Before Starting the Project Application

To ensure that the Project Application is completed accurately, ALL project applicants should review the following information BEFORE beginning the application.

Things to Remember:

 - Additional training resources can be found on the HUD.gov at https://www.hud.gov/program_offices/comm_planning/coc.
  - Questions regarding the FY 2023 CoC Program Competition process must be submitted to CoCNOFO@hud.gov.
 - Questions related to e-snaps functionality (e.g., password lockout, access to user's application account, updating Applicant Profile)must be submitted to e-snaps@hud.gov.
  - Project applicants are required to have a Unique Entity Identifier (UEI) number and an active registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) in order to apply for funding under the Fiscal Year (FY) 2023 Continuum of Care (CoC) Program Competition. For more information see FY 2023 CoC Program Competition NOFO.
 - To ensure that applications are considered for funding, applicants should read all sections of the FY 2023 CoC Program NOFO.
 - Detailed instructions can be found on the left menu within e-snaps. They contain more comprehensive instructions and so should be used in tandem with navigational guides, which are also found on the HUD Exchange.
 - Before starting the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps, particularly the Authorized Representative and Alternate Representative forms as HUD uses this information to contact you if additional information is required (e.g., allowable technical deficiency).
 - Carefully review each question in the Project Application. Questions from previous competitions may have been changed or removed, or new questions may have been added, and information previously submitted may or may not be relevant. Data from the FY 2022 Project Application will be imported into the FY 2023 Project Application; however, applicants will be required to review all fields for accuracy and to update information that may have been adjusted through the post award process or a grant agreement amendment. Data entered in the post award and amendment forms in e-snaps will not be imported into the project application.
 - Rental assistance projects can only request the number of units and unit size as approved in the final HUD-approved Grant Inventory Worksheet (GIW).
 - Transitional housing, permanent supportive housing with leasing, rapid re-housing, supportive services only, renewing safe havens, and HMIS can only request the Annual Renewal Amount (ARA) that appears on the CoC's HUD-approved GIW. If the ARA is reduced through the CoC's reallocation process, the final project funding request must reflect the reduced amount listed on the CoC's reallocation forms.
 - HUD reserves the right to reduce or reject any renewal project that fails to adhere to 24 CFR part 578 and the application requirements set forth in the FY 2023 CoC Program Competition NOFA.

1E. SF-424 Compliance

19. Is the Application Subject to Review By State Executive Order 12372 Process?   a. Yes

If "YES", enter the date this application was made available to the State for review: 09/05/2022

20. Is the Applicant delinquent on any Federal debt?   No

If "YES," provide an explanation: Not Applicable

Information About Submission without Changes

Follow the instructions below making note of the exceptions and limitations to the "Submit Without Changes" process.

In general, HUD expects a project's proposed project application information will remain the same from year-to-year unless changes are directed by HUD or approved through the grant agreement amendment process. However, HUD expects applicants to carefully review their information to determine if submitting without changes accurately reflects the expiring grant requesting renewal.

The data from previously submitted new and renewal project applications can be imported into a FY 2023 renewal project application. The "Submit without Changes" process is not applicable for first time renewing project applications or for a project application that did not import FY 2022 information and e-snaps will automatically be set to "Make Changes" and all questions on each screen must be updated.

Renewal projects that select "Yes - Individual Application in a Renewal Grant Consolidation" on the Renewal Grant Consolidation or Renewal Grant Expansion Screen may not use the "Submit Without Changes" process and esnaps will automatically be set to "Make Changes". In addition, esnaps will automatically be set to "Make Changes" if the project applicant indicates on the Renewal Grant Consolidation or Renewal Grant Expansion Screen, this project application is for a "Yes - Stand-Alone Renewal Application in a New Grant Expansion" project application.

The e-snaps screens that remain "open" for required annual updates and do not affect applicants' ability to select "Submit without Changes" are:
- Recipient Performance Screen
 - Consolidation and Expansion
 - Screen 3A. Project Detail
  - Screen 6A. Funding Request
 - Screen 6D. Sources of Match
Screen 6E. Summary Budget - All of Part 7: Attachments and Certification; and
 - All of Part 8: Submission Summary.

