Continuum of Care (CoC) Application

e-snaps Navigational Guide
Version 1

CoC Application

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Introduction

Welcome to the Continuum of Care (CoC) Application navigational guide. This navigational guide covers important information about accessing, completing, and submitting the CoC Application.

The CoC Application and the CoC Priority Listing are the two components of the CoC Consolidated Application. Each component appears separately on the Collaborative Applicant's Submission screen in *e-snaps*, and each is submitted separately; however, **both** the CoC Application **AND** the CoC Priority Listing, which includes the Project Applications, must be submitted before the application deadline to successfully submit the entire CoC Consolidated Application.

> *There are numerous resources on the CoC Program Competition and e-snaps Resources pages at:*
>
> - *https:/www.hud.gov/program_offices/comm_planning/coc/competition and*
> - *https://www.hudexchange.info/programs/e-snaps/*
>
> *The FY 2022 CoC Application Detailed Instructions contain information that is necessary to fully complete the CoC Application questions and maximize scoring potential.*
>
> *There is a separate navigational guide and a detailed instructions document for the CoC Priority Listing, as well.*

UFAs
> *A Collaborative Applicant that requested UFA-designation during the CoC Registration period was notified if they received UFA designation when the Collaborative Applicant reviewed and submitted the CoC Review.*
>
> *If the Collaborative Applicant received UFA designation, it must complete the same screens as all Collaborative Applicants.*
>
> *This Collaborative Applicant is also eligible to complete and submit a UFA Costs Project Application. There is a separate UFA Costs navigational guide on the CoC Program Competition Resources page at:*
>
> - *https://www.hud.gov/program_offices/comm_planning/coc/competition*

Objectives

By the end of this navigational guide, you will be able to do the following:

- Access *e-snaps.*
- Complete the four sections of the CoC Application, which include:
  - CoC Structure and Governance.
  - Data Collection and Quality.
  - CoC Performance and Strategic Planning.
  - Mainstream Benefits and Additional Policies.
- Submit the CoC Application.

Posted Resources

HUD has determined that some CoC- and *e-snaps*-related resources need to be posted to HUD.gov as HUD's official website, rather than to the HUD Exchange, which focuses on technical resources for communities and grant recipients. FY 2022 Notice of Funding Opportunity (NOFO) information (e.g., detailed instructions), including the FY 2022 *e-snaps* Navigational Guides, will be published and updated on HUD.gov. Many of the other CoC- and *e-snaps*-related technical resources will remain on the HUD Exchange.

e-snaps HUD Help Desk

The *e-snaps* AAQ on HUD Exchange is no longer active. If any information in this document is not correct, or if you have questions, contact the *e-snaps* HUD Help Desk at:

- CoCNOFO@hud.gov for questions about the NOFO, competition, and applications.

- e-snaps@hud.gov for questions about *e-snaps* technical issues, including creating an individual user profile, lockouts/password resets, requesting access to a CoC's or project applicant's *e-snaps* account, navigating *e-snaps*, updating the Applicant Profile, identifying the funding opportunity, creating a project, and accessing the application on the Submissions screen.

Important!

The annual CoC Program NOFO competition and the Special NOFO to Address Unsheltered and Rural Homelessness are open at the same time. BOTH of these NOFOs are visible in *e-snaps*.

This Navigational Guide is for those who are registering for the following Funding Opportunity:

- **CoC Application FY2022.**

You must ensure you register for the correct Funding Opportunity. If you have not, you must abandon this project application and begin again by registering for the correct Funding Opportunity you are choosing for this project application.

CoC Application

Overview of this Navigational Guide

The organization of material in this navigational guide starts with how to access *e-snaps* and the CoC Application. The rest of this navigational guide corresponds with the four different parts of the CoC Application; the navigational steps follow the progression of screens in *e-snaps*.

- **Accessing *e-snaps*.** Each *e-snaps* user needs his or her individual username and password to log into the online *e-snaps* system. To view an organization's Applicant Profile, Project Applications, etc., the *e-snaps* user needs to be associated as a "registrant" with the organization's *e-snaps* account. This section identifies the steps to create user profiles and add or delete registrants.

- **Part 1: CoC Structure and Governance.** This section asks the CoC to verify information entered during CoC Registration, provide information regarding the CoC's local processes toward ending homelessness in its geographic area, and describe how the CoC coordinates with other entities serving homeless individuals and families in the community. Additionally, CoCs will indicate whether they are requesting Domestic Violence (DV) Bonus projects and report on the DV survivor population in the CoC's geographic area.

- **Part 2: Data Collection.** This section asks the CoC to provide information about the Homeless Management Information System (HMIS) in its geographic area. Additionally, CoCs will report on Housing Inventory Count (HIC) and Point-In-Time (PIT) Count information.

- **Part 3: Other Policies.** This section asks the CoC to provide information about the CoC's coordination with housing and healthcare entities, new projects with rehabilitation/new construction costs, and serving persons experiencing homelessness as defined by other federal statutes.

- **Part 4: DV Bonus and Attachments.** This section asks the CoC to provide information on new DV Bonus project applications and upload required attachments.

Tips for Completing the CoC Application: Knowing Which Fields to Complete

All fields with an asterisk (*) in the CoC Application must be completed to submit the application. All fields should be completed whether required or not.

- If the fields are not applicable to your particular CoC, then do one of the following:
  - Select the "not applicable" or "non-existent" option, if there is a drop-down menu.
  - Type in the words "not applicable" or "non-existent" if there is a blank text field.

There is a difference between completing the requirements necessary to advance through *e-snaps* and completing your CoC Application fully and correctly. While you may not be required to complete a particular field in *e-snaps*, this does not mean that the FY 2022 CoC Program Competition NOFO does not require an answer. Please thoroughly complete and answer all questions and fields in *e-snaps*.

Character Limits:	*The CoC Application contains several text box fields with character limits ranging from 50 to 2,000 characters.*
	When copying and pasting text from Microsoft Word into e-snaps, additional characters may be added to your text.
	To ensure additional characters are not counted by the system, e-snaps users should copy and paste text into e-snaps from Notepad, which will remove any unnecessary formatting from Microsoft Word.

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Accessing *e-snaps*

The *e-snaps* system contains the CoC Registration, CoC Application, and CoC Priority Listing forms that are submitted electronically during the annual competition under the CoC Registration Notice and the CoC Program Competition NOFO.

NOTE:	*Each e-snaps user must have his or her own log-in credentials.*
	Preferably, each organization will have two people with access to e-snaps: the Primary Contact and one or more additional staff persons. When there is staff turnover, the CoC will need to ensure that it has access to e-snaps.

NOTE:	*The CoC Application contains several text box fields with character limits ranging from 50 to 2,000 characters*
	When copying and pasting text from Microsoft Word into e-snaps, additional characters may be added to your text.
	To ensure additional characters are not counted by the system, e-snaps users should copy and paste text into e-snaps from Notepad, which will remove any unnecessary formatting from Microsoft Word.

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Existing Users

Steps

1. Direct your Internet browser to: https://esnaps.hud.gov/.

2. On the left menu bar, enter the username and password. You will then enter the *e-snaps* system and arrive at the "Welcome" screen.

3. If you forgot your password, select "Forgot your password?" under the "Login" button.

New e-snaps Users

Steps

1. Create an *e-snaps* username and password by selecting the "Create Profile" link.

2. Log in as instructed under the Existing Users heading above.

> *For a refresher on how to navigate through the e-snaps system, please visit:*
> - *https://www.hudexchange.info/programs/e-snaps/*

Give Staff Access to Your Organization's e-snaps Account

Having a user profile enables a person to access *e-snaps*. However, only individuals who have been associated with the organization as a Registrant (also referred to as a registered user) have the ability to enter information in the Applicant Profile and Project Applications associated with the organization.

> *For information on how to add and delete users, refer to the "Give Staff Access to Your Organization's e-snaps Account" resource available at:*
> - *https://files.hudexchange.info/resources/documents/Give-Staff-Access-to-Your-Organizations-e-snaps-Account.pdf*

Completing the CoC Consolidated Application

HUD must have already approved your CoC Registration in *e-snaps* for you to access the CoC Application and CoC Priority Listing. As a reminder, the CoC Priority Listing will be discussed in a separate navigational guide.

If you have not received HUD's approval of your CoC Registration, you will not have access to the CoC Application or the CoC Priority Listing.

The CoC Application and the CoC Priority Listing are separate submissions in *e-snaps*; therefore, Collaborative Applicants must ensure that both the CoC Application and the CoC Priority Listing (with all project applications either approved and ranked or rejected) are submitted in *e-snaps* prior to the application submission deadline.

Resources

Prior to starting your CoC Application, HUD recommends that all CoCs, Collaborative Applicants, and Project Applicants read and review the following information:

- FY 2022 CoC Program Competition NOFO at
  https://www.hud.gov/program_offices/comm_planning/coc/competition.

- 24 CFR part 578 CoC Program interim rule at https://www.govinfo.gov/content/pkg/CFR-2017-title24-vol3/xml/CFR-2017-title24-vol3-part578.xml.

HUD recommends that you follow the steps listed in the navigational guide and the detailed instructions so that you successfully complete and submit your full Consolidated Application, which includes the CoC Application and CoC Priority Listing. Other helpful resources include:

- FY 2022 CoC Program Competition materials and guidance at
  https://www.hud.gov/program_offices/comm_planning/coc/competition.

- FY 2022 CoC Application Detailed Instructions document, which provides additional guidance to fully answer each question:
  https://www.hud.gov/program_offices/comm_planning/coc/competition.

- Navigational guides and resources for *e-snaps*:

    o https://www.hudexchange.info/programs/e-snaps/.

    o https://www.hud.gov/program_offices/comm_planning/coc/competition.

- Prior CoC Program Competition Frequently Asked Questions (FAQs):

    o FAQ (Pre-FY21): https://www.hudexchange.info/e-snaps/faqs/.

    o FAQ (FY21): https://www.hud.gov/program_offices/comm_planning/coc/competition.

- The *e-snaps* AAQ at HUD Exchange is no longer active. If any information in this document is not correct, contact the *e-snaps* HUD Help Desk at:

    o CoCNOFO@hud.gov for questions about the NOFO, competition, and applications.

    o e-snaps@hud.gov for questions about *e-snaps* technical issues, including creating an individual user profile, lockouts/password resets, requesting access to a CoC's or project applicant's *e-snaps* account, navigating *e-snaps*, updating the Applicant Profile, identifying the funding opportunity, creating a project, and accessing the application on the Submissions screen.

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Accessing the CoC Application

You must access the CoC Application through the "Submissions" screen.

Steps

1. Select "Submissions" on the left menu bar.

2. Confirm the correct Applicant.

3. Locate the CoC Application.

   - Option: Use the "Submissions Filters". Select your FY 2022 CoC Registration in the "Applicant Project Name" field, then select the "Filter" button.

   - Option: Select "Clear Filters" on the top left of the "Submissions Filters" box. Then, review the "Funding Opportunity Name / Step Name" column for "CoC Registration and Application FY2022 / CoC Application FY2022."

4. Select the "Open Folder" icon [icon] next to the CoC Application. Continue with the instructions in the next section for completing the CoC Application.

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Before Starting the CoC Application

The "Before Starting" screen provides information about the three parts that make up the CoC Consolidated Application: the CoC Application, the CoC Priority Listing, and all the CoC's Project Applications that were either approved and ranked or rejected. It also provides a list of requirements that the Collaborative Applicant is responsible for reviewing before submission.

Step

1. Review this screen and select "Next."

2. If necessary, select "Back to Submissions List" in the left menu bar to return to the main screen.

The FY 2022 CoC Application Detailed Instructions can be accessed at:

https://www.hud.gov/program_offices/comm_planning/coc/competition

Part 1. CoC Structure and Governance

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 CoC Application Detailed Instructions for information on accurately responding to the application questions. The time period for your responses is May 1, 2021, to April 30, 2022

Continuum of Care (CoC) Program Competition pages:

- *https://www.hud.gov/program_offices/comm_planning/coc/competition.*

e-snaps Resource pages:

- *https://www.hudexchange.info/programs/e-snaps/.*
- *https://www.hud.gov/program_offices/comm_planning/coc/competition.*

CoC Application

1A. Continuum of Care (CoC) Identification

On the first screen in the CoC Application, the CoC Name and Number and the Collaborative Applicant Name will automatically populate based on the information entered during CoC Registration. This should be the same information that was used to register your CoC. The HMIS Lead information is prepopulated from the CoC Applicant Profile and is read-only.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 CoC Application Detailed Instructions for information on accurately responding to the application questions.

The following image shows the CoC Application "Continuum of Care (CoC) Identification" screen with items that still need to be completed.

Steps

1. In field 1A-1, verify that the correct CoC name and number are populating in the CoC Name and Number field.

    •   If they are not correct, use the drop-down menu to select the correct CoC.

2. In fields 1A-2, 1A-3, and 1A-4, review the prepopulated information in the Collaborative Applicant Name, CoC Designation, and HMIS Lead fields.

    •   If any of this information is incorrect, contact the *e-snaps* HUD Help Desk at e-snaps@hud.gov.

3. Select "Save & Next" to continue to the next screen.

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1B. Continuum of Care (CoC) Coordination Engagement—Inclusive Structure and Participation

1B. Coordination and Engagement–Inclusive Structure and Participation

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1B-1. Inclusive Structure and Participation–Participation in Coordinated Entry.

NOFO Sections VII.B.1.a.(1), VII.B.1.e., VII.B.1.p., and VII.B.1.r.

