2013 Advanced Project Applicant Training

Presented by Lisa Mayse-Lillig and Elizabeth Perez
Chicago Alliance to End Homelessness
December 12, 2013
10:00-11:00 am

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Webinar Housekeeping

- Everyone is muted
- Do not submit questions via that chat box, you will be able to use the raise hand option at the end
- Questions not addressed in today's webinar will be sent out as part of a FAQ document at a later date
- Presentation slides were sent out, but are also available via the Alliance's website
- Webinar will be accessible after today on website

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Learning Objectives

- Understand how the Renewal Project Application fits into the 2013 CoC Project Competition process
- Learn what has changed since the 2012 application
- Be able to access the resources necessary to complete the Renewal Project Application

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Agenda

- Process, Deadlines, and Resources
- Today's Environment
- Refresher on accessing Project Application
- Questions
- Project Application Reminders
- What's new for 2013
- How & When to Submit
- Questions

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NOFA Process – HUD vs. Local

- Local CoC
  - Evaluation of all renewal projects (Evaluation Instrument)
  - Priority and Policy Setting (Funding Amounts and Ranking Priorities)
- HUD
  - Application for renewal projects (CoC Application)
  - Threshold Review
  - Grant Agreement / Monitoring

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Important Process Note

The full Application is due to HUD on February 3, 2014.

HUD is allowing up to 45 days to make 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.

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Important Deadlines

- **December 20** – Project Application Drafts Due to the Chicago Alliance
- **December 27** – Project Application Final Due to the Chicago Alliance

The timeline is tight due to HUD requirements.

NO deadline extensions can be granted.

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Resources

When to us HUD or Alliance Staff:

When to use HUD Resources: Virtual Help Desk, Training Modules, FAQ's	When to use Alliance Resources: Alliance Staff
• E-snaps Technical Problems • Being locked out of e-snaps • The system is running slowly • Cannot access the right projects in e-snaps • Cannot remember how to access applicant profile or find application in e-snaps	• E-snaps Non-Technical Problems • Unsure about your project budget amounts, or funding policies set by Planning Council • Questions about submitting application to Alliance staff • Information about deadlines

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HUD Resources

OneCPD Resource Exchange

- oneCPD.info/coc
- Contains HEARTH Act, resources, News, FAQs, and Courses
- Search CoC Program Competition Resources for competition specific information or go to onecpd.info/resource/1879/e-snaps-coc-competition-training-site
- Project Applicant Profile are posted at this site
- Project Application Instructions are not yet posted but should be by mid-December

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Alliance's Resources

thechicagoalliance.org

- Alliance Project Application Review Checklist
- Grant Inventory Worksheet
- Link to oneCPD.info

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2013 HUD Renewal Project Application Review Checklist

Agencies must use one review checklist per project to review the Project Application (formerly known as Exhibit 2) prior to submitting it to Alliance staff. Complete the form and keep it on file until the applications have been approved by Alliance staff.

Review Checklist Information	
Agency Name:	
Project Name:	

Applicant Profile (one per agency, skip if already completed on another review checklist)	
1. Profile Type	☐ 1a. Project Applicant
2. Organization Information	☐ Legal Name of Organization is correct . ☐ Type of Organization is "4. Nonprofit . ☐ All other info is complete (Organization DUNS # & address)
3. Contact Information	☐ 3A. Authorized Representative contact information is complete. **Definition of Authorized Representative:** This person has the primary responsibility for ensuring that the Applicant Profile is kept up to date and Project Applications are submitted to the CoC for review and consideration to be included as part of the CoC consolidated Application. ☐ 3B. Alternate contact information is complete
4. Additional Information	☐ 4.1. Congressional districts included - Interactive Map Link ☐ 4.2. Faith-Based Organization selection is chosen ☐ 4.3. Has Applicant Received a Federal Grant should be "Yes" ☐ 4.4. Is Applicant's Code of Conduct on File with HUD? Answer "Yes" if your agency is MHA Funds. Otherwise select No, even if you have submitted it to HUD before.
5. Attachments	**Reattach any forms that we not still attached from last year.** **Attach new form if anything has changed.** ☐ 5A. HUD 2880 -Download the form here. ☐ 5B. SF-LLL - Lobbying (if agency partakes in lobbying activities) -Download the form here. ☐ 5C. Code of Conduct - Attach if not on file from HUD according to 4.4 above. Only attach first 5 pages. ☐ 5D. HUD form 50070 - Drug-Free Workplace HUD 50070 -Download the form here. ☐ 5E. Nonprofit Document -Attach your agency's Nonprofit 501c3 documentation. ☐ 5F. Survey on Ensuring Equal Opportunities for Applicants - SF-424 Supplement Survey on EEO -Download form here. ☐ 5G. Other Attachments - Skip this one.