All other screens in Part 2 through Part 6 begin in "Read-Only" format and should be reviewed for accuracy; including any updates that were made to the 2021 project during the CoC Post Award Issues and Conditions process or as amended. If all the imported data is accurate and no edits or updates are needed to any screens other than the mandatory screens and questions noted above, project applicants should select "Submit Without Changes" in Part 8. If project applicants imported data and do need to make updates to the information on one or more screens, they must navigate to Part 8: "Submission Without Changes" Screen, select "Make Changes", and check the box next to each relevant screen title to unlock screens for editing. After project applicants select the screens they intend to edit via checkboxes, click "Save" and those screens will be available for edit. Once a project applicant selects a checkbox and clicks "Save", the project applicant cannot uncheck the box.

Please refer to the Detailed Instructions and e-snaps navigation guides found on HUD.gov to find more in depth information about applying under the FY 2023 CoC Competition.

Submission Without Changes

1. Are the requested renewal funds reduced from the previous award due to reallocation?   No

2. Do you wish to submit this application without making changes? Please refer to the guidelines below to inform you of the requirements.   Make changes

3. Specify which screens require changes by clicking the checkbox next to the name and then clicking the Save button.

Part 2 - Subrecipient Information	
2A. Subrecipients	☐
Part 3 - Project Information	
3A. Project Detail	X
3B. Description	X
Part 4 - Housing Services and HMIS	
4A. HMIS Standards	☐
Part 5 - Participants and Outreach Information	
Part 6 - Budget Information	
6A. Funding Request	X
6D. Match	X
6E. Summary Budget	X
Part 7 - Attachment(s) & Certification	
7A. Attachment(s)	X
7B. Certification	X

You have selected "Make Changes" to question #2 above. Provide a brief description of the changes that will be made to the project information screens (bullets are appropriate):

3B. Project Description:Narrative was updated to reflect the increase in program participation.
6A. Direct Cost Base had an increase in amount.
6E. Admin cost field was blank and needed to be populated

You have selected "Make Changes." Once this screen is saved, you will be prohibited from "unchecking" any box that has been checked regardless of whether a change to data on the corresponding screen will be made.

Recipient Performance

1. Did you submit your previous year's Annual Performance Report (APR) on time? Yes

2. Do you have any unresolved HUD Monitoring or OIG Audit finding(s) concerning any previous grant term related to this renewal project request? No

3. Do you draw funds quarterly for your current renewal project? Yes

4. Have any funds remained available for recapture by HUD for the most recently expired grant term related to this renewal project request? Yes

4a. If HUD recaptured funds provide an explanation.

$5,222.46 was recaptured by HUD from the most recently expired grant. The allocated funds for project management and coordination as well as hosting were not fully expended. HMIS is working closely with the CA to ensure that all program funds will be fully expended in the future.

Renewal Grant Consolidation or Renewal Grant Expansion

The CoC Competition will continue offering opportunities to expand or consolidate CoC projects.

  1. Expansions and Consolidations will no longer be required to submit a combined version of the application.
   a. Expansions will be required to ONLY submit a Stand-Alone Renewal and a Stand-Alone New application.
   b. Consolidations will be required to ONLY submit a Survivor grant and a terminating grant. Up to 10 grants may be involved in a consolidation (Survivior + 9 Terminating grants)

  2. Since no combined version will be submitted for either the Expansion or Consolidation, the combining of data will occur at Post-Award. HUD HQ will combine all units, beds and budgets prior to the Post-Award process. The field office and applicant will then be required to combine remaing project data at C1.9a (recipient step). HUD HQ will provide a data   report with the data all combined. All that will be required for applicants to do is a simple copy and paste.

  We hope this process will simplify and reduce any confusion when submitting expansions or consolidations. If you have any questions, please contact the AAQ.

1. Is this renewal project application requesting to   No
 consolidate or expand?

If "No" click on "Next" or "Save & Next" below to move to the next screen.

2A. Project Subrecipients

This screen is currently read only and only includes data from the previous grant. To make changes to this information, navigate to the Submission without Changes screen, select "Make Changes" in response to Question 2, and then check the box next each screen that requires a change to match the current grant agreement, as amended, or to account for a reallocation of funds.

This form lists the subrecipient organization(s) for the project. To add a subrecipient, select the   icon. To view or update subrecipient information already listed, select the view   option.

Total Expected Sub-Awards: $117,146

Organization	Type	Sub-Award Amount
The Salvation Army	M. Nonprofit with 501C3 IRS Status	$117,146

2A. Project Subrecipients Detail

a. Organization Name: The Salvation Army

b. Organization Type: M. Nonprofit with 501C3 IRS Status

c. Employer or Tax Identification Number: 52-1940234

d. Unique Entity Identifier: L9M9LKXMHBU5

e. Physical Address
Street 1: 155003 Corsair Road
Street 2:
City: Tiyan
State: Guam
Zip Code: 96921

f. Congressional District(s): GU-000
(for multiple selections hold CTRL key)

g. Is the subrecipient a Faith-Based Organization? Yes

h. Has the subrecipient ever received a federal grant, either directly from a federal agency or through a State/local agency? Yes

i. Expected Sub-Award Amount: $117,146

j. Contact Person
Prefix: Captain
First Name: Hector

Middle Name:

Last Name: Acosta

Suffix:

Title: Guam Corps Officer / Micronesian Island

E-mail Address: hector.acosta@usw.salvationarmy.org

Confirm E-mail Address: hector.acosta@usw.salvationarmy.org

Phone Number: 671-477-9866

Extension: 113

Fax Number: 671-477-9870

Documentation of the subrecipient's nonprofit status is required with the submission of this application.

3A. Project Detail

1. Expiring Grant Project Identification Number (PIN):   GU0004

(e.g., the "Federal Award Identifier" indicated on form 1A. Application Type)

2. CoC Number and Name: GU-500 - Guam CoC

3. CoC Collaborative Applicant Name: Government of Guam/Guam Housing & Urban Renewal Authority

4. Project Name: HMIS

5. Project Status: Standard

6. Component Type: HMIS

7. Is your organization, or subrecipient, a victim service provider defined in 24 CFR 578.3?   No

3B. Project Description

1. Provide a description that addresses the entire scope of the proposed project.

As a member of the Guam Homeless Coalition (GHC), The Salvation Army (TSA) has continued to implement a Homeless Management Information System (HMIS) and continues to work with technical staff and GHC members to ensure seamless integration of all homeless data.

The GHC currently utilizes Bitfocus' Clarity Human Services as the HMIS case management software. Twenty Five (25) programs on Guam utilize the HMIS as their case management software for Coordinated Entry, referrals, and to capture data to generate program specific and HUD required reports. Additionally, Guam's HMIS is now utilized by the Commonwealth of the Northern Mariana Islands' ESG and PATH programs. American Samoa's PATH and RHY programs also continue to utilize Guam's HMIS.

A total of three employees operate the data collection program; an HMIS Coordinator/Information Technology Specialist, a Support Specialist, and a Data Analyst. The HMIS Coordinator is responsible for overseeing the entire program, implementing decisions by the HMIS Committee, facilitating policy development, ensures guidelines for security and confidentiality are reviewed and monitored as required under HUD guidelines, and provides technical assistance and support to TSA Guam and other Micronesia Islands under the jurisdiction of TSA Guam's Corps Officer. The Data Analyst is responsible for monitoring the integrity of data collected, monitoring data collection practices, and generating program, agency, and/or continuum level data reports. The Data Analyst also makes projections regarding future trends and identifies patterns based on the data collected. The HMIS Support Specialist dedicates 100% of his time providing technical support and training to all end users, ensuring all end users have the capability to enter data needed for analyzing and reporting. Customized reports are generated providing a comprehensive analysis on the extent of homelessness and how to address it. The Data Analyst and Support Specialist work under the supervision of the HMIS Coordinator/Information Technology Specialist.

This renewal grant application is requesting funds to provide ongoing third party hosting via BitFocus. Recurring costs consist of user licenses, server storage and backups, and Internet hosting. Unanticipated costs may include fees for data migration, additional software licenses, and field customization, and technical assistance and training. Salaries for the HMIS Coordinator, Data Analyst, and Support Specialist are included in the application.

GHC will continue to identify effective and efficient means to utilize HMIS as an integral component in which service providers will have the ability to utilize data for accurate referral, placement, and effective case management.

4A. HMIS Standards

This screen is currently read only and only includes data from the previous grant. To make changes to this information, navigate to the Submission without Changes screen, select "Make Changes" in response to Question 2, and then check the box next each screen that requires a change to match the current grant agreement, as amended, or to account for a reallocation of funds.

