Frequently Asked Questions
FY2021 CoC NOFO Competition

1. When is my application due? What are the APR dates? Where do I submit attachments?
   a. Please review “The Way Home CoC FY2021 Competition Important Dates” under “The Way Home CoC Local Competition Information” section of the Coalition’s website here: https://www.homelesshouston.org/funding-v2#FundingHUDNOFA.

2. How do I access eSnaps?
   a. Go to https://esnaps.hud.gov/grantium/frontOffice.jsf & select “Create Profile” from the left-hand navigation box.

3. How do I give someone access to my organization’s eSnaps account?
   a. Have the new user “Create Profile” & make note of their EXACT username
   b. Existing user log into eSnaps
   c. Select “Applicants” from the left-hand workspace menu
   d. Select “Registrants” from the Applicants menu
   e. Select the paperclip icon from the top left of the page
   f. Enter the EXACT username and email of the new user
   g. Instructions can be found at https://files.hudexchange.info/resources/documents/Give-Staff-Access-to-Your-Organizations-e-snaps-Account.pdf

4. I can’t see my project in eSnaps or I don’t see my grant number.
   a. You have to register your project in eSnaps first & the grant number is not needed.
   b. The grant number is only needed if you want to import data.
   c. Please review the either the New or Renewal Project Navigational Guides located in the “HUD NOFO Information & Resources” section of the Coalition’s website here: https://www.homelesshouston.org/funding-v2#FundingHUDNOFA.

5. How can I submit my grant without changes?
   a. This option is available in Part 1 of the grant application.
   b. You should only select this option if your grant has not changed on the GIW since FY2019.
   c. Increased FMRs means you CANNOT submit without changes.
6. How do I register my project in eSnaps?
   a. For new AND renewal projects, select “Funding Opportunity Registrations” from the left-hand Workspace menu.
   b. The “Funding Opportunity Registrations” screen will appear.
   c. Select the “Register” icon next to “Renewal Project Application FY2021” for renewal projects OR “New Project Application FY2021” for new projects.
   d. The “Funding Opportunity Details” screen will appear.
   e. When the question appears asking if you want to register the applicant for the funding opportunity, select “Yes” to confirm.
   f. The screen will then indicate that the Project Applicant has been registered.
   g. Select the “Back” button to return to the “Funding Opportunity Registrations” screen.

   ![Select “Funding Opportunity Registrations”](image)

   ![Make sure you are the correct applicant (agency)](image)

   ![Select “Renewal” or “New” Project Application FY2021](image)
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7. I registered my project but now I can’t see it. What do I do?
   a. Select “Projects” from the left-hand Workspace menu.
   b. The “Projects” screen will appear.
   c. Select “Renewal or New Project Application FY2021” from the the “Funding Opportunity Name” drop-down menu.
   d. After the screen refreshes, select the “Add” icon that appears on the left side of the screen above the column headings.
   e. The “Create a Project” screen will appear.
   f. Enter the name of what you want to call your project in the “Applicant Project Name”.
      i. It is recommended that you follow the same pattern as for prior year competitions and include the renewal year. Example: HMIS Renewal FY2021.
      ii. For new projects, include the FY. Example: Ana’s PSH FY2021.
   g. In the “Import Data From” field, select the project that is being renewed.
      i. NOTE: the last competition was in FY2019 so the information that is imported will be from that year.
   h. Select “Save & Back” to return to the “Projects” screen.
   i. Your project will now be listed.
j. To begin your application, select “Submissions” from the left-hand Workspace menu.

k. Locate the Project Application you created by using the various filters listed.

l. Click on the orange “Folder” icon to open your application & begin the process.

8. I opened my application but don’t see where to enter the narrative.
   a. The project narrative & budget will not display until you have completed all required HUD forms in sections 1A – 1K.
   b. If you submit your project without changes, then those sections will not display.
   c. NOTE: Only “Submit without changes” if you do not have any budget changes from the FY2019 GIW to the FY2021 GIW. Compare the two carefully.
9. What is the FY2021 grant cycle?
   a. HUD fiscal years always start the year after the NOFO fiscal year. So, for the FY2021 NOFO the grant cycle will start in 2022 and end in 2023.
   b. This is why only grants that expire in 2022 should be renewed during the FY2021 competition.

