

Special NOFO to Address Unsheltered and Rural Homelessness Mandatory Application Training

Kansas Statewide Homeless Coalition
CoC Collaborative Applicant

Hello!

I'm Shanae Eggert

All material from this training is available to download at www.kshomeless.com/special-nofo

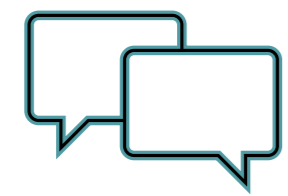


Kansas Statewide

Homeless Coalition

CoC Collaborative Applicant

Housekeeping



Please introduce yourself in the chat box

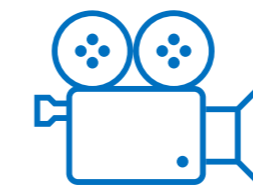
(Name, organization and pronouns)



I will pause during this training to answer questions in the chat.



Keep your audio muted unless speaking



Recording today's presentation



Submit questions in chat box



Several topics to cover, limited time together.

The information provided in this training does not contain the full details of the

Special NOFO Detailed Instructions or ESNAPS Navigational Guides.

Continuum of Care

What is a Continuum of Care (CoC)?

A regional or local planning body that manages the CoC funded housing and services provided to the homeless community in their area.

“A community plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximize self sufficiency. It includes action steps to end homelessness and prevent a return to homelessness.”

The **KS BoS CoC** consists of every county in KS except Sedgwick, Shawnee, Johnson and Wyandotte.

Purpose of a CoC:

Develop a long-term strategic plan and manage year-round planning efforts

Promote a more structured and strategic approach to housing and services for people experiencing homelessness

Improve administrative efficiency and enhance response coordination and effectiveness

Prepare an application for McKinney Vento Homeless Assistance competitive grants

CoC Special NOFO

Two Funding Opportunities

Rural Set Aside**\$6,005,340**

- The KS BoS CoC is the only CoC eligible to apply for this in Kansas.
- Projects may only serve the geographic area considered “rural” by HUD. Can serve in every county except Butler, Doniphan, Douglas, Harvey, Johnson, Kingman, Leavenworth, Miami, Pottawatomie, Riley, Sedgwick, Shawnee, Sumner, and Wyandotte.

Unsheltered Set Aside**\$5,328,385**

- May serve any geographic area of the KS BoS CoC.
- Must focus on reducing those experiencing unsheltered homelessness.

Special NOFO Consolidated Application

The Collaborative Applicant (KSHC) is responsible for submitted the CoC Consolidated Application.

The CoC Consolidated Application includes:

- 1. CoC Application:** The Collaborative Applicant must provide information about the CoC planning body, governance structure, overall performance, the strategic planning process, and their CoCs Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs.
- 2. Project Application(s):** All project applications are completed by project applicants. They must have the following:
 - a) Population(s) to be served
 - b) Type of housing and services to be provided.
 - c) Budget

Special NOFO Consolidated Application

3. Priority Listing Forms:

- a. Unsheltered Homelessness Set Aside Priority Listing
- b. Rural Set Aside Priority Listing
- c. CoC Planning

Each project application is reviewed, approved and assigned a priority rank number or it is rejected.

Updates

Rural Set Aside

1. HMIS
2. CES

Unsheltered Set Aside

1. CoC Planning
2. HMIS
3. CES

Updates

Leveraging Housing Resources

Formal Commitment Documentation Required

2 Points – You will utilize housing subsidies or subsidized housing units not funded through the CoC or ESG program (Housing Choice Vouchers, HOME-ARP, HOPWA) for 50% or more of the units in the project.

1 Point – You will utilize housing subsidies or subsidized housing units not funded through the CoC or ESG program (Housing Choice Vouchers, HOME-ARP, HOPWA) for less than 50% of the units in the project.

0 Points – You will not be utilizing any housing subsidies or subsidized housing units.

Leveraging Healthcare Resources

Formal Commitment Documentation Required

2 Points – You will partner with a health insurance provider or organizations that provide healthcare services to the program participants AND the amount provided is equivalent to 50% of the funding being requested.