In the chart below for the period from May 1, 2021 to April 30, 2022:

1. select yes or no in the chart below if the entity listed participated in CoC meetings, voted, including selecting CoC Board members, and participated in system; or
2. select **Nonexistent** if the organization does not exist in your

> Select from the dropdown menus in all three columns

> Select "Nonexistent" only if the organization or person does not exist in the CoC's geographic area

> Optional: Add up to two additional organizations / persons

	Organization/Person	Participated in CoC Meetings	Voted, Including Electing CoC Board Members	Participated in CoC's Coordinated Entry System
1.	Affordable Housing Developer(s)	Yes	No	No
2.	Agencies serving survivors of human trafficking	No	No	Yes
3.	CDBG/HOME/ESG Entitlement Jurisdiction	Yes	No	No
4.	Disability Advocates	Yes	No	No
5.	Disability Service Organizations	Nonexistent	No	No
6.	EMS/Crisis Response Team(s)	Yes	No	Yes
7.	Homeless or Formerly Homeless Persons	Yes	No	No
8.	Hospital(s)	Yes	No	No
9.	Indian Tribes and Tribally Designated	Yes	No	No
10.		Yes	No	No
11.		Yes	No	No
12.		Nonexistent	No	No
13.		No	No	No
14.		Nonexistent	No	No
15.	Mental Health Service Organizations	Yes	No	No
16.	Mental Illness Advocates	No	No	No
17.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	No	No	No
18.	Organizations led by and serving LGBTQ+ persons	Yes	Yes	No
19.	Organizations led by and serving people with disabilities	No	No	No
20.	Other homeless subpopulation advocates	Nonexistent	No	No
21.	Public Housing Authorities	Yes	Yes	Yes
22.	School Administrators/Homeless Liaisons	Nonexistent	No	No
23.	State Domestic Violence Coalition	No	No	No
24.	State Sexual Assault Coalition	Yes	No	No
25.	Street Outreach Team(s)	Nonexistent	No	No
26.	Substance	Yes	No	No
27.	Substance	Yes	No	No
28.	Victim S	Yes	Yes	Yes
29.	Domestic	No	No	Yes
30.	Other Vic	No	No	No
31.	Youth Advo	No	No	No
32.	Youth Homele...zations	Yes	No	No
33.	Youth Serv...Providers	-- select --	-- select --	No
	Other: (limit 50 characters)			
34.		-- select --	-- select --	-- select --
35.		-- select --	-- select --	-- select --

You must select a response for elements 1 through 33 in question 1B-1.

CoC Application

Steps

1. In field 1B-1, for each organization or person listed in the chart, select from the drop-down menu "Yes," "No," or "Nonexistent" in all 3 columns for each element.

   Review the FY 2022 CoC Program Competition NOFO and the FY 2022 CoC Application Detailed Instructions for information on accurately responding to the application questions.

   Note: Select "Nonexistent" ONLY if the organization or person does not exist in the CoC's geographic area.

   The 3 columns are: Participated in CoC Meetings; Voted, Including Electing CoC Board Members; and Participated in CoC's Coordinated Entry System.

   The elements are:

   - (1) Affordable Housing Developers
   - (2) Agencies serving survivors of human trafficking
   - (3) CDBG/HOME/ESG Entitlement Jurisdiction
   - (4) Disability Advocates
   - (5) Disability Service Organizations
   - (6) EMS/Crisis Response Team(s)
   - (7) Homeless or Formerly Homeless Persons
   - (8) Hospital(s)
   - (9) Indian Tribes and Tribally Designated Entities (TDHEs) (Tribal Organizations)
   - (10) Law Enforcement
   - (11) Lesbian, Gay, Bisexual, Transgender (LGBTQ+) Advocates
   - (12) LGBTQ+ Service Organizations
   - (13) Local Government Staff/Officials
   - (14) Local Jail(s)
   - (15) Mental Health Service Organizations
   - (16) Mental Illness Advocates
   - (17) Organizations led by and serving Black, Brown, Indigenous, and other People of Color
   - (18) Organizations led by and serving LGBTQ+ persons
   - (19) Organizations led by and serving people with disabilities
   - (20) Other homeless subpopulation advocates
   - (21) Public Housing Authorities
   - (22) School Administrators/Homeless Liaisons
   - (23) State Domestic Violence Coalition
   - (24) State Sexual Assault Coalition
   - (25) Street Outreach Team(s)
   - (26) Substance Abuse Advocates

- (27) Substance Abuse Service Organizations

- (28) Victim Service Providers

- (29) Domestic Violence Advocates

- (30) Other Victim Service Organizations

- (31) Youth Advocates

- (32) Youth Homeless Organizations

- (33) Youth Service Providers

- (34) Other (limit 50 characters)

- (35) Other (limit 50 characters)

If needed, there is space to add up to 2 additional organizations or persons (e.g., elements 34 and 35). These elements are optional. To activate the drop-down menus for the columns associated with these additional spaces, select "Save" after entering the organization or person in the text box.

Note: You must enter a response for elements 1 through 33.

1B-2.	Open Invitation for New Members.

NOFO Section VII.B.1.a.(2)

Describe in the field below how your CoC:

1. communicated a transparent invitation process annually (e.g., communicated to the public on the CoC's website) to solicit new members to join the CoC;

2. ensured effective communication with individuals with disabilities, including the availability of accessible electronic formats;

3. invited organizations serving culturally specific communities experiencing homelessness in the geographic area to address equity (e.g., Black, Latino, Indigenous, LGBTQ+, and persons with disabilities).

* (limit 2,500 characters)

To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

Steps (continued)

2. In field 1B-2, describe the CoC's open invitation process for soliciting new members, including how the CoC:

- (1) communicated a transparent invitation process annually (e.g., communicated to the public on the CoC's website) to solicit new members to join the CoC;

- (2) ensured effective communication with individuals with disabilities, including the availability of accessible electronic formats; and

- (3) invited organizations serving culturally specific communities experiencing homelessness in the geographic area to address equity (e.g., Black, Latino, Indigenous, LGBTQ+, and persons with disabilities).

1B-3.	CoC's Strategy to Solicit/Consider Opinions on Preventing and Ending Homelessness.
	NOFO Section VII.B.1.a.(3)

Describe in the field below how your CoC:

1. solicited and considered opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;

2. communicated information during public meetings or other forums your CoC uses to solicit public information; and

3. took into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness.

* (limit 2,500 characters)

To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

Steps (continued)

3. In field 1B-3, describe your CoC's strategy to solicit/consider opinions on preventing and ending homelessness, including how the CoC:

- (1) solicited and considered opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;

- (2) communicated information during public meetings or other forums your CoC uses to solicit public information; and

- (3) took into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness.

1B-4. **Public Notification for Proposals from Organizations Not Previously Awarded CoC Program Funding.**

NOFO Section VII.B.1.a.(4)

Describe in the field below how your CoC notified the public:

1. that your CoC will consider project applications from organizations that have not previously received CoC Program funding;

2. about how project applicants must submit their project applications–the process;

3. about how your CoC would determine which project applications it would submit to HUD for funding; and

4. how your CoC effectively communicated with individuals with disabilities, including making information accessible in electronic formats.

...* **(limit 2,500 characters)**

> To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

> Select "Save & Next" to continue

Save & Back	Save	Save & Next

Back	Next

Steps (continued)

4. In field 1B-4, describe how your CoC notified the public:

- (1) that your CoC will consider Project Applications from organizations that have not previously received CoC Program funding;

- (2) about how Project Applicants must submit their Project Applications–the process

- (3) about how your CoC would determine which Project Applications it would submit to HUD for funding; and

- (4) how your CoC effectively communicated with individuals with disabilities, including making information accessible in electronic formats.

5. Select "Save & Next" to continue to the next screen.

CoC Application

1C. Continuum of Care (CoC) Coordination and Engagement

Consultation and interaction must be at the recipient level, not the subrecipient level. Review the FY 2022 CoC Program Competition NOFO and the FY 2022 CoC Application Detailed Instructions for information on accurately responding to the application questions.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 CoC Application Detailed Instructions for information on accurately responding to the application questions.

The following images show the CoC Application "Coordination and Engagement" screen with items that still need to be completed.

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Steps

1. For each of the funding or program sources listed in 1C-1, select "Yes," "No," or "Nonexistent" from the drop-down menu to indicate if the CoC coordinates with the coordination, planning, and operation of projects:

   - (1) Funding Collaboratives

   - (2) Head Start Program

   - (3) Housing and services programs funded through Local Government

   - (4) Housing and services programs funded through other Federal Resources (non-CoC)

   - (5) Housing and services programs funded through private entities, including Foundations

   - (6) Housing and services programs funded through State Government

   - (7) Housing and services programs funded through U.S. Department of Health and Human Services (HHS)

   - (8) Housing and services programs funded through U.S. Department of Justice (DOJ)

   - (9) Housing Opportunities for Persons with AIDS (HOPWA)

   - (10) Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)

   - (11) Organizations led by and serving Black, Brown, Indigenous, and other People of Color

   - (12) Organizations led by and serving LGBTQ+ persons

   - (13) Organizations led by and serving people with disabilities

   - (14) Private Foundations

   - (15) Public Housing Authorities

   - (16) Runaway and Homeless Youth (RHY)

   - (17) Temporary Assistance for Needy Families (TANF)

   - (18) Other (limit 50 characters)

   If needed, there is space to add up to 1 additional organization or entity. To activate the drop-down menu for the column associated with this additional space, select "Save" after entering the organization or entity in the text box. This element is optional–you can provide additional information if you choose.

   Note: You must select a response for elements 1 through 17.

1C. CoC Coordination and Engagement (continued)

> **1C-2.** CoC Consultation with ESG Program Recipients.
>
> NOFO Section VII.B.1.b.
>
> Describe in the field below how your CoC:
>
> 1. consulted with ESG Program recipients in planning and allocating ESG and ESG-CV funds;
> 2. participated in evaluating and reporting performance of ESG Program recipients and subrecipients;
> 3. provided Point-in-Time (PIT) count and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area; and
> 4. provided information to Consolidated Plan Jurisdictions within your CoC's geographic area so it could be addressed in Consolidated Plan update.
>
> *(limit 2,500 characters)
>
> To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

Steps (continued)

2. In field 1C-2, describe your CoC's consultation with ESG program recipients, including how your CoC:

   - (1) consulted with ESG Program recipients in planning and allocating ESG and ESG-CV funds;

   - (2) participated in evaluating and reporting performance of ESG Program recipients and subrecipients;

   - (3) provided Point-in-Time (PIT) count and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area; and

   - (4) provided information to Consolidated Plan jurisdictions to address homelessness within your CoC's geographic area so it could be addressed in Consolidated Plan update.

1C-3. **Ensuring Families are not Separated.**

NOFO Section VII.B.1.c.

Select yes or no in the chart below to indicate how your CoC ensures emergency shelter, transitional housing, and permanent housing (PSH and RRH) do not deny admission or separate family men each family member's self-reported sexual orientation and gender identity:

> Select from the dropdown menus

*

1.	Conducted mandatory training for all CoC- and ESG-funded service providers to ensure families are not separated.	No
2.	Conducted optional training for all CoC- and ESG-funded service providers to ensure families are not separated.	Yes
3.	Worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	No
4.	Worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within your CoC's geographic area that might be out of compliance and took steps to work directly with those facilities to bring them into compliance.	No
5.	Sought assistance from HUD by submitting ___ chnical assistance to resolve noncompliance of service providers.	Yes
6.	Other. **(limit 150 characters)**	-- select --

> Element 6 is optional

Steps (continued)

3. In field 1C-3, select "Yes" or "No" in the drop-down menus to indicate how your CoC ensures emergency shelter, transitional housing, and permanent housing (PSH and RRH) do not deny admission or separate family members regardless of each family member's self-reported sexual orientation or gender identity:

   - (1) Conducted mandatory training for all CoC- and ESG-funded service providers to ensure families are not separated

   - (2) Conducted optional training for all CoC- and ESG-funded service providers to ensure families are not separated

   - (3) Worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients

   - (4) Worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within your CoC's geographic area that might be out of compliance and took steps to work directly with those facilities to bring them into compliance

   - (5) Sought assistance from HUD by submitting AAQs or requesting technical assistance to resolve noncompliance of service providers; and

   - (6) Other (limit 150 characters).

     If needed, there is space to add up to 1 additional organization or entity. To activate the drop-down menu for the column associated with this additional space, select "Save" after entering the organization or entity in the text box. Then select "Yes" from the drop-down menu. This element is optional.

Steps (continued)

4. In Field 1C-4, select "Yes" or "No" in the drop-down menus to indicate the entities your CoC collaborates with:

- (1) Youth Education Provider

- (2) State Education Agency (SEA)

- (3) Local Education Agency (LEA)

- (4) School Districts

1C-4a. Formal Partnerships with Youth Education Providers, SEAs, LEAs, School Districts.

NOFO Section VII.B.1.d.

Describe in the field below the formal partnerships your CoC has with at least one of the entities where you responded yes in question 1C-4.

* (limit 2,500 characters)

To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

1C-4b. Informing Individuals and Families Experiencing Homelessness about Eligibility for Educational Services.

NOFO Section VII.B.1.d.

Describe in the field below written policies and procedures your CoC adopted to inform individuals and families who become homeless of their eligibility for educational services.

* (limit 2,500 characters)

Steps (continued)

5. In Field 1C-4a, describe the formal partnerships your CoC has with at least one of the entities where you responded yes in question 1C-4.

6. In Field 1C-4b, describe the written policies and procedures your CoC adopted to inform individuals and families who become homeless of their eligibility for educational services.

1C-4c.	Written/Formal Agreements or Partnerships with Early Childhood Services Providers.

NOFO Section VII.B.1.d.

Select yes or no in the chart below to indicate whether your CoC has written formal agreements or partnerships with the listed providers of early childhood services:

*

> Select from the dropdown menus in both columns

		MOU/MOA	Other Formal Agreement
1.	Birth to 3 years	No	No
2.	Child Care and Development Fund	No	No
3.	Early Childhood Providers	No	No
4.	Early Head Start	No	No
5.	Federal Home Visiting Program–(including Maternal, Infant and Early Childhood Home and Visiting or MIECHV)	No	No
6.	Head Start	No	No
7.	Healthy Start	No	No
8.	Public Pre-K	No	No
9.	Tribal Home Visiting Program	No	No
	Other (limit 150 characters)		
10.		-- select --	-- select --

> Element 10 is optional

Steps (continued)

7. In Field 1C-4c, select "Yes" or "No" to indicate whether your CoC has written formal agreements or partnerships with the listed providers of early childhood services:

- (1) Birth to 3 years

- (2) Child Care and Development Fund

- (3) Early Childhood Providers

- (4) Early Head Start

- (5) Federal Home Visiting Program–(including Maternal, Infant and Early Childhood Home and Visiting or MIECHV)

- (6) Head Start

- (7) Healthy Start

- (8) Public Pre-K

- (9) Tribal Home Visiting Program

- (10) Other (limit 150 characters).