1.Is the HMIS currently programmed to collect all Universal Data Elements (UDEs) as set forth in the FY 2022 HMIS Data Standard Manual?   Yes

2. Does HMIS produce all HUD-required reports and provide data needed for HUD reporting? (i.e., Annual Performance Report (APR)/CoC reporting, Consolidated Annual Performance and Evaluation Report (CAPER)/ESG reporting, Longitudinal System Analysis (LSA)/Annual Homeless Assessment Report, System Performance Measures (SPM), and Data Quality Table, etc.).   Yes

3. Is your HMIS capable of generating all reports required by all Federal partners including HUD, VA, and HHS?   Yes

4. Does HMIS provide the CoC with an unduplicated count of program participants receiving services in the CoC?   Yes

5. Describe your organizations process and stakeholder involvement for updating your HMIS Governance Charters and HMIS Policies and Procedures.

The Guam Homeless Coalition (GHC) Strategic Planning Committee meet twice a month. Changes to GHC By-Laws, GHC SOP and Governance, and Subcommittee Policies (to include the HMIS P&P) are discussed during these meetings. Should changes be made to any of the policies, they go through an amendment phase seeking feedback from all stakeholders. Once the committee agrees to the changes, it is presented to the GHC General Members meeting that is held every third Wednesday of the month for voting. If the amendments pass via majority vote, the updated policy goes into effect.

6. Who is responsible for insuring the HMIS implementation meets all privacy and security standards as required by HUD and other federal partners?

The HMIS Lead Agency is responsible for insuring the HMIS implementation meets all privacy and security standards. They periodically run and review audit reports to ensure appropriate privacy and data access policies are being followed by end-users. Furthermore, Guam's HMIS implementation is hosted by a vendor (Bitfocus' Clarity Human Services) who regularly updates the software based on changes that HUD and other federal partners execute. The HMIS Lead Agency works closely with Bitfocus and conduct quarterly meetings them. This ensures that, should there be changes, the updates are pushed out with minimal interruption to end-users.

**7. Does the HMIS Lead conduct Privacy and   Yes
Security Training and follow up on privacy and
security standards on a regular basis?**

8. What is the CoC's policy and procedures for managing a breach of Personally Identifiable Information (PII) in HMIS?

Although the HMIS Lead themselves does not have a grievance management process, the agency utilizing the HMIS are responsible for setting up an internal process to handle complaints related to HMIS including grievances related to PII's. Additionally, the GHC Committee will take appropriate action to include the termination of the agency's participation with HMIS should no appropriate action be taken with the end-user responsible for the PII breach. The agency is also expected to appoint a replacement for the end-user responsible for the breach.

6A. Funding Request

VAWA Budget

New in FY2023, the Violence Against Women Act (VAWA) has clarified the use of CoC Program funds for VAWA eligible cost categories. These VAWA cost categories can be added to a new project application to create a CoC VAWA Budget Line Item (BLI) in e-snaps and eLOCCS. The new BLI will be added to grant agreements and utilized the same as other CoC Program BLIs in e-snaps and eLOCCS. Eligible CoC VAWA costs can be identified in one or both of the following CoC VAWA categories. Examples of eligible costs in these cost categories are identified as follows:

A. VAWA Emergency Transfer Facilitation. Examples of eligible costs include the costs of assessing, coordinating, approving, denying, and implementing a survivor's emergency transfer(s). Additional details of eligible costs include:
- Moving Costs. Assistance with reasonable moving costs to move survivors for an emergency transfer(s).
 - Travel Costs. Assistance with reasonable travel costs for survivors and their families to travel for an emergency transfer(s). This may include travel costs to locations outside of your CoC's geography.
 - Security Deposits. Grant funds can be used to pay for security deposits of the safe unit the survivor is transferring to via an emergency transfer(s).
 - Utilities. Grant funds can be used to pay for costs of establishing utility assistance in the safe unit the survivor is transferring to.
 - Housing Fees. Grant funds can be used to pay fees associated with getting survivors into a safe unit via emergency transfer(s), including but not limited to application fees, broker fees, holding fees, trash fees, pet fees where the person believes they need their pet to be safe, etc.
 - Case Management. Grant funds can be used to pay staff time necessary to assess, coordinate, and implement emergency transfer(s).
 - Housing Navigation. Grant funds can be used to pay staff time necessary to identify safe units and facilitate moves into housing for survivors through emergency transfer(s).
 - Technology to make an available unit safe. Grant funds can be used to pay for technology that the individual believes is needed to make the unit safe, including but not limited to doorbell cameras, security systems, phone, and internet service when necessary to support security systems for the unit, etc.
  B. VAWA Confidentiality Requirements.Examples of eligible costs for ensuring compliance with VAWA confidentiality requirements include:
 - Monitoring and evaluating compliance.
 - Developing and implementing strategies for corrective actions and remedies to ensure compliance.
 - Program evaluation of confidentiality policies, practices, and procedures.
 - Training on compliance with VAWA confidentiality requirements.
  - Reporting to CoC Collaborative Applicant, HUD, and other interested parties on compliance with VAWA confidentiality requirements.
 - Costs for establishing methodology to protect survivor information.
 - Staff time associated with maintaining adherence to VAWA confidentiality requirements.

 Enter the combined estimated amount(s) you are requesting for this project's Emergency Transfer Facilitation costs and VAWA Confidentiality Requirements costs for one or both of these eligible CoC VAWA cost categories on the summary budget screen. The CoC VAWA BLI Total amount can be expended for any eligible CoC VAWA cost identified above.

1. Will this project use funds from this grant to provide for emergency transfer facilitation, which includes the costs of assessing, coordinating, approving, denying and implementing a survivor's emergency transfer per Section III.B.4.a.(3) (a) of the NOFO?   No

2. Will this project use funds from this grant to provide for VAWA confidentiality requirements, which includes the costs of ensuring compliance with the VAWA confidentiality requirements per Section III.B.4.a.(3) (b) of the NOFO?   No

3. Does this project propose to allocate funds according to an indirect cost rate?   Yes

Indirect cost rate proposals should be submitted as soon as the applicant is notified of a conditional award. Conditional award recipients will be asked to submit the proposal rate during the e-snaps post-award process.

Applicants with an approved indirect cost rate must submit a copy of the approval with this application.

a. Please complete the indirect cost rate schedule below:

Cognizant Agency	Indirect Cost Rate	Direct Cost Base	Plan approved by cognizant agency or will use 10% de minimis rate
Department of Health and Human Services	25%	$86,421	Approved Rate

4. Renewal Grant Term: This field is pre-populated with a one-year grant term and cannot be edited: 1 Year

5. Select the costs for which funding is requested:

HMIS	X
VAWA	X

The VAWA BLI is permanently checked. This allows any project to shift funds up to a 10% shift from another BLI if VAWA emergency transfer costs are needed.

6D. Sources of Match

The following list summarizes the funds that will be used as Match for this project. To add a Match source to the list, select the icon. To view or update a Match source already listed, select the icon.

Summary for Match

Total Value of Cash Commitments:	$29,287
Total Value of In-Kind Commitments:	$0
Total Value of All Commitments:	$29,287

1. Will this project generate program income described in 24 CFR 578.97 to use as Match for this project?   No

Type	Source	Contributor	Value of Commitments
Cash	Government	Guam Housing & Ur...	$29,287

Sources of Match Detail

1. Type of Match Commitment: Cash

2. Source: Government

3. Name of Source: Guam Housing & Urban Renewal Authority
(Be as specific as possible and include the
office or grant program as applicable)

4. Amount of Written Committment: $29,287

7A. Attachment(s)

Document Type	Required?	Document Description	Date Attached
1) Subrecipient Nonprofit Documentation	No	The Salvation Arm...	10/29/2021
2) Other Attachment	No	The Salvation Arm...	11/14/2021
3) Other Attachment	No		

8B Submission Summary

Page	Last Updated
1E. SF-424 Compliance	08/04/2023
Submission Without Changes	08/10/2023
Recipient Performance	08/04/2023
Renewal Grant Consolidation or Renewal Grant Expansion	08/07/2023
2A. Subrecipients	08/04/2023
3A. Project Detail	08/07/2023
3B. Description	08/10/2023
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6D. Match	08/04/2023
7A. Attachment(s)	08/04/2023