

From: [York County Coalition on Homelessness](#)
To: [Kelly Blechertas](#)
Bcc: "[Sue Payne](#)"; "[Airis Mercado](#)"; [George Barnock](#); [Alexandra Tyson](#); "[Stephanie McIlwee](#)"; "[JR Crushong](#)"; "[Brye Coles](#)"; "[Tim Burchett](#)"; "[Jennifer Burns](#)"; "[Kathi Krablin](#)"; "[Harrison Fertig](#)"; "[Amanda Harden](#)"; [Lori Leister](#)
Subject: 2023 CoC NOFO: CoC Renewal Project Instructions & Deadlines
Date: Friday, July 28, 2023 10:45:00 AM
Attachments: [7-25-23 PA-512 FY 2023 CoC NOFO Schedule.pdf](#)
[FY2023 - Housing First Checklist.docx](#)
[PA-512 FY2023 Renewal Follow Up Form.docx](#)

Hello everyone,

As you know, our FY2023 CoC NOFO is in full swing. Here is the first email of instructions on renewal project applications. As I mentioned in previous emails to the full distribution list, things are a little different this year:

- Our timeline is shorter: 63 days (versus the 92 days in 2021; we had 62 days in 2022)
- Project applications (new and renewal), as well as the collaborative application were not available until 7/26. Funding amounts were not available until 7/25. And as of the writing of this email, we still don't have detailed instructions for completing the project applications.
 - Since we've already collected most of the data information needed for your Project Funding Evaluation Team (PFET) ranking, we will be moving forward with those PFET dates, in order to meet other HUD deadlines.

Items to Complete: For your renewal applications, you must complete the following. All are due August 8, 2023 at 1:00 p.m.

1. Complete a renewal application in e-snaps <https://esnaps.hud.gov/grantium/frontOffice.jsf>

Do not submit your application in e-snaps; instead, export it as a PDF and email it to yorkcountycyh@ycpc.org

If you are a new renewal (funded n 2022 for the first time): the NOFO indicates that you will not be able to import your renewal information from your FY2022 New Project and that it must be typed in manually. Please still use the content from your new project application; it simply won't import it for you. I recommend downloading a PDF of the new project from FY2022 and working off of that as you type in e-snaps.

2. Complete the PA-512 FY2023 Renewal Follow Up Form (Attached)

3. Submit the Housing First Checklist (Attached) for your program.

Renewal Project Staff

- If there are any additional or new staff who should receive these renewal project updates, please let me know.

e-snaps Instructions & Login

- This link: <https://www.hudexchange.info/programs/e-snaps/> will take you to all of the instructional guides you'll need for your renewal applications in e-snaps. The link to log into e-snaps is also located at the top of that page. **The detailed instructions for e-snaps are actually very well written, and I encourage you to use them in a step-by-step fashion (even**

I do this every year! because the system is not intuitive and it is easy to miss steps.

Draft Renewal Application Reviews

- Diana T. Myers & Associates (DMA) will also be providing a review of the renewals as they always do, before submission. In recent years we've seen old narratives that don't incorporate new HUD guidance and Housing First details. Please review everything and don't hesitate to refresh it.
- Please make your renewal names concise and easily recognizable. The renewal project name is what shows up on the award notifications from HUD.
- **Beginning in 2022, we've required projects to use the first six letters/numbers of their grant award in front of their project name. For example, my York County Homeless Management Information System (HMIS) grant number begins with PA0196. So my project name is: PA0196 – York County Homeless Management Information System (HMIS)**
- If you are a new renewal (funded for the first time in 2022) your first six digits are provided below (since you may not have your contracts yet)
 - PA1095 – YWCA Hanover Safe Home York County RRH Program
 - PA0194 – Housing Assistance New Project (This is The Program's project; I recommend a more descriptive name change this year)

Code of Conduct

- Please ensure your Code of Conduct is on file with HUD. I did a preliminary check and saw most of your organizations (I did not see the Housing Authority of the City of York, The Program for Female Offenders (It's About Change) unless it is named differently on this document)
- **Some organizations have contacts listed on the Code of Conduct that are no longer with the organization. Please check that as well and update according to the instructions on the HUD website.**
- https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants
- **If your Code of Conduct is not on that list, you are required to upload a copy of it with your renewal application in addition to emailing it to HUD via their instructions on the website.**

Important Dates

These dates can also be found on the attached FY2023 CoC NOFO Calendar. We try to limit revisions to these dates, but if anything changes we will communicate that to you as soon as possible.