1 Point – You will partner with a health insurance provider or organizations that provide healthcare services to the program participants AND the amount provided is less than 50% of the funding being requested.

0 Points – You will not be partnership with a health insurance provider or organization to provide healthcare services.

Updates

Street Outreach

2 Points – You are a street outreach program or have an official partnership with a street outreach program. Formal Commitment Documentation Required

1 Points – You have an unofficial partnership with a street outreach program.

0 Points – You will not be providing or partnering with a street outreach program.

Involving Individuals with Lived Experience

Letter of Commitment Required

1 Point – The program will commit to hiring a person with lived experience, engage those with lived homelessness in a work/advising group OR have a person with lived experienced involved in decision making.

0 Point – The program will not involve anyone with lived experience in the program.

Updates

Confirmation Form Sent Out Today

All applicants must fill it out and confirm changes.

E-SNAPS

<https://esnaps.hud.gov>

E-SNAPS is the application and grants management system for HUD's Continuum of Care (CoC) Program. This system supports the CoC Consolidated Application – CoC Application, CoC Priority Listing, and project applications for the CoC Program Competition. It also supports the Technical Submission process for project applications conditionally selected for award.

The **e-snaps** system is to be used by authorized persons only. If you are an authorized user, please log in by entering a valid username and password.

System of Use Notification

This system is the property of the U.S. Department of Housing and Urban Development. Misuse or unauthorized access to this system may be subject to the provisions of the U.S. Federal Criminal Code (18 USC 1030. Fraud and Related Activity with Computers). Access to the HUD network and resources requires the use of an authorized HUD user account number and password. This information is sensitive and must never be shared with anyone at any time. Doing so increases the risk of access by an unauthorized person posing as you. Authorized personnel will also treat information about HUD resources (i.e., system names, technologies employed, etc.) as sensitive and will not reveal it to unauthorized personnel.

Special NOFO: Create a User Profile

Go to the e-snaps login page at:
<https://esnaps.hud.gov/>

Step 1

On the "Welcome to e-snaps" screen, select "Create Profile" from the left menu bar.

Step 2

On the "User Account" screen, complete the fields: enter your contact information, create your username and password, and create a confirmation question and answer.

Step 3

Select the "Save" button.

Step 4

Log out.

Front Office

Front Office Portal

Username:

Password:

Login

Forgot your password?

Create Profile

Contact Us

Welcome to e-snaps

Welcome to **e-snaps**! **E-snaps** is the application and Program. It supports the collaborative application process.

The **e-snaps** system is to be used by authorized personnel using their user name and password. If you have any difficulty with the system, please use the Links on the left menu to navigate through the system. For more information, please contact the HUD Front Office.

Select "Create Profile"

The information collection requirements contained in the Budget (OMB) for review under the Paperwork Reduction Act of 1995. This information, and you are not required to complete this information.

Information is submitted in accordance with the regulations used to rate applications, determine eligibility, and estimate the amount of assistance.

User Account

* First Name:

Middle Name:

* Last Name:

* Email:

* Email Confirm:

* Default Application Language:

* User Name:

User Name should be larger than 2 characters and smaller than 51 characters

* Password:

* Confirm Password:

Password should be larger than 9 characters and smaller than 16 characters

* Personal Confirmation Question:

* Personal Confirmation Answer:

Save

This section should be completed by the Authorized Representative.

