



# Continuum of Care (CoC) Application

*e-snaps Instructional Guide*  
**Version 1**

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# CoC Application

## Introduction

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

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



*There are numerous resources on the CoC Program Competition and e-snaps Resources pages at:*

- [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition) and
- <https://www.hudexchange.info/programs/e-snaps/>

*The [FY 2021 CoC Application Detailed Instructions](#) contain information that is necessary to fully complete the CoC Application questions and maximize scoring potential.*

*There is a separate navigational guide and a detailed instructions document for the CoC Priority Listing, as well.*

### UFAs

*A Collaborative Applicant that requested UFA-designation during the CoC Registration period was notified if they received UFA designation when the Collaborative Applicant reviewed and submitted the CoC Review.*

*If the Collaborative Applicant received UFA designation, it must complete the same screens as all Collaborative Applicants.*

*This Collaborative Applicant is also eligible to complete and submit a UFA Costs project application. There is a separate UFA Costs navigational guide on the CoC Program Competition Resources page at:*

- [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)

## Objectives

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

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

# CoC Application

## ***Posted Resources***

HUD has determined that some CoC- and *e-snaps*-related resources need to be posted to HUD.gov as HUD's official website, rather than to the HUD Exchange, which focuses on technical resources for communities and grant recipients. FY 2021 Notice of Funding Opportunity (NOFO) information (e.g., detailed instructions), including the FY 2021 *e-snaps* Navigational Guides, will be published and updated on HUD.gov. Many of the other CoC- and *e-snaps*-related technical resources will remain on the HUD Exchange.

## ***e-snaps HUD Help Desk***

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

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

## ***Overview of this Navigational Guide***

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

- **Accessing *e-snaps*.** Each *e-snaps* user needs his or her individual username and password in order to log in to the online *e-snaps* system. To view an organization's Applicant Profile, Project Applications, etc., the *e-snaps* user needs to be associated as a "registrant" with the organization's *e-snaps* account. This section identifies the steps to create user profiles and add or delete registrants.
- **Part 1: CoC Structure and Governance.** This section asks the CoC to verify information entered during CoC Registration, provide information regarding the CoC's local processes toward ending homelessness in its geographic area, and describe how the CoC coordinates with other entities serving homeless individuals and families in the community. Additionally, CoCs will indicate whether they are requesting Domestic Violence (DV) Bonus projects and report on the DV survivor population in the CoC's geographic area.
- **Part 2: Data Collection.** This section asks the CoC to provide information about the Homeless Management Information System (HMIS) in its geographic area. Additionally, CoCs will report on Housing Inventory Count (HIC) and Point-In-Time (PIT) Count information.
- **Part 3: Other Policies.** This section asks the CoC to provide information about the CoC's coordination with housing and healthcare entities, new projects with rehabilitation/new construction costs, and serving persons experiencing homelessness as defined by other federal statutes.
- **Part 4: DV Bonus and Attachments.** This section asks the CoC to provide information on new DV Bonus project applications and upload required attachments.

# CoC Application

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

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

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

There is a difference between completing the requirements necessary to advance through *e-snaps* and completing your CoC Application fully and correctly. While you may not be required to complete a particular field in *e-snaps*, this does not mean that the FY 2021 CoC Program Competition NOFO does not require an answer. Please thoroughly complete and answer all questions and fields in *e-snaps*.

### **Character Limits:**

*The CoC Application contains several text box fields with character limits ranging from 50 to 2,000 characters.*

*When copying and pasting text from Microsoft Word into e-snaps, additional characters may be added to your text.*

*To ensure additional characters are not counted by the system, e-snaps users should copy and paste text into e-snaps from Notepad, which will remove any unnecessary formatting from Microsoft Word.*

# 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 CoC Program Competition NOFO.

The screenshot shows the 'Front Office Portal' for e-snaps. On the left is a sidebar with links: 'Create Profile' and 'Contact Us'. The main content area is titled 'Welcome to e-snaps' and contains a login form with fields for 'Username' (pre-filled with 'jdoe-02') and 'Password', a 'Login' button, and a 'Forgot your password?' link. Two callout boxes are present: one pointing to the login form saying 'Log in here' and another pointing to the 'Create Profile' link saying 'If new to e-snaps, create a user profile here'. The main text area below the login form provides information about the system, including OMB approval numbers and reporting burdens for CoC Program Registration, CoC Program Application, and Technical Submission.

**Welcome to e-snaps**

Username: jdoe-02  
Password: [REDACTED]  
Login

Forgot your password?

Create Profile

Contact Us

If new to e-snaps, create a user profile here

Log in here

e-snaps is the application and grants management system for the HUD Continuum of Care (CoC) Program. It supports the process known as the CoC Program Competition.

If you are not yet an authorized user, and need access to this system on behalf of your Continuum of Care or as a project applicant, you may request a user name through the Registration process.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Privacy Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to provide a currently valid OMB control number.

CoC Program Registration: OMB Approval No. 2506-0182 (exp. 01/31/2018)

Public reporting burden for this collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

CoC Program Application: OMB Approval No. 2506-0112 (exp. 11/30/2018)

Public reporting burden for this collection of information is estimated to average 190 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The reporting burden for Continuums of Care is estimated to average 204 hours and the reporting burden for applicants is expected to average 30 hours.

Technical Submission: OMB Approval No. 2506-0183 (11/30/2018)

**NOTE:**

*Each e-snaps user must have his or her own log-in credentials.*

*Preferably, each organization will have two people with access to e-snaps: the Primary Contact and one or more additional staff persons. When there is staff turnover, the CoC will need to ensure that it has access to e-snaps.*

**NOTE:**

*The CoC Application contains several text box fields with character limits ranging from 50 to 2,000 characters*

*When copying and pasting text from Microsoft Word into e-snaps, additional characters may be added to your text.*

*To ensure additional characters are not counted by the system, e-snaps users should copy and paste text into e-snaps from Notepad, which will remove any unnecessary formatting from Microsoft Word.*



# 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) have the ability to enter information in the Applicant Profile and Project Applications associated with the organization.



*For information on how to add and delete users, refer to the "Give Staff Access to Your Organization's e-snaps Account" resource available at:*

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



# CoC Application

## Completing the CoC Consolidated Application

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

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

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

## Resources

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

- FY 2021 CoC Program Competition NOFO at [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).
- 24 CFR part 578 CoC Program interim rule at <https://www.govinfo.gov/content/pkg/CFR-2017-title24-vol3/xml/CFR-2017-title24-vol3-part578.xml>.

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

- FY 2021 CoC Program Competition materials and guidance at [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).
- FY 2021 CoC Application Detailed Instructions document, which provides additional guidance to fully answer each question: [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).
- Navigational guides and resources for *e-snaps*:
  - <https://www.hudexchange.info/programs/e-snaps/>.
  - [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).
- The CoC Program Competition Frequently Asked Questions (FAQs):
  - FAQ (Pre-FY21): <https://www.hudexchange.info/e-snaps/faqs/>.
  - FAQ (FY21): [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).
- The *e-snaps* AAQ at HUD Exchange is no longer active. If any information in this document is not correct, contact the *e-snaps* HUD Help Desk at:
  - [CoCNOFO@hud.gov](mailto:CoCNOFO@hud.gov) for questions about the NOFO, competition, and applications.
  - [e-snaps@hud.gov](mailto:e-snaps@hud.gov) for questions about *e-snaps* technical issues, including creating an individual user profile, lockouts/password resets, requesting access to a CoC's or project applicant's *e-snaps* account, navigating *e-snaps*, updating the Applicant Profile, identifying the funding opportunity, creating a project, and accessing the application on the Submissions screen.

# CoC Application

## Accessing the CoC Application

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

The screenshot shows the 'Front Office' interface. On the left, a sidebar menu has 'Submissions' highlighted. A callout points to this menu item: 'Select "Submissions"'. At the top, the 'Applicant' dropdown is set to 'San Francisco Collaborative Applicant (CA-501)', with a callout: 'Confirm correct Applicant'. The main area is titled 'Submissions' and contains filter options: 'Applicant Project Name' (FY2021\_CoCReg\_2), 'Date Submitted' (On), 'Project Status' (All Projects), 'Submission Version' (Latest Version), and 'Associate Type' (All). A 'Filter' button is below these, with a callout: 'Use the Filters'. Below the filters is a table of submissions. A callout points to the 'Folder' icon in the 'Actions' column of the third row: 'Select the "Folder" icon to access CoC Application FY 2021'. The table has columns: Actions, Project Name / Project Number, Funding Opportunity Name / Step Name, Start Date, End Date, Associate Type, Version, and Date Submitted.

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	FY2021_CoCReg_2 COC_REG_2020_136989	CoC Registration and Application FY2021 Registration FY2021	Jan 12, 2021	Nov 30, 2021	Primary Applicant	1	Dec 18, 2020 11:32:55 AM
	FY2021_CoCReg_2 COC_REG_2020_136989	CoC Registration and Application FY2021 CoC Priority Listing FY2021	Nov 30, 2020	Dec 31, 2025	Primary Applicant	1	
	FY2021_CoCReg_2 COC_REG_2020_136989	CoC Registration and Application FY2021 CoC Application FY2021	Nov 30, 2020	Dec 31, 2025	Primary Applicant	1	
	FY2021_CoCReg_2 COC_REG_2020_136989	CoC Registration and Application FY2021 CoC Review	Nov 30, 2020	Dec 31, 2025	Primary Applicant	1	May 14, 2021 10:58:50 AM

### Steps

1. Select "Submissions" on the left menu bar.
2. Confirm the correct Applicant.
3. Locate the CoC Application.
  - Option: Use the "Submissions Filters." Select your FY 2021 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 FY2021 / CoC Application FY2021."
4. Select the "Open Folder" icon next to the CoC Application. Continue with the instructions in the next section for completing the CoC Application.

# CoC Application

## Before Starting the CoC Application

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

**e.Forms** Logout

**Before Starting the CoC Application**

**You must submit all three of the following parts in order for us to consider your Consolidated Application complete:**

1. the CoC Application,
2. the CoC Priority Listing, and
3. all the CoC's project applications that were either approved and ranked, or rejected.

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

1. The FY 2021 CoC Program Competition Notice of Funding Opportunity (NOFO) for specific application and program requirements.
2. The FY 2021 CoC Application Detailed Instructions 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.

**Your CoC Must Approve the Consolidated Application before You Submit It**

- 24 CFR 578.9 requires you to compile and submit the CoC Consolidated Application for the FY 2021 CoC Program Competition 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-snap.

**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 an Attachment to the 4B. 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 posting on your desktop calendar; screenshot of a webpage that indicates date and time).

**Before Starting**

Part 1: CoC Structure and Governance

- 1A. CoC Identification
- 1B. Inclusive Structure
- 1C. Coordination
- 1C. Coordination continued
- 1D. Addressing COVID-19
- 1E. Project Review/Ranking

Part 2: Data Collection

- 2A. HMIS Implementation
- 2B. Point-in-Time (PIT) Count
- 2C. System Performance

Part 3: Other Policies

- 3A. Housing/Healthcare Bonus Points
- 3B. Rehabilitation/New Construction Costs
- 3C. Serving Homeless Under Other Federal Statutes

Part 4: DV Bonus - Attachments

Back Next

Select "Next"

### Step

1. Review this screen and select "Next."



The FY 2021 CoC Application Detailed Instructions can be accessed at:

[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)

# CoC Application

## Part 1. CoC Structure and Governance

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 CoC Application Detailed Instructions for information on accurately responding to the application questions. The time period for your responses is May 1, 2020 to April 30, 2021.



Continuum of Care (CoC) Program Competition pages:

- [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

e-snaps Resource pages:

- <https://www.hudexchange.info/programs/e-snaps/>.
- [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

### 1A. Continuum of Care (CoC) Identification

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

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 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 in the e.Forms application. The sidebar on the left shows the user 'jdoe-02' and a list of navigation links including 'CoC Registration and Application FY2021', 'FY2021 CoC Application', and 'Before Starting'. The main content area has a title '1A. Continuum of Care (CoC) Identification' and a message: 'To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program\_offices/comm\_planning/coc/competition, including:'. Below this are three bullet points: 'Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition', 'FY 2021 CoC Application Detailed Instructions-essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload', and '24 CFR part 578'. The form fields are: '\* 1A-1. CoC Name and Number: CA-501 - San Francisco CoC', '\* 1A-2. Collaborative Applicant Name: City and County of San Francisco', '\* 1A-3. CoC Designation: CA', and '\* 1A-4. HMIS Lead: dtdtdtdtdtd'. At the bottom are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', 'Next', and 'Check Spelling'. A callout box points to the 'Save & Next' button with the text 'Select "Save & Next" to move to the next screen.' Another callout box points to the 'Verify the information is correct.' message.

# 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 dropdown 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](mailto:e-snaps@hud.gov).
3. Select “Save & Next” to continue to the next screen.



# CoC Application

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

jdoe-02

CoC Registration and Application FY2021

Applicant Name: San Francisco Collaborative Applicant

Applicant Number: CA-501

Project Name: FY2021\_CoCReg\_2

Project Number: COC\_REG\_2020\_136989

FY2021 CoC Application

Before Starting

Part 1: CoC Structure and Governance

1A. CoC Identification

**1B. Inclusive Structure**

1C. Coordination

1C. Coordination continued

1D. Addressing COVID-19

1E. Project Review/Ranking

Part 2: Data Collection

2A. HMIS Implementation

2B. Point-In-Time (PIT) Count

2C. System Performance

Part 3: Other Policies

3A. Housing/Healthcare Bonus Points

3B. Rehabilitation/New Construction Costs

3C. Serving Homeless Under Other Federal Statutes

Part 4: DV Bonus - Attachments

4A. DV Bonus Application

4B. Attachments Screen

Submission Summary

View Applicant Profile

Export to PDF

Get PDF Viewer

Back to Submissions List

1B. Coordination and Engagement—Inclusive Structure and Participation

To help you complete the CoC Application, HUD published resources at [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition), including:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

**1B-1. Inclusive Structure and Participation—Participation in Coordinated Entry.**

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

In the chart below for the period from May 1, 2020 to April 30, 2021:

1. select yes or no in the chart below if the entity listed participates selecting CoC Board members, and participated in your CoC's coordinated entry system
2. 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 Electing of CoC Board Members	Participated in CoC's Coordinated Entry System
1. Affordable Housing Developer(s)	Yes	No	Yes
2. Agencies serving survivors of human trafficking	Nonexistent	No	No
3. COBG/HOME/ESG Entitlement Jurisdiction	Yes	No	Yes
4. CoC-Funded Victim Service Providers	No	No	Yes
5. CoC-Funded Youth Homeless Organizations	Nonexistent	No	No
6. Disability Advocates	No	No	Yes
7. Disability Service Organizations	Yes	No	No
8. Domestic Violence Advocates	No	No	Yes
9. Elder Abuse Advocates	Yes	Yes	Yes
10. Homeless Persons	No	No	No
11. Homeless Persons	No	No	Yes
12. Inpatient Mental Health Services	Nonexistent	No	No
13. Law Enforcement	Yes	Yes	No
14. Legal Advocates	No	No	No
15. LGBT Service Organizations	Nonexistent	No	No
16. Local Government Staff/Officials	No	No	Yes
17. Local Jail(s)	No	No	Yes
18. Mental Health Service Organizations	Yes	No	Yes
19. Mental Illness Advocates	Yes	Yes	No
20. Non-CoC Funded Youth Homeless Organizations	Yes	Yes	No
21. Non-CoC-Funded Victim Service Providers	No	No	Yes
22. Organizations led by and serving Black, Brown, Indigenous and other People of Color	No	No	Yes
23. Organizations led by and serving LGBT persons	Yes	No	Yes
24. Organizations led by and serving people with disabilities	Yes	No	Yes
25. Other	Yes	Yes	No
26. Public Health	Nonexistent	No	No
27. School District	No	No	No
28. State	Yes	No	No
29. Substance Abuse Advocates	Yes	No	Yes
30. Substance Abuse Service Organizations	Yes	No	No
31. Youth Advocates	Nonexistent	No	No
32. Youth Service Providers	Yes	No	No
Other: (Limit 50 characters)			
33. 501	--select--	--select--	Yes
34. 500	--select--	--select--	--select--

Select "Non-existent" only if the organization or person does not exist in the CoC's geographic area.

