Fiscal Year (FY) 2023 Continuum of Care (CoC) Program Local Competition Frequently Asked Questions (FAQs)

1. **When is the deadline to submit the CoC Renewal Project Applications?**

    a. Applications for CoC Renewal Projects must be submitted to the Office of Care Coordination electronically via Dropbox and printed via in-person hand delivery. The deadline for the CoC Renewal Project Application is Wednesday, August 16, 2023, by 12:00 p.m. (PDT).

2. **When is the Request for Proposals (RFP) for the Domestic Violence (DV) Bonus, the CoC Bonus and Reallocation Projects responses due?**

    a. Proposals in response to the RFP for DV Bonus, CoC Bonus and Reallocation Projects must be submitted to the Office of Care Coordination electronically via Dropbox and printed via in-person hand delivery. The deadline to apply is Thursday, August 24, 2023, at 12:00 p.m. (PDT)

3. **Are there instructions for submitting the application via Dropbox?**

    a. The Get Started with Dropbox instructional guide will help assist you with Dropbox. After creating a Dropbox account, you should be able to upload the files onto Dropbox, then send the files through a link (see pages 5 – 6) that is emailed to our office at CareCoordination@ocgov.com, Cc'ing Felicia Boehringer: felicia.boehringer@ocgov.com, Sarah Jones sarah.jones@ocgov.com, and Jasmin Miranda jasmin.miranda@ocgov.com.

    b. You should be able to select "Share"> "Share with Dropbox"> "Share this file" to include the appropriate email addresses and have Dropbox share the files. You may also click "Share"> "Share with Dropbox"> "Copy Link" and paste the link(s) into an email that you send directly to the above listed email addresses.

    c. If you have any difficulty accessing Dropbox or sending files with this platform, please contact the Office of Care Coordination for further assistance.

4. **For the CoC Renewal Project Application, we created a renewal project in e-snaps and imported data from 2022, however, we are only able to see certain parts of the application and are unable to access all application parts.**

    a. U.S. Department of Housing and Urban Development (HUD) has released the CoC Renewal Project Application Detailed Instructions. On page 13, there are instructions that explain that if your project does not have changes from the FY 2022 submission you can submit your FY2023 renewal project application with no changes; other than those required annually. If this is a first-time renewal project, you must complete the entire renewal project application.

    b. For errors viewing other parts of the application, it is possible that you may need to complete all of the Section 1 information before e-snaps will allow you to move forward with other sections.

5. **For the CoC Renewal Project Application – Attachment 14, there is an error with the Housing First Assessment Tool. In the Project Specific tab, the "Population 4" row question does not auto populate choices and if not answered, the three (3) points from that specific question is deducted from the overall score. Additionally, even if that "Population 4" row question in the**

Project Specific tab is answered, there was still an error stating that the "Some standards have not been evaluated" as if the assessment was not completed, although it was.

a. Thank you for bringing this to our attention. The Office of Care Coordination also tested the Housing First Assessment Tool again and found similar errors. This tool and excel workbook were created by HUD and the Office of Care Coordination unfortunately cannot correct the errors. Due to the errors found, agencies will only be scored on whether Attachment 14 was submitted with the renewal application. Please complete the tool to the best of your ability.

6. **For the CoC Renewal Project Application, CoC Renewal Projects are required to provide information from the Annual Performance Report (APR), we had additional questions on how to pull up this data?**

a. On page 5 of the [FY 2023 CoC Renewal Project Application (PDF),](#) there are detailed instructions on how to pull the APR for CoC Renewal Project and inclusion in the application.

b. CoC Renewal Project applicants to use publicly available data or have their data analysts pull data using Looker in HMIS. 211OC providers a number of Knowledge Base articles about the report functions in HMIS and there are many existing reports available on the Data Analysis tab in HMIS for pulling Coordinated Entry System (CES) data.

HMIS Report Resources: https://ochmis-211oc.happyfox.com/kb/article/96-running-a-csv-export-apr-or-esg-caper/

7. **"The HUD Los Angeles Field Office ("Field Office") has recently changed its environmental review procedures for Continuum of Care (CoC) projects covered under 24 CFR Part 58, Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities. To alleviate the administrative burden on CoC recipients/subrecipients and Responsible Entities (units of general local government), the Field Office will no longer require completed environmental review forms for new or renewal CoC projects considered Exempt or Categorically Excluded Not Subject to Part 58.5 (CENST). Instead, the Field Office, in collaboration with HUD's Office of Environment and Energy, will complete environmental reviews that broadly cover all CoC projects considered Exempt or CENST. The Field Office will still require completed CoC environmental forms for new or renewal CoC projects that are a higher environmental review level such as Categorically Excluded Subject to Part 58.5 (CEST)." In light of this information, does that mean that Attachment 6 is no longer a required attachment in the CoC NOFO Renewal Application?**

a. Thank you for catching this. HUD has changed its environmental review procedures for CoC projects that fall under Exempt or CENST. CEST-level projects still require a limited scope environmental review. Depending on your project type, you can attach what was submitted to HUD in November 2021 and/or communication received from HUD around the status of your project being Exempt or CENST, or you can go through the environmental review process for CEST-level projects.