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Today's Environment

- Chicago's Plan 2.0
- HEARTH Act
  - CoC Interim Rule
- Federal Strategic Plan
  - Target populations: Vets, Chronic, Families, Youth
- Federal Sequestration
  - Expected 5% Funding Reduction

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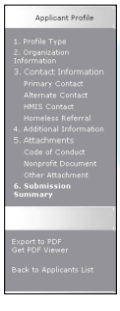
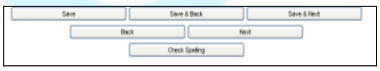
esnaps
Streamlined Submission Application and Grants Management System

Navigating through e-snaps



2 Primary ways to navigate e-snaps

1. Left Navigation Pane
2. Save, Back, Next buttons



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Application Access – 4 Steps

1. Complete Agency Profile/ Applicant
2. Register for 2013 Funding Opportunity
3. Create Projects
4. Access Application through Submissions

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Application Access- Step 1: Complete Agency Profile

- e-snaps is where all HUD applying and reporting happens
- All new users must create a profile
- Keep login and password on file
- Project Applicant Profile Instructional Guide can be found at onecpd.info at: onecpd.info/resource/2958/instructions-for-updating-the-project-applicant-profile

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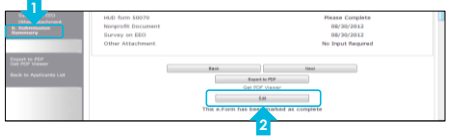
Step 1: Complete Agency Profile/Applicant

- Click on "Applicants" then the orange folder

- Click on "Submission Summary" and select "Edit"



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Step 1: Complete Agency Profile/Applicant

- Check the rest of the Applicant Profile for completeness and accuracy
- Organization Information: should be the same as last year
- Make sure all required documents are attached
  - HUD 2880
  - Lobbying (if agency partakes in lobbying activities)
  - Code of Conduct
  - Drug-Free Workplace HUD 50070
  - Nonprofit Document
  - SF-424 Supplement Survey on EEO

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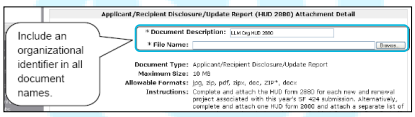
Step 1: Complete Agency Profile/Applicant

- Attachment "Document Description" should contain organizational identifier



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Application Access – Step 2: Funding Opportunity Registration

1. Navigate to the "Funding Opportunity Registrants" Workspace
2. Click on next to "Renewal Project Application FY2013

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Step 2: Funding Opportunity Registration

- Click "Yes"
- Wait for the screen to refresh
- Click "Back" once the screen refreshes and indicates you are registered

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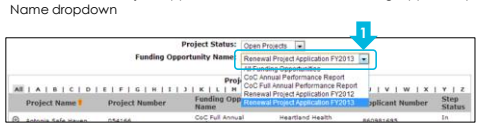
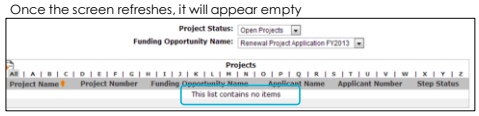
Step 3: Create Projects

