



FY 2022
Special NOFO
Continuum of Care (CoC)
Application

e-snaps Instructional Guide
Version 1

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CoC Application

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 and
- <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.

CoC 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:

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

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 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.

CoC Application

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 Needs (see Section VII.B.4 of the Special NOFO for more information).

CoC Application

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.

The screenshot shows the 'Front Office Portal' for 'e-snaps'. The main heading is 'Welcome to e-snaps'. Below this, there is a 'Welcome to e-snaps!' message followed by a paragraph explaining the system's purpose. A 'Login' section contains fields for 'Username:' and 'Password:', a 'Login' button, and a link for 'Forgot your password?'. A 'Create Profile' button is also visible. Two callout boxes are present: one pointing to the 'Login' button with the text 'Log In here', and another pointing to the 'Create Profile' button with the text 'If new to e-snaps, create a user profile here'. At the bottom, there is a 'CoC Program Registration:' section with 'OMB Approval No. 2506-0182 (exp. 11/30/2024)' and a public reporting burden notice.

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.

CoC Application

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:

- <https://files.hudexchange.info/resources/documents/Give-Staff-Access-to-Your-Organizations-e-snaps-Account.pdf>

CoC Application

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.

CoC Application

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:
 - https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO.
- 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 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:
 - https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO.
- Special NOFO to Address Unsheltered and Rural Homelessness CoC Application FY2022 Detailed Instructions document, which provides additional guidance to fully answer each question:
 - https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO.
- Navigational guides and resources for *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.

CoC Application

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.

Front Office ocedano Logout Help

Front Office Portal

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity
Registrations
Projects

Submissions

Contact Us

Applicant: Alaska Balance of State (AK-501)

Submissions

[Hide Filters] [Clear Filters]

Applicant Project Name: FY2022_CoCReg_1

Date Submitted: On

Project Status: Open Projects

Submission Version: All Versions

Associate Type: All

Filter

Use the Filters

Actions	Project Name ↑ Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	FY2022_CoCReg_1 COC_REG_2022_192170	CoC Registration and Application FY2022 Rejection Notification Letter	Mar 1, 2022	Dec 31, 2025	Primary Applicant	1	
	FY2022_CoCReg_1 COC_REG_2022_192170	CoC Registration and Application FY2022 CoC Review	Mar 1, 2022	Dec 31, 2025	Primary Applicant	1	Jun 3, 2022, 10:21:58 AM
	FY2022_CoCReg_1 COC_REG_2022_192170	CoC Registration and Application FY2022 CoC Application FY2022	Mar 1, 2022	Dec 31, 2025	Primary Applicant	1	Jul 8, 2022, 9:24:34 AM
	FY2022_CoCReg_1 COC_REG_2022_192170	CoC Registration and Application FY2022 CoC Priority Listing FY2022	Mar 1, 2022	Dec 31, 2025	Primary Applicant	1	
	FY2022_CoCReg_1 COC_REG_2022_192170	CoC Registration and Application FY2022 Registration FY2022	Mar 1, 2021	Nov 30, 2022	Primary Applicant	1	Feb 21, 2022, 8:05:22 PM
	FY2022_CoCReg_1 COC_REG_2022_192170	CoC Registration and Application FY2022 Special NOFO CoC Priority Listing FY2022	Nov 30, 2020	Dec 31, 2025	Primary Applicant	1	
	FY2022_CoCReg_1 COC_REG_2022_192170	CoC Registration and Application FY2022 Special NOFO CoC Application FY2022	Nov 30, 2020	Dec 31, 2025	Primary Applicant	1	

Steps

1. Select "Submissions" on the left menu bar.
2. Confirm the correct Applicant.

CoC Application

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.

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

CoC Application

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.

Before Starting the Special CoC Application

You must submit both of the following parts in order for us to consider your Special NOFO Consolidated Application complete:

1. the CoC Application, and
2. the CoC Priority Listing.

The **CoC Special NOFO** page provides HUD-approved resources to assist you in completing the Special NOFO CoC Application, including:

- Special Notice of Funding Opportunity to Address Unsheltered and Rural Homelessness
- [24 CFR part 578](#)
- Special NOFO CoC Application Navigational Guide
- [Section 3 Resources](#)
- Frequently Asked Questions

As the Collaborative Applicant, you are responsible for reviewing the following:

1. The Special Notice of Funding Opportunity (Special NOFO) for specific application and program requirements.
2. The Special NOFO Continuum of Care (CoC) Application Detailed Instructions for Collaborative Applicants which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.