    If needed, there is space to add up to 1 additional organization or entity. To activate the drop-down menu for the column associated with this additional space, select "Save" after entering the organization or entity in the text box. Then select "Yes" from the drop-down menu. This element is optional.

1C-5. **Addressing Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors–Collaborating with Victim Service Providers.**

NOFO Section VII.B.1.e.

Describe in the field below how your CoC regularly collaborates with organizations who help provide housing and services to survivors of domestic violence, dating violence, sexual assault, and stalking to:

1. update CoC-wide policies; and

2. ensure all housing and services provided in the CoC are trauma-informed and can meet the needs of survivors.

* (limit 2,500 characters)

> To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

---

1C-5a. **Annual Training on Safety and Best Practices to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.**

NOFO Section VII.B.1.e.

Describe in the field below how your CoC coordinates to provide training for:

1. project staff that addresses best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually); and

2. Coordinated Entry staff that addresses best practices (e.g., trauma informed care) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually).

* (limit 2,500 characters)

Steps (continued)

8. In Field 1C-5, describe how your CoC regularly collaborates with organizations who help provide housing and services to survivors of domestic violence, dating violence, sexual assault, and stalking to:

   - (1) update CoC-wide policies; and

   - (2) ensure all housing and services provided in the CoC are trauma-informed and can meet the needs of survivors.

9. In Field 1C-5a, describe how your CoC coordinates to provide training for:

   - (1) Project staff that addresses safety and best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually); and

   - (2) Coordinated Entry staff that addresses best practices (e.g., trauma-informed care) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually).

1C-5b. Using De-identified Aggregate Data to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.

NOFO Section VII.B.1.e.

Describe in the field below:

1. the de-identified aggregate data source(s) your CoC uses for data on survivors of domestic violence, dating violence, sexual assault, and stalking; and

2. how your CoC uses the de-identified aggregate data described in element 1 of this question to evaluate how to best meet the specialized needs related to domestic violence and homelessness.

* (limit 2,500 characters)

To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

1C-5c. Communicating Emergency Transfer Plan to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.

NOFO Section VII.B.1.e.

Describe in the field below how your CoC communicates to all individuals and families seeking or receiving CoC Program assistance:

1. the emergency transfer plan policies and procedures; and

2. the process for individuals and families to request an emergency transfer.

* (limit 2,500 characters)

Steps (continued)

10. In Field 1C-5b, describe:

- (1) the de-identified aggregate data source(s) your CoC uses for data on survivors of domestic violence, dating violence, sexual assault, and stalking; and

- (2) how your CoC uses the de-identified aggregate data described in element 1 of this question to evaluate how to best meet the specialized needs related to domestic violence and homelessness.

11. In Field 1C-5c, describe how your CoC communicates to all individuals and families seeking or receiving CoC Program assistance:

- (1) the emergency transfer plan policies and procedures; and

- (2) the process for individuals and families to request an emergency transfer.

1C-5d. Access to Housing for Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.

NOFO Section VII.B.1.e.

Describe in the field below how your CoC ensures that survivors of domestic violence, dating violence, sexual assault, or stalking have access to all of the housing and services available within the CoC's geographic area.

* (limit 2,500 characters)

> To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

1C-5e. Including Safety, Planning, and Confidentiality Protocols in Coordinated Entry to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.

NOFO Section VII.B.1.e.

Describe in the field below how your CoC's coordinated entry includes:

1. safety protocols,
2. planning protocols, and
3. confidentiality protocols.

* (limit 2,500 characters)

Steps (continued)

12. In Field 1C-5d, describe how your CoC ensures that survivors of domestic violence, dating violence, sexual assault, or stalking have access to all of the housing and services available within the CoC's geographic area.

13. In Field 1C-5e, describe how your CoC's coordinated entry includes:

- (1) safety protocols,

- (2) planning protocols, and

- (3) confidentiality protocols.

Steps (continued)

14. In Field 1C-6, select "Yes" or "No" in the drop-down menus as it relates to the CoC addressing the needs of lesbian, gay, bisexual, transgender anti-discrimination policy and training, including:

- (1) Did your CoC implement a written CoC-wide anti-discrimination policy ensuring that LGBTQ+ individuals and families receive supportive services, shelter, and housing free from discrimination?

- (2) Did your CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?

- (3) Did your CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access to Housing in HUD Programs in Accordance with an Individual's Gender Identity in Community Planning and Development Programs (Gender Identity Final Rule)?

Note: for more information on this question, refer to:

- https://www.govinfo.gov/content/pkg/FR-2016-09-21/pdf/2016-22589.pdf.

- Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity, published 2012 (also known as the Equal Access to Housing Final Rule or the 2012 Equal Access Rule).

- Equal Access in Accordance with an Individual's Gender Identity in Community Planning and Development Programs, published 2016.

1C-6a. Anti-Discrimination Policy–Updating Policies–Assisting Providers–Evaluating Compliance–Addressing Noncompliance.

NOFO Section VII.B.1.f.

Describe in the field below:

1. whether your CoC updates its CoC-wide anti-discrimination policy, as necessary, based on stakeholder feedback;

2. how your CoC assisted providers in developing project-level anti-discrimination policies that are consistent with the CoC-wide anti-discrimination policy ensuring that LGBTQ+ individuals and families receive supportive services, shelter, and housing free from discrimination;

3. your CoC's process for evaluating compliance with your CoC's anti-discrimination policies; and

4. your CoC's process for addressing noncompliance with your CoC's anti-discrimination policies.

* (limit 2,500 characters)

To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

Steps (continued)

15. In Field 1C-6a, describe:

- (1) whether your CoC updates its CoC-wide anti-discrimination policy, as necessary, based on stakeholder feedback;

- (2) how your CoC assisted providers in developing project-level anti-discrimination policies that are consistent with the CoC-wide anti-discrimination policy ensuring that LGBTQ+ individuals and families receive supportive services, shelter, and housing free from discrimination;

- (3) your CoC's process for evaluating compliance with your CoC's anti-discrimination policies; and

- (4) your CoC's process for addressing noncompliance with your CoC's anti-discrimination policies.

Steps (continued)

16. In Field 1C-7, enter information for the two largest PHAs highlighted in gray on the CoC-PHA Crosswalk Report at https://www.hudexchange.info/resource/4779/coc-pha-crosswalk-report/ or the two PHAs with whom your CoC has a working relationship. If there is only one PHA in your CoC's geographic area, provide information on the one.

- In the next column, enter the Percent of New Admissions into the Public Housing and Housing Choice Voucher Program during FY 2021 who were experiencing homelessness at entry.

- In the next drop-down menu, select whether the PHA has a general or limited homeless Preference.

- In the last drop-down menu, select "Yes" or "No" to indicate whether the PHA has a preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On.

Note: One or two attachments are required if you indicate that there is a "general or limited homeless preference" and/or there is a "preference for current PSH Program participants no longer needing intensive supportive services, e.g., Moving On."

- On the Attachments screen, these two attachments are identified as "Required?" "No." That means *e-snaps* will allow applicants to submit the CoC Application without attaching the documents, but HUD still requires them in these situations.

1C-7a.   **Written Policies on Homeless Admission Preferences with PHAs.**

NOFO Section VII.B.1.g.

Describe in the field below:

1.   steps your CoC has taken, with the two largest PHAs within your CoC's geographic area or the two PHAs your CoC has working relationships with, to adopt a homeless admission preference–if your CoC only has one PHA within its geographic area, you may respond for the one; or

2.   state that your CoC has not worked with the PHAs in its geographic area to adopt a homeless admission preference.

* (limit 2,500 characters)

> To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

1C-7b.   **Moving On Strategy with Affordable Housing Providers.**

Not Scored–For Information Only

Select yes or no in the chart below to indicate affordable housing provide... ...that your recipients use to move program participants to other subsidized housing...

> Select from the dropdown menus

*

1.	Multifamily assisted housing owners	-- select -- ▼
2.	PHA	-- select -- ▼
3.	Low Income Housing Tax Credit (LIHTC) developments	-- select -- ▼
4.	Local low-income housing programs	-- select -- ▼
	Other (limit 150 characters)	
5.		-- select -- ▼

> Element 5 is optional

Steps (continued)

17. In Field 1C-7a, describe your CoC's written policies on homeless admission preferences with PHAs, including:

- (1) steps your CoC has taken, with the two largest PHAs within your CoC's geographic area or the two PHAs your CoC has working relationships with, to adopt a homeless admission preference. If your CoC only has one PHA within its geographic area, you may respond for the one; or,

- (2) state that your CoC has not worked with the PHAs in its geographic area to adopt a homeless preference.

18. In Field 1C-7b, select "Yes" or "No" in the drop-down menus to indicate affordable housing providers in your CoC's jurisdiction that your recipients use to move program participants to other subsidized housing, including:

- (1) Multifamily assisted housing owners

- (2) PHA

- (3) Low Income Tax Credit (LIHTC) developments

- (4) Local low-income housing programs

- (5) Other (limit 150 characters).

  If needed, there is space to add up to 1 additional organization or entity. To activate the drop-down menu for the column associated with this additional space, select "Save" after entering the organization or entity in the text box. Then select "Yes" from the drop-down menu. This element is optional.

Note: This question is for information only and will not be scored.

1C-7c. Include Units from PHA Administered Programs in Your CoC's Coordinated Entry.

NOFO Section VII.B.1.g.

In the chart below, indicate if your CoC includes units from the following PHA program coordinated entry process?

Select from the dropdown menus

1. Emergency Housing Vouchers (EHV) — -- select --
2. Family Unification Program (FUP) — -- select --
3. Housing Choice Voucher (HCV) — -- select --
4. HUD-Veterans Affairs Supportive Housing (HUD-VASH) — -- select --
5. Mainstream Vouchers — -- select --
6. Non-Elderly Disabled (NED) Vouchers — -- select --
7. Public Housing — -- select --
8. Other Units from PHAs: — -- select --

Element 8 is optional

You must select a response in elements 1 through 7 in question 1C-7c.

Steps (continued)

19. In Field 1C-7c, select "Yes" or "No" from the drop-down menu to indicate whether your CoC includes units from the following PHA programs in your CoC's coordinated entry process:

- (1) Emergency Housing Vouchers (EHV)

- (2) Family Unification Program (FUP)

- (3) Housing Choice Voucher (HCV)

- (4) HUD-Veterans Affairs Supportive Housing (HUD-VASH)

- (5) Mainstream Vouchers

- (6) Non-Elderly Disabled (NED) Vouchers

- (7) Public Housing

- (8) Other Units from PHAs

    If needed, there is space to add up to 1 additional PHA unit type. To activate the drop-down menu for the column associated with this additional space, select "Save" after entering the PHA unit in the text box. Then select "Yes" from the drop-down menu. This element is optional.

1C-7d. Submitting CoC and PHA Joint Applications for Funding for People Experiencing Homelessness.

NOFO Section VII.B.1.g.

*

Select from the dropdown menus

1. Did your CoC coordinate with a PHA(s) to submit a competitive joint application(s) for funding or jointly implement a competitive project serving individuals or families experiencing homelessness (e.g., applications for mainstream vouchers, Family Unification Program (FUP), other programs)?

-- select -- ▼

Program Funding Source

2. Enter the type of competitive project your CoC coordinated with a PHA(s) to submit a joint application for or jointly implement.

You must select a response for element 1—if you select Yes, you must provide a response in element 2 in question 1C-7d.

Steps (continued)

20. In Field 1C-7d, select "Yes" or "No" in the drop-down menu to indicate whether your CoC coordinated with a PHA(s) to submit a competitive joint application(s) for funding or jointly implemented a competitive project serving individuals or families experiencing homelessness (e.g., applications for mainstream vouchers, Family Unification Program (FUP), other programs).

21. If you selected "Yes" in element 1 of question 1C-7d, then enter the type of competitive project your CoC coordinated with a PHA(s) to submit a joint application for or jointly implement in the element 2 field.

CoC Application

Steps (continued)

22. In Field 1C-7e, select "Yes" or "No" from the drop-down menu to indicate whether your CoC coordinated with any PHA to apply for or implement funding provided for Housing Choice Vouchers dedicated to homelessness, including vouchers provided through the American Rescue Plan. You must select a response.

23. In Field 1C-7e.1., select "Yes" or "No" to indicate whether your CoC entered into a memorandum of understanding (MOU) with any PHA to administer the EHV Program.

   - If you select "No" in 1C-7e.1., select "Save & Next" to continue to the next screen.

   - If you select "Yes," you must use the list feature "Add" icon to open the "List of PHAs with MOUs" screen.

Steps (continued)

24. In Screen 1C-7e.1, "List of PHAs with MOUs:"

- Enter the name of every PHA your CoC has entered into an MOU with to administer the Emergency Housing Voucher Program.

- To add another PHA, select "Save & Add Another."

- When all PHAs have been entered, select "Save & Back to List."

25. Select "Save & Next" to continue to the next screen

CoC Application

1D. CoC Coordination and Engagement (continued)

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 CoC Application Detailed Instructions for information on accurately responding to the application questions.

The following images show the CoC Application "CoC Coordination and Engagement—Coordination with Federal, State, Local, Private, and Other Organizations (continued)" screen with items that still need to be completed.

Steps

1. In Field 1D-1, select "Yes" or "No" in the drop-down menus to indicate whether your CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs.

1D-2. **Housing First–Lowering Barriers to Entry.**

NOFO Section VII.B.1.i.

＊

Enter numerical values, then select "Save" to calculate

1.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in FY 2022 CoC Program Competition.	325
2.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in FY 2022 CoC Program Competition that have adopted the Housing First approach.	652
3.	This number is a calculation of the percentage of new and renewal PSH, RRH, SSO non-Coordinated Entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in the FY 2022 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	201%

Steps (continued)

2. In Field 1D-2, enter numerical values to determine the percentage of projects that have adopted a Housing First approach, including:

- (1) The total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in the FY 2022 CoC Program Competition;

- (2) The total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in FY 2022 CoC Program Competition that have adopted the Housing First approach;

- (3) Select "Save" to calculate the percentage of new and renewal projects PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects the CoC has ranked in its CoC Priority Listing in the FY 2022 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.

