



FY 2018 CoC Competition NOFA- Renewal Project Application Reminders

| NOFA Section/Form | Reminder |
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| 1A. | <ul style="list-style-type: none"> • Application Type: Auto-populated. Should be renewal. Return to 'Funding Opportunity' Screen and Select 'Create A Renewal Project' to correct if necessary • SF424 Federal Award Identifier: Confirm correct Expiring Grant number PIN against GIW. It is very important that this is correct • SF424 Compliance: Question #19- Choose B |
| 1B. | <ul style="list-style-type: none"> • Legal Name: Must match applicant name listed on final 2018 GIW posted on HUD Exchange |
| 1C, 1E, 1F, 1G, 1H, Certification regarding Lobbying, and 1J | <ul style="list-style-type: none"> • Information in each of these forms will auto-populate. If updates need to be made you must do so in the Applicant Profile |
| 1D. | <ul style="list-style-type: none"> • Descriptive Title of Applicant's Project: Auto populates- to change the name, go to the projects screen and edit • Proposed Project Start & End Dates: Start date must be in 2019. Operating End Date must be in 2020 |
| Submission with OR without changes | <ul style="list-style-type: none"> • Projects who are not renewing for the first time are able to import last year's data and choose if they want to submit with OR without changes <ul style="list-style-type: none"> ○ If you choose to submit with changes you must indicate on the 'Submission Without Changes' Screen which sections will be changed, and you must then provide a description of what changes will be made ○ If you choose to submit without changes you must indicate this choice on the 'Submission Without Changes' Screen • ALL projects, whether submitting with OR without changes, must update Sections 3A, 7A, & 7B |
| 3A. | <ul style="list-style-type: none"> • Project Status: Must choose Standard • Component Type: Must match component type indicated on the 2018 GIW |



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| 3B. | <ul style="list-style-type: none"> Project Description: This section should include the project's: target population, project plan for addressing identified housing & service needs, projected outcomes, coordination with other orgs, reason CoC funding is needed MUST be consistent with all other sections of the application Housing First: indicate that your program abides by Housing First by choosing 'Yes' |
| 4A. | <ul style="list-style-type: none"> Supportive Services (Question #1): Responses should be consistent with target populations. (E.g. if serving people with mental illness, you should be providing mental health services) |
| 4B, 5A, and 5B | <ul style="list-style-type: none"> Total Units must be consistent across all three sections and indicate maximum capacity at a single point in time (PIT) |
| 6- ALL forms | <ul style="list-style-type: none"> Funds requested/budget amounts listed should be consistent with your approved funding found in the 2018 GIW |
| 7A. | <ul style="list-style-type: none"> Attachments: If applicable, upload documentation of the subrecipient's non-profit status Third-party In-Kind Match: If you included third-party in-kind match dollars on screen 6D, a separate 7A screen will appear that you should use to attach MOU documentation to confirm the in-kind match commitment |
| 8B. | <ul style="list-style-type: none"> Ensure that ALL required sections are completed and no section is indicated as 'Please Complete' prior to submission of your application |

NOTE: ALL HUD Forms that you are required to complete are included in the NOFA and are considered signed upon submission in E-snaps

IMPORTANT DEADLINES:

Renewal Applications are due in E-snaps by **Friday, August 3rd**. NYC DSS will notify applicants of missing or incomplete applications during the **week of 08/06/2018**. *CORRECTED* Renewal Applications are due in E-snaps by **Wednesday, August 15th**.