CoC Approval is Required before You Submit Your CoC's Special NOFO CoC Consolidated Application

- 24 CFR 578.9 requires you to compile and submit the Special NOFO CoC Consolidated Application on behalf of your CoC.
- 24 CFR 578.9(b) requires you to obtain approval from your CoC before you submit the Consolidated Application into e-snaps.

Answering Multi-Part Narrative Questions

Many questions require you to address multiple elements in a single text box. Number your responses to correspond with multi-element questions using the same numbers in the question. This will help you organize your responses to ensure they are complete and help us to review and score your responses.

Attachments

Questions requiring attachments to receive points state, “You must upload the [Specific Attachment Name] attachment to the 4A. Attachments Screen.” Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process. Include a cover page with the attachment name.

- Attachments must match the questions they are associated with—if we do not award points for evidence you upload and associate with the wrong question, this is not a valid reason for you to appeal HUD’s funding determination.
- 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 page on your desktop calendar, screenshot of a webpage that indicates date and time).

Buttons: Back, Next

Callout: Select “Next”

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/>.

CoC Application

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.

The screenshot displays the '1A. Continuum of Care (CoC) Identification' screen. At the top, it provides a link to the 'CoC Special NOFO' page and lists resources: 'Special Notice of Funding Opportunity to Address Unsheltered and Rural Homelessness', '24 CFR part 578', 'Special NOFO CoC Application Navigational Guide', 'Section 3 Resources', and 'Frequently Asked Questions'. The form includes several fields: '1A-1. CoC Name and Number' (AK-501 - Alaska Balance of State CoC), '1A-2. Collaborative Applicant Name' (Alaska Balance of State), '1A-3. CoC Designation' (UFA), and '1A-4. HMIS Lead'. Below these is section '1A-5. New Projects', which contains a table for selecting funding opportunities. The table has two columns: '1. Unsheltered Homelessness Set Aside' and '2. Rural Homelessness Set Aside'. Below the table, a red message states: 'You must select a response for elements 1 and 2 in question 1A-5.' At the bottom, there are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'. Callouts provide instructions: 'Verify information is correct' points to the CoC Name and Number field; 'CoCs may apply for both set asides.' points to the 'New Projects' section; 'Select "Yes" or "No" as applicable' points to the dropdown menus in the 'New Projects' section; and 'Select "Save & Next" to continue' points to the 'Save & Next' button.

1A. Continuum of Care (CoC) Identification

The [CoC Special NOFO](#) page provides HUD-approved resources to assist you in completing the Special NOFO CoC Application, including:

- [Special Notice of Funding Opportunity to Address Unsheltered and Rural Homelessness](#)
- [24 CFR part 578](#)
- [Special NOFO CoC Application Navigational Guide](#)
- [Section 3 Resources](#)
- [Frequently Asked Questions](#)

* **1A-1. CoC Name and Number:** AK-501 - Alaska Balance of State CoC

* **1A-2. Collaborative Applicant Name:** Alaska Balance of State

* **1A-3. CoC Designation:** UFA

* **1A-4. HMIS Lead:**

* **1A-5. New Projects**

Complete the chart below by indicating which funding opportunity(ies) your CoC applying for projects under. A CoC may apply for funding under both set asides; however, projects funded through the rural set aside may only be used in rural areas, as defined in the Special NOFO.

	1. Unsheltered Homelessness Set Aside	2. Rural Homelessness Set Aside
	-- select --	-- select --

You must select a response for elements 1 and 2 in question 1A-5.

Buttons: Save & Back, Save, Save & Next, Back, Next

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.

CoC Application

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.

1B. Project Capacity, Review, and Ranking—Local Competition

The [CoC Special NOFO](#) page provides HUD-approved resources to assist you in completing the Special NOFO CoC Application, including:

- [Special Notice of Funding Opportunity to Address Unsheltered and Rural Homelessness](#)
- [24 CFR part 578](#)
- [Special NOFO CoC Application Navigational Guide](#)
- [Section 3 Resources](#)
- [Frequently Asked Questions](#)

*

1B-1. **Web Posting of Your CoC Local Competition Deadline—Advance Public Notice. (All Applicants)**
Special NOFO Section VII.B.1.b.