Optional: Add up to two additional organizations / persons.

11

# CoC Application

## Steps

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

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 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) Hospital(s)
- (11) Homeless or Formerly Homeless Persons
- (12) Indian Tribes and Tribally Designated Entities (TDHEs) (Tribal Organizations)
- (13) Law Enforcement
- (14) Lesbian, Gay, Bisexual, Transgender (LGBT) 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 LGBT persons
- (24) Organizations led by and serving people with disabilities



# CoC Application

- (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 dropdown 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.

**1B-2. Open Invitation for New Members.**  
NOFO Section VII.B.1.a.(2)

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, persons with disabilities).

\* (limit 2,000 characters)  
text 1B-2 text

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

2. In field 1B-2, describe the CoC's open invitation process for soliciting new members, including how the CoC:
  - (1) Communicated the invitation process annually to solicit new members to join the CoC;
  - (2) Ensured effective communication with individuals with disabilities, including the availability of accessible electronic formats;
  - (3) Conducted outreach to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join your CoC; and
  - (4) Invited organizations serving culturally specific communities experiencing homelessness in the geographic area to address equity (e.g., Black, Latino, Indigenous, other People of Color, persons with disabilities).

# CoC Application

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

Describe in the field below how your CoC:

1. solicited and considered opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;
2. communicated information during public meetings or other forums your CoC uses to solicit public information; and
3. took into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness.

• (limit 2,000 characters)

test 1B-3 text

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

3. In field 1B-3, describe your CoC's strategy to solicit/consider opinions on preventing and ending homelessness, including how the CoC:
- (1) solicited and considered opinions from a broad array of organizations and individuals that have knowledge of homelessness or an interest in preventing and ending homelessness;
  - (2) communicated information during public meetings or other forums your CoC uses to solicit public information; and
  - (3) took into consideration information gathered in public meetings or forms to address improvements or new approaches to preventing and ending homelessness.

**1B-4. Public Notification for Proposals from Organizations Not Previously Funded.**  
NOFO Section VII.B.1.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 2,000 characters)

test 1B-4 text

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

Save & Back Save Save & Next Back Next

4. In field 1B-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 to the next screen.

# CoC Application

## 1C. 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 FY 2021 CoC Program Competition NOFO and the FY 2021 CoC Application Detailed Instructions for information on accurately responding to the application questions.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 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.

**eForms**

Logout

jdoo-02

CoC Registration and Application FY2021

Applicant Name: San Francisco  
Collaborative Applicant  
Applicant Number: CA-501  
Project Name: FY2021\_CoCReg\_2  
Project Number: COC\_REG\_2020\_136989

FY2021 CoC Application

Before Starting  
Part 1: CoC Structure and Governance  
1A. CoC Identification  
1B. Inclusive Structure  
**1C. Coordination**  
1C. Coordination continued  
1D. Addressing COVID-19  
1E. Project Review/Ranking  
Part 2: Data Collection  
2A. HMIS Implementation  
2B. Point-in-Time (PIT) Count  
2C. System Performance  
Part 3: Other Policies  
3A. Housing/Healthcare Bonus Points  
3B. Rehabilitation/New Construction Costs  
3C. Serving Homeless Under Other Federal Statutes  
Part 4: Attachments  
Ap  
Sc  
Sub

View Applicant Profile  
Export to PDF

### 1C. Coordination and Engagement—Coordination with Federal, State, Local, Private, and Other Organizations

To help you complete the CoC Application, HUD published resources at [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition), including:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

#### 1C-1. Coordination with Federal, State, Local, Private, and Other Organizations.

NOFO Section VII.B.1.b.

In the chart below:  
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.

Select from the dropdown menus.

Entities or Organizations Your CoC Coordinates with for Planning or Operations of Projects	Coordinates with Planning or Operations of Projects
1. Funding Collaboratives	Nonexistent
2. Head Start Program	Yes
3. Housing and services programs funded through Local Government	No
4. Housing and services programs funded through other Federal Government (e.g., HUD, VA, etc.)	No
5. Housing and services programs funded through other Federal Government (e.g., HUD, VA, etc.)	No
6. Housing and services programs funded through other Federal Government (e.g., HUD, VA, etc.)	Nonexistent
7. Housing and services programs funded through other Federal Government (e.g., HUD, VA, etc.)	Yes
8. Housing and services programs funded through other Federal Government (e.g., HUD, VA, etc.)	No
9. Housing Opportunities for Persons with AIDS (HOPWA)	Yes
10. Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	No
11. Organizations led by and serving Black, Brown, Indigenous and other People of Color	No
12. Organizations led by and serving LGBT persons	No
13. Organizations led by and serving people with disabilities	No
14. Private Foundations	Yes
15. Public Housing Authorities	Nonexistent
16. Runaway and Homeless Youth (RHY)	Yes
17. Temporary Assistance for Needy Families (TANF)	Yes
18. Other: (limit 50 characters)	Yes

Select "Non-existent" only if the organization or person does not exist in the CoC's geographic area.

Optional: Add up to one additional organization / person.

# CoC Application

## Steps

1. For each of the funding or program sources listed in 1C-1, select "Yes," "No," or "Nonexistent" from the dropdown 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 LGBT persons
  - (13) Organizations led by and serving people with disabilities
  - (14) Private Foundations
  - (15) Public Housing Authorities
  - (16) Runaway and Homeless Youth (RHY)
  - (17) Temporary Assistance for Needy Families (TANF)
  - (18) Other (limit 50 characters).

If needed, there is space to add up to 1 additional organization or entity. To activate the dropdown 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

## 1C. CoC Coordination and Engagement—Coordination with Federal, State, Local, Private, and Other Organizations (continued)

**1C-2. CoC Consultation with ESG Program Recipients.**  
NOFO Section VII.B.1.b.

Describe in the field below how your CoC:

1. consulted with ESG Program recipients in planning and allocating ESG and ESG-CV funds;
2. participated in evaluating and reporting performance of ESG Program recipients and subrecipients;
3. provided Point-in-Time (PIT) count and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area; and
4. provided information to Consolidated Plan Jurisdictions within your CoC's geographic area so it could be addressed in Consolidated Plan update.

\* (limit 2,000 characters)  
test 1C-2 text

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

### Steps (continued)

2. In field 1C-2, describe your CoC's consultation with ESG program recipients, including how your CoC:
  - (1) consulted with ESG Program recipients in planning and allocating ESG and ESG-CV funds;
  - (2) participated in evaluating and reporting performance of ESG Program recipients and subrecipients;
  - (3) provided Point-in-Time (PIT) count and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area; and
  - (4) provided information to Consolidated Plan jurisdictions to address homelessness within your CoC's geographic area so it could be addressed in Consolidated Plan updates.

**1C-3. Ensuring Families are not Separated.**  
NOFO Section VII.B.1.c.

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

Element 6 is optional.

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

You must select a response for elements 1 through 5 in question 1C-3.

Select from the dropdown menu.

# CoC Application

3. In field 1C-3, select “Yes” or “No” in the dropdown menus to indicate how your CoC ensures emergency shelter, transitional housing, and permanent housing (PSH and RRH) do not deny admission or separate family members regardless of each family member’s self-reported gender.

- (1) Conducted mandatory training for all CoC- and ESG-funded service providers to ensure families are not separated;
- (2) Conducted optional training for all CoC- and ESG-funded service providers to ensure families are not separated;
- (3) Worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients;
- (4) Worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within your CoC’s geographic area that might be out of compliance and took steps to work directly with those facilities to bring them into compliance;
- (5) Sought assistance from HUD by submitting AAQs or requesting technical assistance to resolve noncompliance of service providers; and
- (6) Other (limit 150 characters).

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

The screenshot shows a form field titled "1C-4. CoC Collaboration Related to Children and Youth-SEAs, LEAs, Local Liaisons & State Coordinators." Below the title is the text "NOFO Section VII.B.1.d." and a prompt "Describe in the field below:". A numbered list of six items is provided: 1. how your CoC collaborates with youth education providers; 2. your CoC's formal partnerships with youth education providers; 3. how your CoC collaborates with State Education Agency (SEA) and Local Education Agency (LEA); 4. your CoC's formal partnerships with SEAs and LEAs; 5. how your CoC collaborates with school districts; and 6. your CoC's formal partnerships with school districts. At the bottom left, there is a character count "(Limit 2,000 characters)" and the text "test 1C-4". On the right side, there is a rounded rectangular box containing the text: "To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word."

4. In Field 1C-4, describe the CoC’s collaboration related to children and youth-State Education Agencies (SEAs), Local Education Agencies (LEAs), Local Liaisons, and State Coordinators. Describe:

- (1) How your CoC collaborates with youth education providers;
- (2) Your CoC's formal partnerships with youth education providers;
- (3) How your CoC collaborates with SEAs and LEAs;
- (4) Your CoC's formal partnerships with SEAs and LEAs;
- (5) How your CoC collaborates with school districts; and
- (6) Your CoC's formal partnerships with school districts.

# CoC Application

**1C-4a. CoC Collaboration Related to Children and Youth-Educational Services-Informing Individuals and Families Experiencing Homelessness about Eligibility.**  
NOFO Section VII.B.1.d.

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

\* (limit 2,000 characters)

test 1C-4a text

**1C-4b. CoC Collaboration Related to Children and Youth-Educational Services-Written/Formal Agreements or Partnerships with Early Childhood Services Providers.**  
NOFO Section VII.B.1.d.

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

Select from the dropdown menus.

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

Element 10 is optional.

**You must select a response for elements 1 through 9 in question 1C-4b.**

## Steps (continued)

5. In Field 1C-4a, describe the written policies and procedures your CoC adopted to inform individuals and families who become homeless of their eligibility for educational services.
6. In Field 1C-4b, select "Yes" or "No" to indicate whether your CoC has written formal agreements or partnerships with the listed providers of early childhood services:
  - (1) Birth to 3 years
  - (2) Child Care and Development Fund
  - (3) Early Childhood Providers
  - (4) Early Head Start
  - (5) Federal Home Visiting Program--(including Maternal, Infant and Early Childhood Home and Visiting [MIECHV])
  - (6) Head Start
  - (7) Healthy Start
  - (8) Public Pre-K
  - (9) Tribal Home Visiting Program



# CoC Application

- (10) Other (limit 150 characters).

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

**1C-5. Addressing Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors—Annual Training—Best Practices.**  
NOFO Section VII.B.1.e.

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

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

\* (limit 3,000 characters)  
test 1C-5 text

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

**1C-5a. Addressing Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors—Using De-identified Aggregate Data.**  
NOFO Section VII.B.1.e.

Describe in the field below how your CoC uses de-identified aggregate data from a comparable database to assess the special needs related to domestic violence, dating violence, sexual assault, and stalking survivors.

\* (limit 2,000 characters)  
test 1C-5a text

**1C-5b. Addressing Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors—Coordinated Assessment—Safety, Planning, and Confidentiality Protocols.**  
NOFO Section VII.B.1.e.

Describe in the field below how your CoC's coordinated entry system protocols incorporate trauma-informed, victim-centered approaches while maximizing client choice for housing and services that:

1. prioritize safety;
2. use emergency transfer plan; and
3. ensure confidentiality.

\* (limit 3,000 characters)  
test 1C-5b text

## Steps (continued)

7. In Field 1C-5, describe how your CoC coordinates to provide training for:
  - (1) Project staff that addresses safety and best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence, and indicate the frequency of the training (e.g., monthly, semi-annually); and

# CoC Application

- (2) Coordinated Entry staff that addresses safety and best practices (e.g., trauma-informed care) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually).
8. In Field 1C-5a, describe how your CoC uses de-identified aggregate data from a comparable database to assess the special needs related to domestic violence, dating violence, sexual assault, and stalking survivors.
9. In Field 1C-5b, describe how your CoC's coordinated entry system protocols incorporate trauma-informed, victim-centered approaches while maximizing client choice for housing and services that:
- (1) prioritize safety;
  - (2) use emergency transfer plan; and
  - (3) ensure confidentiality.

**1C-6. Addressing the Needs of Lesbian, Gay, Bisexual, Transgender–Anti-Discrimination Policy and Training.**  
NOFO Section VII.B.1.f.

Select from the dropdown menus.

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

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

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

**You must select a response for elements 1 through 3 in question 1C-6.**

10. In Field 1C-6, select "Yes" or "No" in the dropdown menus as it relates to the CoC addressing the needs of lesbian, gay, bisexual, transgender anti-discrimination policy and training, including:
- (1) Did your CoC implement a written CoC-wide anti-discrimination policy ensuring that LGBT individuals and families receive supportive services, shelter, and housing free from discrimination?
  - (2) Did your CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?
  - (3) Did your CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access to Housing in HUD Programs in Accordance with an Individual's Gender Identity (Gender Identity Final Rule)?

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

- <https://www.govinfo.gov/content/pkg/FR-2016-09-21/pdf/2016-22589.pdf>.
- Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity, published 2012 (also known as the Equal Access to Housing Final Rule or the 2012 Equal Access Rule).
- Equal Access in Accordance with an Individual's Gender Identity in Community Planning and Development Programs, published 2016.

# CoC Application

**1C-7. Public Housing Agencies within Your CoC's Geographic Area--New Admissions--General/Limited Preference--Moving On Strategy. You Must Upload an Attachment(s) to the 4B. Attachments Screen.**  
NOFO Section VII.B.1.g.

Enter information in the chart below for the two largest PHAs highlighted in gray on the CoC-PHA Crosswalk Report at <https://files.hudexchange.info/resources/documents/FY-2020-CoC-PHA-Crosswalk-Report.pdf> or the two PHAs your CoC has a working relationship with--if there is only one PHA in your CoC's geographic area, provide information on the one:

Public Housing Agency Name	Enter the Percent of New Admissions into Public Housing and Housing Choice Voucher Program During FY 2020 who were experiencing homelessness at entry	Does the PHA have a General or Limited Homeless Preference?	Does the PHA have a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On?
<input type="text" value="test PHA name text"/>	<input type="text" value="33%"/>	<input type="text" value="-- select --"/>	<input type="text" value="-- select --"/>
		<input type="text" value="-- select --"/>	<input type="text" value="-- select --"/>

Enter PHA name(s).

