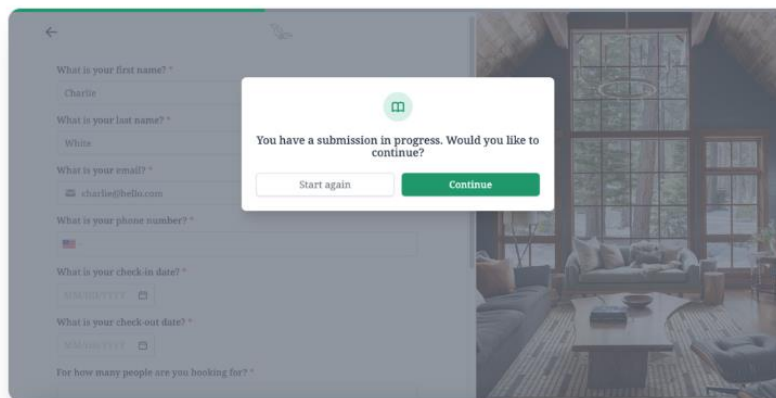


Maryland Balance of State Continuum of Care FY2024 CoC Funding Competition RFP Tip Sheet

- The 2024 MD BoS CoC Competition Request for Proposals will be **completed entirely online this year.**
 - Make sure to save the link to access the RFP:
<https://mdboscoc.fillout.com/t/bMPvfrt1LFus>
- **Necessary information to complete the application** can be found within the RFP or in [this document](#).
 - The information includes resources including: the CoC Competition Policy Guide, project eligibility information, requested attachments, budget information, etc.
- As a reminder – you must **submit one RFP per project application.**
 - This includes all new **AND** renewal projects
- **To resume a partial RFP submission**, click the same link you used to start the application, your session will resume where you left off.
 - **NOTE:** Resuming a session **will not work** if you are working within a private or incognito browser. Also, you must use the same browser and device to resume a session.
 - When resuming a session, you will see a popup like this asking if you would like to continue with your application or start again



- **To complete the application**, answer the questions directly on the form, answers will auto-save as you move along.
- **Questions with a *star* are required**, you will not be able to move to the next screen until they are answered.

Project Name *

Project name should match the name as listed in eSNAPS

- The **Project Status** that you select will determine which questions will be visible
 - *EX:* New project applications will include additional questions necessary to gather information on the proposed project.

Project Status *

- Renewal Project
- New Project
- New DV Bonus Project


- As you complete each page, **click the “Next” button** to navigate to the next screen.



- The final few pages will request different documents and policies to upload. Please upload the corresponding file directly under each question. **To upload a file, you can “Drag & Drop” a document directly on the page or select “Browse” to search and upload a document.**

Anti-Discrimination Policy

If your agency has an existing anti-discrimination policy, please upload here.



Drag & drop a file or [browse](#)

- Once you complete the full RFP, there will be a **“Review” page to review and edit any of the information in the form.**

- When you are satisfied with your response, **please click the “Submit” button** to officially apply for CoC funding.

Submit

- After submission, you will be taken to a confirmation screen. **There are 2 important steps to take on this screen.**
 - **PLEASE** click “Download a Copy of the RFP for your Records”
 - **PLEASE** enter your email in the “Need to Change your Response” box
 - This action will send you a link that will allow you to make future edits to your application.

 **Download a Copy for your Records**

Need to change your response?

We'll email you a copy of your submission and a link in case you need to modify it later.

you@company.com

Send

- Once you are done, you have the option to **Submit Another Application** if you have more than one RFP to complete.

Submit Another Application

- **Please submit any questions about this process to the CoC Help Desk!**
 - <https://mdboscoc.zendesk.com/hc/en-us/requests/new>