You must upload the Local Competition Deadline attachment to the 4A. Attachments Screen.

Enter the date your CoC published the deadline for project application submission for your CoC's local competition.

You must enter a date in question 1B-1.

*

Enter the applicable date

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.

CoC Application

1B-2. Project Review and Ranking Process Your CoC Used in Its Local Competition. (All Applicants)
Special NOFO Section VII.B.1.a.

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

Select yes or no in the chart below to indicate how your CoC ranked and selected new project applications during your CoC's 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).

You must select a response for elements 1 through 3 in question 1B-2.

Use the dropdown menus to select the applicable responses

-- select --
-- select --
-- select --

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:

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

CoC Application

1B-3. Projects Rejected/Reduced–Notification Outside of *e-snaps*. (All Applicants)
Special NOFO Section VII.B.1.b.

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

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*. If you notified applicants on various dates, list the latest date of any notification. For example, if you notified applicants on 6/28/22, then you must enter 6/28/22.

3. Enter the applicable date

Use the dropdown menus to select the applicable responses

-- select --

-- select --

6/28/22

You must select a response for elements 1 and 2 – if you select Yes for element 1, you must enter a date in element 3 in question 1B-3.

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.

1B-3a. Projects Accepted–Notification Outside of *e-snaps*. (All Applicants)
Special NOFO Section VII.B.1.b.

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

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. For example, if you notified applicants on 6/26/22, 6/27/22, and 6/28/22, then you must enter 6/28/22.

Enter the applicable date

6/28/22

You must enter a date in question 1B-3a.

*

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.

CoC Application

1B-4. **Web Posting of the CoC-Approved Special NOFO CoC Consolidated Application. (All Applicants)**
Special NOFO Section VII.B.1.b.

You must upload the Web Posting–Special NOFO CoC Consolidated Application attachment to the 4A. Attachments Screen.

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.

You must enter a date in question 1B-4.

Enter the applicable date

6/10/22

Select “Save & Next” to continue

Save & Back Save Save & Next

Back Next

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

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

6. Select “Save & Next” to continue.

Note: You must enter a response for all elements on the 1B screen.

CoC Application

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

e-snaps Resource page:

- <https://www.hudexchange.info/programs/e-snaps/>.

2A. System Performance

The screenshot shows the e.Forms application interface. The top navigation bar includes the e.Forms logo, a user profile icon for 'cwilcheck', and a 'Logout' button. The sidebar on the left contains the following navigation items:

- CoC Registration and Application FY2022
- Applicant Name: Alaska Balance of State
- Applicant Number: AK-501
- Project Name: FY2022_CoCReg_1
- Project Number: COC_REG_2022_192170
- FY2022 Special NOFO CoC Application
- Before Starting
- Part 1: CoC Structure and Governance
 - 1A. CoC Identification
 - 1B. Project Review, Ranking and Selection
- Part 2: Data Collection
- 2A. System Performance**
- 2B. Coordination and Engagement
- 2C. Coordination and Engagement-Con't.
- Part 3: Other Policies
 - 3A. New Projects With Rehab/New Construction
 - 3B. Homelessness by Other Federal Statutes
- Part 4: Attachments

The main content area is titled '2A. System Performance'. It contains the following text:

The [CoC Special NOFO](#) page provides HUD-approved resources to assist you in completing the Special NOFO CoC Application, including:

- [Special Notice of Funding Opportunity to Address Unsheltered and Rural Homelessness](#)
- [24 CFR part 578](#)
- [Special NOFO CoC Application Navigational Guide](#)
- [Section 3 Resources](#)
- [Frequently Asked Questions](#)

2A-1. Reduction in the Number of First Time Homeless--Risk Factors.

Special NOFO Section VII.B.2.b.

Describe in the field below:

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.

* (limit 2,500 characters)

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

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.

CoC Application

2A-2. Length of Time Homeless–Strategy to Reduce. (All Applicants)

Special NOFO Section VII.B.2.c.