Special NOFO: Create a New Applicant Profile

Go to the e-snaps login page at:
<https://esnaps.hud.gov/>

Step 1

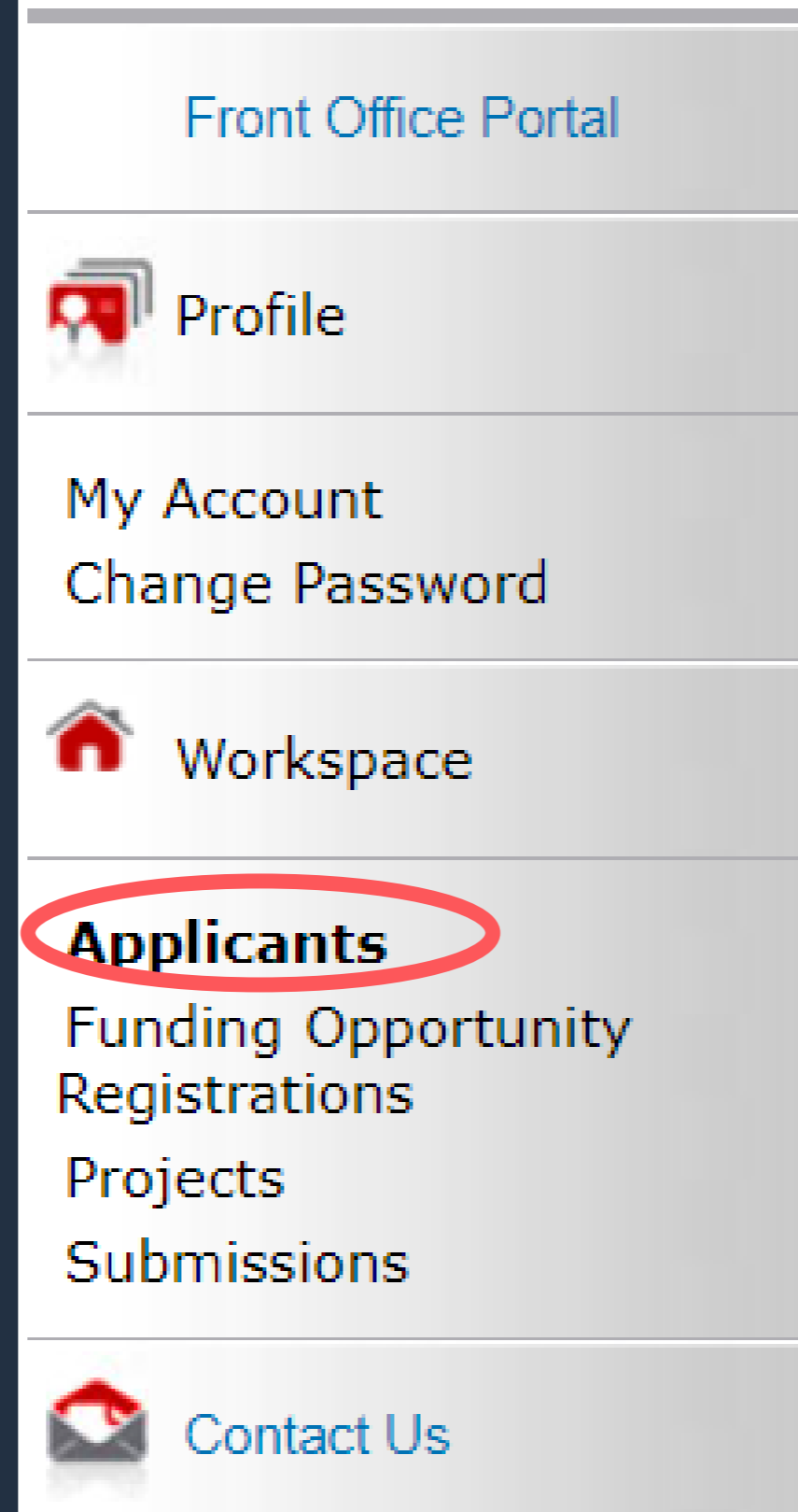
Click on the Applicants option on the Front Office Portal Menu.

Step 2

For Organizations that have previously submitted an application before. Your organization Applicant Profile should be listed AND you do not need to make a new Profile. You should ensure that it is updated as the information provided will be automatically added to your program applications.

Step 3

If you have never submitted an application before, click on the Plus Sign.



