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Introduction

Welcome to the Special Notice of Funding Opportunity (NOFO) to Address Unsheltered and Rural Homelessness (Special NOFO) Continuum of Care (CoC) Application navigational guide. This guide covers important information about accessing, completing, and submitting the Special NOFO CoC Registration and Application FY2022.

The Special NOFO to Address Unsheltered and Rural Homelessness CoC Application and 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 Special NOFO to Address Unsheltered and Rural Homelessness CoC Consolidated Application.

Numerous resources on the Special NOFO to Address Unsheltered and Rural Homelessness Program Competition and e-snaps Resources pages are available at:

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

The Special NOFO to Address Unsheltered and Rural Homelessness CoC Application Detailed Instructions contain information that is necessary to fully complete the CoC Application questions and maximize scoring potential.

There is also a separate navigational guide and a detailed instructions document for the CoC Priority Listing.

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 Special NOFO to Address Unsheltered and Rural Homelessness Program Competition Resources page at:

- https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO
Important!

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

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

- **Special NOFO CoC Application FY2022**

You must ensure you registered for the correct Funding Opportunity. If you have not, you must abandon this application and begin again by registering for the correct Funding Opportunity you are choosing for this application.
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 Special NOFO to Address Unsheltered and Rural Homelessness CoC Application FY2022, which include:
  - CoC Structure and Governance.
  - Data Collection.
  - Other Policies.
  - Attachments.
- Submit the Special NOFO to Address Unsheltered and Rural Homelessness CoC Application FY2022.

Posted Resources

HUD has determined that some Special NOFO- 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. Notice of Funding Opportunity (NOFO) information (e.g., detailed instructions), including the Special NOFO e-snaps Navigational Guides, will be published and updated on HUD.gov. Many of the other Special NOFO- and e-snaps-related technical resources will remain on the HUD Exchange.

Collaborative Applicants should note that the Special NOFO to Address Unsheltered and Rural Homelessness CoC Application FY2022 is similar to the annual CoC Program NOFO application. However, there are some differences. Collaborative Applicants should review the Special NOFO to Address Unsheltered and Rural Homelessness CoC Application FY2022 Detailed Instructions at:


Help Desk Support

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 HUD Help Desk at:

- [SpecialCoCNOFO@hud.gov](mailto:SpecialCoCNOFO@hud.gov) for questions about the NOFO, competition, and applications.
- [e-snaps@hud.gov](mailto: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.
Overview of this Navigational Guide

The organization of material in this navigational guide starts with how to access e-snaps and the Special NOFO to Address Unsheltered and Rural Homelessness CoC Application FY2022. 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.

- **Part 2: Data Collection.** This section asks the CoC to provide information about CoC System Performance and Coordination and Engagement.

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

- **Part 4: Attachments.** This section asks the CoC to upload required attachments for the Special NOFO to Address Unsheltered and Rural Homelessness CoC Application, including the narrative attachment of the CoC’s Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Seeds (see Section VII.B.4 of the Special NOFO for more information).
Tips for Completing the Special NOFO to Address Unsheltered and Rural Homelessness CoC Application: Knowing Which Fields to Complete

All fields with an asterisk (*) in the Special NOFO to Address Unsheltered and Rural Homelessness CoC Application FY2022 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 Special NOFO to Address Unsheltered and Rural Homelessness CoC Application FY2022 fully and correctly. While you may not be required to complete a particular field in e-snaps, this does not mean that the Special NOFO to Address Unsheltered and Rural Homelessness Program Competition does not require an answer to receive points for that section of your application. Please thoroughly complete and answer all questions and fields in e-snaps.

Character Limits: The Special NOFO to Address Unsheltered and Rural Homelessness CoC Application FY2022 contains several text box fields with character limits ranging from 50 to 2,500 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.

Have a question?

The e-snaps AAQ on HUD Exchange is no longer active. Submit questions related to the Special NOFO or navigating e-snaps to the appropriate HUD.gov email address:

- SpecialCoCNOFO@hud.gov for questions about the NOFO, competition, and applications.
- e-snaps@hud.gov for questions about e-snaps technical issues such as 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.

In your email, please provide:

- The specific details regarding the issue you are encountering;
- The steps you have taken up to the point the issue occurs; and
- Any error messages.