Describe in the field below:

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.

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

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

Steps (continued)

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.

CoC Application

2A-3. Successful Permanent Housing Placement or Retention. (All Applicants)
Special NOFO Section VII.B.2.d.

Describe in the field below 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.

* (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, 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.

CoC Application

2A-4. Returns to Homelessness–CoC’s Strategy to Reduce Rate. (All Applicants)
Special NOFO Section VII.B.2.e.

Describe in the field below:

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.

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

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

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.

CoC Application

2A-5. Increasing Employment Cash Income–Strategy. (All Applicants)

Special NOFO Section VII.B.2.f.

Describe in the field below:

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.

* (limit 2,500 characters)

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

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.

CoC Application

2A-5a. Increasing Non-employment Cash Income–Strategy. (All Applicants)
Special NOFO Section VII.B.2.f.

Describe in the field below:

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.

**** (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)

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.

CoC Application

2B. Continuum of Care (CoC) Coordination Engagement—Inclusive Structure and Participation

eForms

CoC Registration and Application FY2022

Applicant Name: Alaska Balance of State
 Applicant Number: AK-501
 Project Name: FY2022_CoCReg_1
 Project Number: COC_REG_2022_192170

FY2022 Special NOFO CoC Application

Before Starting Part 1: CoC Structure and Governance
 1A. CoC Identification
 1B. Project Review, Ranking and Selection
 Part 2: Data Collection
 2A. System Performance
 2B. Coordination and Engagement
 2C. Coordination and Engagement—Cont.
 Part 3: Other Policies
 3A. New Projects With Rehab/New Construction
 3B. Homelessness by Other Federal Statutes
 Part 4: Attachments
 4A. Attachments
 Submission Summary

[View Applicant Profile](#)

[Export to PDF](#)
[Get PDF Viewer](#)

[Back to Submissions List](#)

2B. Coordination and Engagement—Inclusive Structure and Participation

The [CoC Special NOFO](#) page provides HUD-approved resources to assist you in completing the Special NOFO CoC Application, including:

- Special Notice of Funding Opportunity to Address Unsheltered and Rural Homelessness
- [24 CFR 443.173](#)
- Special NOFO CoC Application Navigational Guide
- [Section 2 Resources](#)
- Frequently Asked Questions

2B-1. Inclusive Structure and Participation—Participation in Coordinated Entry. (All Applicants)
 Special NOFO Sections VII.B.3.a.(1)

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

- select yes or no in the chart below if the entity listed participates in CoC meetings, votes and participated in your CoC's coordinated entry system, or
- select Nonexistent if the organization does not exist in your CoC's geographic area.

Select from the dropdown menus in all three columns

Organization/Person	Participated in CoC Meetings	Voted, Including Serving of CoC Board Members	Participated in CoC's Coordinated Entry System
1. Affordable Housing Developer(s)	-- select --	-- select --	-- select --
2. Agencies serving survivors of human trafficking	-- select --	-- select --	-- select --
3. CDBG/HOME/ESG Entitlement Jurisdiction	-- select --	-- select --	-- select --
4. CoC-Funded Victim Service Providers	-- select --	-- select --	-- select --
5. CoC-Funded Youth Homeless Organizations	-- select --	-- select --	-- select --
6. Disability Advocates	-- select --	-- select --	-- select --
7. Disability Service Organizations	-- select --	-- select --	-- select --
8. Domestic Violence Advocates	-- select --	-- select --	-- select --
9. EMS/O	-- select --	-- select --	-- select --
10. Homeless	-- select --	-- select --	-- select --
11. Hospital	-- select --	-- select --	-- select --
12. Indian (Tribal)	-- select --	-- select --	-- select --
13. Law Enforcement	-- select --	-- select --	-- select --
14. Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) Advocates	-- select --	-- select --	-- select --
15. LGBTQ+ Service Organizations	-- select --	-- select --	-- select --
16. Local Government Staff/Officials	-- select --	-- select --	-- select --
17. Local Jail(s)	-- select --	-- select --	-- select --
18. Mental Health Service Organizations	-- select --	-- select --	-- select --
19. Mental Illness Advocates	-- select --	-- select --	-- select --
20. Non-CoC Funded Youth Homeless Organizations	-- select --	-- select --	-- select --
21. Non-CoC-Funded Victim Service Providers	-- select --	-- select --	-- select --
22. Organizations led by and serving Black, Brown, Indigenous and other People of Color	-- select --	-- select --	-- select --
23. Organizations led by and serving LGBTQ+ persons	-- select --	-- select --	-- select --
24. Organizations led by and serving people with disabilities	-- select --	-- select --	-- select --
25. Other homeless subpopulation advocates	-- select --	-- select --	-- select --
26. Public Housing Authorities	-- select --	-- select --	-- select --
27. School Administrators/Homeless Liaisons	-- select --	-- select --	-- select --
28. Street Outreach Team(s)	-- select --	-- select --	-- select --
29. Substance Abuse Advocates	-- select --	-- select --	-- select --
30. Substance Abuse Service Organizations	-- select --	-- select --	-- select --
31. Youth Advocates	-- select --	-- select --	-- select --
32. Youth Service Providers	-- select --	-- select --	-- select --
Other (link 96 characters)	-- select --	-- select --	-- select --
33. <input type="text"/>	-- select --	-- select --	-- select --
34. <input type="text"/>	-- select --	-- select --	-- select --

