



# PA-504 FY 2017 CoC Program Competition: Renewal Project Application Instructions

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**Collaborative Applicant:** Office of Housing and Community Development,  
Montgomery County Department of Health and Human Services

**Contacts:**

Carolyn K. Mayinja  
PA-504 CoC Co-Chair  
Office of Housing & Community Development  
Montgomery County Department of Health & Human Services  
Tel: (610) 278-3540 Email: [cmayinja@montcopa.org](mailto:cmayinja@montcopa.org)

Jason D. Alexander  
Your Way Home Senior Advisor and PA-504 CoC Planning Consultant  
Capacity for Change, LLC  
Tel: 610-793-5063 Email: [jason@capacityforchange.com](mailto:jason@capacityforchange.com)

**About Your Way Home Montgomery County PA-504 CoC:**

<http://yourwayhome.org/montgomery-county-homeless-continuum-care>

**To learn more or download the FY 2017 HUD CoC Grant Competition Notice of Funding Availability:** <https://www.hudexchange.info/programs/e-snaps/fy-2017-coc-program-nofa-coc-program-competition>

**Renewal Project Application Detailed Instructions and Instructional Guide:**  
<https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/>

**Budgets - Project Application Instructional Guide:**  
<https://www.hudexchange.info/resource/2912/coc-project-application-budget-information/>

**e-snaps FAQ:**  
<https://www.hudexchange.info/e-snaps/faqs/>

**FY 2017 CoC Program Competition: Expanding CoC Program-funded projects**  
HUD introduced a new way to expand CoC Program-funded projects which will allow an eligible renewal project to expand units, beds, persons, or services (dedicated HMIS projects can expand HMIS activities) through the reallocation process or permanent housing bonus. A new project application is required and only available to the type of projects allowed under the reallocation process or permanent housing bonus.



Project applicants can also expand a project under the traditional method, e.g., expand an existing project funded through other sources with the request of CoC Program funds to add persons, units, or services.

Please see PA-504's FY 2017 CoC Program Competition New Project Application for more details on Your Way Home's new project funding priorities and application instructions.

### **FY 2017 CoC Program Competition: DedicatedPLUS**

A permanent supportive housing project where 100 percent of the beds are dedicated to serve individuals with disabilities and families in which one adult or child has a disability, including unaccompanied homeless youth, that at intake are:

1. experiencing chronic homelessness as defined in 24 CFR 578.3;
2. residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
3. residing in a place not meant for human habitation, emergency shelter, or safe haven; but the individuals or families experiencing chronic homelessness as defined at 24 CFR 578.3 had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement;
4. residing in transitional housing funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3 prior to entering the project;
5. residing and has resided in a place not meant for human habitation, a safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions; or
6. receiving assistance through a Department of Veterans Affairs(VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

Project applicants may use DedicatedPLUS when creating a new project application through reallocation or permanent housing bonus and renewal project applications may choose to change a 100 percent dedicated project to a DedicatedPLUS project in the FY 2017 CoC Program Competition.

### **FY 2017 CoC Program Competition: Renewal Project Applications**

Project applicants that have renewed at least once in a previous CoC Program Competition will have the opportunity to bring forward application details from the most recent Competition year and identify select screens to submit without changes. After the Standard Forms and Certifications are completed in Part 1, project applicants can review the grant's imported data on the remaining screens in a "Read-Only" format. If the Applicant does not need to make updates, they can submit the FY 2017 application



without any changes, reducing the amount of time for the project applicant to complete the project application and for HUD during its assessment of renewal applications. If the project applicant needs to make changes to the information on one or more screens, they can navigate to the “Submission Without Changes” Screen and check the box next to each relevant screen title to unlock screens for editing.



## PA-504 CoC Renewal Project Application Requirements

The PA-504 Montgomery County Continuum of Care (CoC) is requiring any agency interested in renewing a project for funding in the FY 2017 HUD Continuum of Care Program Competition to complete the Renewal Project Application in HUD's e-snaps application system. Instructions and guidance for completing the application are available through the HUD website at the links listed on page one of this document. Additional questions may be addressed to Carolyn Mayinja and Jason Alexander using their contact information listed on page one of this document.

In addition, the CoC requires any agency interested in renewing a project for funding in the FY 2017 HUD Continuum of Care Program Competition to submit the following documents to Carolyn Mayinja at [cmayinja@montcopa.org](mailto:cmayinja@montcopa.org) and Jason Alexander at [jason@capacityforchange.com](mailto:jason@capacityforchange.com) on or before Friday, August 17<sup>th</sup> at 3:00 PM.

1. A copy of their current CoC grant agreement, including the approved budget.
2. A PDF version of their FY 2017 CoC Program Renewal Project Application, including attachments, which can be downloaded in e-snaps upon submission.
3. A completed version of the PA-504 FY 2017 CoC Program Competition Renewal Project Survey electronically and return in MS Excel or CSV format based on an APR report for July 1, 2016 – June 30, 2017.
4. A PDF version of the project's APR report for July 1, 2016– June 30, 2017.

Renewal project applicants must also agree to:

1. Comply fully with Your Way Home Montgomery County's Operations Manual, including policies, procedures and forms. See <http://yourwayhome.org/your-way-home-operations-manual>
2. Accept all referrals from Your Way Home's Coordinated Entry System.
3. Participate fully in Your Way Home PA-504's Clarity Homeless Management Information System (HMIS).
4. Participate in Montgomery County's Annual Point-In-Time Count.
5. Fully utilize a Housing First approach to program and service delivery.

Renewal project applicants will be notified by email of their project(s) rating and ranking on or before **September 8, 2017**.

Beginning this year, the Your Way Home CoC Governance Team and Collaborative Applicant (the Office of Housing and Community Development) will use the new HUD-recommended project rating and ranking tool to evaluate applications (<https://www.hudexchange.info/resource/5292/project-rating-and-ranking-tool/>).