You may also want to provide a screenshot.
CoC Application

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 Special NOFO to Address Unsheltered and Rural Homelessness 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 Special NOFO to Address Unsheltered and Rural Homelessness CoC Application FY2022 contains several text box fields with character limits ranging from 50 to 2,500 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.
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) can 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:
Completing the Special NOFO to Address Unsheltered and Rural Homelessness CoC Consolidated Application

HUD must have already approved your CoC Registration in e-snaps for you to access the Special NOFO to Address Unsheltered and Rural Homelessness CoC Application FY2022 and CoC Priority Listing. As a reminder, the Special NOFO to Address Unsheltered and Rural Homelessness 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 Special NOFO to Address Unsheltered and Rural Homelessness CoC Application or the CoC Priority Listing.

The Special NOFO to Address Unsheltered and Rural Homelessness CoC Application FY2022 and the CoC Priority Listing are separate submissions in e-snaps; therefore, Collaborative Applicants must ensure that both the Special NOFO to Address Unsheltered and Rural Homelessness CoC Application and the CoC Priority Listing (with all project applications either approved and ranked or rejected) are submitted in e-snaps before the application submission deadline.
Resources

Prior to starting your Special NOFO to Address Unsheltered and Rural Homelessness CoC Application FY2022, HUD recommends that all CoCs, Collaborative Applicants, and Project Applicants read and review the following information:

- Special NOFO to Address Unsheltered and Rural Homelessness CoC Program Competition NOFO at:

- 24 CFR part 578 CoC Program interim rule at:

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 Special NOFO to Address Unsheltered and Rural Homelessness CoC Consolidated Application, which includes the CoC Application and the CoC Priority Listing. Other helpful resources include:

- Special NOFO to Address Unsheltered and Rural Homelessness Competition materials and guidance at:

- Special NOFO to Address Unsheltered and Rural Homelessness CoC Application FY2022 Detailed Instructions document, which provides additional guidance to fully answer each question:

- Navigational guides and resources for e-snaps:
  - [https://www.hudexchange.info/programs/e-snaps/](https://www.hudexchange.info/programs/e-snaps/).

- 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:
  - SpecialCoCNOFO@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.
**Accessing the Special NOFO to Address Unsheltered and Rural Homelessness CoC Application**

You must access the Special NOFO to Address Unsheltered and Rural Homelessness CoC Application FY2022 through the “Submissions” screen.

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**Steps**

1. Select "Submissions" on the left menu bar.
2. Confirm the correct Applicant.
3. Locate the Special NOFO CoC Application FY2022.

- 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 / Special NOFO CoC Application FY2022."

4. Select the "Open Folder" icon next to the above Funding Opportunity/Step Name. Continue with the instructions in the next section for completing the Special NOFO CoC Application.

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**Step 2: Confirming the Correct Applicant**

*Most Collaborative Applicants have two e-snaps Applicant accounts; one as a Collaborative Applicant to submit the CoC Consolidated Application and Priority Listing, and another as a Project Applicant to submit the CoC Planning Grant and, if applicable, UFA Costs Project.*

*In order to submit the CoC Consolidated Application and Priority Listing, you MUST be working in the correct Applicant account.*

*To confirm this, log into the e-snaps and select “Applicants” in the left menu bar. You will then see an “Applicant” field at the top of the screen. This field identifies the organization’s account in which the user is working. Select the Collaborative Applicant account from the dropdown menu.*

*If you do not see your Collaborative Applicant account, please email the e-snaps HUD e-snaps Help Desk at:*

- e-snaps@hud.gov
Before Starting the Special NOFO to Address Unsheltered and Rural Homelessness CoC Application

The “Before Starting” screen provides information about the three parts that make up the Special NOFO to Address Unsheltered and Rural Homelessness 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, then select "Next" to continue.

The Special NOFO to Address Unsheltered and Rural Homelessness CoC Application Detailed Instructions can be accessed at:

https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO
CoC Application

Part 1. CoC Structure and Governance

Review the Special NOFO to Address Unsheltered and Rural Homelessness CoC Program Competition and the Special NOFO to Address Unsheltered and Rural Homelessness 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.