Enter the percent.

Select from the dropdown menus.

Does the PHA have a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On?

## Steps (continued)

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

- In the next column, enter the Percent of New Admissions into the Public Housing and Housing Choice Voucher Program during FY 2020 who were experiencing homelessness at entry.
- In the next dropdown menu, select whether the PHA has a general or limited homeless Preference.
- In the last dropdown menu, select "Yes" or "No" to indicate whether the PHA has a preference for current PSH program participants no longer needing intensive supportive services, e.g., moving on.

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

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

# CoC Application

**1C-7a. Written Policies on Homeless Admission Preferences with PHAs.**  
NOFO Section VII.B.1.g.

Describe in the field below:

1. steps your CoC has taken, with the two largest PHAs within your CoC's geographic area or the two PHAs your CoC has working relationships with, to adopt a homeless admission preference—if your CoC only has one PHA within its geographic area, you may respond for the one; or
2. state that your CoC has not worked with the PHAs in its geographic area to adopt a homeless admission preference.

\* (limit 2,000 characters)  
text 1C-7a text

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

**1C-7b. Moving On Strategy with Affordable Housing Providers.**  
Not Scored—For Information Only

Select yes or no in the chart below to indicate affordable housing providers in your CoC's jurisdiction that your recipients use to move program participants to other subsidized housing:

Element 5 is optional.

1. Multifamily assisted housing owners	✓ -- select --
2. PHA	No
3. Low Income Tax Credit (LIHTC) developments	Yes
4. Local low-income housing programs	-- select --
Other (limit 150 characters)	-- select --
5. test 1C-7b text	-- select --

Select from the dropdown menus.

You must select a response for elements 1 through 4 in question 1C-7b.

## Steps (continued)

12. In Field 1C-7a, describe your CoC's written policies on homeless admission preferences with PHAs, including:
  - (1) steps your CoC has taken, with the two largest PHAs within your CoC's geographic area or the two PHAs your CoC has working relationships with, to adopt a homeless admission preference. If your CoC only has one PHA within its geographic area, you may respond for the one; or,
  - (2) state that your CoC has not worked with the PHAs in its geographic area to adopt a homeless preference.
13. In Field 1C-7b, select "Yes" or "No" in the dropdown menus to indicate affordable housing providers in your CoC's jurisdiction that your recipients use to move program participants to other subsidized housing, including:
  - (1) Multifamily assisted housing owners
  - (2) PHA
  - (3) Low Income Tax Credit (LIHTC) developments
  - (4) Local low-income housing programs
  - (5) Other (limit 150 characters).

# CoC Application

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

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

**1C-7c. Including PHA-Funded Units in Your CoC's Coordinated Entry System.**  
NOFO Section VII.B.1.g.

Does your CoC include PHA-funded units in the CoC's coordinated entry process?

Select from the dropdown menu.

✓ -- select --  
No  
Yes

You must select a response for question 1C-7c.

**1C-7c.1. Method for Including PHA-Funded Units in Your CoC's Coordinated Entry System.**  
NOFO Section VII.B.1.g.

If you selected yes in question 1C-7c., describe in the field below:  
1. how your CoC includes the units in its Coordinated Entry process; and  
2. whether your CoC's practices are formalized in written agreements with the PHA, e.g., MOUs.

(limit 2,000 characters)  
test 1C-7c.1 text

If "Yes" was selected in 1C-7c, then answer question 1C-7c.1.

## Steps (continued)

14. In Field 1C-7c, select "Yes" or "No" from the dropdown menu to indicate whether your CoC includes PHA-funded units in the CoC's coordinated entry process.
15. If you selected "Yes" in Field 1C-7c, then in Field 1C-7c.1., please describe how your CoC:
  - (1) Includes the units in its Coordinated Entry process; and
  - (2) Whether your CoC's practices are formalized in written agreements with the PHA, e.g., Memorandums of Understanding (MOUs).



# CoC Application

**1C-7d. Submitting CoC and PHA Joint Applications for Funding for People Experiencing Homelessness.**  
NOFO Section VII.B.1.g.

Did your CoC coordinate with a PHA(s) to submit a joint application(s) for funding of projects serving families experiencing homelessness (e.g., applications for mainstream vouchers, Family Unification Program (FUP), other non-federal programs)?

Select from the dropdown menu.

-- select --

**1C-7d.1. CoC and PHA Joint Application-Experience-Benefits.**  
NOFO Section VII.B.1.g.

If you selected yes to question 1C-7d, describe in the field below:

1. the type of joint project applied for;
2. whether the application was approved; and
3. how your CoC and families experiencing homelessness benefitted from the coordination.

(limit 2,000 characters)

If "Yes" was selected in 1C-7d, then answer question 1C-7d.1.

## Steps (continued)

16. In Field 1C-7d, select "Yes" or "No" in the dropdown menu to indicate whether your CoC coordinated with a PHA(s) to submit a joint application(s) for funding of projects serving families experiencing homelessness (e.g., applications for mainstream vouchers, Family Unification Program [FUP], other non-federal programs).
17. If you selected "Yes" in 1C-7d, then in Field 1C-7d.1, describe:
  - (1) the type of joint project applied for;
  - (2) whether the application was approved; and
  - (3) how your CoC and families experiencing homelessness benefitted from the coordination.

# CoC Application

**1C-7e. Coordinating with PHA(s) to Apply for or Implement HCV Dedicated to Homelessness Including American Rescue Plan Vouchers.**  
NOFO Section VII.B.1.g.

Did your CoC coordinate with any PHA to apply for or implement funding provided for Housing Choice Vouchers dedicated to homelessness, including vouchers provided through the American Rescue Plan?

Select from the dropdown menu.

✓ -- select --  
No  
Yes

**You must select a response for question 1C-7e.**

**1C-7e.1. Coordinating with PHA(s) to Administer Emergency Housing Voucher (EHV) Program—List of PHAs with MOUs.**  
Not Scored—For Information Only

Did your CoC enter into a Memorandum of Understanding (MOU) with any PHA to administer the EHV Program?

Select from the dropdown menu.

✓ -- select --  
No  
Yes

**If you select yes, you must use the list feature below to enter the name of every PHA your CoC has entered into a MOU with to administer the Emergency Housing Voucher Program.**

[Show Filters] [Clear Filters]

**Delete View PHA**

This list contains no items


Save & Back Save Save & Next

Back Next

If "Yes," select the "Add" icon to add PHAs.

If "No," select "Save & Next."

## Steps (continued)

18. In Field 1C-7e, select "Yes" or "No" from the dropdown menu to indicate whether your CoC coordinated with any PHA to apply for or implement funding provided for Housing Choice Vouchers dedicated to homelessness, including vouchers provided through the American Rescue Plan. You must select a response.
19. In Field 1C-7e.1., select "Yes" or "No" to indicate whether your CoC entered into an MOU with any PHA to administer the EHV Program.
  - If you select "No" in 1C-7e.1., select "Save & Next" to continue to the next screen.
  - If you select "Yes," you must use the list feature "Add" icon  to open the "List of PHAs with MOUs" screen.



# CoC Application

## Screen 1C-7e.1. List of PHAs with MOUs

1C-7e.1. List of PHAs with MOUs

Name of PHA:

Enter PHA name.

Save Save & Add Another

Save & Back to List Back to List

Check Spelling

Save & Back to List after all PHAs entered..

### Steps (continued)

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

- Enter the name of every PHA your CoC has entered into an MOU with to administer the Emergency Housing Voucher Program.
- To add another PHA, select "Save & Add Another."
- When all PHAs have been entered, select "Save & Back to List."

Delete View PHA

Test

1

Save & Back Save Save & Next

Back Next

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

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

# CoC Application

## 1C. CoC Coordination and Engagement—Coordination with Federal, State, Local, Private, and Other Organizations (continued)

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 CoC Application Detailed Instructions for information on accurately responding to the application questions.

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

The screenshot shows the 'e.Forms' application interface. On the left is a sidebar with the user's name 'abarth' and a list of links: 'CoC Registration and Application FY2021', 'Applicant Name: Savasota/Bradenton/Sarasota, Manatee Counties CoC', 'Applicant Number: FL-500 CoC', 'Project Name: FY2021\_CoCReg\_4', 'Project Number: COC\_REG\_2020\_136991', 'FY2021 CoC Application', and 'FY2021 CoC Application Detailed Instructions'. The main content area is titled '1C. Coordination and Engagement—Coordination with Federal, State, Local, Private, and Other Organizations'. Below this is section '1C-8. Discharge Planning Coordination.' with the subtext 'NOFO Section VII.B.1.f.'. A paragraph of instructions states: '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.' Below the text is a list of four categories, each with a dropdown menu: '1. Foster Care', '2. Health Care', '3. Mental Health Care', and '4. Correctional Facilities'. A callout bubble points to the dropdown menus with the text 'Select from the dropdown menus.'

### Steps

1. In Field 1C-8, select “Yes” or “No” in the dropdown menus to indicate whether your CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs.

The screenshot shows section '1C-9. Housing First—Lowering Barriers to Entry.' with the subtext 'NOFO Section VII.B.1.i.'. A paragraph of instructions states: 'Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in FY 2021 CoC Program Competition.' Below this are three numbered items, each with a text input field and a calculation field: '1. Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in FY 2021 CoC Program Competition.' with a value of '12'; '2. Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in FY 2021 CoC Program Competition that have adopted the Housing First approach.' with a value of '11'; and '3. This number is a calculation of the percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects the CoC has ranked in its CoC Priority Listing in the FY 2021 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.' with a value of '92%'. A callout bubble points to the input fields with the text 'Enter numerical values, then select “Save” to calculate.'

2. In Field 1C-9, enter numerical values to determine the percentage of projects that have adopted a Housing First approach, including:
  - (1) The total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in the FY 2021 CoC Program Competition;
  - (2) The total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in FY 2021 CoC Program Competition that have adopted the Housing First approach;

# CoC Application

- (3) Select “Save” to calculate the percentage of new and renewal projects PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects the CoC has ranked in its CoC Priority Listing in the FY 2021 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.

**1C-9a. Housing First–Project Evaluation.**  
NOFO Section VII.B.1.i.

Describe in the field below how your CoC regularly evaluates projects to ensure those that commit to using a Housing First approach are prioritizing rapid placement and stabilization in permanent housing and are not requiring service participation or preconditions of program participants.

\* (limit 2,000 characters)  
test 1C-9a text

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

**1C-9b. Housing First–Veterans.**  
Not Scored–For Information Only

Does your CoC have sufficient resources to ensure each Veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach?

-- select -- v

You must select a response for question 1C-9b.

Select from the dropdown menu.

**1C-10. Street Outreach–Scope.**  
NOFO Section VII.B.1.j.

Describe in the field below:

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

\* (limit 2,000 characters)  
test 1C-10 text

## Steps (continued)

3. In Field 1C-9a, describe how your CoC regularly evaluates projects to ensure those that commit to using a Housing First approach are prioritizing rapid placement and stabilization in permanent housing and are not requiring service participation or preconditions of program participants.
4. In Field 1C-9b, select “Yes” or “No” as to whether your CoC has sufficient resources to ensure each Veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach. You must enter a response.

Note: This field is for information only and is not scored.

5. In Field 1C-10, describe the scope of your CoC's street outreach, including:

# CoC Application

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

**1C-11. Criminalization of Homelessness.**  
NOFO Section VII.B.1.k.

Select yes or no in the chart below to indicate strategies your CoC implemented to prevent the criminalization of homelessness in your CoC's geographic area:

**Element 5 is optional.**

1. Engaged/educated local policymakers  
2. Engaged/educated law enforcement  
3. Engaged/educated local business leaders  
4. Implemented communitywide plans  
5. Other: (limit 500 characters)

Select from the dropdown menus.

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

**You must select a response for elements 1 through 4 in question 1C-11.**

**1C-12. Rapid Rehousing--RRH Beds as Reported in the Housing Inventory Count (HIC)**  
NOFO Section VII.B.1.l.

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

2020 2021

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

12 12

## Steps (continued)

6. In Field 1C-11, select "Yes" or "No" in the dropdown menus to indicate strategies your CoC implemented to prevent the criminalization of homelessness in your CoC's geographic area, including;
  - (1) Engaged/educated local policymakers;
  - (2) Engaged/educated law enforcement;
  - (3) Engaged/educated local business leaders;
  - (4) Implemented communitywide plans; and
  - (5) Other (limit 500 characters). This element is optional.
7. In Field 1C-12, enter the total number of RRH beds in 2020 and 2021 that are available to serve all populations as reported in the HIC.

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

# CoC Application

**1C-13. Mainstream Benefits and Other Assistance–Healthcare–Enrollment/Effective Utilization.**  
NOFO Section VII.B.1.m.

Indicate in the chart below whether your CoC assists persons experiencing homelessness with enrolling in health insurance and effectively using Medicaid and other benefits.

Select from the dropdown menus.

Element 4 is optional.

Type of Health Care	Assist with Enrollment?	Assist with Utilization of Benefits?
1. Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)	-- select --	-- select --
2. Private Insurers	-- select --	-- select --
3. Nonprofit, Philanthropic	-- select --	-- select --
4. Other (limit 150 characters) test other text	-- select --	-- select --

You must select a response for elements 1 through 3 in question 1C-13.

**1C-13a. Mainstream Benefits and Other Assistance–Information and Training.**  
NOFO Section VII.B.1.m

Describe in the field below how your CoC provides information and training to CoC Program-funded projects by:

- systemically providing 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;
- communicating information about available mainstream resources and other assistance and how often your CoC communicates this information;
- working with projects to collaborate with healthcare organizations to assist program participants with enrolling in health insurance; and
- providing assistance with the effective use of Medicaid and other benefits.

\* (limit 2,000 characters)

test 1C-13a text

## Steps (continued)

- In Field 1C-13, select “Yes” or “No” in the dropdown menus to indicate whether your CoC assists persons experiencing homelessness with enrolling in health insurance and effectively using Medicaid and other benefits. Element 4 is optional.
- In Field 1C-13a, Describe in the field below how your CoC provides mainstream information and training to CoC Program-funded projects on mainstream benefits and other assistance, including:
  - (1) Systemically providing up-to-date information on mainstream resources available for program participants (e.g., Food Stamps, Supplemental Security Income, Temporary Assistance for Needy Families, substance abuse programs) within your CoC's geographic area;
  - (2) Communicating information about available mainstream resources and other assistance and how often your CoC communicates this information;
  - (3) Working with projects to collaborate with healthcare organizations to assist program participants with enrolling in health insurance; and
  - (4) Providing assistance with the effective use of Medicaid and other benefits.



# CoC Application

**1C-14. Centralized or Coordinated Entry System–Assessment Tool. You Must Upload an Attachment to the 4B. Attachments Screen.**  
NOFO Section VII.B.1.n.

