**New Project Application**
FY2022

Applicant Name:
Saint Louis County Project Applicant
Applicant Number:
MO-500 Project Applicant
Project Name:
FY2022_New_c1.9a
Project Number:
MO8804L7E002201

**Applicant Technical Submission**

**Before Starting**
Reference Submissions
Issues and Conditions
  Acknowledgement
Attachments
Adjustments

Part 1 - SF-424
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  1B. Legal Applicant
  1C. Application Details
  1D. Congressional District(s)
  1E. Compliance
  1F. Declaration
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  2A. Subrecipients
  2B. Experience
Part 3 - Project Information
  3A. Project Detail
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  3C. Expansion
Part 4 - Housing, Services, and HMIS
  4A. Services

## Before Starting Technical Submission

**HUD strongly encourages ALL grant recipients to review the following information BEFORE beginning Technical Submission.**

**Technical Submission**

Congratulations on your FY 2022 Continuum of Care (CoC) Program conditional New, CoC Planning or UFA Costs Project award. All conditionally selected New, CoC Planning, and UFA Costs grant recipients must go through a "Technical Submission" process before HUD can execute a grant agreement. This process includes the acknowledgment and resolution of Issues and Conditions, the submission of additional project detail concerning administration costs and project milestones, and in some cases, minor adjustments to project information.

Completing the Technical Submission process in e-snaps ensures that accurate and current project information is available to HUD and the recipient at all times and that it will be correct for the next competition in which the grant is eligible for renewal. The screens in e-snaps that follow are very similar to the screens from the Project Application, and so should be easy to navigate.

Communication between HUD and recipients is essential to the proper and timely completion of the Technical Submission process. If you have questions about the specific information that you need to provide, contact your local HUD CPD field office for guidance. If you have technical questions about completing this form in e-snaps, please submit a question to the HUD Exchange via Ask A Question, which is accessible online at https://hudexchange.info/ask-a-question/

**Grant Agreements**

HUD will enter into a grant agreement with the recipient who applied for and was conditionally awarded funding once the information provided at this step is received and approved by the local HUD CPD field office.

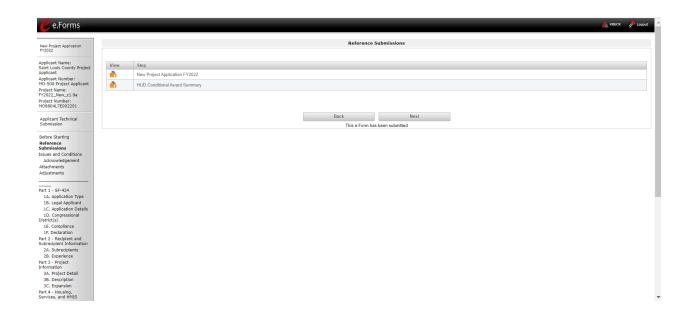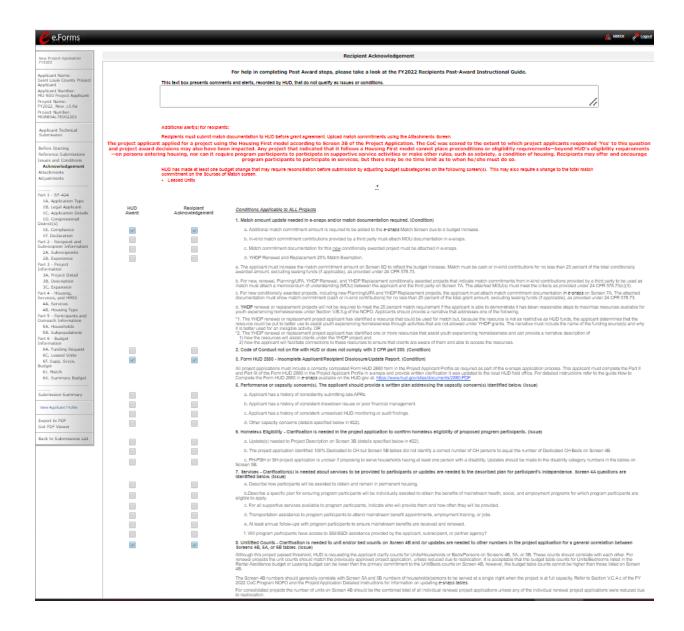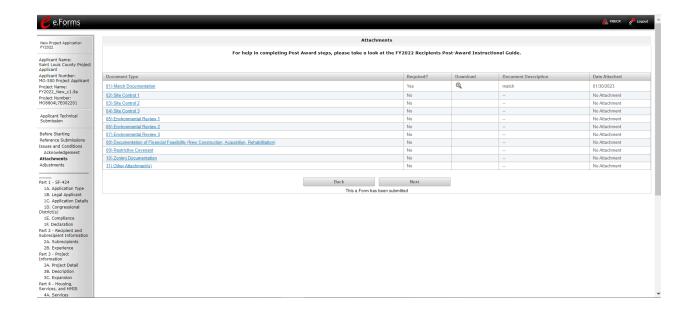| Back | Next |
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The Before Starting Screen – Gives relevant information on how to complete the Technical Submission stage and links to go to for questions.