8. **Once the Environmental Review receives approval, what is the process to request an Environmental Clearance Letter from the County of Orange (County)? We understand that the letter is valid for five years and can be submitted in lieu of the Environmental Review form for future applications?**

a. The County will perform the Environmental Review and once approved, will present the agency with an environmental clearance letter. This environmental clearance letter will be valid for the next five (5) years from the day dated and may be submitted in lieu of the Environmental Review Forms.

9. **Could you provide the correct contract term for the CoC Renewal Projects and New Project Proposals for the e-snaps applications?**

   a. Renewal – Utilize the previous proposed project dates used for FY2022 Renewal Project applications and update the dates for FY2023.

      i. A renewal project that will be under grant agreement by December 31, 2023, and will have an expiration date in Calendar Year (CY) 2024 (between January 1, 2024, and December 31, 2024). The renewal term would begin the grant term/state date will be the day after the end of the previous grant term for the expiring grant.

      ii. All conditional funds awarded in the FY 2023 CoC Program Competition must be obligated by HUD by September 30, 2025.

   b. DV Bonus, CoC Bonus and Reallocation – Program funds must be obligated by September 30, 2025, and project proposals are to be a one-year grant term.

      i. CoC Bonus project proposals must have an expiration date in CY 2024 (between January 1, 2024, and December 31, 2024).

10. **In Exhibit 6 of the CoC Renewal Application, Question 2 is asking for our agency all in cost per household and Question 3 is asking for cost per household for this grant funding, correct?**

    a. Questions 2 and 3 in Exhibit 6 are both focused on cost per household for the renewal project only. For some context, these questions are new to this application as HUD is asking CoC's to evaluate project cost-effectiveness as part of the Consolidated Application.

    b. Question 2 is asking for the agency all in cost per Household, understanding that additional funds may be leveraged in addition to the match. Question 3 is asking for cost per household as a math equation for this grant funding including match commitments. However, we understand that in some cases it could be the same per household total.

11. **Does leveraged healthcare resource documentation need to include the project name or is that only required for housing resource commitments?**

    a. For the Leveraging of Housing Resources and Leveraging of Healthcare Resources, there should be a formal letter or other formal documentation that that specifies a clear commitment, the date of availability in the commitment that coincides with the period the grant would operate and must clearly provide the exact value of leveraged assistance if applicable.

12. **For any questions that are not applicable to us, should we only note N/A?**

    a. There should not be any responses left blank on the application. If the question is not applicable to your agency and/or project type, the response can be "N/A". However, if the question applies to your project but cannot be answered due to a project still being in the first grant term, it is important to note this in narrative form.

13. **We are wanting to provide additional narrative around our Project Performance scoring. Where would you suggest we can incorporate this into the application?**

    a. This additional narrative can be included in FY2023 CoC Renewal Project Application, Exhibit 6 Project Effectiveness, Question 4. You can provide additional narrative and context that would assist the CoC NOFO Ad Hoc in evaluating your renewal project.

14. **For the CoC Renewal Project Application Attachment 14 Housing First Assessment, who is supposed to be filling out this assessment?**

    a. For the CoC Renewal Project Application, provider staff can fill out the assessment as a self-assessment.

15. **For our application, are wet signatures required or can they be scanned and printed? Also, is DocuSign acceptable?**

    a. Digital/DocuSign signatures as well as scanned/printed signatures are acceptable.

For additional Resources, please reference:

- FY 2023 CoC Program Project Application Frequently Asked Questions (FAQs): https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY-2023-Project-Application-FAQs.pdf
- FY 2023 CoC Program CoC Renewal Project Application Detailed Instructions: https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY-2023-CoC-RENEWAL-Application-Detailed-Instructions.pdf
- FY 2023 CoC Program CoC New Project Application Detailed Instructions: https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY-2023-CoC-NEW-Application-Detailed-Instructions-7-31-2023.pdf
- FY 2023 CoC Program CoC Renewal Projects e-snaps Navigational Guide: https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY-2023-Renewal-Project-Application-Navigational-Guide.pdf
- FY 2023 CoC Program CoC New Project Application e-snaps Navigational Guide: https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY-2023-New-Project-Application-Navigational-Guide.pdf