Front Office Portal

- Profile
- My Account
Change Password
- Workspace
- Applicants**
Funding Opportunity Registrations
Projects
Submissions
- Contact Us

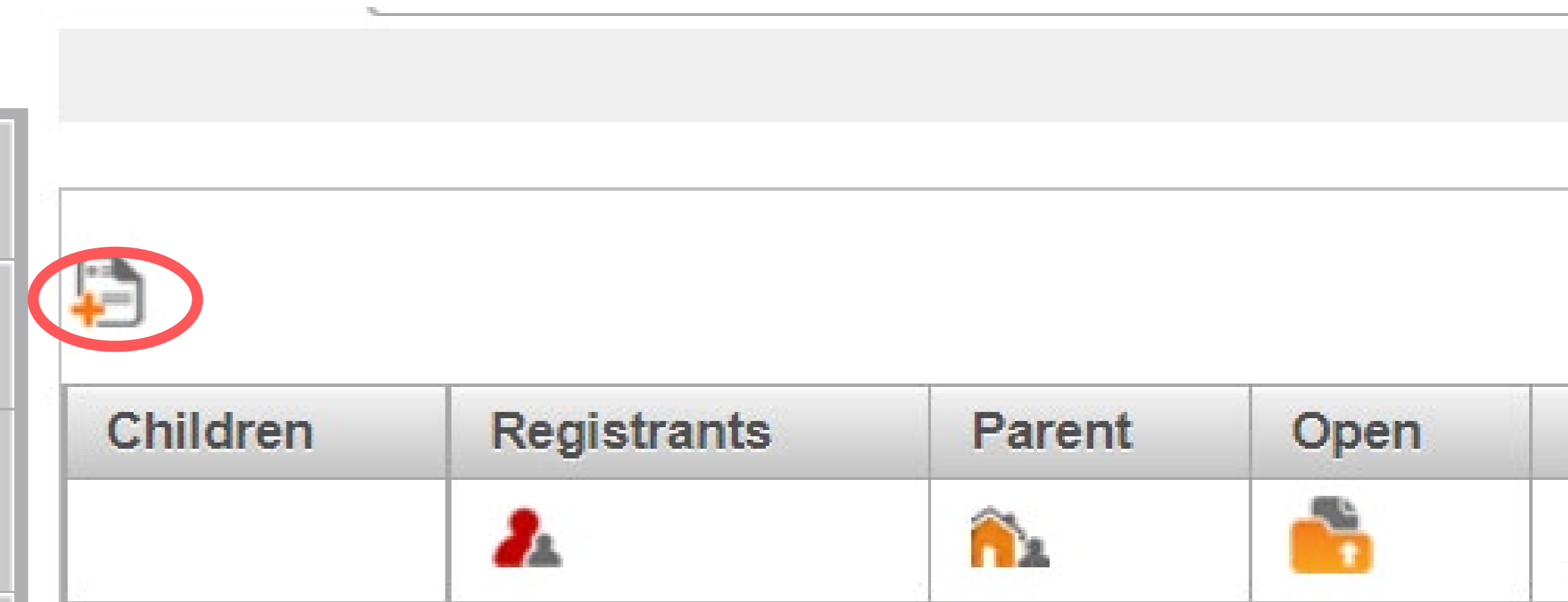





Table with 4 columns: Children, Registrants, Parent, Open. The Registrants column contains a red plus sign icon. The Open column contains a yellow folder icon.

Children	Registrants	Parent	Open
			

Special NOFO: Create a New Applicant Profile

Step 1

For Applicant Type, select
Organization.

Step 2

For Applicant Name and Number,
enter the Name of the Organization
and enter their DUNS number.

Step 3

Select the "Save & Back" button.

Applicant Details

OR **Always select "Organization"** This grant application is for a new Applicant, and click Save & Next to continue.

* **Applicant Type:** -- select --
-- select --
Individual
Organization

Save Save & Add Another

Save & Back Back to Applicants List

Applicant Details

Applicant, if this grant application is for a new Applicant, and click Save & Next to continue.

