Dear ODFC/CT-503 CoC-funded Grantees-

**Please read this important message about submission of Renewal Project Applications for the CoC NOFA Competition.**

As part of the ODFC/CT-503 CoC’s Consolidated Application for the 2018 CoC Competition, DMA (ODFC/CT-503 consultants) will undertake a review of all renewal project applications prior to the submission of these applications into the e-snaps system by grantees. Instructions for submitting this information are provided below.

* All agencies with renewal project applications are being asked to **provide a PDF of your completed Renewal Project Application(s)**exported from e-snaps**by 5pm on July 25, 2018**.
* Check the Submission Summary to make sure ALL sections have been completed.
* **NEW THIS YEAR:** We ask that you **insert the first six digits of the Grant Number at the beginning of your renewal project application name.** This will help us immensely in identifying the grants in e-snaps and ensuring they are all accounted for and ranked appropriately.
* The PDF file name should be: **2018 Renewal App – Agency Name – Grant # (CT0000)**
* The PDF of your Renewal Project Application should be submitted to the ODFC gmail account - openingdoorsoffairfieldcounty@gmail.com - with the Subject line:**2018 Renewal App – Agency Name – Grant # (CT0000)**
* You should receive an email verification within 1 business day regarding submission of your project documents. If you do not receive an email verifying receipt of documents, please follow up to gmail, cc’ing Christy (christy@dma-housing.com) & Pam (pralston@cceh.org).
* **Please DO NOT SUBMIT your Renewal Project Application(s) in e-snaps.** If you accidentally submit the application, please contact the ODFC gmail account immediately and we will provide assistance.
* By August 6, you will receive a project review form with required corrections and, possibly, budget modifications. If you do not receive a review form by then, please contact us through the ODFC gmail account.
* By August 10, you must **submit** your corrected application on e-snaps.

If you are considering consolidating projects:

* Please follow the instructions above to submit the individual applications in e-snaps for each renewal project that you would like to consolidate. Be sure to make no substantive changes to the budget or units, beds or households served.
* Consolidated grants may be submitted after the July 25th deadline depending upon the response provided by the HUD Field Office regarding eligibility for consolidation of the renewal projects. Please contact Pam at pralston@cceh.org to let her know the current status of your consolidation request so that we can work with you to determine an appropriate date for the submission of the fully consolidated renewal application.
* When submitting a consolidated renewal application, please include “Consolidation” or “Consolidated” in the Project Name so that we can distinguish that application from the individual applications. Please use the Grant # for the renewal grant that you are opting to consolidate the grants into.
* We will follow up with further guidance on the timing of the grant once we receive more information from the HUD AAQ.

The following resources are available to grantees in completing your renewal project application:

* + Main e-snaps CoC application page: <https://www.hudexchange.info/programs/e-snaps/>
	+ Project Applicant Profile: <https://www.hudexchange.info/resource/2958/instructions-for-updating-the-project-applicant-profile/>
	+ Renewal Application: <https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/>
	+ New Projects: <https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/>
	+ Consolidation: <https://www.hudexchange.info/resource/5723/consolidating-eligible-renewals-during-the-fy-2018-coc-program-competition/>
	+ Slides from the webinar held on July 13th are attached for your reference.

If you have questions regarding completing your renewal project application(s), please email those to the ODFC gmail account. The account will be monitored by ODFC and DMA staff and we will work to assist you as quickly as possible.

Thank you for your continued participation in the ODFC/CT-503 CoC. The work you and your agencies do to end homelessness in Fairfield County is truly appreciated.

Respectfully Yours,

Pam & Christy