1D-2a. Project Evaluation for Housing First Compliance.

NOFO Section VII.B.1.i.

Describe in the field below:

1. how your CoC evaluates every recipient–that checks Housing First on their Project Application–to determine if they are actually using a Housing First approach;
2. the list of factors and performance indicators your CoC uses during its evaluation; and
3. how your CoC regularly evaluates projects outside of the competition to ensure the projects are using a Housing First approach.

* (limit 2,500 characters)

> To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

1D-3. Street Outreach–Scope.

NOFO Section VII.B.1.j.

Describe in the field below:

1. your CoC's street outreach efforts, including the methods it uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;
2. whether your CoC's Street Outreach covers 100 percent of the CoC's geographic area;
3. how often your CoC conducts street outreach; and
4. how your CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.

* (limit 2,500 characters)

Steps (continued)

3. In Field 1D-2a, describe how your CoC evaluates project for housing first compliance, including:

- (1) how your CoC evaluates every recipient–that checks Housing First on their Project Application–to determine if they are actually using a Housing First approach;
- (2) the list of factors and performance indicators your CoC uses during its evaluation; and
- (3) how your CoC regularly evaluates projects outside of the competition to ensure the projects are using a Housing First approach.

4. In Field 1D-3, describe the scope of your CoC's street outreach, including:

- (1) your CoC's street outreach efforts, including the methods it uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;
- (2) whether your CoC's Street Outreach covers 100 percent of the CoC's geographic area;
- (3) how often your CoC conducts street outreach; and
- (4) how your CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.

1D-4. Strategies to Prevent Criminalization of Homelessness.

NOFO Section VII.B.1.k.

Select yes or no in the chart below to indicate strategies your CoC implemented to ensure homelessness is not criminalized and to reverse existing criminalization policies in your CoC's geographic area:

Select from the dropdown menus

		Ensure Homelessness is not Criminalized	Reverse Existing Criminalization Policies
1.	Engaged/educated local policymakers	-- select --	-- select --
2.	Engaged/educated law enforcement	-- select --	-- select --
3.	Engaged/educated local business leaders	-- select --	-- select --
4.	Implemented community wide plans	-- select --	-- select --
5.	Other:(limit 500 characters)	-- select --	-- select --

Element 5 is optional

You must select a response for elements 1 through 4 in question 1D-4.

Steps (continued)

5. In Field 1D-4, select "Yes" or "No" in the drop-down menus to indicate strategies your CoC implemented to ensure homelessness is not criminalized and to reverse existing criminalization policies in your CoC's geographic area, including:

   - (1) Engaged/educated local policymakers;

   - (2) Engaged/educated law enforcement;

   - (3) Engaged/educated local business leaders;

   - (4) Implemented community-wide plans; and

   - (5) Other (limit 500 characters). This element is optional.

1D-5. Rapid Rehousing–RRH Beds as Reported in the Housing Inventory Count (HIC).

NOFO Section VII.B.1.l.

Enter total number of RRH "current" inventory beds available for all populations

	2021	2022
Enter the total number of RRH beds available to serve all populations as reported in the HIC–only enter bed data for projects that have an inventory type of "Current."	362	82

6. In Field 1D-5, enter the total number of RRH beds in 2021 and 2022 that are available to serve all populations as reported in the HIC.

   Note: Only enter bed data for projects that have an inventory type of "Current."

1D-6. Mainstream Benefits–CoC Annual Training of Project Staff.

NOFO Section VII.B.1.m.

Indicate in the chart below whether your CoC trains program staff annually on the following mainstream benefits available for program participants within your CoC's geographic area:

*

Select from the dropdown menus

Resource	CoC Provides Annual Training?
1. Food Stamps	-- select --
2. SSI–Supplemental Security Income	-- select --
3. TANF–Temporary Assistance for Needy Families	-- select --
4. Substance Abuse Programs	-- select --
5. Employment Assistance Programs	-- select --
6. Other (limit 150 characters)	
test	-- select --

Element 6 is optional

Steps (continued)

7. In Field 1D-6, select "Yes" or "No" in the drop-down menus to indicate whether your CoC trains program staff annually on the following mainstream benefits available for program participants within your CoC's geographic area:

- (1) Food Stamps;

- (2) SSI–Supplemental Security Income;

- (3) TANF–Temporary Assistance for Needy Families;

- (4) Substance Abuse Programs;

- (5) Employment Assistance Programs; and

- (6) Other (limit 150 characters). This element is optional.

1D-6a. Information and Training on Mainstream Benefits and Other Assistance.

NOFO Section VII.B.1.m

Describe in the field below how your CoC:

1. systemically provides up-to-date information on mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within your CoC's geographic area;

2. works with project staff to collaborate with healthcare organizations, including substance abuse treatment and mental health treatment, to assist program participants with receiving healthcare services; and

3. works with projects to promote SSI/SSDI Outreach, Access, and Recovery (SOAR) certification of program staff.

* (limit 2,500 characters)

> To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

1D-7. Increasing Capacity for Non-Congregate Sheltering.

NOFO Section VII.B.1.n.

Describe in the field below how your CoC is increasing its capacity to provide non-congregate sheltering.

* (limit 2,500 characters)

Steps (continued)

8. In Field 1D-6a, describe how your CoC provides mainstream information and training to CoC Program-funded projects on mainstream benefits and other assistance, including:

   - (1) systemically providing up-to-date information on mainstream resources available for program participants (e.g., Food Stamps, Supplemental Security Income, Temporary Assistance for Needy Families, substance abuse programs) within your CoC's geographic area;

   - (2) works with project staff to collaborate with healthcare organizations, including substance abuse treatment and mental health treatment, to assist program participants with receiving healthcare services; and

   - (3) works with projects to promote SSI/SSDI Outreach, Access, and Recovery (SOAR) certification of program staff.

9. In Field 1D-7, describe how your CoC is increasing its capacity to provide non-congregate sheltering.

ID-8.   **Partnerships with Public Health Agencies–Collaborating to Respond to and Prevent Spread of Infectious Diseases.**

NOFO Section VII.B.1.o.

Describe in the field below how your CoC effectively collaborates with state and local public health agencies to:

1.   develop CoC-wide policies and procedures to respond to infectious disease outbreaks; and

2.   prevent infectious disease outbreaks among people experiencing homelessness.

* (limit 2,500 characters)

To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

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ID-8a.   **Collaboration With Public Health Agencies on Infectious Diseases.**

NOFO Section VII.B.1.o.

Describe in the field below how your CoC effectively equipped providers to prevent or limit infectious disease outbreaks among program participants by:

1.   sharing information related to public health measures and homelessness, and

2.   facilitating communication between public health agencies and homeless service providers to ensure street outreach providers and shelter and housing providers are equipped to prevent or limit infectious disease outbreaks among program participants.

* (limit 2,500 characters)

Steps (continued)

10. In Field 1D-8, describe how your CoC effectively collaborates with state and local public health agencies to:

- (1) develop CoC-wide policies and procedures to respond to infectious disease outbreaks; and

- (2) prevent infectious disease outbreaks among people experiencing homelessness.

11. In Field 1D-8a, describe how your CoC effectively equipped providers to prevent or limit infectious disease outbreaks among program participants by:

- (1) sharing information related to public health measures and homelessness, and

- (2) facilitating communication between public health agencies and homeless service providers to ensure street outreach providers and shelter and housing providers are equipped to prevent or limit infectious disease outbreaks among program participants.

1D-9. Centralized or Coordinated Entry System–Assessment Process.

NOFO Section VII.B.1.p.

Describe in the field below how your CoC's coordinated entry system:

1. covers 100 percent of your CoC's geographic area;

2. uses a standardized assessment process; and

3. is updated regularly using feedback received from participating projects and households that participated in coordinated entry.

(limit 2,500 characters)

To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

1D-9a. Program Participant-Centered Approach to Centralized or Coordinated Entry.

NOFO Section VII.B.1.p.

Describe in the field below how your CoC's coordinated entry system:

1. reaches people who are least likely to apply for homeless assistance in the absence of special outreach;

2. prioritizes people most in need of assistance;

3. ensures people most in need of assistance receive permanent housing in a timely manner, consistent with their preferences; and

4. takes steps to reduce burdens on people using coordinated entry.

(limit 2,500 characters)

Steps (continued)

12. In Field 1D-9, describe how your CoC's coordinated entry system:

- (1) covers 100 percent of your CoC's geographic area;

- (2) uses a standardized assessment process; and

- (3) is updated regularly using feedback received from participating projects and households that participated in coordinated entry.

13. In Field 1D-9a, describe how your CoC's coordinated entry system:

- (1) reaches people who are least likely to apply for homeless assistance in the absence of special outreach;

- (2) prioritizes people most in need of assistance;

- (3) ensures people most in need of assistance receive permanent housing in a timely manner, consistent with their preferences; and

- (4) takes steps to reduce burdens on people using coordinated entry.

1D-10. Promoting Racial Equity in Homelessness–Conducing Assessment.

NOFO Section VII.B.1.q.

Select from the dropdown menu

1. Has your CoC conducted a racial disparities assessment in the last 3 years? -- select --

2. Enter the date your CoC conducted its latest assessment for racial disparities.

You must select a response for element 1–if you select Yes, you must enter a date in element 2 in question 1D-10.

1D-10a. Process for Analyzing Racial Disparities–Identifying Racial Disparities in Provision or Outcomes of Homeless Assistance.

NOFO Section VII.B.1.q.

Describe in the field below:

1. your CoC's process for analyzing whether any racial disparities are present in the provision or outcomes of homeless assistance; and

2. what racial disparities your CoC identified in the provision or outcomes of homeless assistance.

* (limit 2,500 characters)

To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

Steps (continued)

14. In Field 1D-10, select "Yes" or "No" from the drop-down menu to indicate whether your CoC has conducted a racial disparities assessment in the last 3 years. You must select a response for element 1.

- If you selected "Yes" to element 1, in element 2 enter the date your CoC conducted its latest assessment for racial disparities.

15. In Field 1D-10a, describe:

- (1) your CoC's process for analyzing whether any racial disparities are present in the provision or outcomes of homeless assistance; and

- (2) what racial disparities your CoC identified in the provision or outcomes of homeless assistance.

1D-10b. Strategies to Address Racial Disparities.

NOFO Section VII.B.1.q.

Select yes or no in the chart below to indicate the strategies your CoC is using to address any racial disparities.

Select from the dropdown menus

1.	The CoC's board and decisionmaking bodies are representative of the population served in the CoC.	-- select --
2.	The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.	-- select --
3.	The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	-- select --
4.	The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups.	-- select --
5.	The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	-- select --
6.	The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	-- select --
7.	The CoC has staff, committees, or other resources charged with analyzing and addressing racial disparities related to homelessness.	-- select --
8.	The CoC is educating organizations, stakeholders, boards of directors for local and national nonprofit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	-- select --
9.	The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homeless	-- select --
10.	The CoC is collecting data to better understa [Element 12 is optional] program use for people of different races and ethnicities in its homeless service	-- select --
11.	The CoC is conducting additional resea scope and needs of different races or ethnicities experiencing homeless	-- select --

Other:(limit 500 characters)

12.	test	-- select --

Steps (continued)

16. In Field 1D-10b, select "Yes" or "No" from the drop-down menus to indicate the strategies your CoC is using to address any racial disparities.

- (1) The CoC's board and decision-making bodies are representative of the population served in the CoC.

- (2) The CoC has identified steps it will take to help the CoC board and decision-making bodies better reflect the population served in the CoC.

- (3) The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.

- (4) The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups.

- (5) The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.

- (6) The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.

- (7) The CoC has staff, committees, or other resources charged with analyzing and addressing racial disparities related to homelessness.

- (8) The CoC is educating organizations, stakeholders, and boards of directors for local and national nonprofit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.

- (9) The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.

- (10) The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.

- (11) The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.

- (12) Other (limit 500 characters). This element is optional.

   Note: You must select a response for elements 1 through 11.

1D-10c. **Actions Taken to Address Known Disparities.**

NOFO Section VII.B.1.q.

Describe in the field below the steps your CoC and homeless providers have taken to address disparities identified in the provision or outcomes of homeless assistance.

*(limit 2,500 characters)

> To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

---

1D-10d. **Tracking Progress on Preventing or Eliminating Disparities.**

NOFO Section VII.B.1.q.

Describe in the field below the measures your CoC has in place to track progress on preventing or eliminating disparities in the provision or outcomes of homeless assistance.

*(limit 2,500 characters)

Steps (continued)

17. In Field 1D-10c, describe the steps your CoC and homeless providers have taken to address disparities identified in the provision or outcomes of homeless assistance.

18. In Field 1D-10d, describe the measures your CoC has in place to track progress on preventing or eliminating disparities in the provision or outcomes of homeless assistance.

1D-11. Involving Individuals with Lived Experience of Homelessness in Service Delivery and Decisionmaking–CoC's Outreach Efforts.

NOFO Section VII.B.1.r.

Describe in the field below your CoC's outreach efforts (e.g., social media announcements, targeted outreach) to engage those with lived experience of homelessness in leadership roles and decision making processes.

*(limit 2,500 characters)

> To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

---

1D-11a. Active CoC Participation of Individuals with Lived Experience of Homelessness.

NOFO Section VII.B.1.r.

Enter in the chart below the number of people with lived experience who currently participate in your CoC under the five categories listed:

> Enter the number of people who currently participate

Level of Active Participation	Number of People with Lived Experience Within the Last 7 Years or Current Program Participant	Number of People with Lived Experience Coming from Unsheltered Situations
1. Included and provide input that is incorporated in the local planning process.		
2. Review and recommend revisions to local policies addressing homelessness related to coordinated entry, services, and housing.		
3. Participate on CoC committees, subcommittees, or workgroups.		
4. Included in the decisionmaking processes related to addressing homelessness.		
5. Included in the development or revision of your CoC's local competition rating factors.		

Steps (continued)

19. In Field 1D-11, describe your CoC's outreach efforts (e.g., social media announcements, targeted outreach) to engage those with lived experience of homelessness in leadership roles and decision-making processes.