July 28, 2023: 1st Renewal Project Instructions released (this email)

August 8, 2023: Renewal **DRAFT** application should be completed and emailed to Kelly Blechertas (kblechertas@ycpc.org) – **AS A REMINDER:** at this step, you will not be pressing the "Submit" button in e-snaps. Once you submit, you cannot revise. You just need to email me a full copy of your application.

- Please also submit the Renewal Follow Up Form and the Housing First Checklist for your project
- Please be honest about where your project is currently at with your Housing First Implementation

August 14, 2023 and/or August 15, 2023: Project Funding Evaluation Team (PFET) will meet to

review FY2023 CoC project applications (new & renewal) – **meeting times still being confirmed**
August 18, 2023 and/or August 21, 2023: Dates held for additional PFET time if needed
August 22, 2023: All projects notified of preliminary score, rank, and funding level ahead of notice to the Coalition (CoC) for vote on those recommendations. PFET Appeal Process opens as soon as notification occurs.
August 25, 2023: PFET Appeals Due
August 28, 2023: PFET-recommended project priority listing issued for vote by the Coalition (CoC)
August 30, 2022: Deadline for CoC to receive interested projects (30 days from submission date)
September 1, 2023: Voting ends on PFET-recommended project priority listing & projects receive final confirmation of score/rank/funding
September 6, 2023 Renewal project review by DMA due to applicants with any revisions necessary to project applications
September 12, 2023: Notification of projects accepted/rejected/reduced
September 15, 2022: Deadline to notify projects of funding awards (15 days from submission date)
September 18, 2022: FINAL APPLICATIONS must be in e-snaps and ‘submitted’ with any necessary changes provided by DMA

As I have more information to share, I will be reaching out. I apologize for the short and disjointed timeframes – The NOFO was open for 2 days before we had funding amounts, and 23 days before we had e-snaps applications for you to complete! We are still waiting for “detailed instructions” which provide in-depth information on what each question in e-snaps must address.

Thanks,

Kelly Blechertas
Program Coordinator



28 East Market Street | York, PA 17401-1580
Office Phone 717.771.9870 x1766 | Work Cell: 717.916.0985
Fax 717.771.9511
www.yorkcountycoh.org | www.ycpc.org | kblechertas@ycpc.org



July 2023 PA-512 CoC NOFO Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 NOFO Released	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25 Estimated ARD Report Released	26 New Project Solicitation Released	27 Renewal Project Solicitation Released	28	29
30	31 Governance Documents Electronic Vote Opens					

August 2023 PA-512 CoC NOFO Schedule

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
					1		2		3		4		5
				Allie --> Data Into Ranking Sheets for Renewals				Governance Documents Vote Closes		New & Renewal Ranking Sheet Vote Opens			
	6		7		8		9	KB Out	10	KB Out	11	KB Out	12
				1. New Project Solicitations Due 2. Renewal Project Solicitations Due		1. New & Renewal Ranking Sheet Vote Closes 2. New & Renewal Project Materials to PFET							
KB Out	13		14		15		16		17		18		19
		PFET Tentative Meeting Date		PFET Tentative Meeting Date				9:00 a.m. PFET & CoC Leadership Meeting w/ DMA re: Ranking		PFET Tentative Final Ranking Meeting Date			
	20		21		22		23		24		25		26
		PFET Tentative Final Ranking Meeting Date		Notification of Preliminary Score, Rank, and Funding on All Projects		New Projects Begin e-snaps Application				PFET APPEALS DUE			
	27		28		29		30		31				
		Vote on Project Priority Listing Opens				30-Day Local Competition Project Submission Deadline							
KB - Kelly Blechertas													

