

## Questions and Responses to the Renewal 2021 Notice of Funding Opportunity (NOFO)

September 20, 2021

**Question:** How do I access my projects in E-Snaps?

**Answer:** If you have not created a profile in E-Snaps in the past, and your organization has projects in E-Snaps, create a profile for yourself. The following is the E-Snaps portal and follow the steps below: <https://esnaps.hud.gov/grantium/frontOffice.jsf>

Go to the E-Snaps login:

Step 1. On the "Welcome to E-Snaps" screen, select "Create Profile" from the left menu bar.

Step 2. On the "User Account" screen, complete the fields: enter your contact information, create your username and password, and create a confirmation question and answer.

Step 3. Select the "Save" button.

Step 4. Log out. Select "Create Profile"

**Question:** I created a profile, but still can not see my projects to work on.

**Answer:** After a profile has been created, the organization's projects must be linked. Send the Username that you've created to Rebecca McGuire at [rmcguire@broward.org](mailto:rmcguire@broward.org) and she will add your profile to the Registrant.

**Question:** Under Section 1G. HUD 2880 Part II Other Government Assistance Provided or Requested/Expected Sources and Use of Funds- Will HIP go in to ensure that the information/dollars are correct/up to date?

**Answer:** Yes, the Homeless Initiative Partnership Staff ("HIP") staff will review all applications to ensure compliance with budget requirements.

**Question:** Recipient Performance Section; Question 4- Have any funds remained available for the most recently expired grant term related to this renewal project request? Yes/No

**Answer:** If the organization has completed the 2019 HUD Award and utilization has been at 100%, then the answer can be marked as yes. Otherwise, utilization will be reviewed according to the 2018 HUD Award.

**Question 3A.** Project Detail #7 Is your organization, or subrecipient, a victim service provider defined in 24 CFR 578.3? Read the definition for 24 CFR 578.3 but was confused. Want to mark "yes" because work with homeless youth, but not sure.

**Answer:** If your organization served a specific target sub-population as noted in the 24 CFR 578.3, then respond accordingly.

**Question:** We need “Certification of Consistency with the Consolidated Plan” for two different scattered sites throughout Broward County projects. Who would I request the certificate from? Will it be available by the submission deadline?

**Answer:** This form is located on the HIP website; however, the Collaborative Applicant (HIP) will complete the Certificate and route it for signature to the County Administrator.

<https://www.broward.org/Homeless/Pages/2021NOFOTimeline.aspx>

**Question:** Do we need to complete/attach in attachments: 1. Applicant/Recipient Disclosure/Update Report, 2. Disclosure of Lobbying Activities, and 3. Certification of Drug-Free Workplace?

**Answer:** Yes. Additional forms to complete and attach to your application are also located on the HIP website.

<https://www.broward.org/Homeless/Pages/2021NOFOTimeline.aspx>

**Question:** Do we need to attach: HUD Approved Code of Conduct, HUD Code of Conduct Policy, and SAM registration?

**Answer:** Yes, these forms need to be attached to your application. The Broward approved Code of Conduct will be uploaded to the HIP website on Monday, September 20, 2021. If your organization also has a Code of Conduct that aligns with HUD, attach it as well.

**Question:** Will we be allowed to ask additional questions to the HIP team as we continue through the process?

**Answer:** Yes, after the organization’s application is uploaded in E-Snaps and rated, staff will assist with final submission.

**Question:** When will the rating & ranking tool be made available to providers? Will it be emailed to providers and posted online?

**Answer:** Once the rating and ranking tool is approved by the Homeless Continuum of Care (“HCoC”), it will be posted to the HIP website.

<https://www.broward.org/Homeless/Pages/2021NOFOTimeline.aspx>

**Question:** Will the GIW be resent to providers?

**Answer:** The Grants Inventory Worksheet is posted on the HIP website now.

<https://www.broward.org/Homeless/Pages/2021NOFOTimeline.aspx>

**Question:** We would like to add more Homeless Management Information System funds to our budget this year – how do we do that?

**Answer:** The organization would have to submit the budget for the project in E-Snaps for the 2021 Award. However, HUD will not allow a decrease in clients served from the prior year. Ensure to align budget to number of clients to be served. In addition, the organization's budget will be reviewed during the rating and ranking process as per the approved tool.

**Question:** Can changes be made to the GIW?

**Answer:** Changes can be made to the GIW at any time through technical assistance from HUD. All changes must be made through the Collaborative Applicant (Broward County HCoC).