For more information, consult the following pages:

Special NOFO to Address Unsheltered and Rural Homelessness Continuum of Care (CoC) Program Competition page:
- https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO

e-snaps Resource page:
- https://www.hudexchange.info/programs/e-snaps/.
1A. Continuum of Care (CoC) Identification

On the first screen in the Special NOFO to Address Unsheltered and Rural Homelessness 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 Special NOFO to Address Unsheltered and Rural Homelessness CoC Program Competition NOFO and the Special NOFO to Address Unsheltered and Rural Homelessness 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.
CoC Application

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. In field 1A-5, indicate which funding opportunity(ies) your CoC is applying for.
   - Note: A CoC may apply for funding under both the Unsheltered Homelessness Set Aside and the Rural Set Aside; however, projects funded through the Rural Set Aside may only be used in rural areas, as defined in the Special NOFO.
4. Select “Save & Next” to continue.
1B. Project Capacity, Review, and Ranking – Local Competition

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

**Steps**

1. In field 1B-1, enter the date your CoC published the deadline for project application submission for your CoC’s local competition.

**Notes:** You must upload the Local Competition Deadline attachment to the 4A. Attachments Screen. Review the Special NOFO to Address Unsheltered and Rural Homelessness CoC Application Detailed Instructions for guidance at:

   - [https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO](https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO)

[Image of CoC Application screen with instructions and fields for entering date]
Steps (continued)

2. In field 1B-2, select “Yes” or “No” from the drop-down menus to indicate how your CoC ranked and selected Project Applications during your local competition, including:

   - (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).

Note: You must select a response for elements 1 through 3.

Note: You must upload the Local Competition Scoring Tool attachment to the 4A. Attachments Screen. Review the Special NOFO to Address Unsheltered and Rural Homelessness CoC Application Detailed Instructions for guidance at:

Steps (continued)

3. In 1B-3, select “Yes” or “No” from the drop-down menus to indicate whether your CoC rejected or reduced any projects:

   - (1) Did your CoC reject or reduce any project application(s)?
   - (2) Did your CoC inform the applicants why their projects were rejected or reduced?

If you selected yes, for element 1 of this question, enter the date your CoC notified applicants that their project applications were being rejected or reduced, in writing, outside of e-snaps into the element 3 field. If you notified applicants on various dates, list the latest date of any notification.

**Note:** You must upload the Notification of Projects Rejected-Reduced attachment to the 4A. Attachments Screen. Review the Special NOFO to Address Unsheltered and Rural Homelessness CoC Application Detailed Instructions for guidance at:

- [https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO.](https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO.)

4. In field 1B-3a, enter the date your CoC notified Project Applicants that their Project Applications were accepted and ranked on the New Priority Listings in writing, outside of e-snaps. If you notified applicants on various dates, list the latest date of any notification.
Steps (continued)

5. In field 1B-4, enter the date your CoC posted its Special NOFO CoC Consolidated Application on the CoC’s website or affiliate’s website—which included:

   - (1) The CoC Application, and
   - (2) Priority Listings.

   **Note:** You must upload the Web Posting-Special NOFO CoC Consolidated Application attachment to the 4A. Attachments Screen. Review the Special NOFO to Address Unsheltered and Rural Homelessness CoC Application Detailed Instructions for guidance at


6. Select “Save & Next” to continue.

   **Note:** You must enter a response for all elements on the 1B screen.
Part 2. Data Collection

Review the Special NOFO to Address Unsheltered and Rural Homelessness CoC Program Competition NOFO and the Special NOFO to Address Unsheltered and Rural Homelessness CoC Application Detailed Instructions for information on accurately responding to the application questions.

Special NOFO to Address Unsheltered and Rural Homelessness Continuum of Care (CoC) Program Competition—Funding Availability:

- [https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO](https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO)

E-snaps Resource page:

- [https://www.hudexchange.info/programs/e-snaps/](https://www.hudexchange.info/programs/e-snaps/)
2A. System Performance

Steps

1. In Field 2A-1, describe your CoC’s 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) How your CoC addresses 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 or to end homelessness for individuals and families.
2. In Field 2A-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.
Steps (continued)

3. In Field 2A-3, describe how your CoC will increase the rate that individuals and persons in families residing in:

- (1) **Emergency shelter, safe havens, transitional housing, and rapid rehousing** exit to permanent housing destinations; and
- (2) **Permanent housing projects** retain their permanent housing or exit to permanent housing destinations.
Steps (continued)

4. In Field 2A-4, describe your CoC’s strategy to reduce the rate of returns to homelessness, including:

   • (1) How your CoC identifies 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.
Steps (continued)

5. In Field 2A-5, describe your CoC’s strategy for increasing employment case income, including:
   - (1) The strategy your CoC has implemented to increase employment cash sources;
   - (2) How your CoC works with mainstream employment organizations to help individuals and families 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 2A-5a, describe how your CoC’s strategy for increasing non-employment income:
   - (1) The strategy your CoC has implemented to increase non-employment cash income;
   - (2) Your CoC’s strategy to increase access to non-employment cash sources; and
   - (3) 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.
2B. Continuum of Care (CoC) Coordination Engagement—Inclusive Structure and Participation

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.