20. In Field 1D-11a, enter the number of people with lived experience who currently participate in your CoC under the five categories listed below. In Column 1, enter people with lived experience in the last 7 years or current program participants. In Column 2, enter people with lived experience coming from unsheltered situations.

- (1) Included and provide input that is incorporated into the local planning process.

- (2) Review and recommend revisions to local policies addressing homelessness related to coordinated entry, services, and housing.

- (3) Participate on CoC committees, subcommittees, or workgroups.

- (4) Included in the decision-making processes related to addressing homelessness.

- (5) Included in the development or revision of your CoC's local competition rating factors.

1D-11b. Professional Development and Employment Opportunities for Individuals with Lived Experience of Homelessness.

NOFO Section VII.B.1.r.

Describe in the field below how your CoC or CoC membership organizations provide professional development and employment opportunities to individuals with lived experience of homelessness.

* (limit 2,500 characters)

To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

1D-11c. Routinely Gathering Feedback and Addressing Challenges of Individuals with Lived Experience of Homelessness.

NOFO Section VII.B.1.r.

Describe in the field below how your CoC:

1. how your CoC routinely gathered feedback from people experiencing homelessness and people who have received assistance through the CoC or ESG program on their experience receiving assistance; and

2. the steps your CoC has taken to address challenges raised by people with lived experience of homelessness

* (limit 2,500 characters)

Steps (continued)

21. In Field 1D-11b, describe how your CoC or CoC membership organizations provide professional development and employment opportunities to individuals with lived experience of homelessness.

22. In Field 1D-11c, describe:

- (1) how your CoC routinely gathered feedback from people experiencing homelessness and people who have received assistance through the CoC or ESG program on their experience receiving assistance; and

- (2) the steps your CoC has taken to address challenges raised by people with lived experience of homelessness.

> **1D-12.** **Increasing Affordable Housing Supply.**
>
> NOFO Section VII.B.1.t.
>
> Describe in the field below at least 2 steps your CoC has taken in the past 12 months that engage city, county, or state governments that represent your CoC's geographic area regarding the following:
>
> 1. reforming zoning and land use policies to permit more housing development; and
>
> 2. reducing regulatory barriers to housing development.
>
> * **(limit 2,500 characters)**
>
> *To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word*
>
> *"Save & Next" to continue to the next screen*
>
> Save & Back   Save   Save & Next
>
> Back   Next

Steps (continued)

23. In Field 1D-12, describe at least 2 steps your CoC has taken in the past 12 months that engage city, county, or state governments that represent your CoC's geographic area regarding the following:

    - (1) reforming zoning and land use policies to permit more housing development; and

    - (2) reducing regulatory barriers to housing development.

24. Select "Save & Next" to continue to the next screen.

1E. Project Capacity, Review, and Ranking—Local CoC Competition

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 CoC Application Detailed Instructions for information on accurately responding to the application questions.

The following images show the CoC Application "Project Capacity, Review, and Ranking—Local CoC Competition" screen with items that still need to be completed.

Steps

1. In Field 1E-1, enter the date your CoC published the deadline for project applicants to submit their applications to your CoC's local competition.

   Note: You must upload an attachment to the 4B. Attachments screen.

1E-2.	Project Review and Ranking Process Your CoC Used in Its Local Competition. We use the response to this question and the response in Question 1E-2a along with the required attachments from both questions as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria below.	

NOFO Section VII.B.2.a., 2.b., 2.c., and 2.d.

You must upload the Local Competition Scoring Tool attachment to the 4B. Attachments Screen.

Select yes or no in the chart below to indicate how your CoC ranked and selected project applications during your local competition:

*

Select from the dropdown menus

1.	Established total points available for each project application type.	-- select -- ▼
2.	At least 33 percent of the total points were based on objective criteria for the project application (e.g., cost effectiveness, timely draws, utilization rate, match, leverage), performance data, type of population served (e.g., DV, youth, Veterans, chronic homelessness), or type of housing proposed (e.g., PSH, RRH).	-- select -- ▼
3.	At least 20 percent of the total points were based on system performance criteria for the project application (e.g., exits to permanent housing destinations, retention of permanent housing, length of time homeless, returns to homelessness).	-- select -- ▼
4.	Provided points for projects that addressed specific severe barriers to housing and services.	-- select -- ▼
5.	Used data from comparable databases to score projects submitted by victim service providers.	-- select -- ▼

Steps (continued)

2. In 1E-2, select "Yes" or "No" from the dropdown menus to indicate how your CoC ranked and selected project applications during your local competition.

- (1) Established total points available for each project application type.

- (2) At least 33 percent of the total points were based on objective criteria for the project application (e.g., cost-effectiveness, timely draws, utilization rate, match, leverage), performance data, type of population served (e.g., DV, youth, Veterans, chronic homelessness), or type of housing proposed (e.g., PSH, RRH).

- (3) At least 20 percent of the total points were based on system performance criteria for the project application (e.g., exits to permanent housing destinations, retention of permanent housing, length of time homeless, returns to homelessness).

- (4) Provided points for projects that addressed specific severe barriers to housing and services.

- (5) Used data from comparable databases to score projects submitted by victim service providers.

Note: You must select a response for elements 1 through 5.

Note: You must upload an attachment to the 4B. Attachments Screen. HUD uses the response to this question as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria.

1E-2a. Scored Project Forms for One Project from Your CoC's Local Competition. We use the response to this question and Question 1E-2. along with the required attachments from both questions as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria below.

NOFO Section VII.B.2.a., 2.b., 2.c., and 2.d.

You must upload the Scored Forms for One Project attachment to the 4B. Attachments Screen.

Complete the chart below to provide details of your CoC's local competition:

Enter the number

1. What were the maximum number of points available for the renewal project form(s)?

2. How many renewal projects did your CoC submit?

Select from the dropdown menu

3. What renewal project type did most applicants use?

-- select --

You must provide a response for elements 1 through 3 in question 1E-2a.

1E-2b. Addressing Severe Barriers in the Local Project Review and Ranking Process.

NOFO Section VII.B.2.d.

Describe in the field below:

1. how your CoC collected and analyzed data regarding each project that has successfully housed program participants in permanent housing;

2. how your CoC analyzed data regarding how long it takes to house people in permanent housing;

3. how your CoC considered the specific severity of needs and vulnerabilities experienced by program participants preventing rapid placement in permanent housing or the ability to maintain permanent housing when your CoC ranked and selected projects; and

4. considerations your CoC gave to projects that provide housing and services to the hardest to serve populations that could result in lower performance levels but are projects your CoC needs in its geographic area.

*_ (limit 2,500 characters)

To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

Steps (continued)

3. In field 1E-2a, complete the chart to provide details of your CoC's local competition:

- (1) What were the maximum number of points available for the renewal project form(s)?

- (2) How many renewal projects did your CoC submit?

- (3) What renewal project type did most applicants use?

Note: You must provide a response for elements 1 through 3 in question 1E-2a.

Note: HUD uses the response to this question and Question 1E-2. along with the required attachments from both questions as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria below.

4. In field 1E-2b, describe how your CoC's is addressing severe barriers in the local project review and ranking process, including:

    - (1) how your CoC collected and analyzed data regarding each project that has successfully housed program participants in permanent housing;

    - (2) how your CoC analyzed data regarding how long it takes to house people in permanent housing;

    - (3) how your CoC considered the specific severity of needs and vulnerabilities experienced by program participants preventing rapid placement in permanent housing or the ability to maintain permanent housing when your CoC ranked and selected projects; and

    - (4) considerations your CoC gave to projects that provide housing and services to the hardest to serve populations that could result in lower performance levels but are projects your CoC needs in its geographic area.

1E-3.   Promoting Racial Equity in the Local Competition Review and Ranking Process.

NOFO Section VII.B.2.e.

Describe in the field below:

1. how your CoC obtained input and included persons of different races, particularly those over-represented in the local homelessness population;

2. how the input from persons of different races, particularly those over-represented in the local homelessness population, affected how your CoC determined the rating factors used to review project applications;

3. how your CoC included persons of different races, particularly those over-represented in the local homelessness population, in the review, selection, and ranking process; and

4. how your CoC rated and ranked projects based on the degree to which their project has identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers.

... **(limit 2,500 characters)**

> To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

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Steps (continued)

5. In field 1E-3, describe your CoC's promotion of racial equity in the local review and ranking process, including:

    - (1) how your CoC obtained input and included persons of different races, particularly those over-represented in the local homelessness population;

    - (2) how the input from persons of different races, particularly those over-represented in the local homelessness population, affected how your CoC determined the rating factors used to review project applications;

    - (3) how your CoC included persons of different races, particularly those over-represented in the local homelessness population, in the review, selection, and ranking process; and

    - (4) how your CoC rated and ranked projects based on the degree to which their project has identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers.

1E-4.   Reallocation–Reviewing Performance of Existing Projects.

NOFO Section VII.B.2.f.

Describe in the field below:

1.   your CoC's reallocation process, including how your CoC determined which projects are candidates for reallocation because they are low performing or less needed;

2.   whether your CoC identified any projects through this process during your local competition this year;

3.   whether your CoC reallocated any low performing or less needed projects during its local competition this year; and

4.   why your CoC did not reallocate low performing or less needed projects during its local competition this year, if applicable.

* (limit 2,500 characters)

> To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

---

1E-4a.   Reallocation Between FY 2017 and FY 2022.

NOFO Section VII.B.2.f.

*

> Select from the dropdown menu

Did your CoC cumulatively reallocate at least 20 percent of its ARD between FY 2017 and FY 2022?   -- select --

Steps (continued)

6.   In field 1E-4, describe your CoC's reallocation-reviewing performance of existing projects, including:

- (1) your CoC's reallocation process, including how your CoC determined which projects are candidates for reallocation because they are low performing or less needed;

- (2) whether your CoC identified any projects through this process during your local competition this year;

- (3) whether your CoC reallocated any low performing or less needed projects during its local competition this year; and

- (4) why your CoC did not reallocate low performing or less needed projects during its local competition this year, if applicable.

7.   In field 1E-4a, select "Yes" or "No" from the drop-down menu to indicate whether your CoC cumulatively reallocated at least 20 percent of its Annual Renewal Demand between FY 2017 and FY 2022. You must select a response.

1E-5.   Projects Rejected/Reduced–Notification Outside of e-snaps.

NOFO Section VII.B.2.g.

You must upload the Notification of Projects Rejected-Reduced attachment to the 4B. Attachments Screen.

*

Select from the dropdown menu

1.   Did your CoC reject or reduce any project application(s)?   -- select --   ▼

2.   Did your CoC inform applicants why their projects were rejec   Enter the date   -- select --   ▼

3.   If you selected Yes for element 1 of this question, enter the date your Co
their project applications were being rejected or reduced, in writing, outside of e-snaps. If you
notified applicants on various dates, enter the latest date of any notification. For example, if you
notified applicants on 06/26/2022, 06/27/2022, and 06/28/2022, then you must enter 06/28/2022.

1E-5a.   Projects Accepted–Notification Outside of e-snaps.

NOFO Section VII.B.2.g.

You must upload the Notification of Projects Accepted attachment to the 4B. Attachments Screen.

*

Enter the date

Enter the date your CoC notified project applicants that their project applications were accepted
and ranked on the New and Renewal Priority Listings in writing, outside of e-snaps. If you notified
applicants on various dates, enter the latest date of any notification. For example, if you notified
applicants on 06/26/2022, 06/27/2022, and 06/28/2022, then you must enter 06/28/2022.

Steps (continued)

8.   In field 1E-5, select "Yes" or "No" from the drop-down menus to indicate:

- (1) Did your CoC reject or reduce any project application(s)?

- (2) Did your CoC inform applicants why their projects were rejected or reduced?

- If you selected "Yes" to element 1, in element 3 enter the date your CoC notified applicants that their project applications were being rejected or reduced, in writing, outside of *e-snaps*.

    Note: You must select a response for element 1.

    Note: If you selected "Yes," you must upload an attachment to the 4B. Attachments Screen.

9.   In field 1E-5a, enter the date your CoC notified project applicants that their project applications were accepted and ranked on the New and Renewal Priority Listings in writing, outside of *e-snaps*. You must enter a date.

1E-5b. **Local Competition Selection Results–Scores for All Projects.**

NOFO Section VII.B.2.g.

You must upload the Final Project Scores for All Projects attachment to the 4B. Attachments Screen.

Does your attachment include:
1. Applicant Names;
2. Project Names;
3. Project Scores;
4. Project Rank–if accepted;
5. Award amounts; and
6. Projects accepted or rejected status.

Select from the dropdown menu

-- select --

1E-5c. **1E-5c. Web Posting of CoC-Approved Consolidated Application.**

NOFO Section VII.B.2.g.

You must upload the Web Posting–CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.

Enter the date your CoC posted the CoC-approved Consolidated Application on the CoC's website or partner's website–which included:
1. the CoC Application; and
2. Priority Listings for Reallocation forms and all New, Renewal, and Replacement Project Listings.

Enter the date

Steps (continued)

10. In field 1E-5b, select "Yes" or "No" from the dropdown menus to indicate your CoC's local competition selection results-scores for all projects attachment includes:

- (1) Applicant Names;

- (2) Project Names;

- (3) Project Scores;

- (4) Project Rank – if accepted

- (5) Award amounts; and

- (6) Projects accepted or rejected status.

11. In field 1E-5c, enter the date your CoC posted the CoC-approved Consolidated Application on the CoC's website or partner's website–which included:

- (1) The CoC application; and

- (2) Priority Listings for Reallocation forms and all New, Renewal, and Replacement Project Listings.

Note: You must upload an attachment to the 4B. Attachments Screen.

Steps (continued)

12. In Field 1E-5d, enter the date your CoC notified community members and key stakeholders that the CoC-approved Consolidated Application has been posted on the CoC's website or partner's website.