10. How can I edit the HUD forms?
   a. Log into eSnaps and select “Applicants” from the left-hand Workspace menu.
   b. Select the orange folder icon to open your Applicant Profile.
   c. From the Profile screen, select “Submission Summary” from the left-hand side.
   d. Once in the “Submission Summary” screen, select “Edit” from the bottom and you will be able to edit all of the forms.
   e. This step will also be completed by new applicants.

11. Can the MOU attachments be electronically signed?
   a. Yes, you can use DocuSign, EverSign, or Adobe.
   b. You can sign, send us the MOUs, & we will sign & return them to you.

12. Does an expansion require both a renewal & new application?
   a. Yes
13. If I’m consolidating, when will the new grant expiration be?
   a. Waiting on a response from HUD

14. My agency is having a new housing property built but it won’t be ready until early 2023. Can we still apply for FY21 funding?
   a. Waiting on a response from HUD

15. Can only DV specific agencies apply for the DV Bonus funding? If no, then do the non-DV agencies receiving DV funding enter into the CoC’s HMIS or a comparable database?
   a. Any organization, DV or non-DV can apply for DV Bonus funds so long as 100 percent of the participants are or will be survivors of domestic violence, dating violence, sexual assault, or stalking. If a non-DV organization applies for and is conditionally selected with DV Bonus funds, the organization will enter program participant information into HMIS as the use of a comparable database only applies to projects that are defined as “victim service providers” under the Violence Against Women Act (VAWA) Act. Data is included from projects that serve victims of domestic violence but who are not considered “victim service providers. HUD defines a victim service provider to mean a private nonprofit organization whose primary mission is to provide direct services to victims of domestic violence. This term includes permanent housing providers—including rapid re-housing, domestic violence programs (shelters and non-residential), domestic violence transitional housing programs, dual domestic violence and sexual assault programs, and related advocacy and supportive services programs.

16. If my project gets funded, how will my agency receive the funding?
   a. Funds are allocated on a cost-reimbursement basis and drawn-down from HUD’s eLOCCS.
   b. The Line of Credit Control System (LOCCS) is the U.S. Department of Housing and Urban Development’s (HUD) primary grant disbursement system, handling disbursements for the majority of HUD programs. Grant disbursements are facilitated via the Internet through the eLOCCS system. Customers (users and approving officials) are required to gain access to Secure System or FHA Connection. Both Secure System and FHA Connection serve as an internet gateway between the general public and the internal eLOCCS application.
   c. Agencies can request a draw-down of funds once per day per grant & funds are directed deposited into accounts within 1-2 business days.
   d. More information can be found at https://www.hud.gov/program_offices/cfo/loccs_guidelines.
17. What are acceptable forms of match & how much do I have to provide?
   a. **In general.** The recipient or subrecipient must match all grant funds, except for leasing funds, with no less than 25 percent of funds or in-kind contributions from other sources. For Continuum of Care geographic areas in which there is more than one grant agreement, the 25 percent match must be provided on a grant-by-grant basis. Recipients that are UFAs or are the sole recipient for their Continuum, may provide match on a Continuum-wide basis. Cash match must be used for the costs of activities that are eligible under subpart D of this part, except that HPCs may use such match for the costs of activities that are eligible under § 578.71.
   b. **Cash sources.** Notwithstanding 2 CFR 200.306(b)(5), a recipient or subrecipient may use funds from any source, including any other federal sources (excluding Continuum of Care program funds), as well as State, local, and private sources, provided that funds from the source are not statutorily prohibited to be used as a match. The recipient must ensure that any funds used to satisfy the matching requirements of this section are eligible under the laws governing the funds in order to be used as matching funds for a grant awarded under this program.
   c. **In-kind contributions.**
      i. The recipient or subrecipient may use the value of any real property, equipment, goods, or services contributed to the project as match, provided that if the recipient or subrecipient had to pay for them with grant funds, the costs would have been eligible under Subpart D, or, in the case of HPCs, eligible under § 578.71.
      ii. The requirements of 2 CFR 200.306, with the exception of § 200.306(b)(5) apply.
      iii. Before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services. Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient's or subrecipient's organization. If the recipient or subrecipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.
         1. The MOU must establish the unconditional commitment, except for selection to receive a grant, by the third party to provide the services, the specific service to be provided, the profession of the persons providing the service, and the hourly cost of the service to be provided.
         2. During the term of the grant, the recipient or subrecipient must keep and make available, for inspection, records documenting the service hours provided.