[Diagram of CoC Application form with instructions and options for selecting organizations and participation status.]
Steps

1. In field 2B-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 Special NOFO to Address Unsheltered and Rural Homelessness Program Competition NOFO and the Special NOFO to Address Unsheltered and Rural Homelessness 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; and Participated in Coordinated Entry System.

The elements are:

- (1) Affordable Housing Developers
- (2) Agencies serving survivors of human trafficking
- (3) CDBG/HOME/ESG Entitlement Jurisdiction
- (4) CoC-Funded Victim Service Providers
- (5) CoC-Funded Youth Homeless Organizations
- (6) Disability Advocates
- (7) Disability Service Organizations
- (8) Domestic Violence Advocates
- (9) EMS/Crisis Response Team(s)
- (10) Homeless or Formerly Homeless Persons
- (11) Hospital(s)
- (12) Indian Tribes and Tribally Designated Entities (TDHEs) (Tribal Organizations)
- (13) Law Enforcement
- (14) Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) Advocates
- (15) LGBT Service Organizations
- (16) Local Government Staff/Officials
- (17) Local Jail(s)
- (18) Mental Health Service Organizations
- (19) Mental Illness Advocates
- (20) Non-CoC-Funded Youth Homeless Organizations
- (21) Non-CoC-Funded Victim Service Providers
- (22) Organizations led by and serving Black, Brown, Indigenous, and other People of Color
- (23) Organizations led by and serving LGBTQ+ persons
CoC Application

- (24) Organizations led by and serving people with disabilities
- (25) Other homeless subpopulation advocates
- (26) Public Housing Authorities
- (27) School Administrators/Homeless Liaisons
- (28) Street Outreach Team(s)
- (29) Substance Abuse Advocates
- (30) Substance Abuse Service Organizations
- (31) Youth Advocates
- (32) Youth Service Providers
- (33) Other (limit 50 characters)
- (34) Other (limit 50 characters)

If needed, there is space to add up to 2 additional organizations or persons (e.g., elements 33 and 34). 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 32.

2B. Open Invitation for New Members. (All Applicants)
Special NOFO Section VII.B.3.a (2), V.B.3.g.

Describe in the field below how your CoC:
1. communicated the invitation process annually to solicit new members to join the CoC;
2. ensured effective communication with individuals with disabilities, including the availability of accessible electronic formats;
3. conducted outreach to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join your CoC; and
4. invited organizations serving culturally specific communities experiencing homelessness in the geographic area to address equity (e.g., Black, Latino, Indigenous, other People of Color, persons with disabilities).

(limit 2,500 characters)

Steps (continued)

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

- (1) Communicated the invitation process annually to solicit new members to join the CoC;
- (2) Ensured effective communication with individuals with disabilities, including the availability of accessible electronic formats;
• (3) Conducted outreach to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join your CoC; and

• (4) Invited organizations serving culturally specific communities experiencing homelessness in the geographic area to address equity (e.g., Black, Latino, Indigenous, other People of Color, persons with disabilities).

Steps (continued)

3. In field 2B-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 forms to address improvements or new approaches to preventing and ending homelessness.
Steps (continued)

4. In field 2B-4, describe how your CoC notified the public:
   - (1) that your CoC’s local competition was open and accepting project applications;
   - (2) that your CoC will consider project applications from organizations that have not previously received CoC funding;
   - (3) about how project applicants must submit their project applications;
   - (4) about how your CoC would determine which project applications it would submit to HUD for funding; and
   - (5) how your CoC effectively communicated with individuals with disabilities, including making information accessible in electronic formats.

5. Select “Save & Next” to continue.
2C. Continuum of Care (CoC) Coordination and Engagement—Coordination with Federal, State, Local, Private, and Other Organizations

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

The following images show the CoC Application “Coordination and Engagement—Coordination with Federal, State, Local, Private, and Other Organizations” screen with items that still need to be completed.
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 entity or organization. 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.
2C. CoC Coordination and Engagement—Coordination with Federal, State, Local, Private, and Other Organizations (continued)

Steps (continued)

2. In field 2C-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 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 updates.
Steps (continued)

3. In field 2C-3, select “Yes” or “No” in the chart 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:
   - (1) Foster Care
   - (2) Health Care
   - (3) Mental Health Care
   - (4) Correctional Facilities

4. In field 2C-4, select “Yes” or “No” in the chart to indicate whether your CoC collaborates with:
   - (1) Youth Education Provider
   - (2) State Education Agency (SEA)
   - (3) Local Education Agency (LEA)
   - (4) School Districts
Steps (continued)

5. In Field 2C-4a, describe your CoC’s collaboration and partnerships related to Children and Youth-SEAs, LEAs, School Districts, including:

   • (1) how your CoC collaborates with the entities checked in Question 2C-4; and
   • (2) the formal partnerships your CoC has with the entities checked in Question 2C-4.

6. In Field 2C-4b, describe the written policies and procedures your CoC adopted to inform individuals and families who become homeless of their eligibility for educational services.
Steps (continued)

7. In Field 2C-5, select “Yes” or “No” in the chart to indicate whether your CoC trains project staff annually on the following mainstream resources 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 Program
- (5) Employment Assistance Programs
- (6) Other

You must select a response for elements 1 through 6 in question 2C-5.
8. In Field 2C-5a, describe 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 to assist program participants with enrolling in health insurance;
   
   • (3) Provides assistance to project staff with the effective use of Medicaid and other benefits; and
   
   • (4) Works with projects to promote SOAR certification of program staff.

9. Select “Save & Next” to continue.
Part 3. Other Policies

Review the Special NOFO to Address Unsheltered and Rural Homelessness Program Competition NOFO and the Special NOFO to Address Unsheltered and Rural Homelessness CoC Application Detailed Instructions for information on accurately responding to the application questions.

Special NOFO to Address Unsheltered and Rural Homelessness Continuum of Care (CoC) Program Competition—Funding Availability:


e-snaps Resource pages:

- [https://www.hudexchange.info/programs/e-snaps/](https://www.hudexchange.info/programs/e-snaps/).
3A. New Projects with Rehabilitation/New Construction Costs

Review the Special NOFO CoC Program Competition and the Special NOFO to Address Unsheltered and Rural Homelessness CoC Application Detailed Instructions for information on accurately responding to the application questions.

The following image shows the Special NOFO to Address Unsheltered and Rural Homelessness CoC Application “New Projects with Rehabilitation/New Construction Costs” 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 requesting funding for any new project(s) under the Rural Set Aside for Rehabilitation or New Construction costs.

   *Note: You must select a response. If the answer to the question below is yes, you must upload the CoC Letter Supporting Capital Costs attachment to the 4A. Attachments Screen.*

2. Select “Save & Next” to continue.
3B. Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes

Review the Special NOFO to Address Unsheltered and Rural Homelessness Program Competition NOFO and the Special NOFO to Address Unsheltered and Rural Homelessness 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 3B-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” to question 3B-1, then in field 3B-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 homelessness 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 the “Project List for Other Federal Statutes” 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.
Part 4. Attachments

Review the Special NOFO to Address Unsheltered and Rural Homelessness Program Competition NOFO and the Special NOFO to Address Unsheltered and Rural Homelessness CoC Application FY2022 Detailed Instructions for information on accurately responding to the application questions.

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


e-snaps Resource pages:

- [https://www.hudexchange.info/programs/e-snaps/](https://www.hudexchange.info/programs/e-snaps/)
4A. Attachments Screen

This section of the application specifies which attachments you are required to submit with your Special NOFO to Address Unsheltered and Rural Homelessness 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."

However, 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 is requesting funding for new project(s) under the Rural Set Aside for Rehabilitation or New Construction costs, then HUD will still require the attachment(s) to be uploaded.

Review the Special NOFO to Address Unsheltered and Rural Homelessness Program Competition NOFO and the Special NOFO to Address Unsheltered and Rural Homelessness CoC Application Detailed Instructions for information on accurately responding to the application questions.
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 you indicated that your CoC is requesting funding under the Rural Set Aside for housing rehabilitation or new construction costs on Screen 3A, field 3A-1, 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.

