CoC NOFO Frequently Asked Questions

Q. Page 6 of the application states:
After applications are ranked and scored by the NCG Review Committee, RENEWAL PROJECT APPLICANTS must submit their updated project applications directly to HUD through eSnaps by 5:00 pm EST, Wednesday, September 21, 2022. This date is subject to change based on HUD's published NOFO.

However, page 9 of the application states:
September 26, 2022 Estimated Due Date for CoC Program Competition Project Applications Submitted on eSnaps DEADLINE DATE CoC RENEWAL PROJECT APPLICANTS

Which is the correct due date?

A. We have updated the website and it is now listed.

Q.I tried putting in the first project information and it won't let me save, because it's stating that my password isn't set up for this RFP.

A. Resolve the challenge by refreshing the application page and inputting the NOFO Invitation Code.

Steps
- Refresh the application page
- Input the NOFO Invitation Code

Q. Are we expected to request level funding for the next year?

A. The number should match the most recent GIW.

Q. Where can I find the NOFO Invitation Code? I looked in the Guide and can't locate it. I also don't see where in SAMIS I'm putting the NOFO Invitation Code

A. Please see the screenshot below as well as the steps needed to input the NOFO Invitation Code into SAMIS. The NOFO Invitation Code is located in the SAMIS Access Guide on the last page.

Steps
- Refresh the application page
- Input the NOFO Invitation Code

Proposals

NOFO Invitation Code is required

NOFO Invitation Code *

Federal ID *

Q. Are we expected to request level funding (this year's funding) for the next year?

A. You can only apply for the same amount of money as last year, plus any increases that HUD provided. This is only if there is not reallocation money available or unless you are submitting an expansion proposal

Q. If we use the current contract numbers, can we edit the line item totals?

A. Do you mean if you use the same contract dollar amounts are you allowed to edit the line items? If that is the case, you can move it as long as 80% is for housing/rental/leasing and the other 20% can be for admin or support.

Q. Are MOUs required for the application, and if so, where do we upload them?

A. We hope that all of the projects assist with MOU's on behalf of the CoC. The MOU must be on original letterhead and outline what they will do, the commitment period and then it gets sent to us. It is not part of your original application so it does not need to be uploaded. You do need to upload Match documents however.

Q. Where do I find the updated Federal Award Identifier Number?

A. To locate a FAIN number:
Go to the USA Spending Website & then go to Award Search
Select Award Type – for best results select all options
Select Fiscal Year(s)
Narrow Down Results (optional). We have had success by using the following options:
Select Department of Housing and Urban Development as the Awarding Agency
Enter Recipient Name
Click on Submit

Q. Do we need to anything with or provide you with for #7 in the eSnaps application regarding the Consolidated Plan? Our application still has the one from last year. Should I leave it there or remove it.

A. We will provide you with an updated one as soon as they are signed and returned to us.

Q. On the CoC Scoring Tool, currently it reads that the bonus points and tie breaker points count towards your maximum score. In this case, they would not then be bonus points. Shouldn't the maximum points available not include the bonus points or the tie breaker when calculating the percentage of points received for scoring?

A. We are going to change it to maximum amount of points earned would be the regular scoring section, then an opportunity for bonus points, and then an opportunity for tiebreaker points if it comes down to it. That is what we will use when calculating the percentage received for scoring.

Q. We would also like to know how "innovative" is being scored for the tie breaker question.

A. If the situation occurs that two projects are tied, we will give the review panel the opportunity to engage in a discussion about the projects that are tied and begin a discussion on who has the more innovative project and why. Once that discussion occurs between them, they can determine who has the most innovative project of the two.

Q. In the Match requirement in SAMIS, it contains the following language:

Click HERE [pbcc.samis.io] to download the CoC Match Documentation Form Template. The Applicant may substitute match documents on the organization's letterhead providing the match for the Match Documentation Form. Please upload with support documents once you have completed the form.

Can you please explain what "upload with support documents once you have completed the form" means? Am I correct that we have to download the CoC Match Documentation Form Template, complete it on agency letterhead, and upload it into SAMIS? If there is an additional need to submit "support documents" along with the Form Template, what are the support documents needed? For example, our agency is going to be using a cash match with private fundraising dollars. Is the support document the letter from our CEO stating that we will use private fundraising to cover the match?

A. Some organizations might need to attach a grant award letter or board approval in minutes or something along those lines as supporting documentation.

Q. Is there a new Certification of Consistency with Consolidated Plan Document Package that you would like us to upload with our Esnaps renewal applications prior to submission, or should we submit with the last Certification of Consistency with Consolidated Plan document, which is from 2019? We submitted the old one last year and it didn't appear to be a problem, however I do not want to be penalized on the local renewal scoring application for not updating this form if there is a new version available.

A. Please upload the last one (FY21) as a placeholder. Unfortunately, I cannot complete the current one until we have a full roster of projects.