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

1. covers 100 percent of your CoC's geographic area;
2. reaches people who are least likely to apply for homeless assistance in the absence of special outreach;
3. prioritizes people most in need of assistance; and
4. ensures people most in need of assistance receive assistance in a timely manner.

\* (limit 2,000 characters)

test 1C-14 text

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

**1C-15. Promoting Racial Equity in Homelessness–Assessing Racial Disparities.**  
NOFO Section VII.B.1.o.

Select from the dropdown menu.

Did your CoC conduct an assessment of whether disparities in the provision or outcome of homeless assistance exists within the last 3 years?

**You must select a response for question 1C-15.**

✓ -- select --

No

Yes

## Steps (continued)

10. In Field 1C-14, describe how your CoC's coordinated entry system:

- (1) Covers 100% of your CoC's geographic area;
- (2) Reaches people who are least likely to apply for homeless assistance in the absence of special outreach;
- (3) Prioritizes people most in need of assistance; and
- (4) Ensures people most in need of assistance receive assistance in a timely manner.

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

11. In Field 1C-15, select "Yes" or "No" to indicate whether your CoC conducted an assessment of whether disparities in the provision or outcome of homeless assistance exists within the last 3 years. You must select a response.

# CoC Application

**1C-15a. Racial Disparities Assessment Results.**  
NOFO Section VII.B.1.o.

Select yes or no in the chart below to indicate the findings from your CoC's most recent racial disparities assessment.

Select from the dropdown menus.

1. People of different races or ethnicities are more likely to receive homeless assistance.	-- select -- No Yes
2. People of different races or ethnicities are less likely to receive homeless assistance.	-- select -- v
3. People of different races or ethnicities are more likely to receive a positive outcome from homeless assistance.	-- select -- v
4. People of different races or ethnicities are less likely to receive a positive outcome from homeless assistance.	-- select -- v
5. There are no racial or ethnic disparities in the provision or outcome of homeless assistance.	-- select -- v
6. The results are inconclusive for racial or ethnic disparities in the provision or outcome of homeless assistance.	-- select -- v

You must select a response for elements 1 through 6 in question 1C-15a.

**1C-15b. Strategies to Address Racial Disparities.**  
NOFO Section VII.B.1.o.

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

Select from the dropdown menus.

1. The CoC's board and decisionmaking bodies are representative of the population served in the CoC.	-- select -- No Yes
2. The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.	-- select -- v
3. The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	-- select -- v
4. The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups.	-- select -- v
5. The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	-- select -- v
6. The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	-- select -- v
7. The CoC has staff, committees, or other resources charged with analyzing and addressing racial disparities related to homelessness.	-- select -- v
8. The CoC is educating organizations, stakeholders, boards of directors for local and national nonprofit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	-- select -- v
9. The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	-- select -- v
10. The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.	-- select -- v
11. The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	-- select -- v
Other: (limit 500 characters)	-- select -- v
12. test other text	-- select -- v

Element 12 is optional.

You must select a response for elements 1 through 11 in question 1C-15b.

## Steps (continued)

12. In Field 1C-15a, select "Yes" or "No" from the dropdown menus to indicate the findings from your CoC's most recent racial disparities assessment.

- (1) People of different races or ethnicities are more likely to receive homeless assistance.
- (2) People of different races or ethnicities are less likely to receive homeless assistance.
- (3) People of different races or ethnicities are more likely to receive a positive outcome from homeless assistance.



# CoC Application

- (4) People of different races or ethnicities are less likely to receive a positive outcome from homeless assistance.
- (5) There are no racial or ethnic disparities in the provision or outcome of homeless assistance.
- (6) The results are inconclusive for racial or ethnic disparities in the provision or outcome of homeless assistance.

Note: You must select a response for elements 1 through 6.

13. In Field 1C-15b, select “Yes” or “No” from the dropdown menus to indicate the strategies your CoC is using to address any racial disparities.

- (1) The CoC’s board and decision-making bodies are representative of the population served in the CoC.
- (2) The CoC has identified steps it will take to help the CoC board and decision-making bodies better reflect the population served in the CoC.
- (3) The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.
- (4) The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups.
- (5) The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.
- (6) The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.
- (7) The CoC has staff, committees, or other resources charged with analyzing and addressing racial disparities related to homelessness.
- (8) The CoC is educating organizations, stakeholders, and boards of directors for local and national nonprofit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.
- (9) The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.
- (10) The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.
- (11) The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.
- (12) Other (limit 500 characters). This element is optional.

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

# CoC Application

**1C-15c. Promoting Racial Equity in Homelessness Beyond Areas Identified in Racial Disparity Assessment.**  
NOFO Section VII.B.1.o.

Describe in the field below the steps your CoC and homeless providers have taken to improve racial equity in the provision and outcomes of assistance beyond just those areas identified in the racial disparity assessment.

\* (limit 2,000 characters)

test 1C-15c text

**1C-16. Persons with Lived Experience—Active CoC Participation.**  
NOFO Section VII.B.1.p.

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

Enter the number of people who currently participate.

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

## Steps (continued)

14. In Field 1C-15c, describe the steps your CoC and homeless providers have taken to improve racial equity in the provision and outcomes of assistance beyond just those areas identified in the racial disparity.
15. In Field 1C-16, enter the number of people with lived experience who currently participate in your CoC under the five categories listed below. In Column 1, enter people with lived experience in the last 7 years or current program participants. In Column 2, enter people with lived experience coming from unsheltered situations.
  - (1) Included and provide input that is incorporated in the local planning process.
  - (2) Review and recommend revisions to local policies addressing homelessness related to coordinated entry, services, and housing.
  - (3) Participate on CoC committees, subcommittees, or workgroups.
  - (4) Included in the decision-making processes related to addressing homelessness.
  - (5) Included in the development or revision of your CoC's local competition rating factors.

# CoC Application

**1C-17. Promoting Volunteerism and Community Service.**  
NOFO Section VII.B.1.r.

Select yes or no in the chart below to indicate steps your CoC has taken to promote and support community engagement among people experiencing homelessness in the CoC's geographic area:

Element	Description	Response
1.	The CoC trains provider organization staff on connecting program participants and people experiencing homelessness with education and job training opportunities.	✓ -- select -- No Yes
2.	The CoC trains provider organization staff on facilitating informal employment opportunities for program participants and people experiencing homelessness (e.g., babysitting, housekeeping, food delivery, data entry).	-- select --
3.	The CoC works with organizations to create volunteer opportunities for program participants.	-- select --
4.	The CoC works with community organizations to create opportunities for civic participation for people experiencing homelessness (e.g., townhall forums, meeting with public officials).	-- select --
5.	Provider organizations within the CoC have incentives for employment and/or volunteerism.	
6.	Other: (limit 500 characters)	

**You must select a response for elements 1 through 5 in question 1C-17.**

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

**Annotations:**

- Element 6 is optional
- Select from the dropdown menus.
- Select "Save & Next" to continue to next screen.

## Steps (continued)

16. In Field 1C-17, select "Yes" or "No" in the dropdown menus to indicate the steps your CoC has taken to promote and support community engagement among people experiencing homelessness in the CoC's geographic area.

- (1) The CoC trains provider organization staff on connecting program participants and people experiencing homelessness with education and job training opportunities.
- (2) The CoC trains provider organization staff on facilitating informal employment opportunities for program participants and people experiencing homelessness (e.g., babysitting, housekeeping, food delivery, data entry).
- (3) The CoC works with organizations to create volunteer opportunities for program participants.
- (4) The CoC works with community organizations to create opportunities for civic participation for people experiencing homelessness (e.g., town hall forums, meeting with public officials).
- (5) Provider organizations within the CoC have incentives for employment and/or volunteerism.
- (6) Other (limit 500 characters). This element is optional.

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

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

# CoC Application

## 1D. Addressing COVID-19 in the CoC's Geographic Area

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 CoC Application Detailed Instructions for information on accurately responding to the application questions.

The following images show the CoC Application “Addressing COVID-19 in the CoC's Geographic Area” screen with items that still need to be completed.

**1D. Addressing COVID-19 in the CoC's Geographic Area**

To help you complete the CoC Application, HUD published resources at [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition), including:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

**1D-1. Safety Protocols Implemented to Address Immediate Needs of People Experiencing Unsheltered, Congregate Emergency Shelter, Transitional Housing Homelessness.**  
NOFO Section VII.B.1.q.

Describe in the field below protocols your CoC implemented during the COVID-19 pandemic to address immediate safety needs for individuals and families living in:

1. unsheltered situations;
2. congregate emergency shelters; and
3. transitional housing.

\* (limit 2,000 characters)  
test 1D-1 text

### Steps

1. In field 1D-1, describe the protocols your CoC implemented during the COVID-19 pandemic to address immediate safety needs for individuals and families living in:
  - (1) Unsheltered situations:
  - (2) Congregate emergency shelters; and
  - (3) Transitional housing.

**1D-2. Improving Readiness for Future Public Health Emergencies.**  
NOFO Section VII.B.1.q.

Describe in the field below how your CoC improved readiness for future public health emergencies.

\* (limit 2,000 characters)  
test 1D-2 text

2. In field 1D-2, describe how your CoC improved readiness for future public health emergencies.

# CoC Application

**1D-3. CoC Coordination to Distribute ESG Cares Act (ESG-CV) Funds.**  
NOFO Section VII.B.1.q

Describe in the field below how your CoC coordinated with ESG-CV recipients to distribute funds to address:

1. safety measures;
2. housing assistance;
3. eviction prevention;
4. healthcare supplies; and
5. sanitary supplies.

\* (limit 2,000 characters)  
test 1D-3 text

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

**1D-4. CoC Coordination with Mainstream Health.**  
NOFO Section VII.B.1.q.

Describe in the field below how your CoC coordinated with mainstream health (e.g., local and state health agencies, hospitals) during the COVID-19 pandemic to:

1. decrease the spread of COVID-19; and
2. ensure safety measures were implemented (e.g., social distancing, hand washing/sanitizing, masks).

\* (limit 2,000 characters)  
test 1D-4 text

## Steps (continued)

3. In field 1D-3, describe how your CoC coordinated with ESG-CV recipients to distribute funds to address:
  - (1) Safety measures;
  - (2) Housing assistance;
  - (3) Eviction prevention;
  - (4) Healthcare supplies; and
  - (5) Sanitary supplies.
4. In field 1D-4, describe how your CoC coordinated with mainstream health (e.g., local and state health agencies, hospitals) during the COVID-19 pandemic to:
  - (1) Decrease the spread of COVID-19; and
  - (2) Ensure safety measures were implemented (e.g., social distancing, hand washing/sanitizing, masks).



# CoC Application

**1D-5. Communicating Information to Homeless Service Providers.**  
NOFO Section VII.B.1.q.

Describe in the field below how your CoC communicated information to homeless service providers during the COVID-19 pandemic on:

1. safety measures;
2. changing local restrictions; and
3. vaccine implementation.

\* (limit 2,000 characters)  
test 1D-5 text

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

**1D-6. Identifying Eligible Persons Experiencing Homelessness for COVID-19 Vaccination.**  
NOFO Section VII.B.1.q.

Describe in the field below how your CoC identified eligible individuals and families experiencing homelessness for COVID-19 vaccination based on local protocol.

\* (limit 2,000 characters)  
test 1D-6 text

**1D-7. Addressing Possible Increases in Domestic Violence.**  
NOFO Section VII.B.1.e.

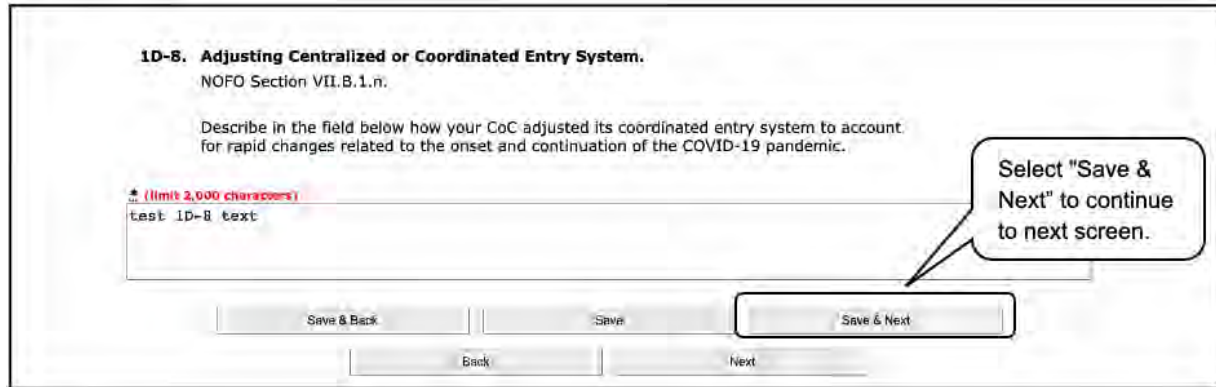
Describe in the field below how your CoC addressed possible increases in domestic violence calls for assistance due to requirements to stay at home, increased unemployment, etc. during the COVID-19 pandemic.

\* (limit 2,000 characters)  
test 1D-7 text

## Steps (continued)

5. In field 1D-5, describe how your CoC communicated information to homeless service providers during the COVID-19 pandemic on:
  - (1) Safety measures;
  - (2) Changing local restriction; and
  - (3) Vaccine implementation.
6. In field 1D-6, describe how your CoC identified eligible individuals and families experiencing homelessness for COVID-19 vaccination based on local protocol.
7. In field 1D-7, describe how your CoC addressed possible increases in domestic violence calls for assistance due to requirements to stay at home, increased unemployment, etc. during the COVID-19 pandemic.

# CoC Application



**1D-8. Adjusting Centralized or Coordinated Entry System.**  
NOFO Section VII.B.1.n.

Describe in the field below how your CoC adjusted its coordinated entry system to account for rapid changes related to the onset and continuation of the COVID-19 pandemic.

\* (limit 2,000 characters)  
test 1D-8 text

Save & Back   Save   Save & Next   Next

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

## Steps (continued)

8. In field 1D-8, describe how your CoC adjusted its coordinated entry system to account for rapid changes related to the onset and continuation of the COVID-19 pandemic.
9. Select "Save & Next" to continue to the next screen.

# CoC Application


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

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 CoC Application Detailed Instructions for information on accurately responding to the application questions.

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

The screenshot shows the e.Forms application interface. The sidebar on the left contains the following links: ebarth, CoC Registration and Application FY2021, Applicant Name: Sarasota/Bradenton/Sarasota, Manatee Counties CoC, Applicant Number: FL-500 CoC, Project Name: FY2021\_CoCProg\_4, Project Number: CoC\_Reg\_2020\_136991, FY2021 CoC Application, FY2021 CoC Application Detailed Instructions, Before Starting, Part 1: CoC Structure and Governance, 1A. CoC Identification, 1B. Inclusive Structure. The main content area is titled '1E. Project Capacity, Review, and Ranking—Local Competition'. It includes a link to HUD resources at [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition) and a list of resources: Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition, FY 2021 CoC Application Detailed Instructions-essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload, and 24 CFR part 578. A callout box says 'Use "Calendar" icon to enter dates.' Below this, there are two tasks: 1. Enter the date your CoC published the 30-day submission deadline for project applications for your CoC's local competition. (Date: 05/02/2021) and 2. Enter the date your CoC publicly posted its local scoring and rating criteria, including point values, in advance of the local review and ranking process. (Date: 05/09/2021).

### Steps

1. In 1E-1, using the “Calendar” icon :
  - (1) Enter the date your CoC published the 30-day submission deadline for project applications for your CoC's local competition.
  - (2) Enter the date your CoC publicly posted its local scoring and rating criteria, including point values, in advance of the local review and ranking process.

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

# CoC Application

**1E-2. Project Review and Ranking Process Your CoC Used in Its Local Competition. You Must Upload an Attachment to the 4B. Attachments Screen. We use the response to this question as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria listed below.**  
NOFO Section VII.B.2.a., 2.b., 2.c., and 2.d.

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

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

2. 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).

3. Used data from a comparable database to score projects submitted by victim service providers.

4. Used objective criteria to evaluate how projects submitted by victim service providers improved safety for the population they serve.

5. Used a specific method for evaluating projects based on the CoC's analysis of rapid returns to permanent housing.

✓ -- select --  
No  
Yes

-- select --

-- select --

-- select --

-- select --

**You must select a response for elements 1 through 6 in question 1E-2.**

## Steps (continued)

2. In 1E-2, select "Yes" or "No" from the dropdown menus to indicate how your CoC ranked and selected project applications during your local competition.
  - (1) Established total points available for each project application type.
  - (2) At least 33 percent of the total points were based on objective criteria for the project application (e.g., cost-effectiveness, timely draws, utilization rate, match, leverage), performance data, type of population served (e.g., DV, youth, Veterans, chronic homelessness), or type of housing proposed (e.g., PSH, RRH).
  - (3) At least 20 percent of the total points were based on system performance criteria for the project application (e.g., exits to permanent housing destinations, retention of permanent housing, length of time homeless, returns to homelessness).
  - (4) Used data from a comparable database to score projects submitted by victim service providers.
  - (5) Used objective criteria to evaluate how projects submitted by victim service providers improved safety for the population they serve.
  - (6) Used a specific method for evaluating projects based on the CoC's analysis of rapid returns to permanent housing.

Note: You must select a response for elements 1 through 6.

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

# CoC Application

**1E-2a. Project Review and Ranking Process—Addressing Severity of Needs and Vulnerabilities.**  
NOFO Section VII.B.2.d.

Describe in the field below how your CoC reviewed, scored, and selected projects based on:

1. the specific severity of needs and vulnerabilities your CoC considered when ranking and selecting projects; and
2. considerations your CoC gave to projects that provide housing and services to the hardest to serve populations that could result in lower performance levels but are projects your CoC needs in its geographic area.

\* (limit 2,000 characters)  
test 1E-2a text

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

**1E-3. Promoting Racial Equity in the Local Review and Ranking Process.**  
NOFO Section VII.B.2.e.

Describe in the field below how your CoC:

1. obtained input and included persons of different races, particularly those over-represented in the local homelessness population, when determining the rating factors used to review project applications;
2. included persons of different races, particularly those over-represented in the local homelessness population, in the review, selection, and ranking process;
3. rated and ranked projects based on the degree to which their program participants mirror the homeless population demographics (e.g., considers how a project promotes racial equity where individuals and families of different races are over-represented).

\* (limit 2,000 characters)  
test 1E-3 text

## Steps (continued)

3. In field 1E-2a, how your CoC reviewed, scored, and selected projects based on:
  - (1) The specific severity of needs and vulnerabilities your CoC considered when ranking and selecting projects; and
  - (2) Considerations your CoC gave to projects that provide housing and services to the hardest-to-serve populations that could result in lower performance levels but are projects your CoC needs in its geographic area.
4. In field 1E-3, describe your CoC's promotion of racial equity in the local review and ranking process, including:
  - (1) Obtained input and included persons of different races, particularly those over-represented in the local homelessness population, when determining the rating factors used to review project applications;
  - (2) Included persons of different races, particularly those over-represented in the local homelessness population, in the review, selection, and ranking process; and
  - (3) Rated and ranked projects based on the degree to which their program participants mirror the homeless population demographics (e.g., considers how a project promotes racial equity where individuals and families of different races are over-represented).



# CoC Application

**1E-4. Reallocation—Reviewing Performance of Existing Projects. We use the response to this question as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criterion below.**  
NOFO Section VII.B.2.f.

Describe in the field below:

1. your CoC's reallocation process, including how your CoC determined which projects are candidates for reallocation because they are low performing or less needed;
2. whether your CoC identified any projects through this process during your local competition this year;
3. whether your CoC reallocated any low performing or less needed projects during its local competition this year;
4. why your CoC did not reallocate low performing or less needed projects during its local competition this year, if applicable; and
5. how your CoC communicated the reallocation process to project applicants.

\* (limit 2,000 characters)  
test 1E-4 text

**1E-4a. Reallocation Between FY 2016 and FY 2021. We use the response to this question as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criterion below.**  
NOFO Section VII.B.2.f.

Did your CoC cumulatively reallocate at least 20 percent of its ARD between FY 2016 and FY 2021?

Select from the dropdown menu.

— select —

You must select a response for question 1E-4a.

## Steps (continued)

5. In field 1E-4, describe your CoC's reallocation-reviewing performance of existing projects, including:
  - (1) Your CoC's reallocation process, including how your CoC determined which projects are candidates for reallocation because they are low performing or less needed;
  - (2) Whether your CoC identified any projects through this process during your local competition this year;
  - (3) Whether your CoC reallocated any low-performing or less-needed projects during its local competition this year;
  - (4) Why your CoC did not reallocate low-performing or less-needed projects during its local competition this year, if applicable; and
  - (5) How your CoC communicated the reallocation process to project applicants.

Note: HUD uses the response to this question as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria.

6. In field 1E-4a, select "Yes" or "No" from the dropdown menu to indicate whether your CoC cumulatively reallocated at least 20 percent of its Annual Renewal Demand between FY 2016 and FY 2021. You must select a response.

Note: HUD uses the response to this question as a factor when determining your CoC's eligibility for bonus funds and other NOFO criteria.

# CoC Application

**1E-5. Projects Rejected/Reduced–Public Posting. You Must Upload an Attachment to the 4B. Attachments Screen if You Select Yes.**  
NOFO Section VII.B.2.g.

Select from the dropdown menu.

If “Yes,” use Calendar icon to enter date.

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

2. If you selected yes, enter the date your CoC notified applicants that their project applications were being rejected or reduced, in writing, outside of e-snaps.

You must select a response for element 1–if you select Yes, you must enter a date in element 2 in question 1E-5.



**1E-5a. Projects Accepted–Public Posting. You Must Upload an Attachment to the 4B. Attachments Screen.**  
NOFO Section VII.B.2.g.

Use Calendar icon to enter date.

Enter the date your CoC notified project applicants that their project applications were accepted and ranked on the New and Renewal Priority Listings in writing, outside of e-snaps.

You must enter a date in question 1E-5a.


## Steps (continued)

7. In field 1E-5, select “Yes” or “No” from the dropdown menu in element 1 to indicate whether your CoC rejected or reduced any project applications. You must select a response for element 1.
  - If you selected “Yes” to element 1, in element 2 use the “Calendar” icon  to enter the date your CoC notified applicants that their project applications were being rejected or reduced, in writing, outside of e-snaps.
  - If you selected “Yes,” you must upload an attachment to the 4B. Attachments Screen.
8. In field 1E-5a, use the “Calendar” icon  to enter the date your CoC notified project applicants that their project applications were accepted and ranked on the New and Renewal Priority Listings in writing, outside of e-snaps. You must enter a date.


**1E-6. Web Posting of CoC-Approved Consolidated Application. You Must Upload an Attachment to the 4B. Attachments Screen.**  
NOFO Section VII.B.2.g.

Use the “Calendar” icon.

Enter the date your CoC’s Consolidated Application was posted on the CoC’s website or affiliate’s website—which included:  
1. the CoC Application;  
2. Priority Listings; and  
3. all projects accepted, ranked where required, or rejected.



Select “Save & Next” to continue to next screen.

9. In field 1E-6, use the “Calendar” icon  to enter the date your CoC’s Consolidated Application was posted on the CoC’s website or affiliate’s website—which included:
  - (1) The CoC application;
  - (2) Priority Listings; and

# CoC Application

- (3) All projects accepted, ranked where required, or rejected.

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

10. Select “Save & Next” to continue to the next screen.

## Attachments:

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

- **Local Competition Announcement** that includes (1) a screenshot or advertisement that demonstrates your CoC announced it was accepting project applications, and (2) a copy of the document that includes point values for objective criteria your CoC would use to review and rank projects.
- **Project Review and Selection Process** that includes (1) the scoring tool your CoC used in your local competition to score new and renewal ranked projects and all project application types—include the entire tool; (2) a copy of the scoring tool used by most project applicants that includes the objective criteria and system performance criteria and their respective maximum point values and the actual points your CoC awarded to the project applicant; and (3) final project scores for ranked new and renewal projects (e.g., spreadsheet with all projects and all scores).
- **Public Posting—Projects Rejected-Reduced**, which includes evidence that your CoC provided notification 15 days before HUD’s CoC Program Competition application submission deadline.
- **Public Posting—Projects Accepted**, which includes evidence that your CoC provided notification 15 days before HUD’s FY 2021 CoC Program Competition Application submission deadline.
- **Web Posting—CoC-Approved Consolidated Application**, which includes a screenshot of a website posting that legibly displays a system-generated date and time that demonstrates your CoC posted the final version of your CoC’s Consolidated Application at least 2 days before the FY 2021 CoC Program Competition application submission deadline (e.g., screenshot displaying the time and date of the public posting using your desktop calendar).

See the [FY 2021 CoC Program Application Detailed Instructions](#) for more information.

## Part 2. Data Collection

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 CoC Application Detailed Instructions for information on accurately responding to the application questions.



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

- [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

e-snaps Resource pages:

- <https://www.hudexchange.info/programs/e-snaps/>.
- [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

## 2A. Homeless Management Information System (HMIS) Implementation

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

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 CoC Application Detailed Instructions for information on accurately responding to the application questions.

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

The screenshot shows the e.Forms application interface. The sidebar on the left contains navigation links: "CoC Registration and Application FY2021", "Applicant Name: Sarasota/Bradenton/Sarasota, Manatee Counties CoC", "Applicant Number: FL-500 CoC", "Project Name: FY2021\_CoCReg\_4", "Project Number: CoC\_REG\_2020\_136991", "FY2021 CoC Application", "FY2021 CoC Application Detailed Instructions", "Before Starting", "Part 1: CoC Structure and Governance", "1A. CoC Identification", "1B. Inclusive Structure", "1C. Coordination", "1D. Coordination continued", "1E. Addressing COVID-19", and "1F. Projects". The main content area is titled "2A. Homeless Management Information System (HMIS) Implementation". It includes instructions: "To help you complete the CoC Application, HUD published resources at [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition), including: • Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition • FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload • 24 CFR part 578". Below the instructions are two questions: "2A-1. HMIS Vendor. Not Scored—For Information Only" and "2A-2. HMIS Implementation Coverage Area. Not Scored—For Information Only". Question 2A-1 has a text input field labeled "Enter the name of the HMIS Vendor your CoC is currently using." with a placeholder "test 2A-1 text". Question 2A-2 has a dropdown menu labeled "Select from dropdown menu your CoC's HMIS coverage area." with a placeholder "test 2A-2 text". The dropdown menu options are: "Single CoC", "Multiple CoCs", and "Statewide". A red error message at the bottom states: "You must select a response for question 2A-2." The right sidebar contains a box labeled "Enter name of current HMIS vendor." and another box labeled "Select from the dropdown menu."


### Steps

1. In field 2A-1, enter the name of the HMIS vendor your CoC is currently using. This question is for information only and is not scored.
2. In field 2A-2, select your CoC's HMIS coverage area from the dropdown menu. This question is for information only and is not scored.

# CoC Application

**2A-3. HIC Data Submission in HDX.**  
NOFO Section VII.B.3.a.

Enter the date your CoC submitted its 2021 HIC data into HDX.

05/10/2021 

Use the "Calendar" icon.

**2A-4. HMIS Implementation-Comparable Database for DV.**  
NOFO Section VII.B.3.b.

Describe in the field below actions your CoC and HMIS Lead have taken to ensure DV housing and service providers in your CoC:

1. have a comparable database that collects the same data elements required in the HUD-published 2020 HMIS Data Standards; and
2. submit de-identified aggregated system performance measures data for each project in the comparable database to your CoC and HMIS lead.

\* (limit 2,000 characters)

test 2A-4 text


**2A-5. Bed Coverage Rate-Using HIC, HMIS Data-CoC Merger Bonus Points.**  
NOFO Section VII.B.3.c. and VII.B.7.

Enter 2021 HIC and HMIS data in the chart below by project type:

Enter 2021 HIC and HMIS data by

Project Type	Total Beds 2021 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
1. Emergency Shelter (ES) beds	0	0	0	
2. Safe Haven (SH) beds	0	0	0	
3. Transitional Housing (TH) beds	0	0	0	
4. Rapid Re-Housing (RRH) beds	0	0	0	
5. Permanent Supportive Housing	0	0	0	
6. Other Permanent Housing (OPH)	0	0	0	

## Steps (continued)

- Using the "Calendar" icon  in field 2A-3, enter the date your CoC submitted its 2021 HIC data into the Homelessness Data Exchange (HDX).
- In field 2A-4, describe actions your CoC and HMIS Lead have taken to ensure DV housing and service providers in your CoC:
  - (1) Have a comparable database that collects the same data elements required in the HUD-published 2020 HMIS Data Standards; and
  - (2) Submit de-identified aggregated system performance measures data for each project in the comparable database to your CoC and HMIS lead.
- In field 2A-5, enter 2021 HIC and HMIS data by project type. For each of the columns in the 2A-5 chart—Total Number of Beds in 2021 HIC, Total Beds Dedicated in HIC Dedicated for DV, and Total Beds in HMIS, enter the number of beds recorded in the 2021 HIC and in the CoC's HMIS for each project type within the CoC:



# CoC Application

- Emergency Shelter (ESG) beds
- Safe Haven (SH) beds
- Transitional Housing (TH) beds
- Rapid Re-Housing (RRH) beds
- Permanent Supportive Housing (PSH) beds
- Other Permanent Housing (OPH) beds

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

**2A-5a. Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-5.**  
NOFO Section VII.B.3.c.

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

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

(Limit 2,000 characters)

test 2A-5a text

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

**2A-5b. Bed Coverage Rate in Comparable Databases.**  
NOFO Section VII.B.3.c.

Enter the percentage of beds covered in comparable databases in your CoC's geographic area.

Enter percentage of beds in comparable database.

You must enter a value in question 2A-5b.

## Steps (continued)

6. In field 2A-5a, if the bed coverage rate for any project type is at or below 84.99 percent, describe:
  - (1) The steps the CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and
  - (2) How the CoC will implement the steps described to increase bed coverage to at least 85 percent.
7. In field 2A-5b, enter the percentage of beds covered in comparable databases in your CoC's geographic area.

# CoC Application

**2A-5b.1. Partial Credit for Bed Coverage Rates at or Below 84.99 for Question 2A-5b.**  
NOFO Section VII.B.3.c.

If the bed coverage rate entered in question 2A-5b. is 84.99 percent or less, describe in the field below:

1. steps your CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent; and
2. how your CoC will implement the steps described to increase bed coverage to at least 85 percent.

\* (limit 2,000 characters)

test 2A-5b.1 text

**2A-6. Longitudinal System Analysis (LSA) Submission in HDX 2.0.**  
NOFO Section VII.B.3.d.

Select from the dropdown menu.

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

Did LSA data to HUD in HDX 2.0 by January 15, 2021, 8 p.m. EST?

**You must select a response for question 2A-6.**

✓ select --  
No  
Yes

Save & Back Save Save & Next  
Back Next

## Steps (continued)

8. In field 2A-5b.1, if the bed coverage rate entered in question 2A-5b. is 84.99 percent or less, describe:
  - (1) Steps your CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent; and
  - (2) How your CoC will implement the steps described to increase bed coverage to at least 85 percent.
9. In field 2A-6, select "Yes" or "No" from the dropdown menu to indicate whether the CoC submitted its Longitudinal System Analysis (LSA) data to HUD in HDX 2.0 by 8 p.m. EST on January 15, 2021.
10. Select "Save & Next" to continue to the next screen.

# CoC Application

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

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

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 CoC Application Detailed Instructions for information on accurately responding to the application questions.

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

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

To help you complete the CoC Application, HUD published resources at [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition), including:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

**2B-1. Sheltered and Unsheltered PIT Count—Commitment for Calendar Year 2022**  
NOFO Section VII.B.4.b.

Does your CoC commit to conducting a sheltered and unsheltered PIT count in Calendar Year 2022?

--select--

**You must select a response for question 2B-1.**

**2B-2. Unsheltered Youth PIT Count—Commitment for Calendar Year 2022.**  
NOFO Section VII.B.4.b.

Does your CoC commit to implementing an unsheltered youth PIT count in Calendar Year 2022 that includes consultation and participation from youth serving organizations and youth with lived experience?

--select--

**You must select a response for question 2B-2.**

Save & Back Save Save & Next

Back Next

**Callouts:**

- Select from the dropdown menu.
- Select "Save & Next" to continue to next screen.

### Steps

1. In field 2B-1, select “Yes” or “No” to indicate whether your CoC has committed to conducting a sheltered and unsheltered PIT count in Calendar Year 2022.

Note: You must select a response.

2. In field 2B-2, select “Yes” or “No” to indicate whether your CoC has committed to implementing an unsheltered youth PIT count in Calendar Year 2022 that includes consultation and participation from youth-serving organizations and youth with lived experience.

Note: You must select a response.

3. Select “Save & Next” to continue to the next screen.

## 2C. Continuum of Care (CoC) System Performance

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

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 CoC Application Detailed Instructions for information on accurately responding to the application questions.

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

**eForms** Logout

abarth

CoC Registration and Application FY2021

Applicant Name: Sarasota/Bradenton/Sarasota, Manatee Counties CoC

Applicant Number: FL-500 CoC

Project Name: FY2021\_CoCReg\_4

Project Number: COC\_REG\_2020\_136991

FY2021 CoC Application

FY2021 CoC Application Detailed Instructions

Before Starting

Part 1: CoC Structure and Governance

1A. CoC Identification

1B. Inclusive Structure

1C. Coordination

1C. Coordination continued

### 2C. System Performance

To help you complete the CoC Application, HUD published resources at [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition), including:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

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

NOFO Section VII.B.5.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 2,000 characters)

### Steps

1. In field 2C-1, describe the reduction in the number of first-time homeless risk factors, including:
  - (1) How your CoC determined which risk factors your CoC uses to identify persons becoming homeless for the first time;
  - (2) 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

<p><b>2C-2. Length of Time Homeless–Strategy to Reduce.</b> NOFO Section VII.B.5.c.</p> <p>Describe in the field below:</p> <ol style="list-style-type: none"><li>1. your CoC's strategy to reduce the length of time individuals and persons in families remain homeless;</li><li>2. how your CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and</li><li>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.</li></ol> <p>* (limit 2,000 characters)</p> <div></div>	<p>To eliminate unnecessary characters, copy and paste text from Notepad instead of MS Word.</p>
<p><b>2C-3. Exits to Permanent Housing Destinations/Retention of Permanent Housing.</b> NOFO Section VII.B.5.d.</p> <p>Describe in the field below how your CoC will increase the rate that individuals and persons in families residing in:</p> <ol style="list-style-type: none"><li>1. emergency shelter, safe havens, transitional housing, and rapid rehousing exit to permanent housing destinations; and</li><li>2. permanent housing projects retain their permanent housing or exit to permanent housing destinations.</li></ol> <p>* (limit 2,000 characters)</p> <div></div>	

## Steps (continued)

2. In field 2C-2, describe the strategy to reduce the length of time homeless, including:
  - (1) Your CoC's strategy to reduce the length of time individuals and persons in families remain homeless;
  - (2) How your CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
  - (3) Provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the length of time individuals and families remain homeless.
3. In field 2C-3, describe 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

**2C-4. Returns to Homelessness—CoC's Strategy to Reduce Rate.**  
NOFO Section VII.B.5.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 2,000 characters)

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

**2C-5. Increasing Employment Cash Income-Strategy.**  
NOFO Section VII.B.5.f.

Describe in the field below:

1. your CoC's strategy to increase employment income;
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 2,000 characters)

## Steps (continued)

4. In field 2C-4, describe the strategy to reduce the rate of returns to homelessness, including;
  - (1) How your CoC identifies individuals and families who return to homelessness;
  - (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.
5. In field 2C-5, describe your CoC's strategy toward increasing employment income, including:
  - (1) Your CoC's strategy to increase employment income;
  - (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

**2C-5a. Increasing Employment Cash Income–Workforce Development–Education–Training.**  
NOFO Section VII.B.5.f.

Describe in the field below how your CoC:

1. promoted partnerships and access to employment opportunities with private employers and private employment organizations, such as holding job fairs, outreach to employers, and partnering with staffing agencies; and
2. is working with public and private organizations to provide meaningful education and training, on-the-job training, internships, and employment opportunities for program participants.

\* (limit 2,000 characters)

**2C-5b. Increasing Non-employment Cash Income.**  
NOFO Section VII.B.5.f.

Describe in the field below:

1. your CoC's strategy 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 2,000 characters)

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

Save & Back   Save   Save & Next   Back   Next

## Steps (continued)

6. In field 2C-5a, describe efforts toward increasing employment cash income, workforce development, and education training, including how your CoC:
  - (1) Promoted partnerships and access to employment opportunities with private employers and private employment organizations, such as holding job fairs, conducting outreach to employers, and partnering with staffing agencies; and
  - (2) Is working with public and private organizations to provide meaningful education and training, on-the-job training, internships, and employment opportunities for program participants.
7. In field 2C-5b, describe efforts toward increasing non-employment cash income, including;
  - (1) Your CoC's strategy 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.
8. Select "Save & Next" to continue to the next screen.

# CoC Application

## Part 3. Other Policies

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 CoC Application Detailed Instructions for information on accurately responding to the application questions.



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

- [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

*e-snaps Resource pages:*

- <https://www.hudexchange.info/programs/e-snaps/>.
- [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

### 3A. Coordination with Housing and Healthcare Bonus Points

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 CoC Application Detailed Instructions for information on accurately responding to the application questions.

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

The screenshot shows the e.Forms application interface. On the left is a sidebar with the following information:

- abarth
- CoC Registration and Application FY2021
- Applicant Name: Sarasota/Bradenton/Sarasota, Manatee Counties CoC
- Applicant Number: FL-500 CoC
- Project Name: FY2021\_CoCReg\_4
- Project Number: COC\_REG\_2020\_136991
- FY2021 CoC Application
- FY2021 CoC Application Detailed Instructions
- Before Starting

The main content area is titled "3A. Coordination with Housing and Healthcare Bonus Points". It contains the following text:

To help you complete the CoC Application, HUD published resources at [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition), including:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions-essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

**3A-1. New PH-PSH/PH-RRH Project—Leveraging Housing Resources.**  
NOFO Section VII.B.6.a.

Is your CoC applying for a new PSH or RRH project(s) that uses housing subsidies or subsidized housing units which are not funded through the CoC or ESG Programs to help individuals and families experiencing homelessness?

On the right, there is a dropdown menu with the text "Select from the dropdown menu." and a "select" button.

#### Steps

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

# CoC Application

**3A-1a. New PH-PSH/PH-RRH Project–Leveraging Housing Commitment. You Must Upload an Attachment to the 4B. Attachments Screen.**  
NOFO Section VII.B.6.a.

Select yes or no in the chart below to indicate the organization(s) that provided the subsidies or subsidized housing units for the proposed new PH-PSH or PH-RRH project(s).

1. Private organizations	-- select --
2. State or local government	-- select --
3. Public Housing Agencies, including use of a set aside or limited preference	-- select --
4. Faith-based organizations	-- select --
5. Federal programs other than the CoC or ESG Programs	-- select --

**You must select a response for elements 1 through 5 in question 3A-1a.**

**3A-2. New PSH/RRH Project–Leveraging Healthcare Resources.**  
NOFO Section VII.B.6.b.

Is your CoC applying for a new PSH or RRH project that uses healthcare resources to help individuals and families experiencing homelessness?

-- select --

**You must select a response for question 3A-2.**

## Steps (continued)

10. In field 3A-1a, select “Yes” or “No” to indicate the organization(s) that provided the subsidies or subsidized housing units for the proposed new PH-PSH or PH-RRH project(s), including:

- (1) Private organizations
- (2) State or local government
- (3) Public Housing Agencies, including use of a set-aside or limited preference
- (4) Faith-based organizations
- (5) Federal programs other than the CoC or ESG Programs

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

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

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

# CoC Application

**3A-2a. Formal Written Agreements–Value of Commitment–Project Restrictions. You Must Upload an Attachment to the 4B. Attachments Screen.**  
NOFO Section VII.B.6.b.

Did your CoC obtain a formal written agreement that includes:

1. (a) the project name;  
(b) value of the commitment; and  
(c) specific dates that healthcare resources will be provided (e.g., 1-year, term of grant, etc.)?
2. Is project eligibility for program participants in the new PH-PSH or PH-RRH project based on CoC Program fair housing requirements and not restricted by the health care service provider?

**You must select a response for elements 1 and 2 in question 3A-2a.**

Select from the dropdown menus.

— select — v

— select — v

## Steps (continued)

12. In field 3A-2a, select “Yes” or “No” from the dropdown menus to indicate whether your CoC obtained a written formal agreement that includes:

- (1) The project name, the value of the commitment, and the specified dates that healthcare resources will be provided (e.g., 1-year, term of grant, etc.).
- (2) Whether project eligibility for program participants in the new PH-PSH or PH-RRH project is based on CoC Program fair housing requirements and not restricted by the health care service provider.

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

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

If you selected yes to question 3A-1. or 3A-2., use the list feature icon to enter information on each project you intend for HUD to evaluate to determine if they meet the bonus points criteria.

If “No,” in 3A-1 and 3A-2, select “Save & Next.”

If “Yes,” in 3A-1 and/or 3A-2, use “Add” icon and enter project information.

Del A B C D E F G H I J K L M N O P Q R S T V W X Y Z

Project Type Rank Number Leverage Type

This list contains no items

Back Save Save & Next

Back Next

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

- If you selected “Yes” to question 3A-1 or 3A-2 (or both), please use the “list” feature icon to open the “3A-3. List of Projects” screen and enter information on each project you intend for HUD to evaluate to determine if they meet the bonus criteria.
- If you selected “No” to both 3A-1 and 3A-2, please select “Save & Next” to continue to the next screen.



# CoC Application

## 3A-3. List of Projects

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 CoC Application Detailed Instructions for information on accurately responding to the application questions.

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

The screenshot shows the '3A-3. List of Projects' screen in the e.Forms application. The left sidebar contains the user's name 'abarth' and application details: 'CoC Registration and Application FY2021', 'Applicant Name: Sarasota/Bradenton/Sarasota, Manatee Counties CoC', 'Applicant ID: FL-500-COC', 'Project ID: FY2021-136991', and 'Project ID: COC\_REG\_2020\_136991'. The main content area has a title '3A-3. List of Projects.' and four numbered steps: 1. 'What is the name of the new project?' with a text field containing 'Test Healthcare Bonus'; 2. 'Select the new project type:' with a dropdown menu showing '-- select --'; 3. 'Enter the rank number of the project on your CoC's Priority Listing:' with a text field containing '4'; 4. 'Select the type of leverage:' with a dropdown menu showing '-- select --', 'Housing', and 'Healthcare'. Below these fields are three buttons: 'Save', 'Save & Add Another', and 'Back to List'. A fourth button, 'Save & Back to List', is highlighted with a red box. Three callout boxes provide instructions: one pointing to the 'Save & Back to List' button says 'Select "Save & Back to List" when finished adding projects.', another pointing to the project name field says 'Enter project name, type, and rank.', and a third pointing to the leverage dropdown says 'Select the type of leverage.'

### Steps

1. In field 1, enter the name of the new project.
2. In field 2, select the project type from the dropdown menu.
3. In field 3, enter the rank number of the project on your CoC's Priority Listing.
4. In field 4, select the type of leverage from the dropdown menu.
5. To enter another project, select “Save & Add Another,” then repeat steps 1 through 4.
6. Once all projects have been entered on the list, select “Save and Back to List.”
7. Select “Save & Next” to move to the next screen.

# CoC Application

## 3B. New Projects with Rehabilitation/New Construction Costs

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 CoC Application Detailed Instructions for information on accurately responding to the application questions.

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

**3B. New Projects With Rehabilitation/New Construction Costs**

To help you complete the CoC Application, HUD published resources at [https://www.hud.gov/program\\_offices/comm\\_planning/reg/competition](https://www.hud.gov/program_offices/comm_planning/reg/competition), including:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

**3B-1. Rehabilitation/New Construction Costs-New Projects.**  
NOFO Section VII.B.1.r.

Is your CoC requesting funding for any new project application requesting \$200,000 or more in funding for housing rehabilitation or new construction?

--select--  
No  
Yes

**3B-2. Rehabilitation/New Construction Costs-New Projects.**  
NOFO Section VII.B.1.s.

If you answered yes to question 3B-1, describe in the field below actions CoC Program-funded project applicants will take to comply with:

1. Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u); and
2. HUD's implementing rules at 24 CFR part 75 to provide employment and training opportunities for low- and very-low-income persons, as well as contracting and other economic opportunities for businesses that provide economic opportunities to low- and very-low-income persons.

(limit 3,000 characters)  
test 3B-2 text

Save & Back Save Save & Next Back Next

## Steps

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

Note: You must select a response.

2. If you answered “Yes” in field 3B-1, describe the actions CoC Program-funded project applicants will take to comply with:
  - (1) Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u); and
  - (2) HUD’s implementing rules at 24 CFR part 75 to provide employment and training opportunities for low- and very-low-income persons, as well as contracting and other economic opportunities for businesses that provide economic opportunities to low- and very-low-income persons.
3. Select “Save & Next” to continue to the next screen.

# CoC Application

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

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 CoC Application Detailed Instructions for information on accurately responding to the application questions.

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

### Steps

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

Note: You must select a response.

2. If you answered “Yes” in field 3C-2, describe:
  - (1) How serving this population is of equal or greater priority, which means that it is equally or more cost-effective in meeting the overall goals and objectives of the plan submitted under Section 427(b)(1)(B) of the Act, especially with respect to children and unaccompanied youth than serving the homeless as defined in paragraphs (1), (2), and (4) of the definition of homeless in 24 CFR 578.3; and
  - (2) How your CoC will meet requirements described in Section 427(b)(1)(F) of the Act.

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

3. Select “Save & Next” to continue to the next screen.

# CoC Application

## Part 4. DV Bonus and Attachments

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 CoC Application Detailed Instructions for information on accurately responding to the application questions.



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

- [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

**e-snaps Resource pages:**

- <https://www.hudexchange.info/programs/e-snaps/>.
- [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

### 4A. DV Bonus Application

This screen is for new DV Bonus Applications.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 CoC Application Detailed Instructions for information on accurately responding to the application questions.

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

The screenshot shows the 'eForms' interface for '4A. DV Bonus Application'. The sidebar on the left contains navigation links such as 'CoC Registration and Application FY2021', 'Applicant Name: Barosola/Bradenton/Sandola, Manden Counties CoC', 'Applicant Number: FL-580 CoC', 'Project Name: FY2021 CoC Reg\_3', 'Project Number: COC\_REG\_2020\_136991', 'FY2021 CoC Application', 'FY2021 CoC Application Detailed Instructions', 'Before Starting Part 1: CoC Structure and Governance', '1A. CoC Identification', '1B. Inclusive Structure', '1C. Coordination', '1D. Addressing COVID-19', and '19'. The main content area has a title '4A. DV Bonus Application' and instructions: 'To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program\_offices/comm\_planning/coc/competition, including: • Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition • FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload • 24 CFR part 578'. Below this is a section '4A-1. New DV Bonus Project Applications. NOFO Section II.B.11.e.' and a question 'Did your CoC submit one or more new project applications for DV Bonus Funding?'. A dropdown menu is shown with options 'select --', 'No', and 'Yes'. A callout box points to the dropdown menu with the text 'Select from the dropdown menu, then click "Save."'. At the bottom, there is a table with columns 'Delete', 'View', and 'Applicant Name'. The table has one row with the number '1'. Below the table are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'.

### Steps

1. In field 4A-1, select “Yes” or “No” to indicate whether your CoC submitted one or more new projects for DV Bonus funding. You must select a response.
2. Select “Save.”
  - If you selected “Yes,” additional fields will appear.
  - If you selected “No,” please select “Save & Next” to proceed to the next screen.

# CoC Application

## If “Yes” DV Bonus Application

**4A-1a. DV Bonus Project Types.**  
NOFO Section II.B.11.

Select yes or no in the chart below to indicate the type(s) of new DV Bonus project(s) your CoC included in its FY 2021 Priority Listing.

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

Select from the dropdown menus, then click “Save” to view additional questions.

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

3. In field 4A-1a, select “Yes” or “No” to indicate the type(s) of new DV Bonus project(s) your CoC included in its FY 2021 Priority Listing. You may select from “SSO Coordinated Entry” and/or “PH-RRH or Joint TH/RRH Component.”

Note: You must:

- Select a response for elements 1 and 2 in question 4A-1a.
- Click “Save” after selecting “Yes” for element 1, SSO Coordinated Entry, in order to view and complete questions 4A-3 and 4A-3a.
- Click “Save” after selecting “Yes” for element 2, PH-RRH or Joint TH/RRH Component, in order to view and complete questions 4A-4 through 4A-4f.

**4A-2. Number of Domestic Violence Survivors in Your CoC’s Geographic Area.**  
NOFO Section II.B.11.

1. Enter the number of survivors that need housing or services: 3

2. Enter the number of survivors your CoC is currently serving: 3

3. **Unmet Need:** 0

Enter the number of survivors.

Select “Save” to calculate.

### Steps (continued)

4. In field 4A-2, enter the number of domestic violence survivors in your CoC’s geographic area.
- (1) Enter the number of survivors that need housing or services.
  - (2) Enter the number of survivors your CoC is currently serving.
  - (3) Select “Save” to calculate the unmet need.

Note: You must enter a value for elements 1 and 2.



# CoC Application

**4A-2a. Calculating Local Need for New DV Projects.**  
NOFO Section II.B.11.

Describe in the field below:

1. how your CoC calculated the number of DV survivors needing housing or services in question 4A-2 element 1 and element 2; and
2. the data source (e.g. comparable database, other administrative data, external data source, HMIS for non-DV projects); or
3. if your CoC is unable to meet the needs of all survivors please explain in your response all barriers to meeting those needs.

\* (limit 3,000 characters)

test 4A-2a text

## Steps (continued)

5. In field 4A-2a, describe the local need for new DV projects, including:
  - (1) How your CoC calculated the number of DV survivors needing housing or services in question 4A-2 element 1 and element 2; and
  - (2) The data source (e.g., comparable database, other administrative data, external data source, HMIS for non-DV projects); or
  - (3) If your CoC is unable to meet the needs of all survivors please explain in your response all barriers to meeting those needs.
6. The next steps depend on whether your CoC is applying for a new SSO-CE project, a new PH-RRH or Joint TH and PH-RRH Component Project, or both.
  - Steps 7 and 8 (i.e. fields 4A-3 and 4A-3a) are for new SSO-CE DV Bonus projects.
  - Steps 9 through 17 (i.e. fields 4A-4 through 4A-4f) are for new PH-RRH and Joint TH and PH-RRH Component DV Bonus projects.

**4A-3. New Support Services Only Coordinated Entry (SSO-CE) DV Bonus Project- Applicant Information.**  
NOFO Section II.B.11.(c)

Enter in the chart below information about the project applicant applying for the new SSO-CE DV Bonus project:

1. Applicant Name	<input type="text"/>
2. Project Name	<input type="text"/>

**You must enter a response for elements 1 and 2 in question 4A-3.**

Enter Applicant Name and Project Name.

7. In field 4A-3, enter information about the project applicant applying for the new SSO-CE DV Bonus Project, including:
  - (1) Applicant name
  - (2) Project name

Note: You must enter a response for elements 1 and 2.

# CoC Application

**4A-3a. New SSO-CE Project-Addressing Coordinated Entry Inadequacy.**  
NOFO Section II.B.11.(c)

Describe in the field below:

1. how the current Coordinated Entry is inadequate to address the needs of survivors of domestic violence, dating violence, sexual assault, or stalking; and
2. how the proposed project addresses inadequacies identified in element 1, above.

\* (limit 2,000 characters)

## Steps (continued)

8. In field 4A-3a, describe how the new SSO-CE project addresses coordinated entry inadequacy, including:
  - (1) How the current coordinated entry is inadequate to address the needs of survivors of domestic violence, dating violence, sexual assault, or stalking; and
  - (2) How the proposed project addresses inadequacies identified in element 1 above.

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

Use “Add” icon for fields 4A-4 through 4A-4f.

**New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects-Project Applicant Information.**  
NOFO Section II.B.11.


Use the list feature icon to enter information on each unique project applicant applying for New PH-RRH and Joint TH and PH-RRH Component DV Bonus projects-only enter project applicant information once, regardless of how many DV Bonus projects that applicant is applying for.

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Delete View Applicant Name: 1

Save & Back Save Save & Next

Back Next

9. To complete fields 4A-4 through 4A-4f, click on the list feature “Add” icon  to enter information on each unique project applicant applying for New PH-RRH and Joint TH and PH-RRH Component DV Bonus projects. Only enter project applicant information once, regardless of how many DV Bonus projects that applicant is applying for.
  - After selecting the “Add” icon, fields 4A-4 through 4a-4f will appear.

# CoC Application

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

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

**4A-4. New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects—Project Applicant Information—Rate of Housing Placement and Rate of Housing Retention—Project Applicant Experience.**  
NOFO Section II.B.11.

Enter information in the chart below on the project applicant applying for one or more New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects included on your CoC's FY 2021 Priority Listing:

Enter applicant name.

Enter percent placement, retention rates.

1. Applicant Name	DV Bon App Name
2. Rate of Housing Placement of DV Survivors—Percentage	75.00%
3. Rate of Housing Retention of DV Survivors—Percentage	75.00%

### Steps (continued)

10. In field 4A-4, enter information in the chart on the project applicant applying for one or more New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects included on your CoC's FY 2021 Priority Listing, including:

- (1) Applicant Name
- (2) Rate of Housing Placement of DV Survivors—Percentage
- (3) Rate of Housing Retention of DV Survivors—Percentage

**4A-4a. Calculating the Rate of Housing Placement and the Rate of Housing Retention—Project Applicant Experience.**  
NOFO Section II.B.11.

Describe in the field below:

1. how the project applicant calculated the rate of housing placement and rate of housing retention reported in question 4A-4; and
2. the data source (e.g. comparable database, other administrative data, external data source, HMIS for non-DV projects).

\* (limit 1,000 characters)

test 4A-4a text

11. In field 4A-4a, describe the project applicant's experience calculating rate of housing placement and rate of housing retention, including:

- (1) How the project applicant calculated the rate of housing placement and rate of housing retention reported in question 4A-4; and
- (2) The data source (e.g., comparable database, other administrative data, external data source, HMIS for non-DV projects).

# CoC Application

**4A-4b. Providing Housing to DV Survivor–Project Applicant Experience.**  
NOFO Section II.B.11.

Describe in the field below how the project applicant:

1. ensured DV survivors experiencing homelessness were assisted to quickly move into safe affordable housing;
2. prioritized survivors—you must address the process the project applicant used, e.g., Coordinated Entry, prioritization list, CoC's emergency transfer plan, etc.;
3. connected survivors to supportive services; and
4. moved clients from assisted housing to housing they could sustain—address housing stability after the housing subsidy ends.

\* (limit 2,000 characters)  
test 4A-4b text

## Steps (continued)

12. In field 4A-4b, describe the project applicant's experience providing housing to DV survivors, including how the project applicant:

- (1) Ensured DV survivors experiencing homelessness were assisted to quickly move into safe affordable housing;
- (2) Prioritized survivors—you must address the process the project applicant used, e.g., Coordinated Entry, prioritization list, CoC's emergency transfer plan, etc.;
- (3) Connected survivors to supportive services; and
- (4) Moved clients from assisted housing to housing they could sustain—address housing stability after the housing subsidy ends.

**4A-4c. Ensuring DV Survivor Safety–Project Applicant Experience.**  
NOFO Section II.B.11.

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

1. training staff on safety planning;
2. adjusting intake space to better ensure a private conversation;
3. conducting separate interviews/intake with each member of a couple;
4. working with survivors to have them identify what is safe for them as it relates to scattered site units and/or rental assistance;
5. maintaining bars on windows, fixing lights in the hallways, etc. for congregate living spaces operated by the applicant; and
6. keeping the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors.

\* (limit 5,000 characters)  
test 4A-4c text

13. In field 4A-4c, describe how the project applicant ensured the safety of DV survivors experiencing homelessness by:

- (1) Training staff on safety planning;
- (2) Adjusting intake space to better ensure a private conversation;
- (3) Conducting separate interviews/intakes with each member of a couple;
- (4) Working with survivors to have them identify what is safe for them as it relates to scattered-site units and/or rental assistance;

# CoC Application

- (5) Maintaining bars on windows, fixing lights in the hallways, etc. for congregate living spaces operated by the applicant; and
- (6) Keeping the location confidential for dedicated units and/or congregate living spaces set aside solely for use by survivors.

**4A-4c.1. Evaluating Ability to Ensure DV Survivor Safety--Project Applicant Experience.**  
NOFO Section II.B.11.

Describe in the field below how the project evaluated its ability to ensure the safety of DV survivors the project served.

\* (limit 2,000 characters)

test 4A-4d.1 text

## Steps (continued)

14. In field 4A-4c.1, describe how the project evaluated its ability to ensure the safety of DV survivors the project served.

**4A-4d. Trauma-Informed, Victim-Centered Approaches--Project Applicant Experience.**  
NOFO Section II.B.11.

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

1. prioritizing program participant choice and rapid placement and stabilization in permanent housing consistent with participants' preferences;
2. establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
3. providing program participants access to information on trauma, e.g., training staff on providing program participants with information on trauma;
4. emphasizing program participants' strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;
5. centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;
6. providing opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
7. offering support for parenting, e.g., parenting classes, childcare.

\* (limit 5,000 characters)

test 4A-4d text

15. In field 4A-4d, provide examples of the project applicant's experience in using trauma-informed, victim-centered approaches to meet the needs of DV survivors in each of the following areas:

- (1) Prioritizing program participant choice and rapid placement and stabilization in permanent housing consistent with participants' preferences;
- (2) Establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
- (3) Providing program participants access to information on trauma, e.g., training staff on providing program participants with information on trauma;
- (4) Emphasizing program participants' strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants' strengths and work toward goals and aspirations;



# CoC Application

- (5) Centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, and non-discrimination;
- (6) Providing opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
- (7) Offering support for parenting, e.g., parenting classes, childcare.

**4A-4e. Meeting Service Needs of DV Survivors–Project Applicant Experience.**  
NOFO Section II.B.11.

Describe in the field below:

1. supportive services the project applicant provided to domestic violence survivors experiencing homelessness while quickly moving them into permanent housing and addressing their safety needs; and
2. provide examples of how the project applicant provided the supportive services to domestic violence survivors.

\* (limit 5,000 characters)

test 4A-4e text

## Steps (continued)

16. In field 4A-4e, describe the project applicant's experience meeting service needs of DV survivors, including:

- (1) Supportive services the project applicant provided to domestic violence survivors experiencing homelessness while quickly moving them into permanent housing and addressing their safety needs; and
- (2) Examples of how the project applicant provided supportive services to domestic violence survivors.

**4A-4f. Trauma-Informed, Victim-Centered Approaches–New Project Implementation.**  
NOFO Section II.B.11.

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

1. prioritize program participant choice and rapid placement and stabilization in permanent housing consistent with participants' preferences;
2. establish and maintain an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
3. provide program participants access to information on trauma, e.g., training staff on providing program participants with information on trauma;
4. place emphasis on program participants' strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;
5. center on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;
6. provide opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
7. offer support for parenting, e.g., parenting classes, childcare.

\* (limit 5,000 characters)

test 4A-4f text

Select "Save & Back to List" when finished adding projects.

Save Save & Add Another Save & Back to List Back to List

# CoC Application

17. In field 4A-4f, provide examples of how the new project will implement trauma-informed, victim-centered approaches, including how the new project will:
  - (1) Prioritize program participant choice and rapid placement and stabilization in permanent housing consistent with participants' preferences;
  - (2) Establish and maintain an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
  - (3) Provide program participants access to information on trauma, e.g., training staff on providing program participants with information on trauma;
  - (4) Place emphasis on program participants' strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants' strengths and work toward goals and aspirations;
  - (5) Center on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;
  - (6) Provide opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
  - (7) Offer support for parenting, e.g., parenting classes, childcare.
18. To add another project, Select "Save & Add Another" and repeat steps 1–17.
19. When you have added all of your DV Bonus Projects, select "Save & Back to List."
20. Select "Save & Next" to continue to the next screen.

# CoC Application

## 4B. Attachments Screen

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

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 CoC Application Detailed Instructions for information on accurately responding to the application questions.

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

**4B. Attachments Screen For All Application Questions**

We prefer that you use PDF files, though other file types are supported. Please only use zip files if necessary.

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.

We must be able to date of the public p

**Select link to open Attachment Details Screen.**

**If "Yes," then attachment must be uploaded.**

Delete	Document Type	Required?	Download	Document Description	Date Attached
	<a href="#">IC-14. CE Assessment Tool</a>	Yes	—		No Attachment
	<a href="#">IC-7. PHA Homeless Preference</a>	No	—		No Attachment
	<a href="#">IC-7. PHA Moving On Preference</a>	No	—		No Attachment
	<a href="#">IE-1. Local Competition Announcement</a>	Yes	—		No Attachment
	<a href="#">IE-2. Project Review and Selection Process</a>	Yes	—		No Attachment
	<a href="#">IE-5. Public Posting—Projects Rejected—Reduced</a>	Yes	—		No Attachment
	<a href="#">IE-5a. Public Posting—Projects Accepted</a>	Yes	—		No Attachment
	<a href="#">IE-6. Web Posting—CoC-Approved Consolidated Application</a>	Yes	—		No Attachment
	<a href="#">3A-1a. Housing Leveraging Commitments</a>	No	—		No Attachment
	<a href="#">3A-2a. Healthcare Formal Agreements</a>	No	—		No Attachment
	<a href="#">3C-2. Project List for Other Federal Statutes</a>	No	—		No Attachment

Back Next

### Steps

1. To determine which attachments you are required to submit, review the column titled "Required" as well as your responses to prior questions.
  - If there is a "Yes" in the "Required" column, you must upload the attachment specified in the "Document Type" column before submitting your application.
  - If there is a response to an earlier question that indicates the CoC needs to submit an attachment, then, even if the column "Required" states "No," the CoC must include it. For example, if, in field 3A-1a, you indicated that your CoC leveraged a housing commitment for a new PH-PHS/PH-RRH Project, then HUD will still require the attachment(s) to be uploaded.
2. Select the link under the header "Document Type" of the required attachment.
  - The Attachment Details screen appears.

# CoC Application

**e.Forms** Logout

abarth

CoC Registration and Application FY2021

Applicant Name: Sarasota/Bradenton/Sarasota, Manatee Counties CoC

Applicant Number: FL-500 CoC

Project Name: FY2021\_CoCReg\_4

Project Number: COC REG\_2020\_136991

FY2021 CoC Application

FY2021 CoC Application Detailed Instructions

**Attachment Details**

\* Document Description:

\* File Name:  No file chosen

Document Type: 1C-14. CE Assessment Tool

Maximum Size: 5 MB

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

Instructions:


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

## Steps (continued)

3. Enter the name of the document in the "Document Description" field.
4. Select "Browse" to the right of the "File Name" field to upload the file from your computer.
5. Select "Save & Back to List" to return to the "Attachments" screen.
  - Repeat steps 1–4 for additional attachments.
6. When all attachments have been added, select "Next" to continue to the next screen.

### NOTE:

*To delete an uploaded attachment.*

- Select the "Delete" icon  that appears to the left of the document name.
- Confirm the deletion in the pop-up window.

# CoC Application

## Submission Summary

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 CoC Application Detailed Instructions for information on accurately responding to the application questions.



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

- [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

*e-snaps Resource pages:*

- <https://www.hudexchange.info/programs/e-snaps/>.
- [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

Once the required information has been entered and the required attachments have been uploaded, the Collaborative Applicant needs to select the "Submit" button on the Submission Summary screen.

The Submission Summary screen shows the CoC Application screens.

In the "Last Updated" column, the system will identify the following:

- A date, if the screen is complete.
- "No Input Required," if there is no input required for submitting the application in *e-snaps*.
- "Please Complete," if more information is needed for submitting the application in *e-snaps*.

*e-snaps* users can go back to any screen by selecting the screen name in the left menu. Remember to select "Save" after any changes.

### **NOTE:**

#### **No Input Required**

*The "No Input Required" status on the Submission Summary indicates that additional information for that screen is not required for the Collaborative Applicant to proceed to the next step in e-snaps.*

*In the context of this navigational guide, the Collaborative Applicant may proceed to the next steps in the CoC Application process.*

*HUD, however, may require you to address the particular item prior to the awarding of program funds.*

The "Submit" button is located at the bottom of the screen under the navigation buttons. The "Submit" button will be active if all parts of the CoC Application are complete (and have a date) or state "No Input required."



# CoC Application

The following image shows the CoC Application "Submission Summary" screen with items that still need to be completed. Note that the "Submit" button is gray-shaded, and you cannot select it.

**eForms** Logout

**Submission Summary**

Ensure that the Project Priority List is complete prior to submitting.

Complete	Page	Last Updated	Mandatory
--	Part 1: CoC Structure and Governance	No Input Required	No
✓	<a href="#">1A. CoC Identification</a>	08/16/2021	Yes
✓	<a href="#">1B. Inclusive Structure</a>	08/16/2021	Yes
✓	<a href="#">1C. Coordination</a>	08/16/2021	Yes
✓	<a href="#">1C. Coordination continued</a>	08/16/2021	Yes
✓	<a href="#">1D. Addressing COVID-19</a>	08/16/2021	Yes
✓	<a href="#">1E. Project Review/Ranking</a>	08/16/2021	Yes
--	Part 2: Data Collection	No Input Required	No
✓	<a href="#">2A. HMIS Implementation</a>	08/16/2021	Yes
--	<a href="#">2B. Point-in-Time (PIT) Count</a>	No Input Required	No
✓	<a href="#">2C. System Performance</a>	08/16/2021	Yes
--	Part 3: Other Policies	No Input Required	No
✗	<a href="#">3A. Housing/Healthcare Bonus Points</a>	Please Complete	Yes
✓	<a href="#">3B. Rehabilitation/New Construction Costs</a>	08/16/2021	Yes
✓	<a href="#">3C. Serving Homeless Under Other Federal Statutes</a>	08/16/2021	Yes
--	Part 4: DV Bonus - Attachments	No Input Required	No
✗	<a href="#">4A. DV Bonus Application</a>	Please Complete	Yes
✗	<a href="#">4B. Attachments Screen</a>	Please Complete	Yes
--	<a href="#">Submission Summary</a>	No Input Required	No

Notes:

- 3A. Housing/Healthcare Bonus Points list contains 2 incomplete items. [12]
- 4A. DV Bonus Application list contains 2 incomplete items. [12]

Back Next

Export to PDF

Get PDF Viewer

Submit

"Submit" button is inactive.

## Steps

1. For the item(s) that state "Please Complete," either select the link under the "Page" column or select the item on the left menu bar.
2. Complete the screen, saving the information on each screen.
3. The "Submit" button will be inactive until all required fields on each screen are complete.

# CoC Application

## Submitting the CoC Application



**The CoC Application and the CoC Priority Listing are separate components of the CoC Consolidated Application.**

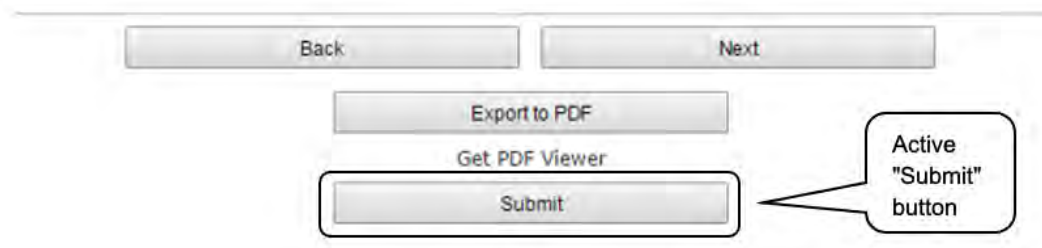
**Unless BOTH components are completed and submitted in e-snaps, HUD will not consider the CoC as having submitted its CoC Consolidated Application.**

**For guidance on completing the Project Priority Listing screens, refer to the Project Priority Listing navigational guide available on the HUD.gov CoC Competition page at:**

[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)

### Selecting the "Submit" Button

The following image shows the Submission Summary screen with all items completed. Note that the "Submit" button is active and can be selected.



#### Steps

1. If you are not already on the "Submission Summary" screen, select it on the left menu bar.
2. Select the "Submit" button.
  - The "Submit" button is replaced by an "Edit" button and text stating "This e.Form has been marked as complete."
3. Once your CoC Application is successfully submitted, you must ensure that you also complete and submit the CoC Project Priority Listing component of the CoC Consolidated Application.

# CoC Application

The following image shows the completed CoC Application Submission Summary screen. Note that the "Submit" button is no longer active, but instead appears gray-shaded. The form is marked "This e.Form has been submitted."



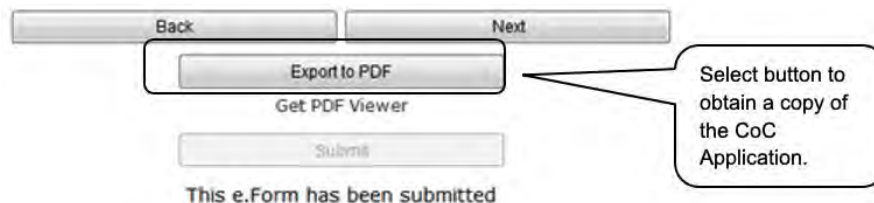
## NOTE:

Refer to the *CoC Priority Listing navigational guide for guidance on completing the CoC Priority Listing Component of the CoC Consolidated Application*, available at:

- [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)

## Exporting to PDF

Applicants can obtain a hard copy of the CoC Application using the "Export to PDF" button located at the bottom of the Submission Summary screen under the navigation buttons.



## Steps

1. Select the "Export to PDF" button.
2. On the "Configure PDF Export" screen, select the screen you would like included.
3. Select "Export to PDF."

# CoC Application

## Troubleshooting when you cannot submit the CoC Application

Applicants may encounter issues when trying to submit the CoC Application. If the "Submit" button is gray (i.e., "grayed-out"), it is not active and you cannot select it. You will not be permitted to complete your form at this time. The "Submit" button will appear gray if any information is missing on any of the required CoC Application forms or in the Applicant Profile.

The following image shows the CoC Application "Submission Summary" screen with items that still need to be completed. Note that the "Submit" button is gray-shaded, and you cannot select it.

The screenshot displays the "Submission Summary" screen in the eForms application. A red banner at the top states: "Ensure that the Project Priority List is complete prior to submitting." The main table lists various application components with columns for "Complete", "Page", "Last Updated", and "Mandatory".

Complete	Page	Last Updated	Mandatory
--		No Input Required	No
✓	1A. CoC Identification	08/16/2021	Yes
✓	1B. Inclusive Structure	08/16/2021	Yes
✓	1C. Coordination	08/16/2021	Yes
✓	1C. Coordination continued	08/16/2021	Yes
✓	1D. Addressing COVID-19	08/16/2021	Yes
✓	1E. Project Review/Ranking	08/16/2021	Yes
--	Part 2: Data Collection	No Input Required	No
✓	2A. HMIS Implementation	08/16/2021	Yes
--	2B. Point-in-Time (PIT) Count	No Input Required	No
✓	2C. System Performance	08/16/2021	Yes
--	Part 3: Other Policies	No Input Required	No
✗	3A. Housing/Healthcare Bonus Points	Please Complete	Yes
✓	3B. Rehabilitation/New Construction Costs	08/16/2021	Yes
✓	3C. Serving Homeless Under Other Federal Statutes	08/16/2021	Yes
--	Part 4: DV Bonus - Attachments	No Input Required	No
✗	4A. DV Bonus Application	Please Complete	Yes
✗	4B. Attachments Screen	Please Complete	Yes
--	Submission Summary	No Input Required	No

Notes:

- 3A. Housing/Healthcare Bonus Points list contains 2 incomplete items. [12]
- 4A. DV Bonus Application list contains 2 incomplete items. [12]

Buttons at the bottom: Back, Next, Export to PDF, Get PDF Viewer, and a grayed-out Submit button.

Callouts in the image:

- "Review 'Last Updated' column" points to the "Last Updated" column header.
- "Review for red 'X.'" points to the red "X" marks in the "Complete" column for items 3A, 4A, and 4B.
- "Submit" button is inactive." points to the grayed-out Submit button.

### Steps

1. Review your Submission Summary screen to determine which CoC Application form needs to be completed. For the item(s) that state "Please Complete," either select the link under the "Page" column or select the item on the left menu bar.
2. Complete the screen, saving the information on each screen.
3. Return to the Submission Summary screen and select the "Submit" button.

# 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 CoC Application after following these instructions, please submit a question to the e-snaps HUD Help Desk at:*

- [e-snaps@hud.gov](mailto:e-snaps@hud.gov)

*For questions about the NOFO, competition, and applications, please submit a question to:*



- [CoCNOFO@hud.gov](mailto:CoCNOFO@hud.gov)



## ***Updating the Applicant Profile***

If an Applicant needs to edit the Applicant Profile in order to correct information that has pre-populated in the CoC Application, the Applicant must do the following:

### **Steps**

1. Select "Back to Submissions List."
2. Select "Applicants" in the left menu bar.
3. Ensure your Applicant name is selected in the dropdown menu at the top of the screen.
4. Select the "Open Folder" icon  to the left of the Applicant Name.
5. Select "Submission Summary" on the left menu bar.
6. Select the "Edit" button.
7. Navigate to the applicable screen(s), make the edits, and select "Save."
8. Select "Submission Summary" on the left menu bar and select the "Complete" button.
9. Select "Back to Applicants List" on the left menu bar.
10. Select "Submissions" on the left menu bar.
11. Select the "Open Folder" icon  to the left of the CoC Application. The change should have pulled forward.

## Next Steps

Congratulations! You have completed the *e-snaps* CoC Application navigational guide.

For guidance on completing the CoC Priority Listings component, refer to the CoC Priority Listings navigational guide on the CoC Program Competition Resources page at:

- [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)

Note that additional navigational guides and resources will be available to assist your CoC and individual Project Applicants in completing the CoC Consolidated Application and Project Application. Please refer to the CoC Program Competition Resources pages at:

- <https://www.hudexchange.info/programs/e-snaps/>
- [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)