Name of the organization * **Applicant Type:** Organization ▾

* **Applicant Name:**

DUNS Number * **Applicant Number:**

Value is required.

Save Save & Add Another

Save & Back Back to Applicants List

Special NOFO: Adding and Deleting Registrants

Step 1

Add other staff that will assist in your application by clicking on the Registrants icon.

Step 2

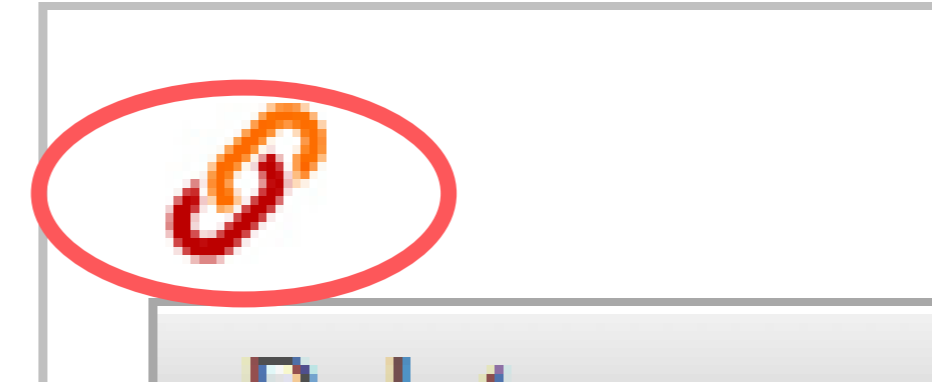
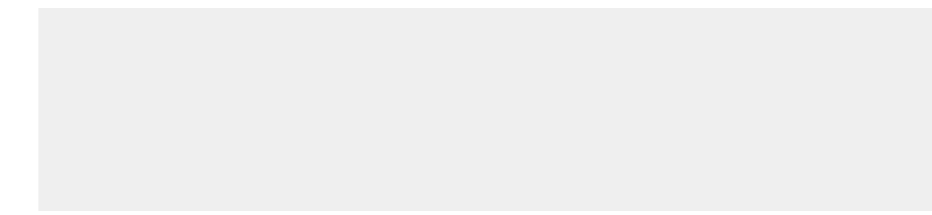
Click on the "Link" icon.

Step 3

Enter the Username and Email Address (the individual profiles for each person should be made prior to this step).



Children	Registrants	Parent	Open
			



Add a Registrant

* User Name:

* Email Address:

* Group: Administrator

Add Registrant

Back to List

Special NOFO: Creating and Updating Profile

Step 1

All Applicants should ensure that the Profile information is either added for the first time or updated for the current year.

Step 2

Click on the “Open” icon.

Step 3

Fill out all required elements for new applicants. For applicants that have completed this before, review all the elements to ensure that everything is correct.

Step 4

Click on the Submission Summary Page to jump to the end to ensure that you have completed all required elements. Click on the Edit button and select the “Complete” button when everything is correct.

Applicants			
Children	Registrants	Parent	Open
			Applicant Name
			Applicant Number
			Test Organization 2
			030700000

Access
Applicant Profile

Applicant Profile
1. Profile Type
2. Organization Information
3. Contact Information
Authorized Representative
Alternate Contact
4. Additional Information
5. Forms & Attachments
HUD Form 2880
Code of Conduct
Nonprofit Document
Survey on EEO
Other Attachment
6. Submission Summary
Export to PDF
Get PDF Viewer
Back to Applicants List

6. Submission Summary			
Complete	Page	Last Updated	Mandatory
✓	1. Profile Type	06/01/2022	Yes
✓	2. Organization Information	06/01/2022	Yes
--	3. Contact Information	No Input Required	No
✓	Authorized Representative	06/01/2022	Yes
✓	Alternate Contact	06/01/2022	Yes
✓	4. Additional Information	06/01/2022	Yes
--	5. Forms & Attachments	No Input Required	No
✓	HUD Form 2880	06/01/2022	Yes
✓	Code of Conduct	06/01/2022	Yes
✓	Nonprofit Document	06/01/2022	Yes
✓	Survey on EEO	06/01/2022	Yes
--	Other Attachment	No Input Required	No

Back Next

Export to PDF

Get PDF Viewer

Edit

This e-Form has been marked as complete

Special NOFO: Creating and Updating Profile

Tips:

Applicant Profile Type: Project Applicant

Authorized Representative is the person who will officially be submitting the form and signing the contract with HUD on behalf of the organization.