Reference Submission: Allows recipients to view their original application and a summary of their HUD conditional award

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MO88O4L7E002201

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  5B. Subpopulations
Part 6 - Budget
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  6C. Leased Units
  6F. Supp. Srvcs.
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  6J. Match
  6K. Summary Budget

Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

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## Recipient Acknowledgement

**For help in completing Post Award steps, please take a look at the FY2022 Recipients Post-Award Instructional Guide.**

**This text box presents comments and alerts, recorded by HUD, that do not qualify as issues or conditions.**

**Additional alert(s) for recipients:**

Recipients must submit match documentation to HUD before grant agreement. Upload match commitments using the Attachments Screen.

The project applicant applied for a project using the Housing First model according to Screen 3B of the Project Application. The CoC was scored to the extent to which project applicants responded 'Yes' to this question and project award decisions may also have been impacted. Any project that indicated that it follows a Housing First model cannot place preconditions or eligibility requirements—beyond HUD's eligibility requirements—on persons entering housing, nor can it require program participants to participate in supportive service activities or make other rules, such as sobriety, a condition of housing. Recipients may offer and encourage program participants to participate in services, but there may be no time limit as to when he/she must do so.

HUD has made at least one budget change that may require reconciliation before submission by adjusting budget subcategories on the following screen(s). This may also require a change to the total match commitment on the Sources of Match screen.
  • Leased Units

*
...

| | HUD Award | Recipient Acknowledgement | **Conditions Applicable to ALL Projects** |
|---|---|---|---|
| | | | **1. Match amount update needed in e-snaps and/or match documentation required. (Condition)** |
| | ☑ | ☑ | a. Additional match commitment amount is required to be added to the *e-snaps* Match Screen due to a budget increase. |
| | ☐ | ☐ | b. In-kind match commitment contributions provided by a third party must attach MOU documentation in e-snaps. |
| | ☐ | ☐ | c. Match commitment documentation for this _new_ conditionally awarded project must be attached in e-snaps. |
| | ☐ | ☐ | d. YHDP Renewal and Replacement 25% Match Exemption. |

a. The applicant must increase the match commitment amount on Screen 6D to reflect the budget increase. Match must be cash or in-kind contributions for no less than 25 percent of the total conditionally awarded amount, excluding leasing funds (if applicable), as provided under 24 CFR 578.73.

b. For new, renewal, Planning/UFA, YHDP Renewal, and YHDP Replacement conditionally awarded projects that indicate match commitments from in-kind contributions provided by a third party to be used as match must attach a memorandum of understanding (MOU) between the applicant and the third party on Screen 7A. The attached MOU(s) must meet the criteria as provided under 24 CFR 578.73(c)(3).

c. For new conditionally awarded projects, including new Planning/UFA and YHDP Replacement projects, the applicant must attach match commitment documentation in *e-snaps* on Screen 7A. The attached documentation must show match commitment (cash or in-kind contributions) for no less than 25 percent of the total grant amount, excluding leasing funds (if applicable), as provided under 24 CFR 578.73.

d. **YHDP** renewal or replacement projects will not be required to meet the 25 percent match requirement if the applicant is able to demonstrate it has taken reasonable steps to maximize resources available for youth experiencing homelessness under Section V.B.3.g of the NOFO. Applicants should provide a narrative that addresses one of the following:
  *1. The YHDP renewal or replacement project applicant has identified a resource that could be used for match but, because the resource is not as restrictive as HUD funds, the applicant determines that the resource could be put to better use to assist youth experiencing homelessness through activities that are not allowed under YHDP grants. The narrative must include the name of the funding source(s) and why it is better used for an ineligible activity. OR
  *2. The YHDP renewal or replacement project applicant has identified one or more resources that assist youth experiencing homelessness and can provide a narrative description of
     1) how the resources will assist clients under the YHDP project and
     2) how the applicant will facilitate connections to these resources to ensure that clients are aware of them and able to access the resources.