- Navigate to the "Projects" workspace
- Select "Renewal Project Application FY2013" from the Funding Opportunity Name dropdown



- Once the screen refreshes, it will appear empty



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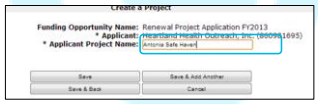
Step 3: Create Projects

- Click on the icon toward the top to add your project
- Enter the project name EXACTLY as it appears on the Grant Inventory Worksheet
- Click "Save & Add Another" if your agency has more than one project. Otherwise, click "Save & Back"



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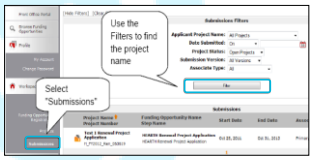
Application Access – Step 4: Submission

- Navigate to the "Submissions" Workspace
- Can utilize the filter OR correct submission
- Search for "Renewal Application FY 2013"



- End date should be **February 3, 2014.**
- Click on to access submission. It's one per project

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Questions and Answer

- Click the "raise hand" button to be called on
- Once called on, you will be unmuted to ask question
- Please ask only 1 question per agency- others can be answered by staff after the webinar

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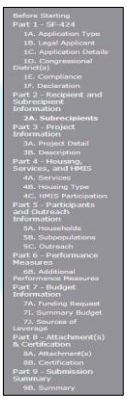
Project Application

- Use navigation bars on the left to jump around through application
- SF-424, then Application- 9 sections
- Some sections may not appear until you select an answer from a dropdown, or check a checkbox



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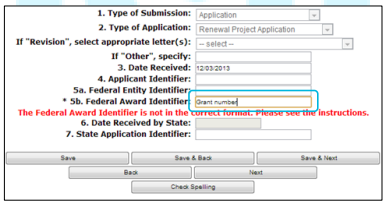
Project Application – Part 1:SF-424

- Verify Fields 1, 2 and 3
- Enter Expiring Grant Number in 5b. This must match the number found in the GIW.



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Project Application – Part 1: SF-424

- Verify information is correct in 1B. Legal Applicant and 1C. Application Details. Please note you CANNOT make changes here.
- Select Congressional Districts for applicant and project
- Complete the proposed project start date and end date. Please note these dates must start in 2014 and end in calendar year 2015

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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"

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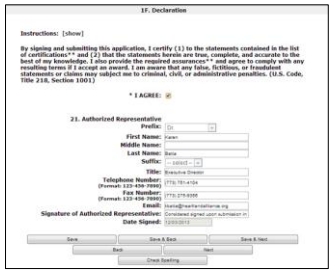
Project Application – Part 1: SF-424

1F. Declaration

- Pulled from the Applicant Profile – cannot make changes here
- Verify accuracy
- Click "I Agree" to move on


1F. Declaration

Instructions: [show]

By signing and submitting this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. 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 218, Section 1001)

* I AGREE:

21. Authorized Representative
Prefix: Dr.
First Name: Karen
Middle Name:
Last Name: Berie
Suffix: -- select --
Title: Executive Director
Telephone Number: (773) 781-4154
(Format: 123-456-7890)
Fax Number: (773) 275-6355
(Format: 123-456-7890)
Email: kberie@realfamiliesinc.org
Signature of Authorized Representative: Considered signed upon submission in
Date Signed: 12/09/2013

Save | Save & Back | Save & Next
Back | Next
Check Spelling

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Project Application –Project Information

- Project Description: Describe the project at full operational capacity and demonstrate how full capacity will be achieved over the grant term you are requesting.
  - Describe need
  - Identify target population
  - Project plan
  - Project outcomes
  - Coordination with other providers
  - Reason why HUD dollars are needed
- Can reference other parts of application to meet character limit
- Make sure it doesn't conflict with other parts of the application

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Project Application - Performance Measures

