

**Alameda County Continuum of Care (CoC)  
2023 NOFO Application Process**

**Frequently Asked Questions- #2  
Posted August 11, 2023**

**Local Application Questions**

**1. Question: To apply for a new CoC-funded housing project, do we need to currently have housing to offer to clients?**

Answer: No, you do not need to currently be offering housing, but any application you submit for a new CoC-funded project must request funding for an eligible project type, which must be either Permanent Supportive Housing (PSH), Rapid Rehousing (RRH) or Joint Transitional Housing/Rapid Rehousing (TH/RRH).

**2. Question: Does the required 25% match have to be for identical services under HUD's definition?**

Answer: You must provide a match equivalent to 25% of the HUD funding requested (minus leasing costs). The match must provide funding for HUD-eligible costs.

**3. Question: For a new development project, what is the local threshold criteria relating to timeliness?**

Answer: For the local application process, only the second sentence on the threshold requirement applies to new housing projects (meaning new construction or acquisition/rehab). The requirement is to secure *proof of site control, match, environmental review, and the documentation of financial feasibility within 12 months of the award.* Note that the HUD NOFO (page 116) and the CoC Interim Rule (24 CFR 578.85) impose additional requirements relating to timeliness.

**4. Question: Can a new project application request multi-year funding?**

Answer: Yes, the NOFO allows for requests of more than one year. However, applicants are strongly encouraged to request a single year of funding to maximize the annual grant amount.

**5. Question: Can an existing grantee request additional funds for their project by submitting a new project request? Is there any other way to increase funding for an existing project?**

Answer:

- Current recipients of CoC funding are limited to requesting the same total grant amount that is listed on the Grant Inventory Worksheet (GIW), so there is no way to build in an increase through the renewal process. Applicants may move funding between Budget Line Items through the renewal process, provided these changes are of 10% or less of any given line item.
- Current CoC grantees may apply for funding for a new project to expand an existing project. The expansion project must be of the same component and must expand “units, beds, persons served, or services provided to existing program participants.” (See NOFO, page 49-50). If the expansion is awarded, HUD will merge the two grants together.

**6. Question: On Tab A (Cover Sheet) for the renewal application, are the fields for (1) “Type of Site and Site Control,” (2) Number of CoC Funded Units, and (3) Total Number of Units applicable for Coordinated Entry or HMIS projects?**

Answer: Those fields are not applicable for CE and HMIS projects. You can enter “not applicable” in those cells. Note that none of the questions on Tab A are scored.

**7. Question: On the Renewal Project Application, Tab D, there is a question about whether there is a former or current participant on the Board of Directors or Advisory Board. Can an applicant respond "yes" if there is a Board member who has lived experience of homelessness including similar experiences to participants, but they did not receive services directly from the agency?**

Answer: Since this section is generally asking about involving people with lived experience of homelessness, it would be acceptable to say “yes” if you have someone on your board who has lived experience of homelessness like that of program participants.

**8. Question: We are developing a new project application for a housing project that includes two separate sites. Can we submit just one new project application or should we do one for each site?**

Answer: If the two sites are operating as a single program and both fit the same HUD program type (PSH, RRH or TH/RRH), then you would just submit one new project application. A single CoC grant can cover multiple sites.

#### **E-SNAPs Questions**

**9. Question: Should the numbers of participants on Screens 5A and 5B match the current number of participants in the project? And how can we unlock those cells so that they can be edited?**

Answer:

- Screens 5A and 5B on the HUD Project Application should reflect the number of participants you are funded to serve and will generally match whatever you submitted last year. It is not asking for a point in time count of the current project participants. You would only show a lower number than the grant was originally awarded for if your grant was reduced (e.g., due to reallocation of funds) or you have made some other grant amendment to reduce the number of units/beds and participants.
- To unlock any screen on the Renewal Project Application, navigate to the Submission Without Changes screen using the grey bar on the left side of the screen. You can then select any screen that you want to edit. When you import your prior year project in e-snaps it defaults to “submit without changes” and most of the screens are locked. You must manually unlock any screen you want to edit.

**10. Question: We are completing the New Project Application in e-snaps. For the Funding Opportunity Registration step which option should we select?**

Answer: You should pick New Project Application FY2023.

**11. Question: For renewal applicants, what are the pros and cons of shifting funding into the new VAWA-related Budget Line Items (BLIs)?**

Answer: This year HUD is allowing renewal and new applicants to request funding to cover the costs of complying with VAWA (e.g., the cost of providing emergency transfers for eligible participants). Renewal applicants should be aware that HUD is not offering any new resources for these activities. Instead, applicants may shift funds from another BLI to the new VAWA BLI if they choose to (it is not required). This shift might be made in the situation where an applicant has an excess of funding in a particular line item (e.g., has more funding for supportive services or program operations than is needed) and needs funding to cover VAWA related costs. Note that HUD has not issued detailed guidance on this topic and has not yet held their usual NOFO webinar and Q&A session. We will update this FAQ as more information becomes available.