| | HUD Award | Recipient Acknowledgement | |
|---|---|---|---|
| | ☐ | ☐ | **2. Code of Conduct not on file with HUD or does not comply with 2 CFR part 200. (Condition)** |
| | ☑ | ☑ | **3. Form HUD 2880 - Incomplete Applicant/Recipient Disclosure/Update Report. (Condition)** |

All project applications must include a correctly completed Form HUD 2880 form in the Project Applicant Profile as required as part of the e-snaps application process. This applicant must complete the Part II and Part III of the Form HUD 2880 in the Project Applicant Profile in e-snaps and provide written clarification it was updated to the local HUD field office. For detailed instructions refer to the guide How to Complete the Form HUD 2880 in *e-snaps* available on the HUD.gov at: https://www.hud.gov/sites/documents/2880.PDF

| | HUD Award | Recipient Acknowledgement | |
|---|---|---|---|
| | | | **5. Performance or capacity concern(s). The applicant should provide a written plan addressing the capacity concern(s) identified below. (Issue)** |
| | ☐ | ☐ | a. Applicant has a history of consistently submitting late APRs. |
| | ☐ | ☐ | b. Applicant has a history of consistent drawdown issues or poor financial management. |
| | ☐ | ☐ | c. Applicant has a history of consistent unresolved HUD monitoring or audit findings. |
| | ☐ | ☐ | d. Other capacity concerns (details specified below in #22). |
| | | | **6. Homeless Eligibility - Clarification is needed in the project application to confirm homeless eligibility of proposed program participants. (Issue)** |
| | ☐ | ☐ | a. Update(s) needed to Project Description on Screen 3B (details specified below in #22). |
| | ☐ | ☐ | b. The project application identified 100% Dedicated to CH but Screen 5B tables did not identify a correct number of CH persons to equal the number of Dedicated CH Beds on Screen 4B. |
| | ☐ | ☐ | c. PH-PSH or SH project application is unclear if proposing to serve households having at least one person with a disability. Updates should be made to the disability category numbers in the tables on Screen 5B. |
| | | | **7. Services - Clarification(s) is needed about services to be provided to participants or updates are needed to the described plan for participant's independence. Screen 4A questions are identified below. (Issue)** |
| | ☐ | ☐ | a. Describe how participants will be assisted to obtain and remain in permanent housing. |
| | ☐ | ☐ | b. Describe a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which program participants are eligible to apply. |
| | ☐ | ☐ | c. For all supportive services available to program participants, indicate who will provide them and how often they will be provided. |
| | ☐ | ☐ | d. Transportation assistance to program participants to attend mainstream benefit appointments, employment training, or jobs. |
| | ☐ | ☐ | e. At least annual follow-ups with program participants to ensure mainstream benefits are received and renewed. |
| | ☐ | ☐ | f. Will program participants have access to SSI/SSDI assistance provided by the applicant, subrecipient, or partner agency? |
| | ☑ | ☑ | **8. Unit/Bed Counts - Clarification is needed to unit and/or bed counts on Screen 4B and /or updates are needed to other numbers in the project application for a general correlation between Screens 4B, 5A, or 5B tables. (Issue)** |

Although this project passed threshold, HUD is requesting the applicant clarify counts for Units/Households or Beds/Persons on Screens 4B, 5A, or 5B. These counts should correlate with each other. For renewal projects the unit counts should match the previously approved project application, unless reduced due to reallocation. It is acceptable that the budget table counts for Units/Bedrooms listed in the Rental Assistance budget or Leasing budget can be lower than the primary commitment to the Unit/Beds counts on Screen 4B; however, the budget table counts cannot be higher than those listed on Screen 4B.

The Screen 4B numbers should generally correlate with Screen 5A and 5B numbers of households/persons to be served at a single night when the project is at full capacity. Refer to Section V.C.4.c of the FY 2022 CoC Program NOFO and the Project Application Detailed Instructions for information on updating *e-snaps* tables.