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

CoC Application

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-2. 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)

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

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;

CoC Application

- (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).

2B-3. CoC's Strategy to Solicit/Consider Opinions on Preventing and Ending Homelessness. (All Applicants)
Special NOFO Section VII.B.3.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 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.

CoC Application

2B-4. Public Notification for Proposals from Organizations Not Previously Funded. (All Applicants)
Special NOFO Section VII.B.3.a.(4)

Describe in the field below 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 Program 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.

* (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 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.

CoC Application

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.

2C. Coordination / Engagement—with Federal, State, Local, Private, and Other Organizations

The [CoC Special NOFO](#) page provides HUD-approved resources to assist you in completing the Special NOFO CoC Application, including:

- [Special Notice of Funding Opportunity to Address Unsheltered and Rural Homelessness](#)
- [24 CFR part 578](#)
- [Special NOFO CoC Application Navigational Guide](#)
- [Section 9 Resources](#)
- [Frequently Asked Questions](#)

2C-1. Coordination with Federal, State, Local, Private, and Other Organizations. (All Applicants)
Special NOFO Section VII.B.3.b.

In the chart below:

1. select yes or no for entities listed that are included in your CoC's coordination, planning, and operations of projects that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness; or
2. select **Nonexistent** if the organization does not exist within your CoC's geographic area

Entities or Organizations Your CoC Coordinates with for Planning or Operations of Projects	Coordinates with Planning or Operations of Projects
1. Funding Collaboratives	-- select --
2. Head Start Program	-- select -- Yes No Nonexistent
3. Housing and services programs funded through Local Government	-- select --
4. Housing and services programs funded through other Federal Resources (non-CoC)	-- select --
5. Housing and services programs funded through private entities, including Foundations	-- select --
6. Housing and services programs funded through State Government	-- select --
7. Housing and services programs funded through U.S. Department of Health Services (HHS)	-- select --
8. Housing and services programs funded through U.S. Department of Education	-- select --
9. Housing Opportunities for Persons with Disabilities (HOPWD)	-- select --
10. Indian Tribes and Tribally Designated Housing Entities	-- select --
11. Organizations led by and serving Black, African American, and African Caribbean persons	-- select --
12. Organizations led by and serving LGBTQ+ persons	-- select --
13. Organizations led by and serving people with disabilities	-- select --
14. Private Foundations	-- select --
15. Public Housing Authorities	-- select --
16. Runaway and Homeless Youth (RHY)	-- select --
17. Temporary Assistance for Needy Families (TANF)	-- select --
18. Other (limit 50 characters)	-- select --

You must select a response for elements 1 through 17 in question 2C-1.

Select from the dropdown menus

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

Optional: Add up to one additional entity or organization

CoC Application

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.

CoC Application

2C. CoC Coordination and Engagement—Coordination with Federal, State, Local, Private, and Other Organizations (continued)

2C-2. CoC Consultation with ESG Program Recipients. (All Applicants)
Special NOFO Section VII.B.3.b.

Describe in the field below 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 update.

* (limit 2,500 characters)

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

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.

CoC Application

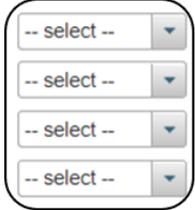
2C-3. Discharge Planning Coordination. (All Applicants)
Special NOFO Section VII.B.3.c.

Select yes or no in the chart below 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

You must select a response for elements 1 through 4 in question 2C-3.

Select from the dropdown menus



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

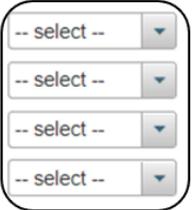
2C-4. CoC Collaboration Related to Children and Youth—SEAs, LEAs, School Districts. (All Applicants)
Special NOFO Section VII.B.3.d.

Select yes or no in the chart below 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

You must select a response for elements 1 through 4 in question 2C-4.

Select from the dropdown menus



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

CoC Application

2C-4a. CoC Collaboration Related to Children and Youth–SEAs, LEAs, School Districts–Formal Partnerships. (All Applicants)
Special NOFO Section VII.B.3.d.

Describe in the field below:

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**.

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

2C-4b. CoC Collaboration Related to Children and Youth–Informing Individuals and Families Experiencing Homelessness about Eligibility for Educational Services. (All Applicants)
Special NOFO Section VII.B.3.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)**

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

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.

CoC Application

2C-5. Mainstream Resources–CoC Training of Project Staff. (All Applicants)
Special NOFO Section VII.B.3.e.

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

*

Mainstream 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	-- select --

You must select a response for elements 1 through 6 in question 2C-5.

Select from the dropdown menus.

Steps (continued)

- 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

CoC Application

2C-5a. Mainstream Resources—CoC Collaboration with Project Staff Regarding Healthcare Organizations. (All Applicants)
Special NOFO Section VII.B.3.e.

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 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.

* (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)

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.

CoC Application

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:

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

e-snaps Resource pages:

- <https://www.hudexchange.info/programs/e-snaps/>.

CoC Application

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.

The screenshot shows the e.Forms application interface for the "3A. New Projects With Rehabilitation/New Construction Costs" section. The sidebar on the left lists the application details and navigation options. The main content area displays the question 3A-1 and a dropdown menu for the response. A callout box points to the dropdown menu with the text "Select from the dropdown menu. If 'Yes,' upload attachment." Another callout box points to the "Save & Next" button with the text "Select 'Save & Next' to continue a response for question 3A-1."

3A. New Projects With Rehabilitation/New Construction Costs

The [CoC Special NOFO](#) page provides HUD-approved resources to assist you in completing the Special NOFO CoC Application, including:

- [Special Notice of Funding Opportunity to Address Unsheltered and Rural Homelessness](#)
- [24 CFR part 578](#)
- [Special NOFO CoC Application Navigational Guide](#)
- [Section 3 Resources](#)
- [Frequently Asked Questions](#)

3A-1. Rehabilitation/New Construction Costs--New Projects. (Rural Set Aside Only).
Special NOFO Section VII.A.

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

Is your CoC requesting funding for any new project(s) under the Rural Set Aside for housing rehabilitation or new construction costs?

-- select --

Select "Save & Next" to continue a response for question 3A-1.

Save & Back Save Save & Next

Back Next

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.

CoC Application

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.

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

The [CoC Special NOFO](#) page provides HUD-approved resources to assist you in completing the Special NOFO CoC Application, including:

- [Special Notice of Funding Opportunity to Address Unsheltered and Rural Homelessness](#)
- [24 CFR part 578](#)
- [Special NOFO CoC Application Navigational Guide](#)
- [Section 3 Resources](#)
- [Frequently Asked Questions](#)

*

3B-1. **Designating SSO/TH/Joint TH and PH-RRH Component Projects to Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes. (Rural Set Aside Only)**
Special NOFO Section VII.C.

Is your CoC 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?

You must select a response for question 3B-1.

3B-2. **Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes. (Rural Set Aside Only)**
Special NOFO Section VII.C.

You must upload the [Project List for Other Federal Statutes](#) attachment to the [4A. Attachments Screen](#).

If you answered yes to question 3B-1, describe in the field below:

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.

(limit 2,500 characters)

Select "Save & Next" to continue

Select from the dropdown menu

-- select --

Save & Back Save Save & Next

Back Next

CoC Application

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 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 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.

CoC Application

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:

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

e-snaps Resource pages:

- <https://www.hudexchange.info/programs/e-snaps/>.

CoC Application

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.

4A. Attachments Screen For All Application Questions

Please read the following guidance to help you successfully upload attachments and get maximum points:

- 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.
- You must upload an attachment for each document listed where "Required?" is "Yes"
- 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 and reduces file size. 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.
- Attachments must match the questions they are associated with.
- Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process.

If you cannot read the attachment, it is likely we cannot read it either.

Attachments require using your desktop to consider in correct attach

Delete	Document Type	Required?	Download	Document Description	Date Attached
	1B-1 Local Competition Announcement	Yes		--	No Attachment
	1B-2 Local Competition Scoring Tool	Yes		--	No Attachment
	1B-3 Notification of Projects Rejected-Reduced	Yes		--	No Attachment
	1B-3a Notification of Projects Accepted	Yes		--	No Attachment
	1B-4 Special NOFO CoC Consolidated Application	Yes		--	No Attachment
	3A-1 CoC Letter Supporting Capital Costs	No		--	No Attachment
	3B-2 Project List for Other Federal Statutes	No		--	No Attachment
	P-1 Leveraging Housing Commitment	No		--	No Attachment
	P-1a PHA Commitment	No		--	No Attachment
	P-3 Healthcare Leveraging Commitment	No		--	No Attachment
	P-9c Lived Experience Support Letter	No		--	No Attachment
	Plan_CoC Plan	Yes		--	No Attachment

Buttons: Save & Back, Save, Save & Next, Back, Next

CoC Application

Delete	Document Type	Required?	Download	Document Description	Date Attached
	1B-1. Local Competition Announcement	Yes			No Attachment
	1B-2. Local Competition Scoring Tool	Yes			No Attachment
	1B-3. Notification of Projects Rejected-Reduced	Yes			No Attachment
	1B-3a. Notification of Projects Accepted	Yes	--		No Attachment
	1B-4. Special NOFO CoC Consolidated Application	Yes	--		No Attachment
	3A-1. CoC Letter Supporting Capital Costs	No			No Attachment
	3B-2. Project List for Other Federal Statutes	No			No Attachment
	Housing Commitment	No			No Attachment
	Commitment	No			No Attachment
	Leveraging Commitment	No			No Attachment
	P-3c. Lived Experience Support Letter	No	--		No Attachment
	Plan. CoC Plan	Yes	--		No Attachment

Steps

- 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.
- Select the link under the header "Document Type" of the required attachment.
 - The Attachment Details screen appears.

Attachment Details

Enter name of document, as instructed

* **Document Description:**

* **File Name:** No file chosen

Document Type: 1B-1. Local Competition Announcement

Maximum Size: 5 MB

Allowable Formats: jpg, zip, xlsx, img, ZIP*, tiff, bmp, rtf, gif, png, zipx, docx, pptx, tif, txt, pdf, ppt, doc, jpeg, xls

Instructions:

Note: This formlet contains mandatory fields for which no value has been saved.

CoC Application

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.

CoC Application

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:

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

Delete	Document Type	Required?	Download	Document Description	Date Attached
	1B-1. Local Competition Announcement	Yes		--	No Attachment
	1B-2. Local Competition Scoring Tool	Yes		--	No Attachment
	2. List of Projects Rejected-Reduced	Yes		--	No Attachment
	2. List of Projects Accepted	Yes		--	No Attachment
	3A. Special NOFO CoC Consolidation			--	No Attachment
	3B-1. Project List for Supporting Capital			--	No Attachment
	3B-2. Project List for Other Federal S			--	No Attachment
	P-1. Leveraging Housing Commitment			--	No Attachment
	P-1a. PHA Commitment			--	No Attachment
	P-3. Healthcare Leveraging Commitment	<input type="checkbox"/> No		--	No Attachment
	P-9c. Lived Experience Support Letter	<input type="checkbox"/> No		--	No Attachment
	Plan. CoC Plan	<input type="checkbox"/> Yes		--	No Attachment

Select link to open "Attachment Details" screen

If "Yes," then attachment must be uploaded

If "No," HUD may still require an attachment based on responses on that particular screen

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

CoC Application

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.