13. Select "Save & Next" to continue to the next screen.

Attachments: *For 1E, these attachments related to public postings must be uploaded to the Attachments screen in order to submit the CoC Application.*

- ***Local Competition Announcement*** *that includes (1) a screenshot or advertisement that demonstrates your CoC announced it was accepting project applications, and (2) a copy of the document that includes point values for objective criteria your CoC would use to review and rank projects.*

- ***Project Review and Selection Process*** *that includes (1) the scoring tool your CoC used in your local competition to score new and renewal ranked projects and all project application types—include the entire tool; (2) a copy of the scoring tool used by most project applicants that includes the objective criteria and system performance criteria and their respective maximum point values and the actual points your CoC awarded to the project applicant; and (3) final project scores for ranked new and renewal projects (e.g., spreadsheet with all projects and all scores).*

- ***Public Posting—Projects Rejected-Reduced***, *which includes evidence that your CoC provided notification 15 days before HUD's CoC Program Competition application submission deadline.*

- ***Public Posting—Projects Accepted***, *which includes evidence that your CoC provided notification 15 days before HUD's FY 2022 CoC Program Competition Application submission deadline.*

- ***Web Posting—CoC-Approved Consolidated Application***, *which includes a screenshot of a website posting that legibly displays a system-generated date and time that demonstrates your CoC posted the final version of your CoC's Consolidated Application at least 2 days before the FY 2022 CoC Program Competition application submission deadline (e.g., screenshot displaying the time and date of the public posting using your desktop calendar).*

See the FY 2022 CoC Program Application Detailed Instructions for more information.

Part 2. Data Collection

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 CoC Application Detailed Instructions for information on accurately responding to the application questions.

Continuum of Care (CoC) Program Competition—Funding Availability:

- *https://www.hud.gov/program_offices/comm_planning/coc/competition.*

e-snaps Resource pages:

- *https://www.hudexchange.info/programs/e-snaps/.*
- *https://www.hud.gov/program_offices/comm_planning/coc/competition.*

CoC Application

2A. Homeless Management Information System (HMIS) Implementation

The Collaborative Applicant should complete this screen in conjunction with the responsible HMIS Lead. All information should reflect the status of HMIS implementation as of the date of application submission.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 CoC Application Detailed Instructions for information on accurately responding to the application questions.

The following images show the CoC Application "Homeless Management Information System (HMIS) Implementation" screen with items that still need to be completed.

Steps

1. In field 2A-1, enter the name of the HMIS vendor your CoC is currently using. This question is for information only and is not scored.

2. In field 2A-2, select your CoC's HMIS coverage area from the drop-down menu. This question is for information only and is not scored.

2A-3.   HIC Data Submission in HDX.

NOFO Section VII.B.3.a.

Enter the date

Enter the date your CoC submitted its 2022 HIC data into HDX.

2A-4.   Comparable Database for DV Providers–CoC and HMIS Lead Supporting Data Collection and Data Submission by Victim Service Providers.

NOFO Section VII.B.3.b.

In the field below:

1.   describe actions your CoC and HMIS Lead have taken to ensure DV housing and service providers in your CoC collect data in databases that meet HUD's comparable database requirements; and

2.   state whether your CoC is compliant with the 2022 HMIS Data Standards.

*(limit 2,500 characters)

To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

Steps (continued)

3.   In Field 2A-3, enter the date your CoC submitted its 2022 HIC data into the Homelessness Data Exchange (HDX).

4.   In Field 2A-4, describe how your CoC and HMIS Lead support data collection and data submission by victim service providers, including:

- (1) describe actions your CoC and HMIS Lead have taken to ensure DV housing and service providers in your CoC collect data in databases that meet HUD's comparable database requirements; and

- (2) state whether your CoC is compliant with the 2022 HMIS Data Standards.

2A-5. Bed Coverage Rate–Using HIC, HMIS Data–CoC Merger Bonus Points.

NOFO Section VII.B.3.c. and VII.B.7.

Enter 2022 HIC and HMIS data by project type *(callout)*

Enter 2022 HIC and HMIS data in the chart below by project type:

Project Type	Total Beds 2022 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
1. Emergency Shelter (ES) beds				0.00%
2. Safe Haven (SH) beds				0.00%
3. Transitional Housing (TH) beds				0.00%
4. Rapid Re-Housing (RRH) beds				0.00%
5. Permanent Supportive Housing				0.00%
6. Other Permanent Housing (OPH)				0.00%

You must enter a value for elements 1 through 6 in all three columns. If the project type does not exist in your CoC, enter '0' in all three columns for that project type.

Steps (continued)

5. In field 2A-5, enter 2022 HIC and HMIS data by project type. For each of the columns in the 2A-5 chart—Total Number of Beds in 2022 HIC, Total Beds Dedicated in HIC Dedicated for DV, and Total Beds in HMIS, enter the number of beds recorded in the 2022 HIC and in the CoC's HMIS for each project type within the CoC:

   - Emergency Shelter (ESG) beds

   - Safe Haven (SH) beds

   - Transitional Housing (TH) beds

   - Rapid Re-Housing (RRH) beds

   - Permanent Supportive Housing (PSH) beds

   - Other Permanent Housing (OPH) beds

   If a particular housing type does not exist in the CoC, enter "0" for all cells in that housing type and select "Save." The HMIS Bed Coverage Rate will calculate as a blank cell.

2A-5a. Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-5.

NOFO Section VII.B.3.c.

For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-5, describe:

1. steps your CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and

2. how your CoC will implement the steps described to increase bed coverage to at least 85 percent.

* (limit 2,500 characters)

> To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

2A-6. Longitudinal System Analysis (LSA) Submission in HDX 2.0.

NOFO Section VII.B.3.d.

> Select from the dropdown menu

Did your CoC submit LSA data to HUD in HDX 2.0 by February 15, 2022, 8 p.m. EST?   -- select --

> "Save & Next" to continue to the next screen

Save & Back   Save & Next

Back   Next

Steps (continued)

6. In field 2A-5a, if the bed coverage rate entered in question 2A-5b. is 84.99 percent or less, describe:

- (1) Steps your CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent; and

- (2) How your CoC will implement the steps described to increase bed coverage to at least 85 percent.

7. In field 2A-6, select "Yes" or "No" from the dropdown menu to indicate whether the CoC submitted its Longitudinal System Analysis (LSA) data to HUD in HDX 2.0 by 8 p.m. EST on February 15, 2022.

8. Select "Save & Next" to continue to the next screen.

2B. Continuum of Care (CoC) Point-in-Time (PIT) Count

The Collaborative Applicant should complete this screen in conjunction with the responsible HMIS Lead. All information should reflect the status of HMIS implementation as of the date of application submission.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 CoC Application Detailed Instructions for information on accurately responding to the application questions.

The following images show the CoC Application "Continuum of Care (CoC) Point-in-Time (PIT) Count" screen with items that still need to be completed.

Steps

1. In Field 2B-1, enter the date your CoC conducted its 2022 PIT count.

   Note: If your CoC was granted an extension, HUD will verify that your CoC conducted its PIT count during the agreed-upon time frame.

2. In Field 2B-2, enter the date your CoC submitted its 2022 PIT count data in HDX.

2B-3. **PIT Count–Effectively Counting Youth.**

NOFO Section VII.B.4.b.

Describe in the field below how during the planning process for the 2022 PIT count your CoC:

1. engaged stakeholders that serve homeless youth;

2. involved homeless youth in the actual count; and

3. worked with stakeholders to select locations where homeless youth are most likely to be identified.

* (limit 2,500 characters)

To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

Steps (continued)

3. In Field 2B-3, describe how during the planning process for the 2022 PIT count your CoC:

- (1) engaged stakeholders that serve homeless youth;

- (2) involved homeless youth in the actual count; and

- (3) worked with stakeholders to select locations where homeless youth are most likely to be identified.

Steps (continued)

4. In Field 2B-4, describe any change to your PIT Count methodology:

- (1) describe any changes your CoC made to your sheltered PIT count implementation, including methodology or data quality changes between 2021 and 2022, if applicable;

- (2) describe any changes your CoC made to your unsheltered PIT count implementation, including methodology or data quality changes between 2021 and 2022, if applicable; and

- (3) describe how the changes affected your CoC's PIT count results; or

- (4) state "Not Applicable" if there were no changes or if you did not conduct an unsheltered PIT count in 2022.

5. Select "Save & Next" to continue to the next screen.

2C. Continuum of Care (CoC) System Performance

The Collaborative Applicant should complete this screen in conjunction with the responsible HMIS Lead. All information should reflect the status of HMIS implementation as of the date of application submission.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 CoC Application Detailed Instructions for information on accurately responding to the application questions.

The following images show the CoC Application "Continuum of Care (CoC) System Performance" screen with items that still need to be completed.

2C. System Performance

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

2C-1. Reduction in the Number of First Time Homeless–Risk Factors Your CoC Uses.

NOFO Section VII.B.5.b.

In the field below:

1. describe how your CoC determined the risk factors to identify persons experiencing homelessness for the first time;
2. describe your CoC's strategies to address individuals and families at risk of becoming homeless; and
3. provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the number of individuals and families experiencing homelessness fo

* **(limit 2,500 characters)**

> To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

Steps

1. In field 2C-1, describe the reduction in the number of first-time homeless risk factors, including:

   - (1) how your CoC determined which risk factors your CoC uses to identify persons becoming homeless for the first time;

   - (2) your CoC's strategies to address individuals and families at risk of becoming homeless; and

   - (3) provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time.

2C-2.   **Length of Time Homeless–CoC's Strategy to Reduce.**

NOFO Section VII.B.5.c.

In the field below:

1. describe your CoC's strategy to reduce the length of time individuals and persons in families remain homeless;

2. describe how your CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and

3. provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the length of time individuals and families remain homeless.

* (limit 2,500 characters)

> To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

2C-3.   **Exits to Permanent Housing Destinations/Retention of Permanent Housing–CoC's Strategy**

NOFO Section VII.B.5.d.

In the field below:

1. describe your CoC's strategy to increase the rate that individuals and persons in families residing in emergency shelter, safe havens, transitional housing, and rapid rehousing exit to permanent housing destinations;

2. describe your CoC's strategy to increase the rate that individuals and persons in families residing in permanent housing projects retain their permanent housing or exit to permanent housing destinations; and

3. provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to increase the rate that individuals and families exit to or retain permanent housing.

* (limit 2,500 characters)

Steps (continued)

2. In field 2C-2, describe your CoC's strategy to reduce the length of time homeless, including:

   - (1) your CoC's strategy to reduce the length of time individuals and persons in families remain homeless;

   - (2) how your CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and

   - (3) provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the length of time individuals and families remain homeless.

3. In field 2C-3, describe your CoC's strategy to increase exits to permanent housing destinations/retention of permanent housing including:

- (1) your CoC's strategy to increase the rate that individuals and persons in families residing in emergency shelter, safe havens, transitional housing, and rapid rehousing exit to permanent housing destinations;

- (2) your CoC's strategy to increase the rate that individuals and persons in families residing in permanent housing projects retain their permanent housing or exit to permanent housing destinations; and

- (3) provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to increase the rate that individuals and families exit to or retain permanent housing.

2C-4.   **Returns to Homelessness–CoC's Strategy to Reduce Rate.**

NOFO Section VII.B.5.e.

In the field below:

1.   describe your CoC's strategy to identify individuals and families who return to homelessness;

2.   describe your CoC's strategy to reduce the rate of additional returns to homelessness; and

3.   provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the rate individuals and persons in families return to homelessness.

* (limit 2,500 characters)

> To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

---

2C-5.   **Increasing Employment Cash Income–CoC's Strategy.**

NOFO Section VII.B.5.f.

In the field below:

1.   describe your CoC's strategy to access employment cash sources;

2.   describe how your CoC works with mainstream employment organizations to help individuals and families experiencing homelessness increase their cash income; and

3.   provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase income from employment.

* (limit 2,500 characters)

Steps (continued)

4.   In field 2C-4, describe the strategy to reduce the rate of returns to homelessness, including;

- (1) your CoC's strategy to identify individuals and families who return to homelessness;

- (2) your CoC's strategy to reduce the rate of additional returns to homelessness; and

- (3) provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the rate individuals and persons in families return to homelessness.

5.   In field 2C-5, describe your CoC's strategy toward increasing employment income, including:

- (1) your CoC's strategy to access employment cash sources;

- (2) how your CoC works with mainstream employment organizations to help individuals and families experiencing homelessness increase their cash income; and

- (3) provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase income from employment.

Steps (continued)

6. In field 2C-5a, describe efforts toward increasing non-employment cash income, including;

    - (1) your CoC's strategy to increase non-employment cash income; and

    - (2) provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase non-employment cash income.

7. Select "Save & Next" to continue to the next screen.

Part 3. Other Policies

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 CoC Application Detailed Instructions for information on accurately responding to the application questions.

Continuum of Care (CoC) Program Competition—Funding Availability:

- *https://www.hud.gov/program_offices/comm_planning/coc/competition.*

e-snaps Resource pages:

- *https://www.hudexchange.info/programs/e-snaps/.*
- *https://www.hud.gov/program_offices/comm_planning/coc/competition.*

CoC Application

3A. Coordination with Housing and Healthcare Bonus Points

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 CoC Application Detailed Instructions for information on accurately responding to the application questions.

The following images show the CoC Application "Homeless Management Information System (HMIS) Implementation" screen with items that still need to be completed.

Steps

1. In field 3A-1, select "Yes" or "No" to indicate whether your CoC is applying for a new PH-PSH or PH-RRH project that uses housing subsidies or subsidized housing units that are not funded through the CoC or ESG Programs to help individuals and families experiencing homelessness.

2. In field 3A-2, select "Yes" or "No" to indicate whether your CoC is applying for a new PH-PSH or PH-RRH project that uses healthcare resources to help individuals and families experiencing homelessness. You must select a response.

3A-3. Leveraging Housing Resources–Leveraging Healthcare Resources–List of Projects.
NOFO Sections VII.B.6.a. and VII.B.6.b.

Steps (continued)

3. Your response in field 3A-3 is dependent on your response in questions 3A-1 and 3A-2.

   - If you selected "Yes" to question 3A-1 or 3A-2 (or both), please use the "list" feature icon to open the "3A-3. List of Projects" screen and enter information on each project you intend for HUD to evaluate to determine if they meet the bonus criteria.

   - If you selected "No" to both 3A-1 and 3A-2, please select "Save & Next" to continue to the next screen.

3A-3. List of Projects

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 CoC Application Detailed Instructions for information on accurately responding to the application questions.

The following image shows the CoC Application "List of Projects" screen with items that still need to be completed.

