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**Special Attention of:**

All Secretary's Representatives  
All Regional Directors for CPD  
All CPD Division Directors  
Continuums of Care (CoC)  
Recipients and Subrecipients of the  
Continuum of Care (CoC) Program  
Tribes and Tribally Designated Housing  
Entities (TDHEs)

**Notice: CPD-22-02**

**Issued: January 3, 2022**

**Expires:** This Notice is effective until it is amended, superseded, or rescinded. This Notice supersedes Notice CPD-18-03.

**Cross Reference:** 24 CFR Part 578, *Unified Funding Agency Notice, High Performing Community Notice*

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**Subject: Continuum of Care Program Registration**

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**I. Purpose**

This Notice supersedes Notice CPD-18-03, published on April 9, 2018, and reestablishes the Continuum of Care (CoC) Program registration requirements for Collaborative Applicants, including Indian Tribes and Tribally Designated Housing Entities (TDHEs). [24 CFR part 578](#) governs the CoC program, authorized by Subtitle C of Title IV of the McKinney-Vento Homeless Assistance Act (the Act; [42 U.S.C. 11381-11389](#)). For each Fiscal Year (FY), HUD requires each CoC’s designated Collaborative Applicant to register in advance of applying for funding available under the FY CoC Program Competition. Collaborative Applicants must complete their registration using *e-snaps*, a web-based portal accessible at <https://esnaps.hud.gov/>.

This Notice provides Collaborative Applicants, including Indian Tribes and TDHEs, with the information necessary to register a CoC in preparation for the annual FY CoC Program Competition and to include geography, including Indian Tribes’ formula areas, in a CoC’s geographic area. This Notice is being published in the CoC Competition webpage ([https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)) and all future revisions of this Notice will also be published there. This Notice also announces that resources concerning the CoC Program Registration process will be hosted in the CoC Competition webpage ([https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)) instead of the HUD Exchange and replaces the HUD Exchange Ask a Question platform with a HUD mailbox address to which questions must be submitted.

The registration process only applies to Collaborative Applicants that will register to submit the annual CoC Consolidated Application for CoC Program funds. The registration process does not apply to project applicants or private individuals as HUD does not provide funding to private individuals and all project applications must be submitted by the Collaborative Applicant to HUD during the CoC Program Competition as described in the appropriate FY CoC Program Competition Notice of Funding Opportunity (NOFO). Private individuals should not attempt to complete the CoC Program Registration forms or apply for funds under the CoC Program Competition.

Collaborative Applicants of a newly formed CoC and Collaborative Applicants for CoCs that have changes from the previous year’s CoC Program Competition (e.g., change in Collaborative Applicant, CoCs merged, geographic code changes) must complete the registrations forms to have access to the Consolidated Application in the FY CoC Program Competition. If the CoC has no changes from the previous year’s CoC Program Competition and the Collaborative Applicant chooses not to complete the registration forms, HUD will move the previous year’s CoC Program Registration information forward with no changes. Additionally, if a CoC has no expiring renewal projects, will not request Unified Funding Agency (UFA) or High Performing Community (HPC) designation or funding for new projects, and does not intend to apply for CoC planning costs in the FY CoC Program Competition, it does not need to complete the registration forms. See Section V of this Notice for detailed information regarding submission of the



registration forms in *e-snaps*. The CoC Program Competition period begins when HUD publishes the FY CoC Program Competition NOFO and ends when HUD issues the final funding announcement for that FY's conditionally awarded funds.

The Consolidated Appropriations Act, 2021 (Public Law 116-260, approved December 27, 2020), amended title IV of the Act by adding Section 435 (42 U.S.C. 11389) to allow Indian Tribes and TDHEs to be Collaborative Applicants, eligible entities, or subrecipients of the CoC Program. Additionally, title IV, Section 401 of the Act (42 U.S.C. 11360) was amended by the Consolidated Appropriations Act, 2021 to incorporate formula areas to the list of geographic areas that may be served by the CoC program and to define the terms formula area and Indian Tribe. The statutory change gives formula area the same meaning as in the Indian Housing Block Grant (IHBG) Program at [24 CFR 1000.302](#), or any successor regulation, and it gives the term Indian Tribe the same meaning as in Section 4 of the Native American Housing Assistance and Self Determination Act of 1996 (NAHASDA; [25 USC 4103](#)). HUD intends to revise existing CoC Program regulations in the future to incorporate this statutory change. In the meantime, however, this Notice outlines the requirements for Indian Tribes, TDHEs, or other eligible organizations to register and select formula areas as a newly formed CoC or for existing CoCs to select formula areas where an Indian Tribe, TDHE, or other eligible organization intends to apply for projects located in a formula area through an existing CoC.

## II. Summary

### A. Dates

The FY 2022 CoC Program Registration deadline in *e-snaps* is 5:00 p.m. Eastern time on the date that will be posted to the CoC Competition webpage ([https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)) and announced via the HUD listserv once *e-snaps* is available. In the following fiscal years, FY 2023 and beyond, the CoC Program Registration in *e-snaps* will open the second Tuesday of each January at 1:00 p.m. Eastern time with a registration deadline will be 5:00 p.m. Eastern time on the first Thursday of March each year.

HUD will notify and remind Collaborative Applicants of the registration deadline through the CoC Competition webpage ([https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)), and via the CoC Program Competition email-based listserv, which you can join by selecting "SNAPS Competitions" on this site: <https://www.hud.gov/subscribe/maillinglist>.

Registration submission must be received in *e-snaps* before the registration deadline and include changes to the previous year's registration (e.g.; merger information, geographic code changes). Collaborative Applicants that choose to complete and submit the registration forms in *e-snaps* will receive HUD approval of their registration submission, which must be acknowledged by the Collaborative Applicant in *e-snaps*. Collaborative Applicants that do not receive HUD approval of their registration submission will be notified via *e-snaps* and will not be permitted to access or submit the FY CoC Consolidated Application during the CoC Program Competition.



## B. For Further Information

HUD staff will be available to provide general clarification on the content of this Notice and the CoC Program requirements:

- 1. Local HUD CPD Field Office.** For further guidance on the registration submission requirements, including the FY Grant Inventory Worksheet (GIW), and the requirements imposed under the Act and 24 CFR part 578, Collaborative Applicants may contact the HUD CPD field office serving your area at [https://www.hud.gov/program\\_offices/comm\\_planning/staff#fieldoffices](https://www.hud.gov/program_offices/comm_planning/staff#fieldoffices).
- 2. Training and Resources.** Collaborative Applicants that need assistance completing the registration process in *e-snaps* or understanding the program requirements under the CoC Program may access 24 CFR part 578, training materials, and program resources at [https://www.hud.gov/program\\_offices/comm\\_planning/coc](https://www.hud.gov/program_offices/comm_planning/coc).
- 3. HUD Mailbox.** Collaborative Applicants that require information and technical support concerning this Notice and the registration process in *e-snaps* may submit an electronic inquiry to the CoC Competition mailbox at [CoCNOFO@hud.gov](mailto:CoCNOFO@hud.gov).

Beginning 2 days prior to the registration submission deadline, HUD will only respond to emergency technical support questions up to the submission deadline at 5:00 p.m. Eastern time. Collaborative Applicants experiencing technical difficulty during this 2-day period should contact the *e-snaps* mailbox ([e-snaps@hud.gov](mailto:e-snaps@hud.gov)) immediately for assistance and document the attempts to obtain assistance.

- 4. HUD Homeless Assistance Listserv.** HUD communicates important CoC Program information pertaining to each FY CoC Program Competition, including the availability of the CoC Program Competition NOFO, availability of the electronic application system, etc. through the CoC Competition webpage ([https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)), and via the CoC Program Competition email-based listserv. To sign up for the listserv select "SNAPS Competitions" on this site: <https://www.hud.gov/subscribe/maillinglist>.

## C. Registration Process

Collaborative Applicants of a newly formed CoC and Collaborative Applicants that intend to make changes to the previous year's registration should begin this process as soon as HUD announces the opening of the FY registration process. Collaborative Applicants that want to apply for UFA or HPC will also complete the UFA and HPC forms that are included with the registration forms. For information regarding the requirements and application process for UFA and HPC designations, see the UFA and HPC Registration Notices in the CoC Competition webpage ([https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)).



## D. CoC Program

Detailed requirements for the CoC Program, including standards for application review, standards used in award selection, requirements for grant execution, eligible uses of CoC Program funds and matching funds, recipient reporting requirements, and standards for compliance monitoring are included in [24 CFR part 578](#) and govern the annual CoC Program Competition and the administration of all grants funded in the CoC Program Competition.

The Collaborative Applicant approved by HUD during the CoC Program Registration process prior to each FY CoC Program Competition must be the same organization that will submit the CoC Consolidated Application (the CoC Application, CoC Priority Listing that lists all project applications accepted and ranked or rejected in the CoC local competition, and the Project Application(s)) during the CoC Program Competition. CoCs should not change Collaborative Applicants during the CoC Program Competition period, which is the time between the release of the FY's CoC Program Competition NOFO and when HUD issues the final funding announcement for that FY's conditionally awarded funds, unless the CoC obtains HUD's prior approval for the change or HUD replaces the CoC's designated Collaborative Applicant under the authority of Section 402(c) of the Act. HUD will approve Collaborative Applicant changes after the annual CoC Program Registration process under the following circumstances:

1. an error made by the Collaborative Applicant when entering the Collaborative Applicant's name in the CoC Applicant Profile;
2. the Collaborative Applicant chosen by the CoC is no longer in business;
3. the Collaborative Applicant withdrew;
4. the CoC selected a new Collaborative Applicant; or
5. a new Collaborative Applicant was selected by HUD as a remedial action under Section 402(c) of the Act.

If a CoC needs to change the Collaborative Applicant approved during registration, the CoC must notify the local HUD CPD field office in writing, stating the reason for the Collaborative Applicant change. The notice to the local HUD CPD field office must include documentation of the CoC's approval of the change (e.g., a copy of the meeting minutes that includes a list of those in attendance).

## E. Applicant Profiles.

Collaborative Applicants of newly formed CoCs must complete the CoC and Project Applicant profiles to access the registration forms and complete the registration process. Existing CoCs must review and update the CoC and Project Applicant profiles as necessary to ensure that HUD has the most current contact information. The CoC and Project Applicant Profiles are available for Collaborative Applicants and project applicants in *e-snaps* both during and outside of the annual CoC Program Competition period and should be updated when key contacts change (e.g., Executive Director, Homeless Management Information System (HMIS) Lead, authorized contact) and when information about key contacts changes (e.g., email address, phone number,



titles). Additionally, HUD encourages all Collaborative Applicants to create a permanent email address that does not change with staff turnover (e.g., [executivedirector@abcnonprofit.org](mailto:executivedirector@abcnonprofit.org)). This will ensure important information reaches staff that need to address issues in a timely manner (e.g., curable deficiency, GIW questions). At a minimum:

- 1. CoC Applicant Profile.** Collaborative Applicants should review all parts of the CoC Applicant Profile and update as needed the Primary Contact, Secondary Contact, HMIS Lead, and Homeless Contact information prior to the CoC Program Registration deadline to ensure HUD has the most current contact information.
- 2. Project Applicant Profile.** Project applicants should review all parts of the Project Applicant Profile and update as needed the Authorized Contact, Secondary Contact, review and attach nonprofit documentation, and review and attach the HUD-approved Code of Conduct in advance of publication of the CoC Program Competition NOFO.

The contact information, specifically the email addresses, in the CoC and Project Applicant Profiles is used by HUD to contact one or more persons in the organizations to resolve curable deficiencies with information submitted in *e-snaps*. While this Notice pertains directly to the CoCs and Collaborative Applicants, HUD encourages the CoCs and Collaborative Applicants to notify the CoC Program recipients and potential new applicants that the Project Applicant Profile information is available for review and updates, or completion if there is a new applicant, in advance of the FY CoC Program Competition.

### III. CoCs in Major Disaster Areas.

CoCs located in areas declared to be major disaster areas by the President under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act) during the active registration period may request that HUD submit their registration in *e-snaps* on their behalf, if the CoC's capacity to complete the registration process in *e-snaps* was degraded or destroyed as a direct result of a major disaster. Collaborative Applicants should send written notification addressed to Norm Suchar, Director, Office of Special Needs Assistance Programs, at [CoCDisaster@hud.gov](mailto:CoCDisaster@hud.gov). Collaborative Applicants must include the following information in the request:

- 1. Geographic code(s) selected by the CoC.** List the six-digit geographic code(s) the CoC wants to include in its geographic area. As a small number of geographic codes change each year (i.e.; added, removed, changed), a list of all available geographic codes will be updated and posted in the HUD's CoC Competition page ([https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)) at the time the CoC Program Registration process is available each year.
- 2. Contact Information.** Provide current contact information for the Collaborative Applicant so HUD may contact the CoC regarding this request if needed.
- 3. Grant Inventory Worksheet (GIW).** HUD Headquarters will post GIWs to the CoC Competition webpage ([https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)) for review and notification to HUD of errors or omissions of projects that are eligible to apply for



renewal in the CoC Program Competition. HUD will populate the GIW with the renewal grants that received 1 year of funding and new grants funded with 1-year grant terms in the immediate previous CoC Program Competition. The initial GIW posted to HUD may not include a complete listing of all eligible renewal projects. CoCs affected by a major disaster must confirm, to the best of their knowledge, that the information on the GIW is accurate. If the CoC is unable to add missing renewal projects to the final Priority Listing, the CoC can inform HUD of any such renewals so that HUD can add them to the list. HUD Headquarters will continue to work with the local HUD CPD field office to identify any additional renewal projects not identified by the Collaborative Applicant.

#### **IV. CoC Program Registration Key Terms**

The key terms included in this Notice are important for Collaborative Applicants to understand to complete the CoC Program Registration process in *e-snaps* on behalf of the CoC. See 24 CFR 578.3 for a more extensive list of definitions.

##### **A. Regulatory Definitions.**

The following terms are defined at 24 CFR 578.3 and must be carefully reviewed by all applicants for the definitions in this section:

1. *Annual Renewal Amount (ARA)*
2. *Applicant*
3. *Centralized or Coordinated Assessment System*
4. *Collaborative Applicant*
5. *Continuum of Care (CoC)*
6. *High-Performing Community (HPC)*
7. *Homeless Management Information Systems (HMIS)*
8. *Homeless Management Information Systems (HMIS) Lead*
9. *Permanent Housing (PH)*
10. *Permanent Supportive Housing (PSH)*
11. *Project*
12. *Recipient*
13. *Subrecipient*
14. *Transitional Housing (TH)*
15. *Unified Funding Agency (UFA)*



## B. CoC Program Registration Definitions.

The following terms are not found in 24 CFR 578.3 but are used in this Notice to define concepts that pertain specifically to the CoC Program Registration process:

1. **Annual Renewal Demand (ARD).** Refer to the CoC Competition NOFO, which may be found in the CoC Competition webpage at the following address:  
[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).
2. **CoC Merger.** Refer to the CoC Competition NOFO, which may be found in the CoC Competition webpage at the following address:  
[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).
3. **Continuum of Care Registration.** The process, described in this Notice, through which the CoC's designated Collaborative Applicant notifies HUD of its intent to submit a CoC Consolidated Application in the CoC Program Competition on behalf of the CoC, and the CoC:
  - (a) reviews its geographic area;
  - (b) designates a Collaborative Applicant that will be responsible for submitting the electronic registration and application in *e-snaps*; and
  - (c) reviews and requests necessary changes to the HUD-posted GIW.
4. **Formula Area.** This term has the same meaning as in the IHBG Program at [24 CFR 1000.302](#), or any successor regulation.
5. **GIW.** The GIW is an inventory of all projects within a CoC's geographic area that are eligible for renewal in a particular year. HUD uses the GIW to determine which projects are eligible to receive renewal funding and to ensure an accurate calculation of the CoC's ARD. HUD will populate GIWs with all eligible renewal projects known to HUD and post the GIWs in the CoC Competition webpage ([https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)) on HUD's website for Collaborative Applicants, CoCs, and project applicants' review. See Section VI of this Notice for more information regarding the GIW and how to submit corrected information to HUD.

Project applicants and CoCs, through the designated Collaborative Applicants, must ensure that the renewal budget and total number of units for all renewal projects match the amounts and units approved by HUD on the GIW. HUD will apply applicable updates based on changes to FMR to permanent housing operating, leasing, and rental assistance BLIs after the application submission deadline, but before HUD conditionally awards grants. As necessary, HUD will reduce the requested budgets and units to match the budget and total number of units on the CoC's GIW. Renewal projects cannot exceed the total ARA.
6. **Indian Tribe.** A federally recognized tribe or a State recognized tribe as defined in [Section 4 of NAHASDA \(25 U.S.C. 4103\)](#).



- 7. Preliminary Pro Rata Need (PPRN).** The formula amount is based on the metropolitan cities, urban counties, other counties, and, beginning in 2022, formula areas included by the CoC as part of its geographic area during the CoC Program Registration process. To determine the amount of funding available for each geography, HUD uses the formula set forth at 24 CFR 578.17(a). However, the addition of tribal formula areas to the CoC program by the Consolidated Appropriations Act, 2021, required HUD to include formula areas in the list of geographies that CoCs can select from in *e-snaps* and HUD intends to revise 578.17(a) in the future to incorporate the statutory change.

Each year, HUD publishes the PPRN for each CoC in the CoC Competition webpage ([https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)) on HUD's website as part of the CoC Estimated ARD Report. A CoC's PPRN is determined by adding the published PPRN of each metropolitan city, urban county, other county, and formula area located within the HUD-approved CoC geographic area. The PPRN for each insular area (American Samoa, Guam, the Commonwealth of the Northern Marianas, and the Virgin Islands) is included in the Estimated ARD report and calculated based on population as set forth in 24 CFR 578.17(a).

- 8. Rental Assistance Worksheet.** The rental assistance worksheet accurately calculates a rental assistance project's ARA and is used when there is a change to an eligible renewal project's unit configuration due to a grant agreement amendment or for those rental assistance projects that are renewing for the first time that were originally awarded under a multi-term grant agreement (e.g., 2 years). The rental assistance worksheet determines the 1-year ARA for the project.
- 9. Reservation.** For purposes of this Notice, reservations are a type of formula area as specifically delineated under HUD's IHBG program at [24 CFR 1000.302](#).
- 10. Tribal Resolution.** For purposes of this Notice, this term has the same meaning as in [24 CFR 1003.4](#): "...the formal manner in which the tribal government expresses its legislative will in accordance with its organic documents. In the absence of such organic documents, a written expression adopted pursuant to tribal practices will be acceptable."
- 11. Tribally Designated Housing Entity.** For purposes of this Notice, this term has the same meaning as in [Section 4 of NAHASDA \(25 U.S.C. 4103\)](#).
- 12. Trust Land.** For purposes of this Notice, trust lands are a type of formula area as delineated under HUD's IHBG program at [24 CFR 1000.302](#).

## V. Registration Process.

### A. General Information.

Accessing and completing the registration process in *e-snaps* includes the following steps that must be completed no later than the deadline described in Section II.A of this Notice. If a Collaborative Applicant of a known CoC has not completed a new registration by this time and date, HUD will move the previous year's CoC Program Registration information forward to the current CoC Program Competition year with no changes. Collaborative Applicants that



complete and submit a current registration that do not receive HUD approval of their registration submission will be notified via *e-snaps* and will not be permitted to access or submit the FY CoC Consolidated Application during the CoC Program Competition.

### **B. Step One: Accessing e-snaps.**

Any Collaborative Applicant primary contact person who has accessed the registration forms in *e-snaps* in previous Competitions is known as a “returning *e-snaps* user.” These users will already have access to the CoC Program Registration forms. Returning users may use the same username and password previously created. First-time users, including users representing a newly formed CoC, must create an *e-snaps* account by completing the *e-snaps* applicant profile information. The Collaborative Applicant’s primary authorized *e-snaps* user must grant permission to each person who created a user account for the first time before they can access the registration forms.

### **C. Step Two: Applicant Profile.**

New CoCs must complete the CoC and Project Applicant profiles to access the registration forms and complete the registration process. Existing CoCs must review and update the CoC and Project Applicant profiles to ensure that HUD has the most current contact information. See Section II.E of this Notice and the CoC Program Registration Guide (found here: [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)) for more information.

### **D. Step Three: Funding Opportunity Registration.**

Collaborative Applicants completing registration forms must first register the CoC for the funding opportunity. This step does not register the CoC for the Competition, but it allows access to the program registration forms in *e-snaps*. The CoC Program Registration Guide (found here: [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)) provides step-by-step instructions on how to complete the funding opportunity registration.

### **E. Step Four: Creating the CoC Program Registration Project.**

Collaborative Applicants must create a project for the CoC Program Registration in *e-snaps* on the “Projects” screen. Returning Collaborative Applicants must import the previous year’s CoC Program Registration. The CoC Program Registration Guide (found here: [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)) provides step-by-step instructions on how to create the CoC Program Registration project.

### **F. Step Five: Complete the registration forms.**

Collaborative Applicants registering for the first time and Collaborative Applicants for CoCs that have changes from the previous year’s CoC Program Competition must complete all relevant information. The CoC Program Registration Guide (found here:



[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)) provides step-by-step instructions on how to complete each registration form in *e-snaps*.

1. ***CoC Mergers and Other Actions.*** CoCs that intend to voluntarily go through the CoC Merger Process are asked to notify HUD by sending an email to [CoCMerger@hud.gov](mailto:CoCMerger@hud.gov) to obtain a new CoC name and number that clearly identifies the geographic area of the newly merged CoC. HUD will accept requests submitted for the following actions during the CoC Program Registration process:
  - (a) the merger of two or more CoCs;
  - (b) the separation of one or more geographic areas from one or more CoCs to other CoCs. For example, a formula area that is already part of an existing CoC's current geography may be separated in accordance with these instructions so that an Indian Tribe, TDHE, or other eligible organization may serve that geography under a newly formed CoC<sup>1</sup>; or
  - (c) the splitting of an existing CoC and the division of the geographic resources into two or more CoCs.

CoCs that processed any of the actions above before the end of the CoC Program registration process must reflect the change in *e-snaps* so HUD can calculate the correct PPRN and ARD for each CoC.

2. ***Review the CoC's Geographic Area.*** All Collaborative Applicants must notify HUD of the geographic codes selected by the CoC in *e-snaps* during the CoC Program Registration process. Starting in FY2022, the list of geographic codes provided in *e-snaps* will include formula areas.

Due to the allocation of funds for metropolitan cities, urban counties, other counties, and insular areas under the Community Development Block Grant (CDBG) formula, HUD makes necessary changes each fiscal year to the metropolitan cities, urban counties, all other counties, and insular areas eligible to receive a PPRN amount for each FY CoC Program Competition. See 24 CFR 578.17(a) for information regarding the PPRN formula and the role of CDBG in determining the formula and geographic areas. Because of the addition of tribal formula areas to the CoC program by the Consolidated Appropriations Act, 2021, HUD will also include formula areas in the list of geographies that CoCs can select and in the calculation of PPRN.

Collaborative Applicants should ensure that all geographic codes within the CoC's geographic area are included during the registration process in *e-snaps* as additional metropolitan cities, urban counties, all other counties, formula areas, and insular areas

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<sup>1</sup> In this example, the newly formed CoC would not need the authorization of the existing CoC to select formula areas that were previously included in the geography of the existing CoC. However, the provisions at 24 CFR 578.35(d) concerning competing CoCs (as described in Section V.F.2 of this Notice) and all other provisions of Section V.F.2 of this Notice apply.



may be added or removed each fiscal year. If there are any changes to the CoC's geographic codes, the Collaborative Applicant must complete the registration forms.

Per 24 CFR 578.35(d), if more than one CoC selects the same geographic area to include in their CoC's geographic areas, HUD will award funds to the Continuum applicant(s) whose application(s) has the highest total score. While the PPRN for the competing geography will be included in each CoC's overall PPRN, no projects will be funded from the lower scoring CoC. No project applications that are submitted in two or more competing CoC Consolidated Applications will be funded. HUD will not correct errors made by Collaborative Applicants, including errors where a Collaborative Applicant failed to select a geographic code.

Based on the statutory change described in Section I of this Notice, Indian Tribes, TDHEs, or other eligible organizations may: (1) be Collaborative Applicants of an existing CoC, (2) apply for funding through an existing CoC to carry out projects located in the CoC's geographic area, including formula areas, or (3) be the Collaborative Applicant of a newly formed CoC and register the CoC to carry out projects in a formula area, or another geographic area, in accordance with the requirements of this notice. The following information describes the additional requirements that apply where an existing or a newly formed CoC intends to include a formula area in the CoC's geographic area:

- (a) Indian Tribes, TDHEs, or other eligible organizations may select formula areas to include in their geographic area as a newly formed CoC through the registration process; or the Indian Tribe, TDHE, or other eligible organization may apply for CoC funding through an existing CoC, in which case the formula area must either have previously been selected as part of the CoC's existing geographic area, or must be added to the CoC's geographic area during Registration.
- (b) The Collaborative Applicant (other than an Indian Tribe or TDHE directly selecting their own formula area) must include as an attachment to their *e-snaps* CoC registration submission a tribal resolution from the applicable Indian Tribe authorizing the CoC to select the trust land or reservation. Indian Tribes and TDHEs are not required to include a tribal resolution to select their own trust land or reservation or to site a project on their own formula area.
- (c) The Indian Tribe or TDHE may approve the subdivision of a trust land or reservation among more than one CoC (including an existing CoC and a newly formed CoC) through a tribal resolution. The provisions at 24 CFR 578.35(d) concerning competing CoCs (as described in the preceding paragraph) apply. HUD encourages existing CoCs to work with Indian Tribes and TDHEs to ensure that any subdivision does not result in competing CoCs.
- (d) Existing CoCs that requested and were approved to add a formula area during the FY2021 CoC Program Competition, and that will continue to include such formula area in their CoC's geographic area, must add the formula area during the FY2022 CoC Registration process (the formula area will not be automatically imported from the previous year's registration) and must include as an attachment



to their e-snaps submission a tribal resolution from the applicable Indian Tribe authorizing the inclusion of the formula area in the CoC. If, instead, the relevant Indian Tribe, TDHE, or other eligible organization will apply as a separate, newly formed CoC, in the FY22 CoC competition, the process described in Section V.F.1 must be followed for the Indian Tribe, TDHE, or other eligible organization to select the applicable formula area during the CoC Registration.

### **G. Step Six: Submit CoC Program Registration to HUD.**

Once all required information is completed, required attachments are uploaded, and certifications completed, the CoC Program Registration is ready for submission. Collaborative Applicants registering for the first time and Collaborative Applicants for CoCs that have changes from the previous year's CoC Program Competition must submit their annual CoC Program Registration to HUD through *e-snaps* no later than the deadline described in Section II.A of this Notice. If a Collaborative Applicant of a known CoC has not completed a new registration by this time and date, HUD will move the previous year's CoC Program Registration information forward to the current CoC Program Competition year with no changes.

If the CoC is new and did not complete a CoC Program Registration in the previous CoC Program Competition process, the Collaborative Applicant must complete all registration forms and submit in *e-snaps*. If the new CoC fails to submit the registration by the submission date, it will not have access to that fiscal year's CoC Consolidated Application.

***Special instructions for CoCs without expiring renewal grants.*** CoCs that do not have any projects within their geographic area that are eligible for renewal funding in the next FY CoC Program Competition and will not request UFA or HPC designation or funding for new projects, including CoC planning, do not have to complete or submit the CoC Program Registration forms in *e-snaps*. However, CoC Program Registration is strongly encouraged so HUD is aware of the CoC's active status.

## **VI. GIW Process.**

Prior to the CoC Program Competition, HUD will post each CoC's GIW populated with all eligible renewal projects known to HUD to the CoC Competition webpage ([https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)) on HUD's website as 'read-only' for Collaborative Applicant, CoC, and project applicant review. If the Collaborative Applicant, CoC, or project applicant determines there is an error in the information or an eligible renewal project is missing from the HUD-posted GIW, the CoC's Collaborative Applicant must submit a HUD-prescribed GIW Change Form to provide information and documentation regarding the error and the change the applicant is requesting from HUD. HUD will review the change request, and if approved, will make the change to the GIW and post an updated GIW to the CoC Competition webpage ([https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)) on HUD's website. All GIW Change Forms must be submitted by the Collaborative Applicant to the local HUD CPD field office for review and approval. HUD Headquarters will not consider any change requests directly from project applicants. Identify projects to be included on the GIW.



## A. Identify projects to be included on the GIW.

1. HUD will complete an inventory of all projects eligible for renewal funding in the annual CoC Program Competition, which are projects expiring during the next calendar year (the period between January 1 and December 31). CoC-designated Collaborative Applicants should review the populated inventory of eligible projects in the posted GIWs and notify the local HUD CPD field office via the GIW Change Form if additional eligible renewal projects are missing or if there are any changes needed to the GIW (e.g., budget changes based on a grant agreement amendment). If there are any changes that affect the rental assistance BLI, the Collaborative Applicants must also submit a Rental Assistance Worksheet.
2. The local HUD CPD field office will review any changes, and if approved, notify HUD Headquarters and the Collaborative Applicant of the approval. HUD Headquarters will use the information contained in the GIW Change Form to update the GIW, which HUD will then post to the CoC Competition webpage ([https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)) on HUD's website with a revision date. To ensure the estimated ARD is accurate, CoCs should ensure all eligible renewal projects are included on the GIW. For those CoCs with eligible renewal projects, a correct accounting of all eligible renewal projects is imperative for HUD to calculate the correct amount of CoC planning and UFA Costs the Collaborative Applicants may be eligible to apply for in the CoC Program Competition.

Collaborative Applicants are responsible for ensuring the GIWs accurately list all projects eligible for renewal funding in the applicable FY CoC Program Competition and notifying HUD of any missing eligible renewal projects. HUD will populate the GIWs with the projects awarded 1 year of funding in the previous CoC Program Competition, including renewal and new projects, and any multi-year grants that are eligible for first-time renewal in the next FY CoC Program Competition.

CoC planning and UFA Costs projects are not included in the pre-populated GIWs as these projects do not contribute to a CoC's ARD amount nor are these projects included in the national ARD amount. Each CoC Program Competition NOFO will provide information on how to apply for CoC planning and UFA Costs projects.

## B. Update Information in the GIW.

HUD recognizes that the initial GIW posted on the website may be incomplete or inaccurate. It is the responsibility of the Collaborative Applicant, CoCs, and project applicants to review and update the GIW information after the Collaborative Applicant has consulted with the local HUD field office, to ensure the following eligible projects are included on the GIWs:

1. grants that were awarded a multi-year term that will expire in the next calendar year;
2. renewal grants that received 1 year of funding in the previous CoC Program Competition; and



3. new 1-year grants awarded in the previous CoC Program Competition that will expire in the next calendar year that will have an executed grant agreement no later than December 31 of the current year (e.g., no later than December 31, 2018 to be eligible for FY 2018 renewal funds) and that will have an operating start date after January 1 of the next calendar year (e.g., January 1, 2019 through December 31, 2019).

### C. Projects listed in the GIW.

The inclusion of a project in the GIW does not guarantee the project will receive funding in the next FY CoC Program Competition as all project applications must meet the eligibility and threshold requirements of the CoC Program Competition NOFO and must be prioritized by the CoC through the ranking process as described in each FY CoC Program Competition NOFO. All project applicants must submit a project application in *e-snaps* as described in each FY CoC Program Competition NOFO for CoC review and determination as to whether the CoC will accept and rank or reject the project prior to submitting the CoC Consolidated Application to HUD.

**HUD will not fund projects for which the Collaborative Applicant failed to submit a project application in *e-snaps* by the FY CoC Program Competition submission deadline regardless of whether the project was included on the GIW.** HUD retains discretion to not renew or to reduce funding for any project that has significant issues (e.g.; monitoring findings, results from investigations by HUD's Office of Inspector General, project applicant does not routinely drawdown funds from eLOCCS at least once per quarter, consistently late Annual Performance Report (APR) submissions). It is the responsibility of the Collaborative Applicant, CoCs, and project applicants to review and update the GIW information after the Collaborative Applicant has consulted with the local HUD field office.