Submission Summary

Before submitting this Registration, please make sure that all information is correct.

Screens are complete

Complete	Page	Last Updated	Mandatory
✓	1. CoC Organization	08/10/2022	Yes
✓	2. CoC Geographic Area(s)	08/10/2022	Yes
✓	3A. UFA Capacity	08/10/2022	Yes
✓	3B. UFA Financial	08/10/2022	Yes
✓	3C. UFA Subrecipient Responsibilities	08/10/2022	Yes
✓	3D. UFA Attachments	08/10/2022	Yes
✓	4A. HPC Requirements	08/10/2022	Yes
✓	4B. HPC Data	08/10/2022	Yes
✓	4C. HPC - Reduce/Outreach	08/10/2022	Yes
✓	4D. HPC - Attachments	08/10/2022	Yes
--	5. Attachments	No Input Required	No
✓	Certification	08/10/2022	Yes

Back Next

Export to PDF

[Get PDF Viewer](#)

Submit

Active "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.

CoC Application

Submitting the CoC 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/specialCoCNOFO

CoC Application

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."



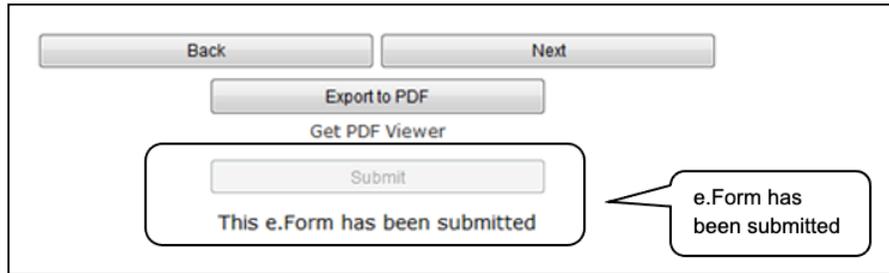
Steps

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."

CoC Application

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."



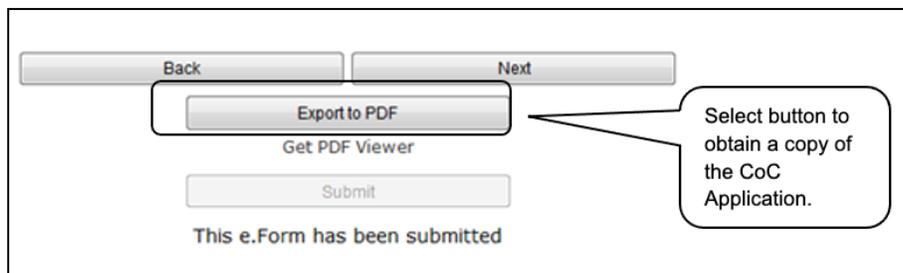
NOTE:

Refer to the *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

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 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.

Submission Summary

Ensure that the Special NOFO Project Priority List is complete prior to submit

Complete	Page	Last Updated	Mandatory
--	Part 1: CoC Structure and Governance	No Input Required	No
✓	1A. CoC Identification	08/19/2022	Yes
✓	1B. Project Review, Ranking and Selection	08/12/2022	Yes
--	Part 2: Data Collection	No Input Required	No
✗	2A. System Performance	Please Complete	Yes
✓	2B. Coordination and Engagement	08/12/2022	Yes
✓	2C. Coordination and Engagement—Con't.	08/12/2022	Yes
--	Part 3: Other Policies	No Input Required	No
--	3A. New Projects With Rehab/New Construction	No Input Required	No
✓	3B. Homelessness by Other Federal Statutes	08/12/2022	Yes
--	Part 4: Attachments	No Input Required	No
✓	4A. Attachments Screen	08/12/2022	Yes
--	Submission Summary	No Input Required	No

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Submit

Annotations:

- Screen is incomplete (points to the '✗' in the 'Complete' column)
- Review "Last Updated" column (points to the 'Last Updated' column header)
- "Submit" button is inactive (points to the grayed-out Submit button)

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.

CoC Application

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

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.hudexchange.info/programs/e-snaps/>