September 2023 PA-512 CoC NOFO Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 1. Project Priority Listing Vote Ends 2. New Projects e-snaps DRAFT Applications Due to CoC	2
3	4 HOLIDAY	5	6 DMA Review of Renewals Due	7	8 DMA Review of New Projects Due CoC Planning Grant to DMA for Review	9
10	11	12 Public Notification of Accepted/Rejected/Reduced Projects	13 15 Day Deadline of Notice of Accepted/Rejected/Reduced Projects	14 DMA Planning Grant Review Due	15	16
17	18 New & Renewal Project Applications <u>FINAL</u> in e-snaps	19 1. Complete Project Priority Listing in e-snaps 2. Draft Collaborative Application to DMA for Review	20 1. Vote Opens on Collab App 2. Complete Certificate of Consistency w/ Consol Plan	21	22 Draft Collab App Attachments Due to DMA	23
24	25 1. Collab App Vote Closes 2. Attachments Review Complete	26 Full Application Required To Be Posted (48 Hours Ahead of Submission)	27	28 NOFO Submission Due	29	30

**PA-512 York City and County Continuum of Care (CoC)
FY2023 Renewal Project Follow Up Form**

Due by: 1:00 p.m. Tuesday, August 8, 2023

Submit to Kelly Blechertas, kblechertas@ycpc.org

Subject Line: Renewal Follow Up – Project Name

Your project will be up for renewal during the 2023 Continuum of Care NOFO, expected during the Summer of 2023. We'd like to ask you a few more questions, which can help make the job of our volunteer Project Funding Evaluation Team (PFET) members a little easier.

If you have any questions about this form, don't hesitate to reach out to Kelly Blechertas: kblechertas@ycpc.org

Introduction Information

Agency Name:

Contact information:

- Name
- Phone number
- E-mail address

What is the name of your renewal project?

What is the project type? (RRH/PSH/TH-RRH)

Questions

1. Please provide your organization's valid DUNS number: _____
2. Please provide the UEI (Unique Entity ID): _____
3. Does your organization have any outstanding delinquent Federal debts? _____
 - a. If yes, is a negotiated repayment schedule established and the repayment schedule is not delinquent?
4. *Describe how your organization is working to involve individuals with lived experience with homelessness. If your organization is new to these items, please indicate you are not yet doing these, and include any plans for incorporation in the near future.*
 - *Outreach efforts/engagement for roles in your organization (including leadership roles and decision-making roles)*

- *If already incorporating individuals with lived experience, describe their roles in your organization.*
- *Offering professional development (e.g., internships, continuing education, skill-based training) and employment opportunities to individuals with lived experience of homelessness*
- *How feedback is routinely gathered from people experiencing homelessness and people who have received assistance through your other programs, and how feedback received is incorporated into policy/procedure changes.*

5. Does your organization have any Debarments and/or Suspensions? _____

6. Does your organization have any violations of Federal criminal law? _____

7. Do you agree to continue to participate in HMIS? _____

8. Do you agree to continue to participate in Coordinated Entry? _____

9. Do you agree to continue to focus your housing programs and policies around the Housing First Model? _____

a. Do you feel your organization and staff need additional education to support this? _____

10. Please provide a copy of the Executive Summary of your organization's most recent audit/financial review. You can submit an electronic copy of this document when you submit the answers to this follow-up form.

11. Describe how your project promotes access to non-cash benefits. Examples of this include: offering transportation assistance to appointments for benefits, annual follow-ups to maintain benefits, and access to SSI/SSDI Technical Assistance (SOAR).

12. What percentage of funds did your project expend at the end of its most recent full grant year? If your project is in its first contract cycle, please let us know how long the project has been open (months) and how much (%) has been expended of the total grant amount.

13. Please provide a copy of your eLOCCs summary screen showing how often drawdowns of funds were completed on your most recent full grant year.

a. Drawdowns should be completed at least quarterly. If quarterly draws were not completed at least quarterly, please explain why:

14. If your project has been monitored by HUD in the past three (3) years, please provide a copy of the HUD Monitoring Report. If you have not been monitored,

please state that here. _____

15. Please describe how your organization is advancing equitable opportunities for participants and staff. Examples include (but are not limited to): diversifying Board membership, creating opportunities for people with lived experience (or currently in your programming) to provide input/feedback, internal procurement policies seeking diverse applicants for available positions, etc.)

