

# Frequently Asked Questions

FY25 COC NOFO

NORTHERN COLORADO CONTINUUM OF CARE

[contact@nocococ.org](mailto:contact@nocococ.org)

Updated 12/12/2025



## Technical & Access Issues

### • E-snaps System Access

**Q:** Noticed e-snaps links weren't working.

**A:** Logging in is the most important component. HUD has not released their official application yet in e-snaps.

**Q:** How do I create a e-snaps account?

**A:** [Here is a Checklist to Get Started](#)

### • NoCO CoC Website

**Q:** Is the NoCO CoC's website up to date?

**A:** Yes, the NoCO CoC's website, [www.nocococ.org](http://www.nocococ.org), has the most up-to-date information on it. Please refresh your browser to access the most recent information.

### • Jotform

**Q:** Is there a character limit in Jotform?

**A:** Yes; there is a limit of 6000 characters for narrative questions. This limit has been implemented to align with anticipated e-snaps character limits.

**Q:** It was noticed that certain narrative questions with text fields include the 6000-character limit disclaimer, but others do not. Will text fields without a disclaimer cut off responses at 6000 characters?

**A:** All text fields have an established 6000-character limit. All text fields should be treated the same, even if there is no character limit disclaimer.

**Q:** Can changes be made after the application is submitted?

**A:** Yes; applicants may make changes to their application so long as modifications occur prior to the application deadline (Monday, December 15, 2025 at 5pm MST). Please note that the Rating and Ranking Committee will only view your latest submission.

**Q:** Will Jotform save the information entered, even if the application hasn't been submitted yet?

**A:** Jotform includes a save and return feature to save information worked on prior to submitting your application. We recommend saving your answers in a separate Word document to avoid lost content due to system failure.

## Budget & Financial Structure

### • Budget Reasonableness

**Q:** Is there any guidance on how to gauge budget reasonableness, particularly for first-time applicants?

**A:** Budget reasonableness simply means the project's costs make sense for what it plans to do. This can include looking at the overall budget and a general cost per unit or household, with plenty of room for variation based on project type, staffing needs, and service intensity.

**Q:** How do I justify cost reasonableness?

**A:** Budget reasonableness simply means the project's costs make sense for what it plans to do. This can include looking at the overall budget and a general cost per unit or household, with plenty of room for variation based on project type, staffing needs, and service intensity.

### • Budget

**Q:** Should I submit a 12-month or 18-month project budget?

**A:** Please submit a 12-month project budget for this local application process.

### • Minimum/Maximum Award Request

**Q:** Is there any guidance on how to determine appropriate funding request amounts?

**A:** A recommended minimum is 3% (~\$44,000) of our CoC's Annual Renewal Demand (ARD) and proposed maximum of 20% (~\$293,000) of the ARC is being presented to the Governing Board at their monthly meeting on 12/11. We will share their final decision after that meeting.

### • NoCO CoC's ARD

**Q:** What is the ARD for the NoCO CoC?

**A:** The ARD is \$1,465,718

### • Grant Disbursement

**Q:** Will this grant be disbursed upfront, or is it a reimbursement-based grant?

**A:** Reimbursement-based grant.

## Project Type & Eligibility

- **Meaning of "New TH"**

**Q:** Does "new TH" mean new project or just new for CoC funding?

**A:** New to being funded by the CoC.

- **New vs Renewal Project**

**Q:** Is my project a new or renewal project?

**A:** New to being funded by the CoC.

- **TH Eligibility/Thresholds**

**Q:** Can required household chores be included as eligible items under the 40 hours/week of customized services for each participant under the TH program.

**A:** While the withdrawn NOFO includes examples such as: case management, employment training, substance use treatment, etc. and separately, it places significant emphasis on activities that increase stability and self-sufficiency, it does not specifically address whether household chores or similar activities would meet this requirement.

Because HUD has not provided additional clarification beyond the examples listed, we are not able to interpret or expand on what may or may not count toward the 40-hour service expectation. Applicants are encouraged to identify additional services or build upon these services only to the extent they are comfortable. Programs with questions about whether specific activities qualify should submit a formal inquiry to HUD for guidance.

- **Service Matrix**

**Q:** Is the supportive services matrix (i.e., table asking about service type and frequency) include the supportive services which satisfy HUD's requirement for new Transitional Housing projects to provide 40 hours of customized services?

**A:** Although the matrix includes Transitional Housing supportive services specified in the withdrawn NOFO (case management, employment training, substance use treatment) it also includes many other services that may not satisfy HUD's requirement for Transitional Housing projects. This matrix was constructed to further contextualize project services and may include services outside of Transitional Housing project specific service requirements.

### **Additional Services**

**Q:** Is there a place on the application to identify additional supplemental service delivery information?

**A:** There is a text field following the supportive service matrix where applicants may provide additional service information.

