

**PROJECT CHANGES:**

- **Term for New SHP Projects:** Starting with this year's competition, the minimum term for new SHP projects must be two years.
- **SHP Renewal Exhibit:** A streamlined SHP Renewal exhibit is included in this year's application since most submitted projects are SHP renewals.
- **HMIS Categorization:** Dedicated HMIS projects should be classified as HMIS projects in the application where the type and component of the project is requested. This year, there is an HMIS budget line item for HMIS activities, separate from supportive services.
- **HMIS Participation:** All grantees receiving 2003 funds will be required to participate in a local HMIS system when such a system is implemented.
- **Calculating SHP Renewal Budgets:** Beginning in 2002, the limit for an SHP renewal request became the average annual amount of the term activities of the grant being renewed. Term activities are leasing, supportive services, and operations. Applicants may request up to 5% of each project award for administrative costs.

**CHANGES IN APPLICATION DELIVERY PROCEDURES:**

- Because of enhanced security procedures in the HUD Headquarters building, submission procedures have been changed. (See specific NOFA instructions.)

**B. Common Mistakes****1. What experiences can you share from past competitions to help me avoid making mistakes?**

Here is a list of common errors. Please read carefully the application and the NOFA for further clarification, or contact your HUD field office. Common mistakes include:

**EXHIBIT 1**

- using prior application forms, which do not incorporate new requirements;
- not explaining the method for collecting the data in the Gaps Analysis chart;
- in preparing Exhibit 1, not ensuring that the individual sections are consistent with each other and complete;

**EXHIBITS 2, 2R, 3, 3R, & 4**

- inserting the wrong HUD-424 for the applicant, especially if your project is a renewal;
- the project budget request in the exhibit exceeds the Project Priorities chart amount;
- not describing the new portion of an existing homeless assistance project where funds are being requested for an expansion of the project;
- incorrect renewal grant numbers;
- incorrect renewal amount request;
- not directly responding to all applicable questions in the project narrative;
- not requesting an extension of the current grant term before renewal application submission to ensure the project being requested expires in 2004;
- not indicating the grant term;
- not filling out the budget section completely; for example: -- SHP budget lacks applicant cash match; mathematical mistakes; not reflecting statutory match requirements; incorrect FMRs used.