New Project E-snaps Guidance

This document is intended to provide new project applicants information related to the set up and completion of new project applications in e-snaps, including where to find up-to-date budget & population information, additional information which may be specific to each project (e.g. expansion info.), requests for updates/changes to applications from that was submitted in Zengine (e.g. corrections, etc.), a model e-snaps application and additional guidance on how to complete narratives in e-snaps.

Myles (mwensek@housinginnovations.us) will create each new project application in e-snaps, with the exception of expansions for which DOH or DMHAS is not the recipient, in which case the recipient will be required to create the e-snaps application.

- Myles will create the project name, input the recipient & sub-recipient names and the most up to date budget, and include sub-recipient amounts in the applications.
- Sub-recipients will complete the remainder of the application

Additional information can be found:

- In your agency's Dropbox folder:
    - Feedback from the new project application submitted in Zengine which includes any items that need to be changed and/or updated
    - Budget & naming convention of the new project along with your reviewer's contact information
    - Reviewed e-snaps application with reviewer feedback - will be in the Dropbox folder at the due date set, and an email notification will be sent
- On the CT BOS Website:
    - New Project Template: An example of a successful project application submitted to HUD
    - Copy of these instructions along with schedule/ deadlines
    - Quick reference for indirect costs
- Links to additional information:
    - New Project guidance – HUD document

Schedule:

- 7/17/24: New project applicants given materials to complete e-snaps application
- 7/29/24: New project applications due in Zengine
    - Complete application for review, but do not submit in e-snaps until directed by reviewer
    - Notify reviewer via email when the application is in Zengine
        - For Project Type – choose other and indicate that it is a New Project Application

- 8/5/24: Reviewer completes review and responds to all providers indicating if additional revisions are required and next steps
- 8/19/25: New Project application – submit applications in e-snaps

General Guidance for E-snaps application completion:

Note: The instructions below provide general guidance for some questions in the e-snaps application. However, be sure to review the New Project Template and any instructions specific to your application for additional guidance for application completion.

2B. Experience

1. Describe organization's experience effectively utilizing federal funds and activities proposed in this application: = Q 7C in the RFP Profile (2.B.1. in e-snaps)
    a. PSH providers will use DMHAS narrative responses + their own for this response. RRH providers will use DOH narrative responses + their own.
    b. 3,000 character limit in e-snaps
    c. HUD is looking for specifics regarding – the type of and amount of federal funds utilized in the recent past. For example, organizations can state, "Agency xyz has received over $3M in the past 3 years from the Dept. of Health and Human Services to carry out the following activities: a; b; and c. XYZ spent the funding in the agreed upon timeframe and has reported back to HHS as required in a timely fashion on spending and activities." Or "Within the past fiscal year, XYZ received $XXX from HUD to carry out activities similar to what is requested in this application: a; b; and c. These funds were spent on rental assistance for XX households, and providing supportive services for those households, which resulted in XX people remaining in or exiting to permanent housing, 30 households increasing income, etc. XYZ spent all of the funds within the program year and submitted the APR on time."
    d. Regarding performing the activities proposed, it is recommended that agencies provide examples related to the federal funds spent that were mentioned above, as well as any additional experience, plus use these prompts:
        i. Provide examples of working with and addressing the target population(s) identified housing and supportive service needs;
        ii. Provide examples of developing and implementing relevant program systems, services, and/or residential property construction and rehabilitation;

2. Describe organization's experience in leveraging Federal, State, local and private sector funds = Q. 7D in application (2.B.2. in e-snaps).
    a. Similarly to above, PSH and RRH programs will use either DMHAS or DOH responses plus their own as subrecipient.
    b. 3,000 character limit in e-snaps
    c. If possible, give examples of the amounts of various federal, state, local and private sector funds you have leveraged within the past year to 3 years, including how those funds have complemented one another and enhanced your work, your mission, etc.

3. Describe your organization's financial management structure (2B.3 in e-snaps).
   a. PSH and RRH programs will use either DMHAS or DOH responses plus their own as subrecipient.
   b. Pay attention to character limit in e-snaps
   c. Include how your organization has a functioning accounting system that is operated in accordance with generally accepted accounting principles or has designated a fiscal agent that will maintain a functioning accounting system for your organization in accordance with generally accepted accounting principles.
   d. Describe structure and oversight/supervisory roles.
      i. For example: XYZ's finance department administers a budget of over $XXX per year and carefully reviews and tracks grant-related revenue and expenditures in order to ensure compliance with all grant contracts. XYZ's finance department is led by the CFO and has a staff of 3 who are responsible for: overseeing all payables and receivables, producing internal financial reports, monitoring cash flow, producing reports for all government and private grants and administering finances for all programs and services. XYZ uses the automated accounting system, XXX, for its accounts management.
      ii. Add any checks and balances related to accounting – e.g. bank accounts reconciled by someone who doesn't draft checks; additional reviews of bank reconciliation (CFO, ED, Board of directors)
      iii. Additional items to add: regular accounting activities undertaken and the frequency with which they are completed.
      iv. State whether agency is audited, frequency of audits and note if any findings/resolutions or no findings.

3B. Project Description

1. Provide a description that addresses the entire scope of the proposed project = Q2.O. in the project application (3.B.1. in e-snaps)
   a. In this response, it is important to give a full picture of the projects: who you are proposing to serve, what you are requesting funds to do (activities), and outcomes that you hope to achieve with the funds/activities. Use the following Zengine prompts to provide a complete response:

      i. A description of the housing type, number of units, location(s) including whether this is a single site, multi-site or scattered-site project
      ii. The target population(s) to be served - number of singles, families; disabilities/special needs addressed, etc.
      iii. Plan for addressing the identified housing and supportive service needs of participants
      iv. Roles of any sub-recipients
      v. Coordination with other organizations (federal, state, nonprofit)
      vi. Anticipated quantified projected outcomes (e.g. 90% of participants will remain housed in the project or exit to permanent housing, 70% of participants will gain income from entry date to annual assessment date, or time between project entry date and move-in date will be 30 days or less for 90% of participants)
      vii. How the CoC funding will be used