Tulsa City & County Continuum of Care
FY2016 Local Competition
Timeline and Instructions for Application for Projects

Now that the Notice for Funds Availability ("NOFA") has been released, Phase Two of our local HUD FY2016 CoC competition has begun. As you know, in an effort to streamline the review, ranking and application process this year, we asked that you provide the required information in two segments instead of all at once, as has been done in the past. Since you may have already provided a portion of the required information before the NOFA dropped as part of Phase One, the remainder of the information needed by the Review Panel for this year's competition is now being requested. Please adhere to the dates provided below.

Phase Two (post-NOFA announcement)	
June 29, 2016	HUD published the NOFA and opened the FY2016 HUD CoC Competition for applications
July 5, 2016	Collaborative Applicant (CA) publishes the RPF for renewals and bonus funding based on the information contained within the FY2016 NOFA
July 15, 2016	Deadline for applicants to submit the *Declaration of Intent to Submit a Renewal Application or Release Currently Awarded Funds for Reallocation* for each project.
August 15, 2016	Deadline for Phase Two's documents and submission to the CA of a pdf copy of each project's application draft from e-snaps. (HUD states that all applications must be provided to the CA no later than 30 days before the competition closes)
August 16, 2016	CA completes its threshold review of the applications and distributes applications to the Review Panel
August 17, 2016	Review Panel conducts its final review, completes scoring of the projects and prioritizes project rankings for submission to the CoC
August 22, 2016 (pending reschedule of the August Governance Council meeting)	CoC Governance Council receives recommendations of the Review Panel, approves the Project Priority Rankings for inclusion in the CoC Consolidated Application and publishes the results (Applicants must be notified at least 15 days before the due date of the CoC application to HUD if a project is to be accepted or rejected by the CoC) so that they will have sufficient time (15 days) to file a solo application, if necessary.
August 30, 2016	Applicants notified if their application is to be included with the CoC application
August 31, 2016	Request for Certificates of Compliance from local jurisdictions made
September 7, 2016	Deadline for the final submission of all CoC projects in e-snaps by applicants
September 14, 2016	Deadline for submission of the CoC application in e-snaps

Application Packet Instructions:

HUD Resources for e-snaps (you may have to keep checking back for those that have not yet been posted):

Several e-snaps resources are posted on the HUD Exchange link below:

https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/

From the menu on the left, select CoC Program-Project Applicants to access resources on completing e-snaps, guidance on performance measures and budgeting instructions. The PDF of the FY2016 Instructional Guide provides helpful detail on responding to questions on the e-snaps application.

NOTE: If you haven't already done so, please register at https://www.hudexchange.info/mailinglist to ensure that you receive any automatic updates, changes, etc., directly and immediately from HUD.

Application Submission Instructions:

Please submit the required documents listed below electronically via email to **wkindrick@csctulsa.org**; **no** hard copies will be needed.

- A pdf of the project's **completed (but *NOT yet submitted*)** e-snaps application. Include the name of your agency and the project e-snaps name in the file name of the pdf. Please ensure all attachments are dated between May 1st and September 14th.

If not already provided:

- Agency Form with Cover Sheet signed by your agency's Executive Director (complete one per agency)
- Project Impact Form with narratives (complete one per project)
- Agency match and leverage certification (printed on your agency's letterhead and signed by your Agency's Executive Director)
- Leverage commitment documentation (note: applicants will have until **11/14/16**, which is 60 days after the close of the application period, to provide this signed leverage commitment documentation to the Collaborative Applicant)
- Copy of your agency's most recent independent auditor's report with, if applicable, evidence of satisfactory compliance with A-133 requirements (OMB Circular A-133 states that "Non-Federal entities that expend less than $750,000 a year in federal awards are exempt from Federal audit requirements for that year… but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and the GAO.")
- Any attachments to your applications must be dated in a manner that conforms to § VI. C. 2. of the NOFA.

* * * **Do NOT "*submit*" your project in e-snaps until you have been notified by the CoC that your application has been accepted/approved.** * * *

Timeliness of Applications: In order to accommodate HUD's timeline, Phase Two's application packages submitted by **August 15, 2016** will be considered timely. You will have an opportunity to finalize your application(s) during the CoC threshold review on **August 16, 2016** until the Review Panel convenes on **August 17, 2016.**

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