH
  - Must click on “Add” button
  - Enter all units in the project, regardless of size
  - Enter all Beds, regardless of unit configuration
  - Include all beds dedicated and prioritized for chronically homeless individuals and families only.
Part 4: Housing, Services, & HMIS

4B. Housing Type and Location

- **PSH ONLY** - must indicate beds dedicated and prioritized upon turnover for chronically homeless
- Dedicated beds are indicated in your grant agreement and should also match what was reported in the Housing Inventory Count (HIC)
- Once beds are dedicated or prioritized, the project must continue to dedicate these beds to CH (e.g. if beds were dedicated in FY17, they must remain dedicated in FY18)

Part 5: Participation & Outreach Information

Part 5 Notes

- Enter data at a point in time, as if the project were at full capacity (not over course of a year or term of grant)
- Dark grey = not applicable
- Light grey = auto-calculating
- Chronic substance abuse may constitute a disability
- Utilize HMIS ART reports
- For problems with ART reports, please reach out to your Agency Technical Administrator (ATA) first
- If ATA is unable to resolve issue, please contact the HMIS team at hmis@thechicagoalliance.org
Part 5: Participation & Outreach Information

5A: Project Participants – Households
- Households with and without children
- Total persons

5B: Project Participants – Subpopulations
- Chronically Homeless
  - Projects that selected 100% DedicatedPLUS must include 100% of participants under appropriate Chronically Homeless columns
- Disabilities
  - Households served in PSH project 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)

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Chronically Homeless</th>
<th>Chronically Homeless Veteran</th>
<th>Chronically Homeless Non-Veteran</th>
<th>Chronic Substance Abuse</th>
<th>Persons with HIV/AIDS</th>
<th>Severely Mentally Ill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults over age 24</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adults ages 18-24</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total persons</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total persons</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Part 5: Participation & Outreach Information

5C. Outreach for Participants -

- Enter the percentage of participants from each location/situation
- Must equal to 100%
- Some options will appear only if certain options were selected in previous screens
Part 6: Funding Request

- **NEW** - HUD is no longer requiring renewal PH-PSH to list detailed descriptions and quantities for leased units, supportive services, operating or HMIS Budget Line Items.

- Review Final Grants Inventory Worksheet (GIW) posted for details on budget amounts.

- Grant consolidations that have already been processed must reflect the current grant agreement as amended and should have been indicated on the GIW.
  - If consolidation amendment has not been executed by 9/28, the project applicant must be submitted separately for each individual renewal grant.
Part 6: Budget Information

6A. Funding Request

- Select the costs for which your funding is being requested
- All budget items must match GIW
- Budget items in the application will only show up if selected in this section

Part 6: Funding Requests

6B. Leased Units Budget

- Be sure to click the icon in order to add the number of leased units
Part 6: Funding Requests

6B. Leased Unit Budget Detail

- Select “IL-Chicago-Joliet-Naperville...” as the Metropolitan fair market rent area
- Be sure to list the number of units for appropriate bedroom configurations

Part 6: Funding Requests

6D. Sources of Match

- Match must be included and state the type of source and the value of the match commitment
- **NOTE:** Policy Update in CoC Program Implementation – program income may be counted as match
  - New questions will be shown if selected
Part 6: Funding Requests

6E. Summary Budget

- All items are pre-populated from previous information entered except Admin
- Admin should match GIW Admin amount for FY17

<table>
<thead>
<tr>
<th>Eligible Costs</th>
<th>Total Assistance Requested for 1 year Grant Term (Applicant)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a. Leased Units</td>
<td>$0</td>
</tr>
<tr>
<td>1b. Leased Structures</td>
<td>$11</td>
</tr>
<tr>
<td>2. Rental Assistance</td>
<td>$6</td>
</tr>
<tr>
<td>3. Supportive Services</td>
<td>$1</td>
</tr>
<tr>
<td>4. Operating</td>
<td>$6</td>
</tr>
<tr>
<td>5. HHIS</td>
<td>$1</td>
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<tr>
<td>6. Sub-total Costs Requested</td>
<td>$13</td>
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<tr>
<td>7. Admin</td>
<td>$5</td>
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<tr>
<td>8. Total Assistance</td>
<td>$25</td>
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<tr>
<td>plus Admin Requested</td>
<td></td>
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<tr>
<td>9. Cash Match</td>
<td>$111</td>
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<tr>
<td>10. In-Kind Match</td>
<td>$0</td>
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<tr>
<td>11. Total Match</td>
<td>$111</td>
</tr>
<tr>
<td>12. Total Budget</td>
<td>$136</td>
</tr>
</tbody>
</table>

Project Part 7: Attachments & Certification

- 7A. Attachments should not be applicable for most projects, unless you have subrecipients
- 7B. Certification – must certify that the program will comply with applicable laws outlined in the NOFA
  - Make sure to click the box

I certify that I have been duly authorized by the applicant to submit this Applicant Certification and to ensure compliance. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 21, Chapter 170, Title 1701).
Submission Without Change

• Voluntary Reallocation during Local Evaluation - “Yes”

If voluntary reduced - Yes
Once selected cannot be changed

3. Specify which sections require changes by clicking the checkboxes next to the name and then clicking the Save button.

Submission Summary

8B. Submission Summary

• Ensure areas red “X” are completed

• May click on section to take you directly to screen
Submission Summary

Steps to Submit to All Chicago

1. Complete Applicant Profile and Project Application(s). **DO NOT SUBMIT IN E-SNAPS YET**

2. Download All Chicago review checklist and use to review Applicant Profile and Project Application(s).

3. Submit a PDF of the **Applicant Profile AND Project Application(s)** to All Chicago staff through SurveyGizmo.

**PLEASE DO NOT SUBMIT IN E-SNAPS BEFORE ALL CHICAGO REVIEWS A PDF COPY.**

PDF copies due in SurveyGizmo by Monday, August 7, 2017 by 12pm.
Steps to Submit to All Chicago

4. All Chicago will give feedback to agency for each project by **August 11th**

5. Agency will be required to make changes per All Chicago feedback

6. Agency will then submit in **e-snaps** and notify All Chicago staff. **DUE BY AUGUST 17, 2017 by 12pm**

First, download a PDF of your submission from the Submission Summary page.

Use the “Export to PDF” button, to save a copy of your submission.
Steps to Submit to All Chicago

• Access the SurveyGizmo submission page here:


• Complete the following:
  – Agency Contact information
  – Agency Name
  – Upload PDF of Applicant Profile (2MB file size limit)
  – Indicate Number of CoC-funded projects applying for renewal (NOTE: you will be provided additional submission pages based on your response to this question!)

Steps to Submit to All Chicago

• Complete the following:
  – Project Name (as listed on GIW)
  – Grant Number (as listed on GIW)
  – Upload PDF of Project Application

• Additional Information Requested:
  – Local HUD representative
  – Upload FY16 Grant Agreement (if executed)
  – Upload FY16 Grant Amendments (if applicable)
Contact Information

If you have questions, please email cocprograms@allchicago.org

Questions
Deadlines

• **August 7th by 12pm** - Applicant Profile and Project Application Drafts Due in Survey Gizmo

• **August 17th by 12pm** - Project Application Final Due

The timeline has been established based on HUD requirements. **No deadline extensions can be granted.**