For consolidated projects the number of units on Screen 4B should be the combined total of all individual renewal project applications unless any of the individual renewal project applications were reduced due to reallocation.
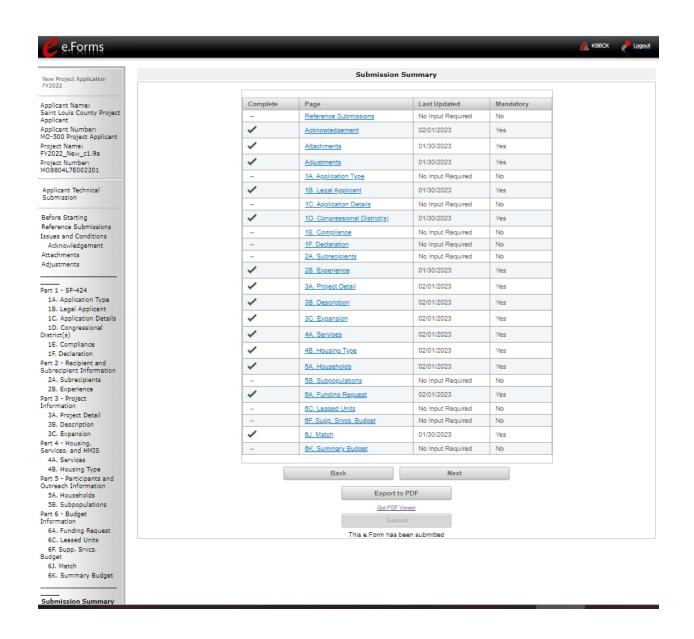
Issues and Conditions: Allows recipients to view and acknowledge the conditions (if any) placed on their grant that they must satisfy prior to grant agreement

**Attachments**

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**For help in completing Post Award steps, please take a look at the FY2022 Recipients Post-Award Instructional Guide.**

| Document Type | Required? | Download | Document Description | Date Attached |
|---|---|---|---|---|
| 01) Match Documentation | Yes | 🔍 | match | 01/30/2023 |
| 02) Site Control 1 | No | | -- | No Attachment |
| 03) Site Control 2 | No | | -- | No Attachment |
| 04) Site Control 3 | No | | -- | No Attachment |
| 05) Environmental Review 1 | No | | -- | No Attachment |
| 06) Environmental Review 2 | No | | -- | No Attachment |
| 07) Environmental Review 3 | No | | -- | No Attachment |
| 08) Documentation of Financial Feasibility (New Construction, Acquisition, Rehabilitation) | No | | -- | No Attachment |
| 09) Restrictive Covenant | No | | -- | No Attachment |
| 10) Zoning Documentation | No | | -- | No Attachment |
| 11) Other Attachment(s) | No | | -- | No Attachment |

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Attachments: Allows recipients to attach documentation that confirms that they meet their technical submission requirements, as applicable.

**Adjustments**

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\* Has HUD *required* that you adjust information submitted with your application to resolve Issues and Conditions, to reconcile budget changes made by HUD or are you requesting to update/add indirect cost information?  [ Yes ▾ ]

Adjustments can only be made to resolve issues and conditions, to reconcile budget changes made by HUD or to update/add indirect cost information. No other requests for changes to your project may be initiated using this Post Award step unless requested by HUD. All adjustments will be reviewed by HUD before grant agreement and may be rejected.

\* Briefly describe the adjustments being requested.

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Adjustments: Allows recipients to adjust project data to meet requirements set by conditions placed on the project. Most recipients will edit little or no information.

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  6J. Match
  6K. Summary Budget
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**Submission Summary**

| Complete | Page | Last Updated | Mandatory |
|---|---|---|---|
| -- | Reference Submissions | No Input Required | No |
| ✓ | Acknowledgement | 02/01/2023 | Yes |
| ✓ | Attachments | 01/30/2023 | Yes |
| ✓ | Adjustments | 01/30/2023 | Yes |
| -- | 1A. Application Type | No Input Required | No |
| ✓ | 1B. Legal Applicant | 01/30/2023 | Yes |
| -- | 1C. Application Details | No Input Required | No |
| ✓ | 1D. Congressional District(s) | 01/30/2023 | Yes |
| -- | 1E. Compliance | No Input Required | No |
| -- | 1F. Declaration | No Input Required | No |
| -- | 2A. Subrecipients | No Input Required | No |
| ✓ | 2B. Experience | 01/30/2023 | Yes |
| ✓ | 3A. Project Detail | 02/01/2023 | Yes |
| ✓ | 3B. Description | 02/01/2023 | Yes |
| ✓ | 3C. Expansion | 02/01/2023 | Yes |
| ✓ | 4A. Services | 02/01/2023 | Yes |
| ✓ | 4B. Housing Type | 02/01/2023 | Yes |
| ✓ | 5A. Households | 02/01/2023 | Yes |
| -- | 5B. Subpopulations | No Input Required | No |
| ✓ | 6A. Funding Request | 02/01/2023 | Yes |
| -- | 6C. Leased Units | No Input Required | No |
| -- | 6F. Supp. Srvcs. Budget | No Input Required | No |
| ✓ | 6J. Match | 01/30/2023 | Yes |
| -- | 6K. Summary Budget | No Input Required | No |

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Submission Summary: Allows recipient to review their submission status and to submit the project.