

Fiscal Year (FY) 2024 and FY 2025 Continuum of Care (CoC) Program Competition  
Frequently Asked Questions (FAQs)

**1. What is a 2-Year NOFO?**

- a. The U.S. Department of Housing and Urban Development (HUD) announced the release of the Fiscal Year (FY) 2024 and FY 2025 CoC Competition Notice of Funding Opportunity (NOFO) on July 31, 2024. The application and selection process for the FY 2024 CoC Program and YHDP Funding Opportunity will proceed much like it has in prior year competitions. However, CoCs are only required to submit one CoC application that will be applicable to the FY 2024 and FY 2025 funding opportunities. Projects that are awarded with a 12-month grant term during the FY 2024 application process will be eligible for an award in FY 2025 using their FY 2024 application submission and are not required to apply for renewal during the FY 2025 Funding Opportunity.

**2. When is the deadline to submit the CoC Renewal Project Application?**

- a. Applications for CoC Renewal Projects must be submitted to the Office of Care Coordination electronically via Dropbox. The deadline for the CoC Renewal Project Application is Thursday, August 29, 2024, by 5:00 p.m. (PDT).

**3. When is the Request for Proposal (RFP) for the CoC Bonus, Domestic Violence (DV) Bonus and Reallocation funding due?**

- a. Proposals in response to the RFP for CoC Bonus, DV Bonus and Reallocation Funding must be submitted to the Office of Care Coordination electronically via Dropbox. The deadline for the RFP for CoC Bonus, DV Bonus and Reallocation Funding is Thursday, September 12, 2024, by 5:00 p.m. (PDT).

**4. Agencies submitted applications to the Office of Care Coordination CoC last month, is the CoC Renewal Project Application in addition to the one already submitted?**

- a. The Orange County CoC completes its evaluation of agencies and renewal projects through a three-step process which are:
  1. Intent to Renew Survey via SurveyMonkey
  2. Agency Administrative Review for CoC-Funded Agencies (Agency Administrative Review)
  3. Renewal Project Application

To provide some clarification, the Agency Administrative Review was due in July 2024. Applications for Renewal Project Applications must be submitted to the Office of Care Coordination electronically via Dropbox by Thursday, August 29, 2024, by 5:00 p.m. (PDT).

**5. Are there instructions for submitting the CoC Renewal Project 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](mailto:CareCoordination@ocgov.com), Cc'ing Felicia Boehringer: [felicia.boehringer@ocgov.com](mailto:felicia.boehringer@ocgov.com) and Sarah Jones [sarah.jones@ocgov.com](mailto:sarah.jones@ocgov.com).
- b. 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.

**6. Can an agency "expand" their CoC Renewal project with a 'New' Expansion project?**

- a. Applicants can apply for a new project that will expand an existing eligible CoC Program renewal project (Section I.B.2.b.(9) of the NOFO). The two projects must have the same component (e.g., both the new and renewal project applications are PH-PSH).

**7. For the CoC Renewal Project Application, CoC Renewal Projects are required to provide information from the Annual Performance Report (APR), where can further details be found on how to pull up this data?**

- a. On page 5 of the [FY 2024 CoC Renewal Project Application \(PDF\)](#), there are detailed instructions on how to pull the APR for CoC Renewal Project application.
- b. NOFO applicants to use publicly available data or have their data analysts pull data using Looker in HMIS. Orange County United Way, 211 Orange County (211OC) provides 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/>