Congressional Districts COULD be KS-001, KS-002, KS-003, KS-004.

Applicant Profile

1. Profile Type
2. Organization Information
3. Contact Information
Authorized Representative
Alternate Contact
4. Additional Information
5. Forms & Attachments
HUD Form 2880
Code of Conduct
Nonprofit Document
Survey on EEO
Other Attachment

6. Submission Summary

Export to PDF
Get PDF Viewer

Back to Applicants List

Profile type

- Employer/tax ID (nonprofit documentation)
- DUNS number

Contact info

- Authorized representative
- Alternative contact

Additional info

- Congressional Districts
- Code of Conduct **upload**

HUD form 2880 : [how to complete the HUD 2880](#)

Survey Ensuring Equal Opportunities **upload**

- If previous copy is here from past applications, must be deleted

Submission summary: select "complete"

Special NOFO: Register for Funding Opportunity

Step 1

Click on Funding Opportunity Registrations

Step 2

Click on the "Register" icon for the appropriate funding Opportunity.

Step 3

Each Program will need to have their own Project Application.

Step 4

Select "Yes" to register.

The screen should say that it is Registered and then click on the "Back" button.

Front Office Portal

Profile

My Account
Change Password

Workspace

Applicants

Funding Opportunity Registrations



Projects

Submissions

Contact Us

Applicant: Kansas Statewide Homeless Coalition, Inc (140238473)

Funding Opportunity Registrations

Register	View	Funding Opportunity Name ↑
		Rural Set Aside Project Application FY2022
		Unsheltered Homelessness Set Aside Project Application FY2022

Applicant: Project Applicant A (030700000)

Funding Opportunity Details

Funding Opportunity Name: Renewal Project Application FY2018

Start Date: Sep 16, 2014

End Date: Jan 1, 2021

Funding Opportunity Registration

Project Applicant A (030700000) has been registered.

Back

Special NOFO: Create the Project

Step 1

Click on the Projects on the Front Office Portal

Step 2

Filter the "Funding Opportunity Name" to the corresponding Set Aside.


Step 3

Each Program will need to have their own Project Application.


Step 4

The screen should say that it is Registered and then click on the "Back" button.

Front Office Portal

 Profile

My Account
Change Password

 Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Applicant:

Projects

Project Status:

Funding Opportunity Name:



Edit

Project Name ↑

Project Number

Funding Opportunity Name

Applicant Name

No records found.



Special NOFO: Create the Project

Step 3
Add the Project Name

Step 4
Click on Save & Back

Create a Project

Funding Opportunity Name: Rural Set Aside Project Application FY2022

* Applicant: Kansas Statewide Homeless Coalition, Inc (140238473)

* Applicant Project Name:

Save

Save & Add Another

Save & Back

Cancel

Special NOFO: Access the Project App


Step 1

If needed, filter the Applicant Project Name to find the project application that you just created.


Step 2

Click on the Action Icon

Front Office Portal

 Profile

My Account
Change Password

 Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Submissions

[\[Hide Filters\]](#) [\[Clear Filters\]](#)


Applicant Project Name:

Date Submitted:

Project Status:

Submission Version:

Associate Type:

Actions	Project Name ↑ Project Number	Funding Opportunity Name Step Name	Start Date	End Date
	Coordinated Entry Expansion 193135	Unsheltered Homelessness Set Aside Project Application FY2022 Unsheltered Homelessness Set Aside Project Application FY2022	Sep 16, 2020	Oct 20, 2022

Special NOFO: Project Application

DOWNLOAD

(www.kshomeless.com/special-nofo)

New Project Applicant Detailed Instructions

Page 7 to Page 15

A lot of these sections are automatically pulled from the registration and the information from the Applicant Profile.