Steps

1. In field 2, enter the Unique Entity Identifier (UEI) for the project.

2. To enter another project, select "Save & Add Another," then repeat step 1.

3. Once all projects have been entered on the list, select "Save and Back to List."

4. Select "Save & Next" to move to the next screen.

3B. New Projects with Rehabilitation/New Construction Costs

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 CoC Application Detailed Instructions for information on accurately responding to the application questions.

The following image shows the CoC Application "New Projects with Rehabilitation/New Construction Costs" screen with items that still need to be completed.

Steps

1. In Field 3B-1, select "Yes" or "No" to indicate whether your CoC is requesting funding for any new project application requesting $200,000 or more in funding for housing rehabilitation or new construction.

   Note: You must select a response.

2. If you answered "Yes" in Field 3B-1, In Field 3B-2 describe the actions CoC Program-funded project applicants will take to comply with:

   - (1) Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u); and

   - (2) HUD's implementing rules at 24 CFR part 75 to provide employment and training opportunities for low- and very-low-income persons, as well as contracting and other economic opportunities for businesses that provide economic opportunities to low- and very-low-income persons.

3. Select "Save & Next" to continue to the next screen.

3C. Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 CoC Application Detailed Instructions for information on accurately responding to the application questions.

The following image shows the CoC Application "Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes" screen with items that still need to be completed.

Steps

1. In field 3C-1, select "Yes" or "No" to indicate whether your CoC is requesting to designate one or more of its SSO, TH, or Joint TH and PH-RRH component projects to serve families with children or youth experiencing homelessness as defined by other federal statutes.

   Note: You must select a response.

2. If you answered "Yes" in field 3C-2, describe:

   • (1) how serving this population is of equal or greater priority, which means that it is equally or more cost-effective in meeting the overall goals and objectives of the plan submitted under Section 427(b)(1)(B) of the Act, especially with respect to children and unaccompanied youth than serving the homeless as defined in paragraphs (1), (2), and (4) of the definition of homeless in 24 CFR 578.3; and

   • (2) how your CoC will meet requirements described in Section 427(b)(1)(F) of the Act.

   Note: You must upload an attachment to the 4B. Attachments screen. On the Attachments screen, this is identified as "Required?" "No." That means *e-snaps* will allow applicants to submit the CoC Application without attaching those documents, but HUD still requires them in this situation.

3. Select "Save & Next" to continue to the next screen.

Part 4. DV Bonus and Attachments

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 CoC Application Detailed Instructions for information on accurately responding to the application questions.

> *Continuum of Care (CoC) Program Competition—Funding Availability:*
>
> - *https://www.hud.gov/program_offices/comm_planning/coc/competition.*
>
> *e-snaps Resource pages:*
>
> - *https://www.hudexchange.info/programs/e-snaps/.*
> - *https://www.hud.gov/program_offices/comm_planning/coc/competition.*

4A. DV Bonus Application

This screen is for new DV Bonus Applications.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 CoC Application Detailed Instructions for information on accurately responding to the application questions.

The following images show the CoC Application "DV Bonus Application" screen with items that still need to be completed.

Steps

1. In field 4A-1, select "Yes" or "No" to indicate whether your CoC submitted one or more new projects for DV Bonus funding. You must select a response.

2. Select "Save."

   - If you selected "Yes," additional fields will appear.

   - If you selected "No," please select "Save & Next" to proceed to the next screen.

If "Yes" DV Bonus Application

4A-1a. DV Bonus Project Types.

NOFO Section II.B.11.e.

Select yes or no in the chart below to indicate the type(s) of new DV Bonus project(s) you[...] FY 2022 Priority Listing.

Select from the dropdown menus, then click "Save" to view additional questions

	Project Type	
1.	SSO Coordinated Entry	-- select --
2.	PH-RRH or Joint TH and PH-RRH Component	-- select --

You must select a response for elements 1 and 2 in question 4A-1a.
You must click "Save" after selecting Yes for element 1 SSO Coordinated Entry to view questions 4A-2, 4A-2a. and 4A-2b.
You must click "Save" after selecting Yes for element 2 PH-RRH or Joint TH/RRH Component to view questions 4A-3b. through 4A-3h.

Steps (continued)

3. In field 4A-1a, select "Yes" or "No" to indicate the type(s) of new DV Bonus project(s) your CoC included in its FY 2022 Priority Listing. You may select from "SSO Coordinated Entry" and/or "PH-RRH or Joint TH/RRH Component."

   Note: You must:

   - Select a response for elements 1 and 2 in question 4A-1a.

   - Click "Save" after selecting "Yes" for element 1, SSO Coordinated Entry, in order to view and complete questions 4A-2, 4A-2a and 4A-2b.

   - Click "Save" after selecting "Yes" for element 2, PH-RRH or Joint TH/RRH Component, in order to view and complete questions 4A-3b through 4A-3h.

4A-2. Information About the Project Applicant for the New Support Services Only Coordinated Entry (SSO-CE) DV Bonus Project.

NOFO Section II.B.11.(e)(2)

Enter in the chart below information about the project applicant applying fo~~r~~ ~~this~~ project:

Enter information about the project applicant applying for the new SSO-CE DV Bonus project

1.	Applicant Name	
2.	Project Name	
3.	Project Ranking on Priority Listing	
4.	Unique Entity Identifier (UEI)	
5.	Amount Requested	

You must enter a response for elements 1 to 5 in question 4A-2.

Steps (continued)

4. The next steps depend on whether your CoC is applying for a new SSO-CE project, a new PH-RRH or Joint TH and PH-RRH Component Project, or both.

- Steps 5, 6 and 7 (i.e., fields 4A-2, 4A-2a, and 4A-2b) are for new SSO-CE DV Bonus projects.

- Steps 8 through 18 (i.e., fields 4A-3b through 4A-3h) are for new PH-RRH and Joint TH and PH-RRH Component DV Bonus projects.

5. In field 4A-2, enter information about the project applicant applying for the new SSO-CE DV Bonus project:

- (1) Applicant Name

- (2) Project Name

- (3) Project Ranking on Priority Listing

- (4) Unique Entity Identifier (UEI)

- (5) Amount Requested

Note: You must enter a value for elements 1 through 5.

4A-2a. Addressing Coordinated Entry Inadequacies through the New SSO-CE DV Bonus Project.

NOFO Section II.B.11.(e)(2)(c)

Describe in the field below:

1. the inadequacies of your CoC's current Coordinated Entry that limits its ability to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking; and

2. how the proposed project addresses inadequacies identified in element 1 of this question.

* (limit 2,500 characters)

> To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

4A-2b. Plan to Involve Survivors in Policy and Program Development in the New SSO-CE DV Bonus Project.

NOFO Section II.B.11.(e)(2)(d)

Describe in the field below how the new project will involve survivors with a range of lived expertise in policy and program development throughout the project's operation.

* (limit 2,500 characters)

Steps (continued)

6. In Field 4A-2a, describe how your CoC will address coordinated entry inadequacies through the new SSO-CE DV Bonus project, including:

    -   (1) the inadequacies of your CoC's current Coordinated Entry that limits its ability to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking; and

    -   (2) how the proposed project addresses inadequacies identified in element 1 of this question.

7. In field 4A-2b, describe how the new project will involve survivors with a range of lived expertise in policy and program development throughout the project's operation.

    If your CoC is only applying for SSO-CE project, select "Save & Next" to continue to the next screen.

4A-3a.	How Your CoC Calculated Local Need for New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.
	NOFO Section II.B.11.e.(1)(c)

Describe in the field below:

1. how your CoC calculated the number of DV survivors needing housing or services in question 4A-3 element 1 and element 2; and

2. the data source (e.g., comparable databases, other administrative data, external data source, HMIS for non-DV projects); or

3. if your CoC is unable to meet the needs of all survivors please explain in your response all barriers to meeting those needs.

* (limit 2,500 characters)

> To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

Steps (continued)

8. In field 4A-3a, describe Your CoC calculated local need for new PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects, including:

   - (1) how your CoC calculated the number of DV survivors needing housing or services in question 4A-3 element 1 and element 2; and

   - (2) the data source (e.g., comparable databases, other administrative data, external data source, HMIS for non-DV projects); or

   - (3) if your CoC is unable to meet the needs of all survivors please explain in your response all barriers to meeting those needs.

Steps (continued)

9. To complete fields 4A-4b through 4A-3h, click on the list feature "Add" icon to enter information on each unique project applicant applying for New PH-RRH and Joint TH and PH-RRH Component DV Bonus projects. Only enter project applicant information once, regardless of how many DV Bonus projects that applicant is applying for.

   - After selecting the "Add" icon, fields 4A-3b through 4a-3h will appear.

Project Applicants Applying for New PH-RRH and Joint TH and PH-RRH DV Bonus Projects

4A-3b.	Information About Unique Project Applicants and Their Experience in Housing Placement and Housing Retention for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.

NOFO Section II.B.11.e.(1)(d)

Enter information in the chart below on the project applicant applying for one or more New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects included on your CoC's FY 2022 Priority Listing:

		Enter information about the project applicant
1.	Applicant Name	
2.	Project Name	
3.	Project Rank on the Priority Listing	
4.	Unique Entity Identifier (UEI)	
5.	Amount Requested	
6.	Rate of Housing Placement of DV Survivors–Percentage	
7.	Rate of Housing Retention of DV Survivors–Percentage	

Steps (continued)

10. In field 4A-3b, enter information in the chart on the project applicant applying for one or more New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects included on your CoC's FY 2022 Priority Listing, including:

- (1) Applicant Name

- (2) Project Name

- (3) Project Rank on the Priority Listing

- (4) Unique Entity Identifier (UEI)

- (5) Amount Requested

- (6) Rate of Housing Placement of DV Survivors—Percentage

- (7) Rate of Housing Retention of DV Survivors—Percentage

4A-3b.1.	Applicant Experience in Housing Placement and Retention for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.
	NOFO Section II.B.11.e.(1)(c)

For the rate of housing placement and rate of housing retention of DV survivors reported in question 4B-3b., describe in the field below

1. how the project applicant calculated both rates;

2. whether the rates accounts for exits to safe housing destinations; and

3. the data source (e.g., comparable databases, other administrative data, external data source, HMIS for non-DV projects).

* (limit 1,500 characters)

> To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

Steps (continued)

11. In field 4A-3b.1, for the rate of housing placement and rate of housing retention of DV survivors reported in question 4B-3b., describe:

- (1) how the project applicant calculated both rates;

- (2) whether the rates account for exits to safe housing destinations; and

- (3) the data source (e.g., comparable databases, other administrative data, external data source, HMIS for non-DV projects).

4A-3c. **Applicant Experience in Providing Housing to DV Survivor for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.**
NOFO Section II.B.11.e.(1)(d)

Describe in the field below how the project applicant:

1. ensured DV survivors experiencing homelessness were quickly moved into safe affordable housing;

2. prioritized survivors–you must address the process the project applicant used, e.g., Coordinated Entry, prioritization list, CoC's emergency transfer plan, etc.;

3. determined which supportive services survivors needed;

4. connected survivors to supportive services; and

5. moved clients from assisted housing to housing they could sustain–address housing stability after the housing subsidy ends.

* (limit 2,500 characters)

> To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

Steps (continued)

12. In field 4A-3c, describe how the project applicant:

- (1) ensured DV survivors experiencing homelessness were quickly moved into safe affordable housing;

- (2) prioritized survivors–you must address the process the project applicant used, e.g., Coordinated Entry, prioritization list, CoC's emergency transfer plan, etc.;

- (3) connected survivors to supportive services; and

- (4) moved clients from assisted housing to housing they could sustain—address housing stability after the housing subsidy ends.

4A-3d.	**Applicant Experience in Ensuring DV Survivor Safety for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.**
	NOFO Section II.B.11.e.(1)(d)

Describe in the field below examples of how the project applicant ensured the safety and confidentiality of DV survivors experiencing homelessness by:

1. taking steps to ensure privacy/confidentiality during the intake and interview process to minimize potential coercion of survivors;
2. making determinations and placements into safe housing;
3. keeping information and locations confidential;
4. training staff on safety and confidentially policies and practices; and
5. taking security measures for units (congregate or scattered site), that support survivors' physical safety and location confidentiality.

* **(limit 2,500 characters)**

> To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

Steps (continued)

13. In field 4A-3d, describe examples of how the project applicant ensured the safety and confidentiality of DV survivors experiencing homelessness by:

    - (1) taking steps to ensure privacy/confidentiality during the intake and interview process to minimize potential coercion of survivors;

    - (2) making determinations and placements into safe housing;

    - (3) keeping information and locations confidential;

    - (4) training staff on safety and confidentially policies and practices; and

    - (5) taking security measures for units (congregate or scattered site), that support survivors' physical safety and location confidentiality.

4A-3d.1. **Applicant Experience in Evaluating Their Ability to Ensure DV Survivor Safety for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.**

NOFO Section II.B.11.e.(1)(d)

Describe in the field below how the project has evaluated its ability to ensure the safety of DV survivors the project served in the project, including any areas identified for improvement during the course of the proposed project.

*... (limit 2,500 characters)

> To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

Steps (continued)

14. In field 4A-3d.1, describe how the project has evaluated its ability to ensure the safety of DV survivors the project served in the project, including any areas identified for improvement during the course of the proposed project.

4A-3e. **Applicant Experience in Trauma-Informed, Victim-Centered Approaches for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.**

NOFO Section II.B.11.e.(1)(d)

Describe in the field below examples of the project applicant's experience using trauma-informed, victim-centered approaches to meet needs of DV survivors by:

1. prioritizing placement and stabilization in permanent housing consistent with the program participants' wishes and stated needs;

2. establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;

3. providing program participants access to information on trauma, e.g., training staff on providing program participants with information on the effects of trauma;

4. emphasizing program participants' strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans worked towards survivor-defined goals and aspirations;

5. centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible, and trauma-informed;

6. providing a variety of opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and

7. offering support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services.

*... (limit 5,000 characters)

15. In field 4A-3e, describe examples of the project applicant's experience in using trauma-informed, victim-centered approaches to meet the needs of DV survivors by:

- (1) prioritizing placement and stabilization in permanent housing consistent with the program participants' wishes and stated needs;

- (2) establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;

- (3) providing program participants access to information on trauma, e.g., training staff on providing program participants with information on the effects of trauma;

- (4) emphasizing program participants' strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans worked towards survivor-defined goals and aspirations;

- (5) centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible, and trauma-informed;

- (6) providing a variety of opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and

- (7) offering support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services.

4A-3f.	**Applicant Experience in Meeting Service Needs of DV Survivors for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.**
	NOFO Section II.B.11.e.(1)(d)
	Describe in the field below examples of supportive services the project provided to domestic violence survivors while quickly moving them into permanent housing and addressing their safety needs.
	* **(limit 5,000 characters)**

To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

Steps (continued)

16. In field 4A-3f, describe examples of supportive services the project provided to domestic violence survivors while quickly moving them into permanent housing and addressing their safety needs.

4A-3g. Plan for Trauma-Informed, Victim-Centered Approaches for New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.

NOFO Section II.B.11.e.(1)(e)

Provide examples in the field below of how the new project will:

1. prioritize placement and stabilization in permanent housing consistent with the program participants' wishes and stated needs;

2. establish and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;

3. provide program participants access to information on trauma, e.g., training staff on providing program participants with information on the effects of trauma;

4. emphasize program participants' strengths–for example, strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans works towards survivor-defined goals and aspirations;

5. center on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible, and trauma-informed;

6. provide a variety of opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and

7. offer support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services.

*... (limit 5,000 characters)

> To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word

Steps (continued)

17. In field 4A-3g, describe examples of how the new project will implement trauma-informed, victim-centered approaches, including how the new project will:

   - (1) prioritize placement and stabilization in permanent housing consistent with the program participants' wishes and stated needs;

   - (2) establish and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;

   - (3) provide program participants access to information on trauma, e.g., training staff on providing program participants with information on the effects of trauma;

   - (4) emphasize program participants' strengths–for example, strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans works towards survivor-defined goals and aspirations;

   - (5) center on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible, and trauma-informed;

   - (6) provide a variety of opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and

   - (7) offer support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services.

4A-3h. Plan for Involving Survivors in Policy and Program Development of New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.

NOFO Section II.B.11.e.(1)(f)

Describe in the field below how the new project(s) will involve survivors with a range of lived expertise in policy and program development throughout the project's operation.

Steps (continued)

18. In field 4A-3h, describe how the new project(s) will involve survivors with a range of lived expertise in policy and program development throughout the project's operation.

19. To add another project, select "Save & Add Another" and repeat steps 9–18.

20. When you have added all of your DV Bonus Projects, select "Save & Back to List."

21. Select "Save & Next" to continue to the next screen.

4B. Attachments Screen

This section of the application specifies which attachments you are required to submit with your CoC Application. Attachments that are required are indicated as "Yes," and other attachments that are not required to submit but may be required to fully respond to questions within the CoC Application are indicated as "No."

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 CoC Application Detailed Instructions for information on accurately responding to the application questions.

The following image shows the CoC Application "Attachments Screen for All Application Questions" screen with items that still need to be completed.

4B. Attachments Screen For All Application Questions

We have provided the following guidance to help you successfully upload attachments and get maximum points:

1. You must include a **Document Description** for each attachment you upload; if you do not, the **Submission Summary** screen will display a red X indicating the submission is incomplete.

2. You must upload an attachment for each document listed where **'Required?'** is **'Yes'**.

3. We prefer that you use PDF files, though other file types are supported–please only use zip files if necessary. **Converting electronic files to PDF**, rather than printing documents and scanning them, often produces higher quality images. Many systems allow you to create PDF files as a **Print option**. If you are unfamiliar with this process, you should consult your **IT Support** or search for information on **Google** or **YouTube**.

4. Attachments must match the questions they are associated with.

5. Only upload documents responsive to the questions posed–including other material slows down the review process, which ultimately slows down the funding process.

6. If you cannot read the attachment, it is likely we cannot read it either.

   . We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).

   . We must be able to read everything you want us to consider in any attachment.

7. After you upload each attachment, use the **Download** feature to access and check the attachment to ensure it matches the required **Document Type** and to ensure it contains all pages you intend to include.

Select link to open Attachment Details Screen

If "Yes" then attachment must be uploaded

Delete	Document Type	Required?	D	Document Description	Date Attached
	1C-7. PHA Homeless Preference	No		--	No Attachment
	1C-7. PHA Moving On Preference	No		--	No Attachment
⊗	1E-1. Local Competition Deadline	Yes	🔍	Local Competition...	07/06/2022
⊗	1E-2. Local Competition Scoring Tool	Yes	🔍	Local Competition...	07/06/2022
⊗	1E-2a. Scored Renewal Project Application	Yes	🔍	1E-2a. Scored Ren...	07/06/2022
⊗	1E-5. Notification of Projects Rejected-Reduced	Yes	🔍	1E-5. Notificatio...	07/06/2022
⊗	1E-5a. Notification of Projects Accepted	Yes	🔍	1E-5a. Notificati...	07/06/2022
⊗	1E-5b. Final Project Scores for All Projects	Yes	🔍	1E-2b. Final Proj...	07/06/2022
⊗	1E-5c. Web Posting–CoC-Approved Consolidated Application	Yes	🔍	1E-6. Web Postin...	07/06/2022
	1E-5d. Notification of CoC-Approved Consolidated Application	Yes		--	No Attachment
	3A-1a. Housing Leveraging Commitments	No		--	No Attachment
	3A-2a. Healthcare Formal Agreements	No		--	No Attachment
	3C-2. Project List for Other Federal Statutes	No		--	No Attachment

Save & Back	Save	Save & Next

Back	Next

Steps

1. To determine which attachments you are required to submit, review the column titled "Required" as well as your responses to prior questions.

   - If there is a "Yes" in the "Required" column, you must upload the attachment specified in the "Document Type" column before submitting your application.

   - If there is a response to an earlier question that indicates the CoC needs to submit an attachment, then, even if the column "Required" states "No," the CoC must include it. For example, if, in field 3A-1a, you indicated that your CoC leveraged a housing commitment for a new PH-PHS/PH-RRH Project, then HUD will still require the attachment(s) to be uploaded.

2. Select the link under the header "Document Type" of the required attachment.

   - The Attachment Details screen appears.

3. Enter the name of the document in the "Document Description" field.

4. Select "Browse" to the right of the "File Name" field to upload the file from your computer.

5. Select "Save & Back to List" to return to the "Attachments" screen.

   - Repeat steps 1–4 for additional attachments.

6. When all attachments have been added, select "Next" to continue to the next screen.

NOTE: *To delete an uploaded attachment.*

- Select the "Delete" icon ⊗ that appears to the left of the document name.

- Confirm the deletion in the pop-up window.

CoC Application

Submission Summary

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 CoC Application Detailed Instructions for information on accurately responding to the application questions.

> *Continuum of Care (CoC) Program Competition—Funding Availability:*
>
> - *https://www.hud.gov/program_offices/comm_planning/coc/competition.*
>
> *e-snaps Resource pages:*
>
> - *https://www.hudexchange.info/programs/e-snaps/.*
>
> - *https://www.hud.gov/program_offices/comm_planning/coc/competition.*

Once the required information has been entered and the required attachments have been uploaded, the Collaborative Applicant needs to select the "Submit" button on the Submission Summary screen.

The Submission Summary screen shows the CoC Application screens.

In the "Last Updated" column, the system will identify the following:

- A date, if the screen is complete.

- "No Input Required," if there is no input required for submitting the application in *e-snaps.*

- "Please Complete," if more information is needed for submitting the application in *e-snaps.*

e-snaps users can go back to any screen by selecting the screen name in the left menu. Remember to select "Save" after any changes.

NOTE: **No Input Required**	*The "No Input Required" status on the Submission Summary indicates that additional information for that screen is not required for the Collaborative Applicant to proceed to the next step in e-snaps.*
	In the context of this navigational guide, the Collaborative Applicant may proceed to the next steps in the CoC Application process.
	HUD, however, may require you to address the particular item prior to the awarding of program funds.

The "Submit" button is located at the bottom of the screen under the navigation buttons. The "Submit" button will be active if all parts of the CoC Application are complete (and have a date) or state "No Input required."

CoC Application

The following image shows the CoC Application FY2022 "Submission Summary" screen with all items completed. Note that the "Submit" button is active and can be selected.

CoC Application

The following image shows the CoC Application "Submission Summary" screen with items that still need to be completed. Note that the "Submit" button is gray-shaded, and you cannot select it.

Steps

1. For the item(s) that state "Please Complete," either select the link under the "Page" column or select the item on the left menu bar.

2. Complete the screen, saving the information on each screen.

3. The "Submit" button will be inactive until all required fields on each screen are complete.

Submitting the CoC Application

!	***The CoC Application and the CoC Priority Listing are separate components of the CoC Consolidated Application.***
	Unless BOTH components are completed and submitted in e-snaps, HUD will not consider the CoC as having submitted its CoC Consolidated Application.
	For guidance on completing the Project Priority Listing screens, refer to the Project Priority Listing navigational guide available on the HUD.gov CoC Competition page at:
	https://www.hud.gov/program_offices/comm_planning/coc/competition

Selecting the "Submit" Button

The following image shows the Submission Summary screen with all items completed. Note that the "Submit" button is active and can be selected.


Steps

1. If you are not already on the "Submission Summary" screen, select it on the left menu bar.

2. Select the "Submit" button.

   - The "Submit" button is replaced by an "Edit" button and text stating "This e.Form has been marked as complete."

3. Once your CoC Application is successfully submitted, you must ensure that you also complete and submit the CoC Project Priority Listing component of the CoC Consolidated Application.

The following image shows the completed CoC Application Submission Summary screen. Note that the "Submit" button is no longer active, but instead appears gray-shaded. The form is marked "This e.Form has been submitted."
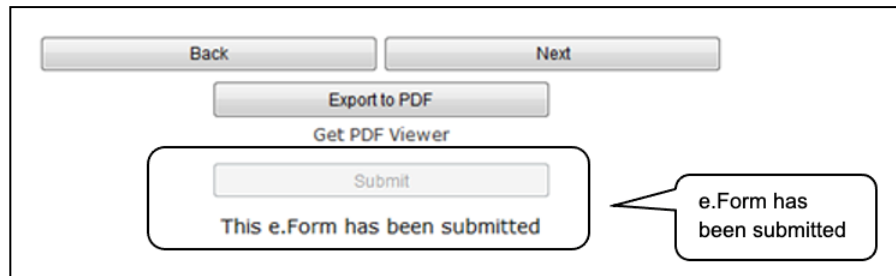
NOTE:	*Refer to the CoC Priority Listing navigational guide for guidance on completing the CoC Priority Listing Component of the CoC Consolidated Application, available at:*

- *https://www.hud.gov/program_offices/comm_planning/coc/competition*

Exporting to PDF

Applicants can obtain a hard copy of the CoC Application using the "Export to PDF" button located at the bottom of the Submission Summary screen under the navigation buttons.

Steps

1. Select the "Export to PDF" button.

2. On the "Configure PDF Export" screen, select the screen you would like included.

3. Select "Export to PDF."

CoC Application

Troubleshooting when you cannot submit the CoC Application

Applicants may encounter issues when trying to submit the CoC Application. If the "Submit" button is gray (i.e., "grayed-out"), it is not active and you cannot select it. You will not be permitted to complete your form at this time. The "Submit" button will appear gray if any information is missing on any of the required CoC Application forms or in the Applicant Profile.

The following image shows the CoC Application "Submission Summary" screen with items that still need to be completed. Note that the "Submit" button is gray-shaded, and you cannot select it.

Steps

1. Review your Submission Summary screen to determine which CoC Application form needs to be completed. For the item(s) that state "Please Complete," either select the link under the "Page" column or select the item on the left menu bar.

2. Complete the screen, saving the information on each screen.

3. Return to the Submission Summary screen and select the "Submit" button.

What the "Last Updated" column tells you.

A date identifies a form with complete information for all required fields. It is the most recent date on which the completed form was saved.

- "Please Complete" identifies a form that is missing information in one or more required fields.

- "No Input Required" identifies the forms that are not required for completion by all projects. You are strongly encouraged to double-check these forms to ensure that all appropriate project information is completed.

What the "Notes" section at the bottom of the screen tells you.

Notes are not a standard section on the "Submission Summary" screen, so you will not see this section all the time.

- If Notes appear on the screen, they are located under the two-column list and above the navigational buttons.

- The Notes provide information on the errors in the CoC Application. Some Notes include a link to the applicable form and error(s).

NOTE: *If you are still unable to submit the CoC Application after following these instructions, please submit a question to the e-snaps HUD Help Desk at:*

- *e-snaps@hud.gov*

For questions about the NOFO, competition, and applications, please submit a question to:

- *CoCNOFO@hud.gov*

CoC Application

Updating the Applicant Profile

If an Applicant needs to edit the Applicant Profile in order to correct information that has pre-populated in the CoC Application, the Applicant must do the following:

Steps

1. Select "Back to Submissions List."

2. Select "Applicants" in the left menu bar.

3. Ensure your Applicant name is selected in the dropdown menu at the top of the screen.

4. Select the "Open Folder" icon to the left of the Applicant Name.

5. Select "Submission Summary" on the left menu bar.

6. Select the "Edit" button.

7. Navigate to the applicable screen(s), make the edits, and select "Save."

8. Select "Submission Summary" on the left menu bar and select the "Complete" button.

9. Select "Back to Applicants List" on the left menu bar.

10. Select "Submissions" on the left menu bar.

11. Select the "Open Folder" icon to the left of the CoC Application. The change should have pulled forward.

Next Steps

Congratulations! You have completed the CoC Application in *e-snaps*.

For guidance on completing the CoC Priority Listings component, refer to the CoC Priority Listings navigational guide on the CoC Program Competition Resources page at:

- https://www.hud.gov/program_offices/comm_planning/coc/competition

Note that additional navigational guides and resources will be available to assist your CoC and individual Project Applicants in completing the CoC Consolidated Application and Project Application. Please refer to the CoC Program Competition Resources pages at:

- https://www.hudexchange.info/programs/e-snaps/
- https://www.hud.gov/program_offices/comm_planning/coc/competition