- 8. Where can agencies incorporate additional narrative around Project Performance scoring into the CoC Renewal Project Application?**
  - a. This question can be answered in FY 2024 CoC Renewal Project Application, Exhibit 6 Project Effectiveness, Question 4. Additional narrative and any additional context that would assist the CoC NOFO Ad Hoc in evaluating your project.
- 9. For any questions in the CoC Renewal Project Application that are not applicable, should the response be N/A?**
  - a. There should not be any responses left blank on the application. If the question is not applicable to your agency/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.
- 10. For our CoC Renewal Project 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.
- 11. Can you provide some clarity on the documentation needed for the Environmental Review for the CoC Renewal Project Application/ RFP for CoC Bonus, DV Bonus and Reallocation Funding?**
  - a. First, determine what form to be used by reviewing [Exhibit B](#). Then, reference [Exhibit C](#) to review examples of either the Environmental Review for Continuum of Care Leasing or Rental Assistance Project that is Categorically Excluded Subject to Section 58.5 (CoC Limited Scope Review Form) or Environmental Review for Activity/Project that is Exempt or Categorically Excluded Not Subject to section 58.5 (CENST).
  - b. A Limited Scope Environmental Review Form, Environmental Review of Categorically Excluded Not Subject to Section 58.5, Environmental Clearance Letter, and/or signed Environmental Review documentation should be submitted.
- 12. Once the Environmental Review receives approval, what is the process to request an Environmental Clearance Letter from the 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. As of 2023, the County of Orange will no longer be providing the agency with an environmental clearance letter. The County of Orange will perform the Environmental Review and once approved, will sign the environmental review documentation which will need to be submitted with the Renewal Projects moving forward.
- 13. What is needed for the leveraged healthcare resource and housing resource commitments for the RFP for CoC Bonus, DV Bonus and Reallocation Funding?**
  - a. For the leveraging of Housing Resources and Leveraging of Healthcare Resources, there should be a formal letter of commitment or other formal documentation 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 match assistance. Please reference the [Housing and Healthcare Resource Leveraging Commitment Instructions](#) for an example of a CoC Program Housing and Healthcare Resource Leveraging Commitment Letter Template.
- 14. For the Certification of Consistency with the Consolidated Plan Form HUD-2991, is there a requirement regarding the dates as to when the form was completed?**
  - a. The certification must be made in accordance with the provisions of the consolidated plan regulations at 24 CFR part 91, subpart F and the Form HUD-2991 must be completed and dated between May 1, 2024 and October 30, 2024 for FY 2024 funding.

- 15. For the CoC Renewal Project Application, we created a renewal project in e-snaps and imported data from 2023, however, we are only able to see certain parts of the application and are unable to access all application parts.**
- a. HUD has released the [CoC Renewal Project Application Detailed Instructions](#). On page 15, there are instructions that explain that if the project does not have changes from the FY 2023 submission you can submit your FY 2024 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.
- 16. Could you provide the correct contract term for the NOFOs for the e-snaps applications?**
- a. Though the FY 2024 CoC Competition NOFO covers two years (FY 2024 and FY 2025), the application should reflect 1 year of funding as the funding will be disbursed as two one-year budget periods.
  - b. Renewal – Utilize the previous proposed project dates used for FY 2023 Renewal Project applications and update them for FY 2024.
    - i. A renewal project must have an expiration date in Calendar Year (CY) 2025 (between January 1, 2025, and December 31, 2025).
    - ii. For a renewal project application, the start date should be the end date of the most recently awarded grant that has an expiration date in calendar year 2025. If you need to verify your current grant’s end date, refer to the ‘POP End’ field in eLOCCS. If awarded, HUD will confirm actual start/end dates prior to grant agreement.
  - c. CoC Bonus – Program funds must be obligated by September 30, 2026, and it is a one-year grant term.
    - i. CoC Bonus project proposals must have an expiration date in CY 2025 (between January 1, 2025, and December 31, 2025).
    - ii. New project application should enter the proposed project start and end dates. If awarded, HUD will confirm actual start/end dates prior to grant agreement
- 17. How do we update the HUD-2880 form in e-snaps to include awards that are expected to and to update matching sources in Part II of the form?**
- a. Please refer to page 13 of the [CoC Renewal Project Application Detailed Instructions](#) regarding HUD-2880 “Application for Federal Assistance”. In addition, you can find e-snaps instructions for entering HUD-2880 data into your Project Applicant Profile at: <https://files.hudexchange.info/resources/documents/How-to-Complete-the-HUD-Form2880-in-e-snaps.pdf>
- 18. Should budgets submitted in e-snaps reflect 2 years of funding since this is a 2-Year NOFO?**
- a. The application should reflect 1 year of funding. Though the FY2024 CoC Competition NOFO covers two years (FY 2024 and FY 2025), the funding will be disbursed as two one-year budget periods. The application in e-snaps must reflect only one year of funding.
- 19. What is “Match” for a CoC project application and how should it be included in e-snaps?**
- a. Statutory provisions of the McKinney-Vento Homeless Assistance Act require recipients of CoC Program funds to “match” a portion of the CoC funds they receive for all budget categories except the leasing budget category.
  - b. Match in the CoC Program can be actual cash or in-kind resources contributed to the grant. The CoC Program requires a 25 percent match of the awarded grant amount minus funds for leasing. Another way to state this is that the leasing budget line item in e-snaps is not included in the grant’s match calculation. Cash or in-kind resources will satisfy the match requirement.
- 20. In previous years, there may have been errors in e-snaps Submission without Changes Screen. Can you provide some guidance as to what is required?**
- a. If you are checking off sections to make edits in the Submission without Changes Screen in e-snaps, you must include a brief description of all changes made under the submission summary. For each screen that has been checked, you must provide a description of changes. For example:

## Submission Without Changes

1. Are the requested renewal funds reduced from the previous award due to reallocation? No

2. Do you wish to submit this application without making changes? Please refer to the guidelines below to inform you of the requirements. Make changes

3. Specify which screens require changes by clicking the checkbox next to the name and then clicking the Save button.

Part 2 - Subrecipient Information	
2A. Subrecipients	<input type="checkbox"/>
Part 3 - Project Information	
3A. Project Detail	<input checked="" type="checkbox"/>
3B. Description	<input checked="" type="checkbox"/>
3C. Dedicated Plus	<input type="checkbox"/>
Part 4 - Housing Services and HMIS	
4A. Services	<input type="checkbox"/>
4B. Housing Type	<input type="checkbox"/>
Part 5 - Participants and Outreach Information	
5A. Households	<input type="checkbox"/>
5B. Subpopulations	<input type="checkbox"/>
Part 6 - Budget Information	
6A. Funding Request	<input checked="" type="checkbox"/>
6B. Leased Units	<input type="checkbox"/>
6D. Match	<input checked="" type="checkbox"/>
6E. Summary Budget	<input checked="" type="checkbox"/>
7A. Attachment(s)	<input checked="" type="checkbox"/>
7B. Certification	<input checked="" type="checkbox"/>

**You have selected "Make Changes" to question above. Provide a brief description of the changes that will be made to the project information screens (bullets are appropriate):**

- 3A. Project Detail: no updates, technical error
- 3B. Description: updated project description for combined grant
- 6A. Funding Request: completed new VAWA section
- 6D. Match: updated match amount for increased grant amount
- 6E. Summary Budget: updated match amount for increased grant amount
- 7A. Attachment(s): updated match letter
- 7B. Certification: updated certification

For additional Resources, please reference:

- FY 2024 CoC Program Project Application Frequently Asked Questions (FAQs):  
[https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY2024\\_Project\\_Application\\_FAQs\\_8-1-24.pdf](https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY2024_Project_Application_FAQs_8-1-24.pdf)
- FY 2024 CoC Program CoC Renewal Project Application Detailed Instructions:  
<https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY-2024-CoC-RENEWAL-Application-Detailed-Instructions.pdf>
- FY 2024 CoC Program CoC New Project Application Detailed Instructions:  
<https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY-2024-CoC-NEW-Application-Detailed-Instructions-7-31-2024.pdf>
- FY 2024 CoC Program CoC Renewal Projects e-snaps Navigational Guide: COMING SOON at  
[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)
- FY 2024 CoC Program CoC New Project Application e-snaps Navigational Guide: COMING SOON at  
[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)