Unsheltered Homelessness
Set Aside Project
Application FY2022

Applicant Name:
Kansas Statewide
Homeless Coalition, Inc
Applicant Number:
140238473
Project Name:
Coordinated Entry
Expansion
Project Number:
193135

Unsheltered
Homelessness Set Aside
Project Application
FY2022

FY2021 New Detailed
Instructions

Before Starting
Part 1 - Forms
1A. SF-424 Application
Type
1B. SF-424 Legal
Applicant
1C. SF-424 Application
Details
1D. SF-424
Congressional District(s)
1E. SF-424 Compliance
1F. SF-424 Declaration
1G. HUD 2880
1H. HUD 50070
1I. Cert. Lobbying
1J. SF-LLL
IK. SF-424B
1L. SF-424D
8B. Summary

[View Applicant Profile](#)

Export to PDF
Get PDF Viewer

[Back to Submissions List](#)

Special NOFO Project Application

Screen Title	New Project Types					
	PH- PSH	PH- RRH	Joint TH & PH-RRH	SSO- CE	SSO- non CE	HMIS
Before Starting	X	X	X	X	X	X
Part 1 – Forms and Certification						
1A. SF-424 Application Type	X	X	X	X	X	X
1B. SF-424 Legal Applicant	X	X	X	X	X	X
1C. SF-424 Application Details	X	X	X	X	X	X
1D. SF-424 Congressional District(s)	X	X	X	X	X	X
1E. SF-424 Compliance	X	X	X	X	X	X
1F. SF-424 Declaration	X	X	X	X	X	X
1G. HUD-2880	X	X	X	X	X	X
1H. HUD-50070	X	X	X	X	X	X
1I. Certification Regarding Lobbying	X	X	X	X	X	X
1J. SF-LLL	X	X	X	X	X	X
1K. SF-424B: Assurances for Non-Construction	X	X	X	X	X	X
1L. SF-424D: Assurances for Construction	X					
Part 2 – Subrecipient Information						
2A. Subrecipients	X	X	X	X	X	X
2B. Experience	X	X	X	X	X	X
Part 3 – Project Information						
3A. Project Detail	X	X	X	X	X	X
3B. Description	X	X	X	X	X	X
Part 4 – Housing Services and HMIS						
4A. Supportive Services for Participants	X	X	X			
4A. HMIS Standards						X
4B. Housing Type and Location	X	X	X			

Special NOFO Project Application

Screen Title	New Project Types					
	PH- PSH	PH- RRH	Joint TH & PH-RRH	SSO- CE	SSO- non CE	HMIS
Part 5 – Participants						
5A. Households	X	X	X		X	
5B. Subpopulations	X	X	X		X	
Part 6 – Budget Information						
6A. Funding Request	X	X	X	X	X	X
6B. Acquisition/Rehab/New Construction	X					
6C. Leased Units	X		X			
6D. Leased Structures	X		X			
6E. Rental Assistance	X	X	X			
6F. Supportive Services	X	X	X	X	X	
6G. Operating	X		X			
6H. HMIS	X	X	X		X	X
6I. Sources of Match	X	X	X	X	X	X
6J. Summary Budget	X	X	X	X	X	X

Special NOFO Process

Submit Project Applications

Agencies are required to submit their applications into eSnaps.

Deadline:
September 20th

Rank & Review

The Process in which the project applications will be ranked and reviewed.

Scheduled for:
September 26th to 29th

Notification to Agencies

KSHC will notify agencies of their acceptance, rejected, or reduced by the CoC.

Deadline:
October 5th

Posting

KSHC will post the NOFO Consolidated application on the website.

Deadline:
October 18th

CoC Consolidated Application

KSHC must submit the complete application to HUD.

Deadline:
October 20th by 8:00pm ET

Let's Read the Questions in the Chat.