Q. In the priority population section, it says Chronically Homeless Individuals...or Families. But as per HUD, PSH serving families are required to dedicate the units to chronically homeless families, so I think the option should be "Chronically Homeless Families". I am going to check off the Families field, but I think the reviewers should understand that all

family PSH projects subject to renewal dedicate their units to the chronically homeless population.

A. The priorities that have been approved by the HHA Governance Board have Chronically Homeless Individuals as the top priority. There is no category for Chronically Homeless Families. The category of families matches the data in the PIT count which establishes priority.

Q. On the Match form, what does it mean when it says: ***for renewals, this date must be within your 2022-2023 operating year? For example, if we are pledging match to cover a grant term of 10/1/2023 - 9/30/2024, wouldn't the date that we make the funds available be 10/1/2023? If so, that is outside of the 6/30/2023 end date of our 2022-2023 operating year. Same thing for our OHR III Project. The start date is 2/1/2024....why would we have to make the funds available by 6/30/2023 if they aren't going to be used in that fiscal year? Typically, we make the funds available on the date the project starts because we use the funding during the HUD contract year.

A. Yes, the funds should be made available on the date the project starts.

Q. Is the Application Profile in ESnaps supposed to be combined with each Renewal Application per grant and uploaded into SAMIS as one PDF file or do we not submit the Application Profile from ESnaps?

A. The Application profile should be combined with each renewal application for each grant and uploaded into SAMIS as one PDF file.

Q. I've reviewed the guidelines from the original guidelines and Amendment 2 and can't locate what changes were made. In previous years, the changes were listed on the website. Can you please tell me what changes were made to the guidelines between the original guideline and Amendment 2?

A. Please see the blue arrow below under General Resources. This is where you would find the changes that were made.

Q. I see the threshold document in the NOFO but I do not see a place to submit it in SAMIS. Can you please confirm where I should upload this document?

A. This has been fixed and a spot has been made available to upload.

Q. If I already exported the esnaps application with the 2019 version and uploaded them into SAMIS, can I just submit in SAMIS with the 2019 one and then use the 2021 one you've provided when I do my esnaps submissions later this month? Or do I have to upload into SAMIS, export new versions, and re-upload them into SAMIS?

A. No, please don't worry about it. No matter what version is uploaded it will not be correct. I don't want you to make any additional work for yourself.

Q. First, I wanted to mention that if you click on the link in the NOFO Amendment 2, it populates the email with the pbc-cocnofo@pbcgov.org email address rather than the one listed in the NOFO – csd-cocnofo@pbcgov.org. So, I am sending to both—just in case.

A. Thanks for bringing this to our attention. We were able to access this email as well to address those questions that went to this email. The link did not match what was listed. This has been corrected in Amendment 3.

Q. I tried to pull down the match documentation form from SAMIS this afternoon, and no attachments popped up. I was able to pull down all of the other attachments.

A. This has been resolved and you should have no problem accessing this form.

Q. I believe that the youth programs are not being ranked/scored in the review process since they are non-competitive. I may have missed the instructions specific to this, but do we need to upload a SAMIS application for the YHDP programs or just submit in e-snaps?

A. You are to submit YHDP projects in SAMIS, so please include the CoC monitoring results for those programs individually.

Q. Last year, the project budget component (#10) was eliminated in the local competition so I don't think we ever resolved what time frame you wanted the project budget in. We received our grant contracts for SAFE and Connecting Youth to Opportunities recently but have not received CYTO2 or Youth Establishing Stability so our project budgets might not reflect the increase that has been allotted for the HUD FY21 year. Is that OK?

A. I have not heard as of now that #10 will be eliminated. I have understood that we should be using the information in the GIW for project budgets. Would that work across the board for the AAF projects?

Q. Question #12 asks for us to upload the agency's most recent HUD monitoring report. While two of our projects were recently monitored by HUD, we haven't received a report. I am assuming it's OK to upload our most recently received CoC monitoring report in lieu of HUD. Is that correct? (The most recently received CoC monitoring report we have received is from the monitoring conducted June 1-5, 2020.)

A. Since you have not received the most recent monitoring report, please use the last one that you received.

Q. We did receive a monitoring report from Jean-Marie in December 2021 for the September 2021 monitoring of our two youth programs (YHDP). If we are to submit youth applications in SAMIS, should we include both the CoC monitoring results mentioned above or just the YHDP results from the monitoring conducted in September 2021? I am still not clear if we are supposed to submit an application through SAMIS for our two youth programs.

A. Please include the latest monitoring reports with your application. Please upload your YHDP applications in SAMIS even though they are non-competitive.

Q. Should we submit all of our applications in esnaps to PBC by tomorrow as well? As I understand it, we need to hit submit on esnaps, PBC reviews the esnaps applications, PBC returns to the agencies to make any corrections (and probably to add the updated Certification of Consistency with the Consolidated Plan forms, and then we hit a final submit to HUD.

A. Yes, that is exactly what happens.