   ![Attachment Details](image)
Steps (continued)

3. **Using the naming convention**, enter the name of the document in the “Document Description” field. The attachments for the Special NOFO CoC Application should be named:
   - Local Competition Announcement
   - Local CoC Competition Scoring Tool
   - Notification of Projects Rejected—Reduced
   - Notification of Projects Accepted
   - Special NOFO CoC Consolidated Application
   - CoC Letter Supporting Capital Costs
   - Project List for Other Federal Statutes
   - Leveraging Housing Commitment
   - PHA Commitment
   - Healthcare Leveraging Commitment
   - Lived Experience Support Letter
     - **Note:** In *e-snaps*, the Lived Experience Support Letter is referred to as P-9c. In the Detailed Instructions, it is referred to as P-6a.
   - CoC Plan

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” on the “Attachments” screen to continue.

**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.
P. CoC Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs—Outline for Narrative Responses and Attachment Requirements

You must upload the CoC Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs attachment to the 4A. Attachments Screen.

Review the Special NOFO to Address Unsheltered and Rural Homelessness Program Competition NOFO and the Special NOFO to Address Unsheltered and Rural Homelessness CoC Application Detailed Instructions for information on accurately responding to the application questions.

The Detailed Instructions are available at:


Attachments for the Special NOFO CoC Application, CoC Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs includes should be named:

- Leveraging Housing Commitment
- PHA Commitment
- Healthcare Leveraging Commitment
- Lived Experience Support Letter
  - Note: In e-snaps, the Lived Experience Support Letter is referred to as P-9c. In the Detailed Instructions, it is referred to as P-6a.
- CoC Plan
Submission Summary

Review the Special NOFO to Address Unsheltered and Rural Homelessness Program Competition NOFO and the Special NOFO to Address Unsheltered and Rural Homelessness CoC Application Detailed Instructions for information on accurately responding to the application questions.

Special NOFO to Address Unsheltered and Rural Homelessness Continuum of Care (CoC) Program Competition—Funding Availability:
- https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO.
- e-snaps Resource pages:
  - https://www.hudexchange.info/programs/e-snaps/.

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 Special NOFO to Address Unsheltered and Rural Homelessness CoC Application "Submission Summary" screen with all items completed. Note that the "Submit" button is active and can be selected.

If the “Submission Summary” screen has an inactive “Submit” button and you cannot submit the application, please go to the “Troubleshooting When You Cannot Submit the CoC Application” section of this guide.

**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 Special NOFO to Address Unsheltered and Rural Homelessness CoC Application and the Special NOFO to Address Unsheltered and Rural Homelessness 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 Special NOFO to Address Unsheltered and Rural Homelessness Competition page at:

- https://www.hud.gov/program_offices/comm_planning/coc/specialCoC_NOFO
Selecting the “Submit” Button

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.

After Selecting the “Submit” Button

The following image shows the completed CoC Planning Project 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.”

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."

![CoC Application Submission Summary Screen]

**NOTE:** Refer to the Special NOFO to Address Unsheltered and Rural Homelessness 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/specialCoCNOFO](https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO)

**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.

![Export to PDF Button]

**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."
**Troubleshooting When You Cannot Submit the CoC Application**

Applicants may encounter issues when trying to submit the Special NOFO to Address Unsheltered and Rural Homelessness 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 Special NOFO to Address Unsheltered and Rural Homelessness 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 screens need 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.
CoC Application

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 Special NOFO to Address Unsheltered and Rural Homelessness 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:

- SpecialCoCNOFO@hud.gov
CoC Application

Updating the Applicant Profile

If an Applicant needs to edit the Applicant Profile in order to correct information that has been pre-populated in the Special NOFO to Address Unsheltered and Rural Homelessness CoC Application FY2022, 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 Special NOFO CoC Application.

For guidance on completing the Special NOFO to Address Unsheltered and Rural Homelessness CoC Priority Listings component, refer to the Special NOFO to Address Unsheltered and Rural Homelessness CoC Priority Listings navigational guide on the Special NOFO to Address Unsheltered and Rural Homelessness Competition Resources page at:

- [https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO](https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO)

Note that additional navigational guides and resources will be available to assist your CoC and individual Project Applicants in completing the Special NOFO to Address Unsheltered and Rural Homelessness CoC Consolidated Application and Project Applications. Please refer to the Special NOFO to Address Unsheltered and Rural Homelessness Competition Resources pages at:

- [https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO](https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO)
- [https://www.hudexchange.info/programs/e-snaps/](https://www.hudexchange.info/programs/e-snaps/)