Q&A for 2019 Renewal Projects
Updated March 11, 2019

1. **Our project was monitored in 2017 but we didn’t get the report until 2018. Should we submit that Monitoring Report?**
   Yes. You should submit any monitoring report you receive from HUD that you haven’t already submitted to the CoC for review. The request asks for reports from calendar year 2018, but if you didn’t submit the report last year, you should do that now.

2. **On the threshold scoring form, I’m confused by the wording on items 3 and 4. Do I answer “yes” or “no” if the project applicant is not debarred and does not have delinquent debt?**
   An answer of “yes” in this section means that the statement to the left is true. This means that, for example, you should answer “yes” if your project does not have delinquent debt.

3. **The Housing First Assessment is referring to a provider information section but I can’t find that. What should I do?**
   You are right. The provider information section was removed from the document because it was causing errors. You can ignore that part of the instructions and just complete the rest of the assessment.

4. **Last year the APR was accepted in either CSV or in PDF format. Is that the same this year?**
   No. this year we are requesting the APR be submitted in PDF format only. The PDF is much easier for reviewers to navigate than the individual CSV files, and it ensures that reviewers are looking at the right numbers in your APR.

5. **If we have more than one grant or more than one project, can we meet the requirements for the Community Partner Agreement with just one agreement?**
   It is possible to have one agreement that covers more than one grant or project. If the staff, processes, etc. are the same and you would be able to demonstrate clear compliance for both projects from one document, you can use the same document for both.

6. **Our project covers a very large area with a lot of school districts and early childhood education providers. Do we need to have agreements with all of the schools and early childhood education providers in our area to get credit?**
   Agreements with all school districts and all early education providers is not required to receive points in this scoring element. However, in order to meet the requirements for ensuring access to educational services for all children served in your program, your project should strive to develop and maintain agreements with community partners in the individual districts and communities where your program participants live.

7. **Are the Community Partnership Agreement, Early Childhood Education plan, and K-12 Education plan required to be in those formats?**
   No. The Community Partnership Agreement and plan templates are provided as samples to help
project applicants think through what should be included in those documents for your projects to be in compliance with HUD requirements. For Community Partnership Agreements, sometimes the format and specific elements are defined in consultation with your community partner, and that’s okay. For the plan, you may want the format to fit in with your agency’s standards for program guides, and that’s okay. It’s more important to focus on the intent and overall requirements for ensuring access to educational services than on the details of the sample documents.

8. **This is our project’s first renewal and we don’t have any data to submit. We don’t even have a grant number yet. What should I do?**

Projects that were funded for the first time in the FY2018 application period are eligible for renewal, but will not have much for materials to submit. First time renewals just have to update their Project Contact Information (and just leave the grant number and expiration date blank), sign and submit the Applicant Assurances form, and complete the Threshold questions of the scoring sheet. Per CoC policy, projects seeking their first renewal and that still meet threshold criteria are considered eligible for renewal in the local competition. For project ranking, these projects are placed in Tier 1, just above the system grants (HMIS and Coordinated Entry) in the same order that they were ranked in the previous year.

9. **Do I need to provide a draft of our project’s e-snaps application for review now?**

No, the e-snaps application is not required now. The e-snaps system is not yet open or set up for the FY2019 funding round, so that is not possible. Your application in e-snaps will be reviewed later, after HUD releases the guides and instructions for the system. The dates for submitting your application in e-snaps will be announced later and will be added to the Local Competition Timeline on the website.

10. **How is CoC attendance calculated?**

Attendance is calculated based on the number of CoC meetings where the project was represented. If a project has two potential representatives, either representative would count toward attendance at a CoC meeting. This calculation assumes that project representatives are sharing pertinent information with other project staff and partners/subgrantees. If that assumption proves to no longer be correct, the review committee may change this calculation in future years.

11. **Our projects were approved to consolidate at the next grant period. They are currently still two projects, but the renewal application will be for one. How should we submit our documents?**

For projects that consolidate, you can submit your documents together as if it is already one project contract. You can submit one Housing First Assessment and one Equal Access Assessment, for example. You should run your APR in ServicePoint to include data from both projects, and use that combined data to calculate your score. Please contact the HMIS helpdesk if you need assistance. **NOTE:** This same guidance generally applies to expansion projects, except that there will not be additional providers in ServicePoint to include in your APR at this time.