Part 6 - Performance measures

- Differ by program type
- Requires you to enter:
  - Universe #:the total number of persons about whom the measure is expected to be reported
  - Target #: enter the number of persons for whom this goal is relevant who are expected to reach the goal within the operating year
- Target Percentage will auto calculate
- Income and non-Income Goal for each
- Can enter Additional Performance Measures, not required

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What's new for 2013

- **Cannot** import data from last year (but can copy and paste from last year's PDF)
- Some new or changed questions
- Separation of Match & Leverage
- Program Income **cannot** be used as Match or Leverage

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What's new for 2013

Project Description page changes based on program type (TH, PH, SH, SSO)

- Select "Yes" to questions regarding CoC Coordinated Assessment System
- Select "Yes" or "No" to specific population focus.
  - If yes, please select specific population focus

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Part 7: Funding Requests

Must keep the same budget amounts as those submitted on the GIW

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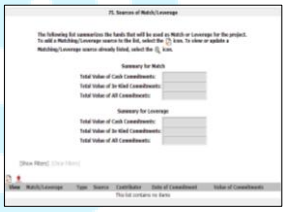
Part 7: Funding Requests

7I. Sources of Match/Leverage

- Match and Leverage are separate items and must be submitted
- For additional information on Match and Leverage, please review the Match and Leverage webinar available on www.thechicagoalliance.org, under "Archives"



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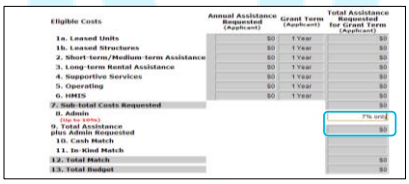
Part 7: Funding Requests

7J. Summary Budget

- All items are pre-populated from previous information entered
- Admin costs must be 7% or less



Eligible Costs	Annual Assistance Requested (Applicant)	Grant Term (Applicant)	Total Assistance Requested for Grant Term (Applicant)
1a. Leased Units	$0	1 Year	$0
1b. Leased Structures	$0	1 Year	$0
2. Short-term/Medium-term Assistance	$0	1 Year	$0
3. Long-term Rental Assistance	$0	1 Year	$0
4. Supportive Services	$0	1 Year	$0
5. Operating	$0	1 Year	$0
6. HMIS	$0	1 Year	$0
7. Sub-total Costs Requested			$0
8. Admin (7% max)			7% only
9. Total Assistance plus Admin Requested			$0
10. Cash Match			
11. In-Kind Match			
12. Total Match			$0
13. Total Budget			$0

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Part 8: Attachments & Certification

- 8A. Attachments should not be applicable for most projects, unless you have subrecipients
- 8B. Certification – must certify that the program will comply with applicable laws outlined in the NOFA
  - Make sure to click the box

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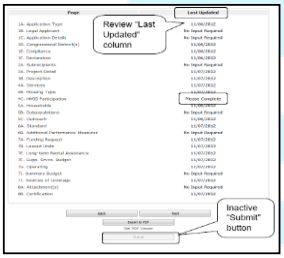
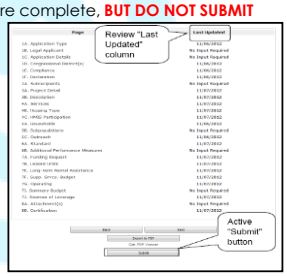
Part 9: Submission Summary

- View to make sure all areas are complete, **BUT DO NOT SUBMIT**





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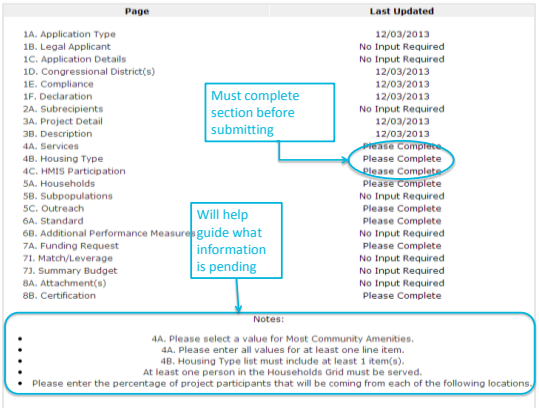
Part 9: Submission Summary