- **Thresholds and Project Types**

**Q:** Is it intentional that there are different threshold points assigned to different project types?

**A:** Yes; different projects include different types and amounts of questions, and their threshold scores are weighed accordingly. You only need to give attention to the threshold scores for the project(s) you are applying for.

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## **Data Calculations, System Performance & System Contribution**

### **Return to Homelessness**

**Q:** Please clarify how to calculate project participants' return to homelessness in the Transitional Housing project application?

**A:** Jotform is formatted to capture certain metrics and generate a "Returns to Homelessness" rate. You will need to supply (1) the total number of participants who have exited to permanent housing, (2) the total number of participants who have exited to homelessness, institutions, temporary, or other situations, and (3) the sum of these metrics. This will generate a "Returns to Homelessness" rate for you to use in your project application. If you are having difficulty determining the proper exit categories, Jotform has an embedded link to [HUD's Exit Destination Crosswalk](#).

### **Exits to Permanent Housing**

**Q:** Please clarify how to calculate project participants' exit to permanent housing without an ongoing subsidy in the Transitional Housing project application?

**A:** Jotform is formatted to capture certain metrics and generate a “Returns to Homelessness” rate and an “Exit to Permanent Housing” rate. You will need to supply (1) the total number of participants who have exited to permanent housing, (2) the total number of participants who have exited to homelessness, institutions, temporary, or other situations, and (3) the sum of these metrics. This will generate an “Exit to Permanent Housing” rate for you to use in your project application. If you are having difficulty determining the proper exit categories, Jotform has an embedded link to [HUD’s Exit Destination Crosswalk](#).

### **Annual Cost per Household**

**Q:** Please clarify how to calculate an anticipated average annual cost per household for the project?

**A:** This is an estimate your organization should calculate based on the average amount you anticipate spending on a project household over the duration of the project. This information should also be reflected in your budget to demonstrate your anticipated total project costs (e.g., # of participants/households served \* average cost of housing-service delivery per participant/household).

### **System Contribution**

**Q:** There are certain places on the application indicating supplemental text (e.g., System Contribution section notes that the CoC will consider project’s System Functionality, and project essentiality when determining projects scores). What are applicants’ responsibilities to address these items?

**A:** These instances of supplemental text are intended to notify applicants that there are other scoring criteria that will be collected on the backend. Applicants do not need to address and/or respond to any supplemental text.

### **Diversion/Housing Problem Solving**

**Q:** Please clarify how to describe the organization’s Diversion/Housing Problem Solving Workflow

**A:** Applicants can describe their Diversion/Housing Problem Solving Workflow by explaining the process their organization uses to help individuals avoid homelessness by connecting with safe housing alternatives. Applicants may include an overview of when and how diversion is applied and how staff are trained

in providing this intervention. Applicants will provide this information via a textbox on Jotform rather than submitting a separate attachment.

## HMIS, Data, & System Requirements

### • Using HMIS Data

**Q:** We just started entering data into HMIS this year. Is it okay to use the data we have or do we need to retroactively enter data?

**A:** The application allows you to indicate the data source you're using and/or use alternative sites.

### • Data Requests

**Q:** How do I get the APR and specific data requests from the HMIS team?

**A:** It is encouraged to reach out early in the application process to request these items from the HMIS team. The team can be reached at [hmis@homewardalliance.org](mailto:hmis@homewardalliance.org).

### • CAHPS Requirements

**Q:** Do we have to go through the CAHPS process to assign units?

**A:** Yes.

## HUD Certifications, Compliance and Funding Awards

### • Organizational Certifications

**Q:** How are we advising/interpreting HUD's required certifications?

**A:** As of 12/5, we are advising a strict interpretation—organizations applying for funding must comply organization-wide, not only within the project. This will also include project subrecipients. Applicants are encouraged to contact HUD for clarification.

### • Funding Awards

**Q:** When should it be expect to receive funding for awarded projects?

**A:** There has not been sufficient information to offer guidance.

**Q:** When's the earliest HUD could make funding awards?

**A:** We do not yet have sufficient information to offer guidance.

## Administrative

- **Attachments**

**Q:** Which questions require applicants to upload an attachment?

**A:** If the question indicates an attachment is required, an attachment must be uploaded. The CoC team sent applicants a list of required attachments on 12/11/25.

- **Changing Project Type on LOI**

**Q:** How can an applicant change the project type on their LOI after submission?

**A:** Applicants who have already submitted an LOI may request to change the listed project type only before the full local application deadline. Requests must be made in writing to the CoC Lead and will be approved only if the revised project type is eligible under HUD priorities, fits within local competition guidelines, and does not disrupt planning or create an unfair advantage.

Changes that are substantial, late, or would move the project into a funding category the applicant was not originally eligible for will not be approved. All decisions will be documented for transparency.