Checklist For Direct HUD Applicants

1) Check that all of your projects are listed on the Grant Inventory Worksheet (GIW). The GIW is sent to LAHSA by HUD. The GIW lists all projects which are eligible to apply for renewal funds in the CoC Program competition. To access the GIW, click on the following link.

Link: Grant Inventory Worksheet (GIW)

☐ I have checked the GIW and confirm that all of my grants are correct.

2) Ensure accessibility to eSNAPS. To access the eSNAPS log-in page, click on the following link.

Link: eSNAPS Log-in Page

2b) If you find that you are unable to log-in to eSNAPS, follow directions for updating eSNAPS access in the following link

Link: eSNAPS Registrants - Adding & Deleting

☐ I have checked and confirm that I am able to access my eSNAPS account.

3) Update eSNAPS Applicant Profile. It is important to keep this up-to-date, as your project applications pre-populate based on the information contained in your Applicant Profile. To access the eSNAPS log-in page, click on the following link.

Link: ESNAPS Log-in Page

☐ I have checked my Applicant profile in eSNAPS and confirm that it is updated with the most current information for my agency.

4) Complete the HUD 2880 form. The 2880 form is used to identify projects receiving Federal HUD funds and identify additional grants and fund sources. The information on this form should match your identified "Match" resources and or Leverage resources as needed. You will be asked to upload this form in eSNAPS

Link: HUD Form 2880

☐ I confirm that my HUD 2880 form is complete, uploaded in eSNAPS, and consistent with the information on my agency's Match documentation (see #9 below).

5) Complete the California State SF-424 form and update any SF-424 information in your eSNAPS profile. The SF-424 form identifies the agency as a Federal Fund applicant. Be prepared to fax it to the State Clearing House once the NOFA begins. To access these forms and the SF-424 instructions, click on the following links.

Link: State SF-424 Form
Link: State SF-424 Submission Instructions

☐ I confirm that my agency's SF-424 form is complete, updated with the most current information for my agency, uploaded in eSNAPS, and ready to be faxed to the State Clearing House.

6) Make sure that you are registered with SAM (the federal System for Award Management – formerly the CCR). To access the SAM log-in page, click on the following link.

Link: SAM Log-in Page

☐ I confirm that my agency is registered with SAM and that I am able to access my agency's account.

7) Make sure that your project has an identified staff person who serves as the education liaison to maintain access to educational resources for youth, children and families who are homeless. Please complete the Certification form below and e-mail to: snofa@lahsa.org.

Link: Educational Liaison Certification
Link: Education Regulations & Best Practices
Link: LAUSD Brochure 2013
Link: LA County Brochure 2013

☐ I confirm that my agency has an identified staff person who serves as the education liaison and I have e-mailed the completed Certification form to snofa@lahsa.org.

8) LAHSA is supporting HUD's request to ensure persons who are homeless get linked to Health Care In conjunction with the rollout of the Affordable Care Act (ACA) Each recipient of CoC funds is required to identify at least one staff person to serve as the ACA liaison. The liaison will be the point of contact for ensuring that participants are properly informed of the ACA provisions and registered. Be prepared to demonstrate that all participants in your agency program(s) have registered for Healthy Way LA in conjunction with General Relief, have information to access their "home" medical clinic, have begun the registration process if not currently enrolled, have opted out and paid the required costs, or have been referred to an agency which specializes in completing applications. Please complete the Certification form below and e-mail to: snofa@lahsa.org.

Link: Affordable Care Act (ACA) Centers-Los Angeles-2013
Link: Affordable Care Act Resource Library
Link: Affordable Care Act Liaison Certification

☐ I confirm that I have sent the completed ACA Liaison Certification form to snofa@lahsa.org.

9) Make sure that you have met the 25% Program Match requirement and are using the HUD-approved commitment letter templates. Formerly identified SHP contracts are required to submit the Match documentation directly to LAHSA **prior to beginning the application**. Please send these to snofa@lahsa.org. To access the Match requirements and the required HUD-approved templates for use, click on the following links. Formerly Shelter + Care recipients should seek guidance from the Public Housing Authority (PHA).

Link: Program Match Requirements
Link: In-Kind Match Commitment Letter Template
Link: Cash Match Commitment Letter Template

☐ I confirm that my agency has met the 25% Program Match requirement and submitted the Match documentation to snofa@lahsa.org.

10) Make sure that you have documented all "Leverage" for your project. HUDs target is 150% for each project. Please send your Leverage documentation to snofa@lahsa.org. To access the Leverage details and examples, click on the following link.

Link: Leverage Requirement Details

Link: Examples of Leverage

☐ I confirm that my agency has met the maximum amount of Leverage (targeted to 150%), documented all Leverage, and submitted my Leverage documentation to snofa@lahsa.org.

11) Keep track of your geo-code. To see the list of geo-codes by jurisdiction, click on the following link.

Link: Geo-codes by Jurisdiction

☐ I confirm that I have noted the geo-code for each of my agency's projects.

12) Keep track of FY 2013 CoC information, including: 1) CDFA - 14.267; 2) Funding Opportunity Number – FR-5700-N-31B; 3) Opportunity Title - Fiscal Year 2013 and Fiscal Year 2014 Continuum of Care Program Competition; 4) Competition ID - not yet available; 5) Close Date –currently February 3, 2014. Also keep track of FY 2013 CoC information, tutorials, webinars, and any new requirements. To access the most current information for these items, click on the following link.

Link: FY 2013 CoC Program NOFA Information

☐ I confirm that I know that I am keeping track of the most current CoC information.

13) Specific data is required to complete the on-line eSNAPS application.
   a. APR data from the most recently <u>completed</u> contract period.
      i. Print and review your most recently <u>submitted</u> APR.
      ii. To access the APR data that LAHSA has on file for your agency, use the following link. This is the APR data that will be used to populate the Continuum-wide portion of the application.

Link: APR Data

   b. The SuperNOFA application that agencies complete for each project requires data from HMIS based on a "Calendar" year of closed contracts.
      i. Run an APR, APR Details, and client roster report for the time period running from **1-1-12 to 12-31-12**. This is the data you will need to complete the application in eSNAPS.
      ii. Ensure your data is correct, matches your initial application and matches any amendments.
      iii. Programs with a DV designation in their original application or amendment will use their alternate data base.

☐ I confirm that I have reviewed my agency's most recently submitted APR and the information that it contains is correct for the calendar year 1-1-12 to 12-31-12.

Please return this completed checklist to snofa@lahsa.org with all required documentation by Tuesday December 3, 2013.