- View to make sure all areas are complete, **BUT DO NOT SUBMIT**
- **"Please Complete"** items will appear if a question(s) was not answered
  - You must answer these questions prior to submission
- "**Notes"** section will explain what you need to complete.
  - You may also click on the item in the **"Notes"** section to link you to the particular item



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Steps to Submit to Alliance

1. Complete Applicant Profile and Project Application(s). **DO NOT SUBMIT IN E-SNAPS**
2. Download Alliance review checklist and use it to review the Applicant Profile and Project Application(s).
3. Email a PDF copy of the Applicant Profile and Project Application(s) to Alliance staff. **PLEASE DO NOT SUBMIT IN E-SNAPS BEFORE THE ALLIANCE REVIEWS A PDF COPY.**
4. **PDF copy is due by December 20, 2013.**
5. Alliance will give feedback to agency for each project within 3 business days
6. Agency will be required to make changes per Alliance feedback
7. Agency will then submit in e-snaps and notify Alliance staff. **DUE BY DECEMBER 27, 2013**

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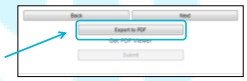
Steps to Submit to Alliance

Use the "Export to PDF" button, to save a copy of your submission. This should be emailed to Alliance staff.



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Thank You

If you have additional questions, please email them to CoCPrograms@allchicago.org

2013 U.S. Department of Housing and Urban Development: Notice of Funding Availability

Long Term Rental Assistance
Renewal Application Process

2013 Long Term Rental Assistance Renewal Application Process

- Review of 2013 renewal process
  - Sponsor submissions
    - Mock excel application template
  - Certifications
    - Cover Letter
    - Match Form
    - Non-Profit Status (new or updates only)

2013 Long Term Rental Assistance Renewal Application Process

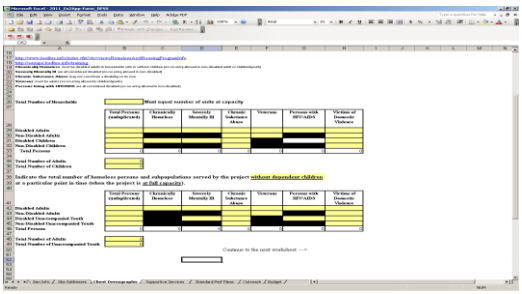
- General instructions
  - See each worksheet tab
  - Complete all of yellow shaded cells
  - Drop down lists
- Submission
  - Mail, email, or fax

2013 Long Term Rental Assistance Renewal Application Process

- Updated application for 2013
  - Cover Letter
  - Excel Application Template
    - Federal Funding Questions
    - Site Information (all agencies)
      - New Questions
    - Client Demographics
    - Match and Leverage
  - Match Certification

family &support services

2013 Long Term Rental Assistance Renewal Application Process



2013 Long Term Rental Assistance Renewal Application Process

For application materials, please contact:

Adriana Camarda
Chicago Dept. of Family & Support Services
Homeless Division
1615 West Chicago Avenue, 3rd Floor
Chicago, IL 60622

312-746-6685 Fax 312-741-1176

adriana.camarda@cityofchicago.org

family &support services

2013 Long Term Rental Assistance
Renewal Application Process

Completed Shelter Plus Care renewal application submissions are due via email, fax or mail to DFSS no later than:

5p.m. Friday, December 20, 2013

Deadlines

- **December 20** – Project Application Drafts Due
- **December 27** – Project Application Final Due

The timeline is tight due to HUD requirements.

NO deadline extensions can be granted.

Thank You

If you have additional questions, please email them to CoCPrograms@allchicago.org