16. Please describe the degree to which your project improves safety for domestic violence households being served:

- Do survivors indicate that they feel safer after they receive services? How do you capture/evaluate this? Do survivors define safety in their own way? If you do not currently capture/evaluate this data, how will you begin to do so in the next 12 months?
- Have you implemented Housing First DV practices/philosophy? How have you, or how will you in the next 12 months?
- Is there a safety plan that addresses housing in the file of each survivor?

17. Does your organization's CoC-funded program have a process by which participants can evaluate the program and provide quality improvement suggestions?

- If yes, describe the process:
- If no, is your program forming a process? The Coalition's written standards require all CoC and ESG funded projects to have a process in place for participant inclusion.
- Do you survey/interview participants at least annually about program experience, service quality, housing and service environment, and improvement opportunities?



York County Coalition on Homelessness

Housing First Checklist: Program/Project Level

Based on the United States Interagency Council on Homelessness HF Checklist

Housing First is a proven approach, applicable across all elements of systems for ending homelessness, in which people experiencing homelessness are connected to permanent housing swiftly and with few to no treatment preconditions, behavioral contingencies, or other barriers. Studies have shown that Housing First yields higher housing retention rates, drives significant reductions in the use of costly crisis services and institutions, and helps people achieve better health and social outcomes.

This checklist was designed to help you make a quick assessment of whether and to what degree housing programs are employing a Housing First approach. This tool may be used in conjunction with more rigorous monitoring assessments by the York County Coalition on Homelessness to evaluate Housing First approaches within Continuum of Care funded housing programs.

Please complete this checklist as honestly as possible, identifying where your project is currently at in terms of these criteria.

Quick Screen: Does Your Project Use Housing First Principles?

1. Are applicants allowed to enter the program without income?
2. Are applicants allowed to enter the program even if they aren't "clean and sober" or "treatment compliant"?
3. Are applicants allowed to enter the program even if they have criminal justice system involvement?
4. Are service and treatment plans voluntary, such that tenants cannot be evicted for not following through?

Housing First Checklist:

1. Access to this project is not contingent on sobriety, minimum income requirements, lack of a criminal record, completion of treatment, participation in services, or other unnecessary conditions: Yes/No

Follow Up Comments:

2. This project does everything possible not to reject an individual or family on the basis of poor credit or financial history, poor or lack of rental history, minor criminal convictions, or behaviors that are interpreted as indicating a lack of "housing readiness.": Yes/No

Follow Up Comments:

3. People with disabilities are offered clear opportunities to request reasonable accommodations within applications and screening processes and during tenancy, and building and apartment units include special physical features that accommodate disabilities.: Yes/No

Follow Up Comments:

4. When this project cannot serve someone through the Coordinated Entry process, the project still ensures that those individuals or families have access to available housing and services elsewhere.: Yes/No

Follow Up Comments:

5. Housing and service goals and plans are highly tenant-driven. Yes/No

Follow Up Comments:

6. Supportive services emphasize engagement and problem-solving over therapeutic goals. Yes/No

Follow Up Comments:

7. Participation in services or compliance with service plans are not conditions of

tenancy, but are reviewed with tenants and regularly offered as a resource to tenants.: Yes/No

Follow Up Comments:

8. Services are informed by a harm-reduction philosophy that recognizes that drug and alcohol use and addiction are a part of some tenants' lives. Tenants are engaged in non-judgmental communication regarding drug and alcohol use and are offered education regarding how to avoid risky behavioral and engage in safer practices.: Yes/No

Follow Up Comments:

9. Substance use in and of itself, without other lease violations, is not considered a reason for eviction.: Yes/No

Follow Up Comments:

10. Tenants in supportive housing are given reasonable flexibility in paying their share of rent on time and offered special payment arrangements for rent arrears and/or assistance with financial management, including representative payee arrangements.: Yes/No

Follow Up Comments:

11. Every effort is made to provide a tenant the opportunity to transfer from one housing situation, program, or project to another if a tenancy is in jeopardy. Whenever possible, eviction back into homelessness is avoided.: Yes/No

Follow Up Comments: