



CoC Registration and CoC Review

HUD Detailed Instructions and Navigational Steps

**FY 2020
Version 1**

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CoC Registration and CoC Review

Introduction

This document provides supplementary instructions for Collaborative Applicants that intend to complete the CoC Program Registration in *e-snaps* in preparation to apply for CoC Program funds in the FY 2020 Continuum of Care (CoC) Program Competition. As stated in [Notice CPD-18-03: Continuum of Care Program Registration](#), Collaborative Applicants are not required to complete the registration process unless they have changes to geographic codes, have merged, or intend to apply for Unified Funding Agency (UFA) and/or High Performing Community (HPC) designations. If a Collaborative Applicant does not submit its FY 2020 CoC Program Registration in *e-snaps* by the first Thursday in March by 5:00 PM EST, HUD will move forward the previous year's CoC Program Registration for the Collaborative Applicant with no changes.

CoC Registration Process

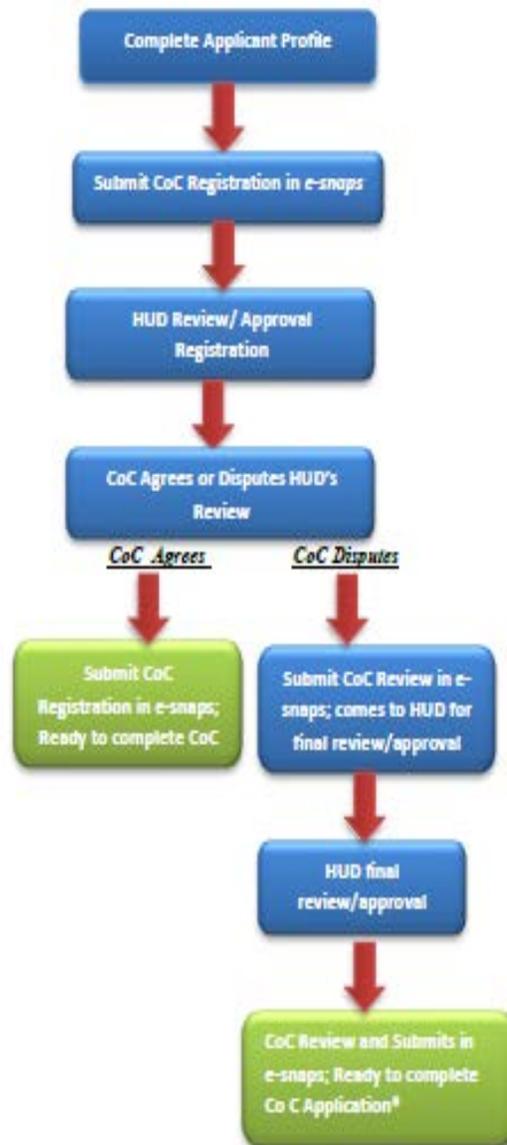
The following flow chart depicts the CoC Program Registration process. The FY 2020 submission due date is the first Thursday in March by 5:00 PM EST. As part of the CoC Program Registration process, HUD strongly encourages Collaborative Applicants to update the CoC Applicant Profile to ensure that contact and organizational information is current as the information provided is used by HUD to communicate information to Collaborative Applicants.

The FY 2020 CoC Registration submission due date is March 5, 2020.

Collaborative Applicants will have the opportunity to review the submitted information in *e-snaps*, (whether completed and submitted by the Collaborative Applicant or HUD), and can review the registration information to:

- review for any HUD changes or notes, submit as approved or rejected by the second submission date; or
- if applied for UFA and/or HPC designations, review HUD's determination to agree or disagree with HUD's determination.
 - If the Collaborative Applicant agrees with HUD's determination, it will affirmatively answer all questions and submit;
 - If the Collaborative Applicant disagrees with HUD's determination, it will have one final opportunity to notify HUD in writing through *e-snaps*, why it disagrees and resubmit. If HUD denies the UFA or HPC designation request this second time, the Collaborative Applicant must affirmatively answer all final questions and submit the forms to have access to the FY 2020 CoC Consolidated Application. Below is the flow chart of the process for Collaborative Applicants that complete and submit registration forms:

CoC Registration and CoC Review



Note: If the Collaborative Applicant wants to dispute HUD's final review, the Collaborative Applicant must reconcile any further issues outside of *e-snaps*. Please contact your local HUD CPD field office if there are further disputes after HUD's final review and approval of the submitted registration.

STOP:

Is there a new Primary Contact for the organization currently serving as the Collaborative Applicant, or has the organization designated as the Collaborative Applicant for the CoC changed? Please review the following resource on the CoC Program Competition Resources webpage and contact the HUD Exchange Ask A Question, both located on the HUD Exchange:

- *Updating CoC Primary Contacts, at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>.*

CoC Registration and CoC Review

- HUD Exchange Ask A Question, at: <https://www.hudexchange.info/get-assistance/my-question/>.

The information contained in the CoC Applicant Profile MUST be accurate and up-to-date, as this information is used by HUD to contact CoCs. Detailed instructions for completing the CoC Applicant Profile, including how to put the Profile in "edit-mode," are in the following navigational guide:

- CoC Applicant Profile, at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>.

Before Starting the CoC Registration

Before starting the FY 2020 CoC Program Registration, all Collaborative Applicants should review the following documents:

- [Notice CPD 18-03: Continuum of Care Program Registration](#);
- [Notice CPD 18-05: Unified Funding Agency](#);
- [Notice CPD 18-06: Applying to be a High Performing Community](#);
- [24 CFR part 578](#); and
- [CoC Program Registration resources on the e-snaps page](#) available on the HUD Exchange.

All CoC-designated Collaborative Applicants may apply to request UFA designation and/or HPC designation on behalf of the CoC during the FY 2020 CoC Program Registration process. The UFA and HPC forms will be visible only for those Collaborative Applicants that request UFA and/or HPC designation during the FY 2020 CoC Program Registration process. HUD will make the final determination of UFA and/or HPC designations for Collaborative Applicants that request them during HUD's assessment of the registration forms and provide the final determination via *e-snaps*. Collaborative Applicants that were designated as a UFA in the FY 2019 CoC Program Registration process **MUST** review and update, as needed, the UFA forms in *e-snaps* during the FY 2020 CoC Program Registration process, as a UFA designation does not carry-over from year to year. HPC forms will only be visible to Collaborative Applicants that request HPC designation on behalf of the CoC. Collaborative Applicants may request both UFA and HPC designations during the Registration process.

CoC Registration and CoC Review

Required Forms

Collaborative Applicants must complete the following forms for basic registration, UFA designation request, and/or HPC designation request.

Form Title	CA	UFA	HPC
Before Starting	X	X	X
Continuum of Care Organization	X	X	X
Continuum of Care Geographic Area(s)	X	X	X
UFA Capacity - CoC Responsibilities		X	
UFA Financial Management		X	
UFA Sub-Recipients Management		X	
UFA Sub-Recipients List		X	
UFA Attachments		X	
HPC Requirements			X
HPC Data			X
HPC – Reduce/Outreach			X
HPC Attachments			X
Attachments			
Certifications	X	X	X

The UFA and HPC forms are only applicable to Collaborative Applicants applying for UFA and/or HPC designation.

CoC Registration and CoC Review

Accessing e-snaps

HUD requires applicants to use *e-snaps* to access the CoC Program Registration forms.

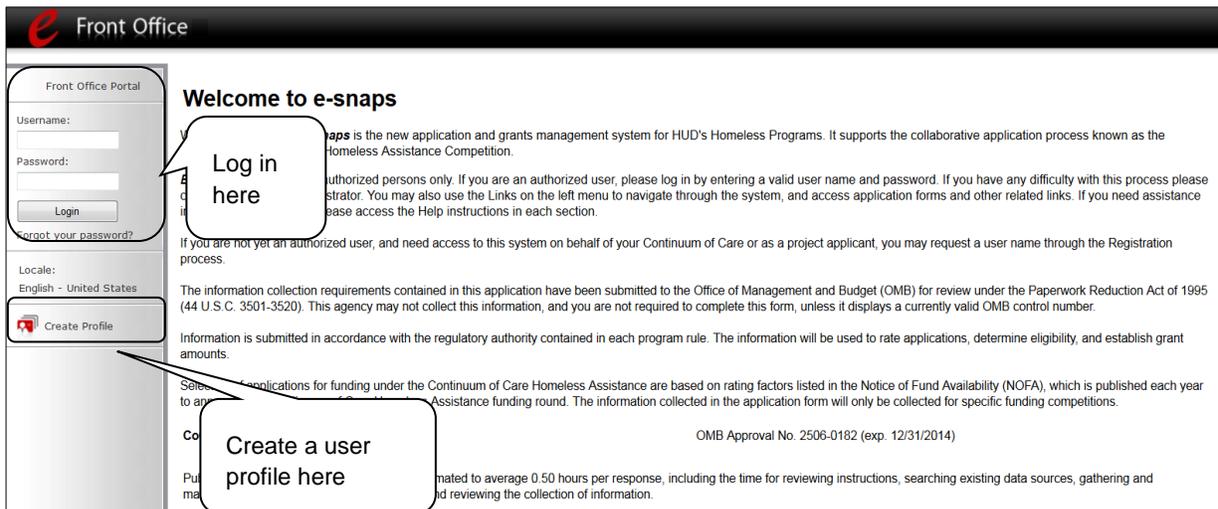
Individual Login Credentials

Each e-snaps user must have individual login credentials. Each organization should have a minimum of two people with access to e-snaps—the Primary Contact and one or more additional contact(s). Individuals should not share login information.

New Users

New e-snaps users have access to e-snaps, but they do not yet have access to a specific organization's e-snaps account until added as a Registrant.

- For information on how to add and delete users, refer to the *Adding and Deleting Users* resource, at: <https://www.hudexchange.info/resource/2903/adding-deleting-registrants-in-esnaps>.
- You may need to request access via the HUD Exchange Ask A Question, at: <https://www.hudexchange.info/get-assistance/my-question/>.



Step	Description
1.	Direct your Internet browser to https://esnaps.hud.gov/ .
2.	<p>Existing Users: On the left menu bar, enter the username and password and then select the login button. You will then enter <i>e-snaps</i> and arrive at the "Welcome" screen.</p> <p>New Users: Create an <i>e-snaps</i> username and password by selecting the "Create Profile" link. Then, log in.</p> <ul style="list-style-type: none">• As stated above, new <i>e-snaps</i> users have access to <i>e-snaps</i>, but they do not yet have access to a specific <i>e-snaps</i> account until added as a Registrant. Review the next section for more information.
3.	If you forgot your password, select "Forgot your password?" under the "Login" button.

CoC Registration and CoC Review

CoC Applicant Profile

Collaborative Applicants are strongly encouraged to review and complete the CoC Applicant Profile before moving forward in the CoC Program Registration process.

To access the CoC Applicant Profile, Collaborative Applicants must log in to *e-snaps*, select "Applicants" on the left menu bar, ensure that the correct Applicant name in the "Applicants" field at the top left side of the screen is selected, and select the orange folder to the left of the Applicant name on the screen.

Collaborative Applicants **MUST** ensure that they are working in the correct Applicant account. In most cases, Collaborative Applicants will have two different Applicant types:

- 1) CoC Applicant for the CoC Program Registration and, later, the CoC Consolidated Application, (typically with the Applicant Number reflecting the HUD assigned CoC Number; e.g.XX-500), and
- 2) Project Applicant for project applications (e.g., CoC Planning) (typically with the Applicant Number reflecting the organization's DUNS Number).

When a Collaborative Applicant accesses the CoC Applicant Profile after the CoC Program Registration period opens, there is a statement "This e.Form has been marked as complete" at the bottom of the screens. To update information in the forms (e.g., primary contact), the Collaborative Applicant must place the forms in edit-mode by selecting the "Edit" button on the "Submission Summary" screen,

After the Collaborative Applicant ensures the data entered in the CoC Applicant Profile is accurate, the Collaborative Applicant must select the "Complete" button on the Submission Summary screen of the CoC Applicant Profile. As stated in Notice CPD-18-03: *Continuum of Care Program Registration*, HUD encourages all applicants to create a permanent email address that does not change with staff turnover, e.g., 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.

Resource

The CoC Applicant Profile instructional guide provides detailed, step-by-step instructions for completing the Applicant Profile. It is available on the CoC Program Competition: e-snaps Resources webpage at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>.

CoC Registration and CoC Review

Funding Opportunity Registration

Collaborative Applicants completing the registration forms must first register the CoC for the funding opportunity.

**CoC
REGISTRATION
IS NOT
COMPLETE**

This step does not register the CoC for the Competition process, but it allows the Collaborative Applicant to proceed to the next steps to access the CoC Program Registration forms in e-snaps.

1. Select "Funding Opportunity Registrations"

2. Confirm the correct Applicant is listed in the Applicant field

and Application FY 2020

Register View	Funding Opportunity Name	Applicants Registered		
	CoC Full Annual Performance Report	1	Jul 19, 2010	Jun 20, 2020
	CoC Planning Project Application FY2016	0	Sep 16, 2014	Dec 31, 2019
	CoC Planning Project Application FY2017	0	Sep 16, 2014	Dec 31, 2019
	CoC Planning Project Application FY2018	0	Sep 16, 2014	Dec 31, 2020
	CoC Registration and Application FY2020	1	Jul 18, 2014	Dec 31, 2020
	New Project Application FY2018	0		

Step	Description
1.	Select "Funding Opportunity Registrations" on the left menu bar.
2.	The "Funding Opportunity Registrations" screen appears.
3.	Select the "Register" icon  next to "CoC Registration and Application FY 2020."
4.	The "Funding Opportunity Details" screen appears.

CoC Registration and CoC Review

Front Office Help Logout

Applicant: Alaska Balance of State (AK-501)

Funding Opportunity Details

Funding Opportunity Name: CoC Registration and Application FY2020
Start Date: Sep 16, 2014
End Date: Jan 1, 2021

Funding Opportunity Registration

Are you sure you wish to register Alaska Balance of State (AK-501)?

Yes Cancel

Callout: The CoC is NOT yet registered for the Competition. Proceed through the steps to access and submit the CoC Registration.

- | Step | Description |
|------|---|
| 1. | When the question appears asking if you want to register the applicant for the funding opportunity, select "Yes." |
| 2. | The screen will then indicate that the CoC has been registered for the funding opportunity.

Important: This is only registering for the opportunity to apply for funding and allows the CoC to proceed in e-snaps; the CoC is NOT registered for the FY 2020 CoC Program Competition. |
| 3. | Select the "Back" button to return to the "Funding Opportunity Registrations" screen and proceed to the next page for the next required steps to register. |

Applicant Field Dropdown	<i>The "Applicant" field with the dropdown menu located at the top of the screen identifies the Applicant Profile in which you are working. Please ensure you are working in the correct one.</i>
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CoC Registration and CoC Review

Creating the CoC Program Registration Project

Collaborative Applicants must create a project for the CoC Program Registration in *e-snaps* on the "Projects" screen. After the Collaborative Applicant "creates" the project, it will appear on this screen and the term "CoC Registration and Application FY 2020" will appear under the "Funding Opportunity Name" column.

Import Function

Returning Collaborative Applicants MUST import the previous year's CoC Program Registration. If the previous year's CoC Registration is NOT imported, the Collaborative Applicant must enter all information for all forms and will not have the ability to import the previous year's CoC Application.

The screenshot shows the 'Front Office' interface. On the left is a navigation menu with 'Projects' selected. The main area shows a table of projects. Callouts indicate: 1. Select 'Projects' on the left menu. 2. Select 'CoC Registration and Application FY 2020' in the 'Funding Opportunity Name' dropdown. 3. Select the 'Add' icon above the table columns.

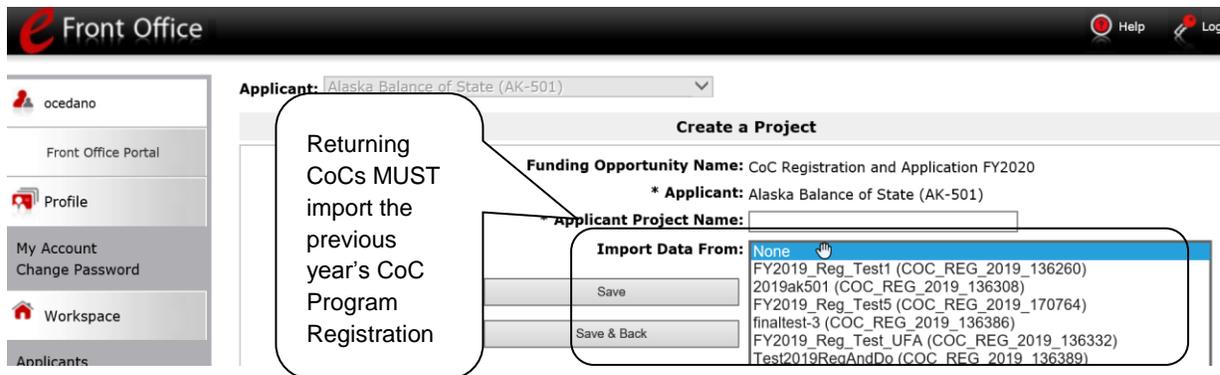
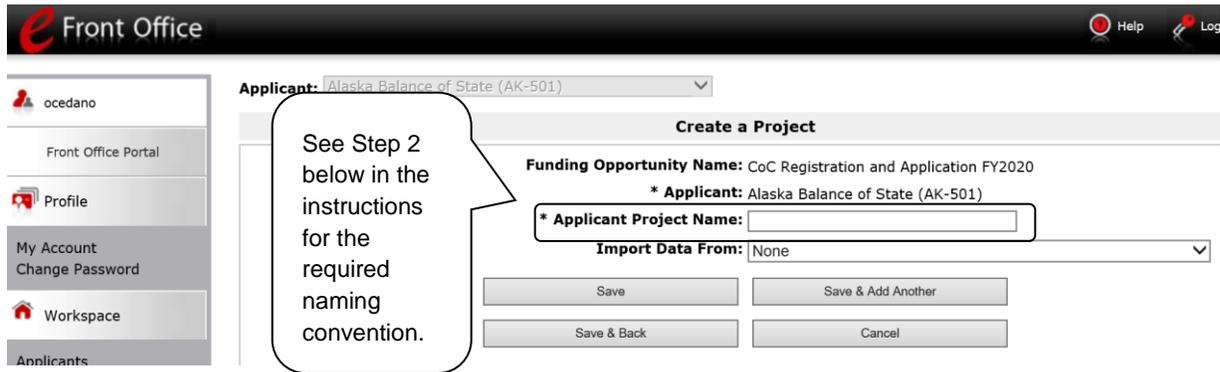
Edit	Project Name	Project Number	Funding Opportunity Name	Applicant Name	Project Status
	FY2020_Reg_Test1	COC_REG_2020_136751	CoC Registration and Application FY2020	Alaska Balance of State	Progress
	FY2020_Reg_Test2	COC_REG_2020_136752	CoC Registration and Application FY2020	Alaska Balance of State	Progress
	fy2020_test1	COC_REG_2020_136753	CoC Registration and Application FY2020	Alaska Balance of State	Progress
	fy2020_test2	COC_REG_2020_136754	CoC Registration and Application FY2020	Alaska Balance of State	In Progress
	fy2020_test3	COC_REG_2020_136755	CoC Registration and Application FY2020	Alaska Balance of State	In Progress
	fy2020_test4	COC_REG_2020_136747	CoC Registration and Application FY2020	Alaska Balance of State	In Progress
	fy2020_test5	COC_REG_2020_136748	CoC Registration and Application FY2020	Alaska Balance of State	In Progress

Step	Description
1.	Select "Projects" on the left menu bar.
2.	The "Projects" screen appears.
3.	Select "CoC Registration and Application FY 2020" from the "Funding Opportunity Name" dropdown.
4.	The screen refreshes and an "Add" icon  appears on the left side of the screen above the column headings.
5.	Select the "Add" icon. 
6.	The "Create a Project" screen appears.

Applicant Field Dropdown

*The "Applicant" field with the dropdown menu located at the top of the screen identifies the Applicant Profile in which you are working. You **must** be working in the CoC Applicant Profile.*

CoC Registration and CoC Review



Step	Description
1.	On the "Create a Project" screen, the CoC Applicant Name will be populated.
2.	<p>In the "Applicant Project Name" field, enter the CoC Number followed by the words "CoC Registration FY 2020."</p> <ul style="list-style-type: none"> For example, the Scranton/Lackawanna County CoC should enter: PA-508 CoC Registration FY 2020.
3.	<p>In the "Import Data From": field, select the CoC Registration 2019. This will ensure that your CoC's FY 2019 CoC Program Registration information is imported and will decrease the amount of information that must be entered for the FY 2020 CoC Program Registration process.</p> <p>Note: If Collaborative Applicants do not import the previous year's CoC Registration, they must fully complete the FY 2020 CoC Program Registration.</p>
4.	Select "Save & Back" to return to the "Projects" screen.
5.	<p>The project name is listed in the menu.</p> <ul style="list-style-type: none"> Select the "View" icon  to view project details; however, applicants are not required to enter any notes on that page.

CoC Registration and CoC Review

Submissions

After completing the CoC Applicant Profile, registering for the Funding Opportunity, and creating the CoC Program Registration project, Collaborative Applicants may now enter the CoC Registration and complete the forms. Collaborative Applicants may access the CoC Program Registration forms through the "Submissions" screen.

The screenshot shows the 'Front Office' interface. The left sidebar has 'Submissions' selected. The main area shows the 'Submissions' screen for applicant 'Alaska Balance of State (AK-501)'. Filters are applied: Applicant Project Name: FY2020_Reg_Test5, Date Submitted: On, Project Status: All Projects, Submission Version: Latest Version, Associate Type: All. A table below shows one submission entry.

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	FY2020_Reg_Test5 COC_REG_2020_136755	CoC Registration and Application FY2020 Registration FY2020	Jan 1, 2019	May 19, 2020	Primary Applicant	1	Jan 10, 2020 4:00:36 PM

Step	Description
1.	Select "Submissions" on the left menu bar.
2.	The "Submissions" screen appears.
3.	Locate the CoC Program Registration project you established. <ul style="list-style-type: none"> Option: Use the "Submissions Filters." Select "CoC Registration 2020" in the Project Name field. Then select the "Filter" button to single out your project(s). 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 FY 2020/ Registration FY 2020"
4.	Continue with the instructions in the next section for the completing the CoC Program Registration.

Applicant Field Dropdown *The "Applicant" field with the dropdown menu located at the top of the screen identifies the Applicant Profile in which you are working. You **must** be working in the CoC Applicant Profile.*

CoC Registration and CoC Review

CoC Registration

The following sections detail the steps for completing the CoC Program Registration forms in *e-snaps*.

Prepopulated Information

Some data may pre-populate from the CoC Applicant Profile (i.e., *e-snaps* will populate the data from the CoC Applicant Profile).

Review the pre-populated data. If it is not correct, edit the CoC Applicant Profile. Be sure to select the "Complete" button after editing so that the data can be pulled forward again.

Back to Submissions List

When working in the CoC Registration, *e-snaps* users can return to the main screen by selecting "Back to Submissions List" at the bottom of the left menu bar. The main screen is where Applicant, Funding Opportunity Registration, Projects, and Submissions are located.

Accessing the CoC Registration

Access the CoC Program Registration through the "Submissions" screen.

Front Office

Applicant: Alaska Balance of State (AK-501)

Submissions

[Hide Filters] [Clear Filters]

Applicant Project Name: FY2020_Reg_Test5

Date Submitted: On

Project Status: All Projects

Submission Version: Latest Version

Associate Type: All

Filter

Action	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	FY2020_Reg_Test5 COC_REG_2020_136755	CoC Registration and Application FY2020 Registration FY2020	Jan 1, 2019	May 19, 2020	Primary Applicant	1	Jan 10, 2020 4:00:36 PM

Step

Description

1. Select "Submissions" on the left menu bar.
2. The "Submissions" screen appears.
3. Select the "Folder" icon to the left of the CoC Program Registration project you established with the Funding Opportunity Name "CoC Registration and Application FY 2020 /Registration FY 2020."
4. The "Before Starting" screen appears.

CoC Registration and CoC Review

Before Starting Continuum of Care Registration

Before you begin reviewing and completing the CoC Registration, review the following information highlighted on this "Before Starting Continuum of Care Registration" screen.

The screenshot shows the 'Before Starting' screen in the eForms system. The sidebar on the left contains the following items:

- cedano
- CoC Registration and Application FY2020
- Applicant Name: Alaska Balance of State
- Applicant Number: AK-501
- Project Name: FY2020_Reg_Test1
- Project Number: COC_REG_2020_136751
- CoC Registration FY2020
- Before Starting**
 - 1. CoC Organization
 - 2. CoC Geographic Area(s)
 - 3. UFA Responsibilities
 - 4. UFA Financial
 - 5. UFA Sub-Recipient
 - 5a. UFA Sub-Recipient
 - 6. HPC Requirements
 - 7. HPC Data
 - 8. HPC - Reduce/Outreach
 - 10. Attachments
 - 11. Attachments Certification
 - Submission Summary
- View Applicant Profile
- Export to PDF
- Get PDF Viewer
- Back to Submissions List

The main content area is titled 'Before Starting' and contains the following text:

Collaborative Applicants may choose to register as either a Collaborative Applicant (CA) or a Unified Funding Agency (UFA), and may also apply for High Performing Community (HPC) designation. All Collaborative Applicants should complete the basic registration forms. If UFA and/or HPC designation is requested, the Collaborative Applicant will need to check the appropriate box to make those forms visible for completion and submission to HUD for review. The final determination of the Collaborative Applicant's designation as UFA and/or HPC during HUD's assessment of the registration process and provide the final determination via e-snaps.

Collaborative Applicants are strongly encouraged to review the following documents in their entirety BEFORE completing the CoC Program Registration in e-snaps:

- [24 CFR part 578](#)
- [CoC Program Registration Notice](#)
- [CoC Program Unified Funding Agency \(UFA\) Notice](#)
- [CoC Program High Performing Community \(HPC\) Notice](#)
- [CoC Program Registration and CoC Review Instructions](#)

HUD communicates the CoC information via Listserv messages. [Click here to subscribe.](#)

Buttons: Back, Next

This e.Form has been submitted

Callout box: Review this screen

Note: Return to Submissions List

Step

Description

1.

Select "Next."

CoC Registration and CoC Review

1. Continuum of Care Organization

Collaborative Applicants that are submitting the CoC Program Registration on behalf of the CoC will have the opportunity on this form to apply for UFA and HPC designation. This form is used to identify the appropriate CoC, as well as the Collaborative Applicant responsible for applying on behalf of the entire CoC. The following is a brief description of those fields that will appear on this form. If Collaborative Applicants imported the previous year's process when setting up the FY 2020 Registration on the Projects screen, some of these fields will be prepopulated. Collaborative Applicants should review those fields to make sure the information is still correct; if so, no changes are necessary. Collaborative Applicants must follow the directions below to make changes.

1. Continuum of Care Organization

Instructions: [Show Instructions](#)

* 1. Type of CoC: UFA

* 2. HPC Designation: Yes

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

4. Legal Name of Organization: Alaska Housing Finance Corporation
(e.g., CoC Lead Agency)

* 5. Select the State(s) in which the CoC claims geography:
For multiple state selections, hold the CTRL key and select the applicable states.

Available Items:	Selected Items:
Alabama	Alaska
American Samoa	
Arizona	
Arkansas	
California	
Colorado	
Connecticut	

* 6. Is the CoC composed of two or more CoCs approved by HUD to merge after the previous CoC Program Competition or prior to this FY CoC Program Registration process? Yes

* 6a. Select all CoCs included in the merger:

Available Items:	Selected Items:
AK-500 - Anchorage CoC	AL-500 - Birmingham/Jefferson, St. Clair, Shelby Counties C
AK-501 - Alaska Balance of State CoC	AL-501 - Mobile City & County/Baldwin County CoC
AL-502 - Florence/Northwest Alabama CoC	
AL-503 - Huntsville/North Alabama CoC	
AL-504 - Montgomery City & County CoC	
AL-505 - Gadsden/Northeast Alabama CoC	
AL-506 - Tuscaloosa/Sherman CoC	

* 6b. On what date did the CoCs merge? 12/10/2019

Back Next

UFA and HPC screens

Collaborative Applicants that are requesting UFA and/or HPC designation will have access to the additional UFA and/or HPC screens that must be completed in full, including all required attachments.

Collaborative Applicants that are not applying for UFA and/or HPC designation will not have access to the UFA and/or HPC screens.

CoC Registration and CoC Review

Question 1. Select “CA” or “UFA.”

Collaborative Applicants will indicate their intent by selecting whether they are going to submit the CoC Consolidated Application and the project applications under the rules and responsibilities of a Collaborative Applicant (CA) or if they intend to apply for UFA designation (UFA). The selection that is made determines which forms Collaborative Applicants must complete before they can submit the CoC Program Registration in *e-snaps*.

Question 2. Select "Yes" or "No" to indicate whether the Collaborative Applicant is requesting HPC (High Performing Community) designation for the CoC.

Collaborative Applicants must indicate the intent of the CoC to request HPC designation. This is a required field, therefore, the Collaborative Applicant must either select “Yes” or “No.” The HPC forms will only be visible if the Collaborative Applicant selects “Yes.” If the Collaborative Applicant does not intend to apply for HPC designation for the CoC, it can select “Yes” to see the questions that are asked on the forms; however, it must come back and select “No” to remove the forms from the submission requirement.

Question 3. Select or confirm the “CoC Number and Name.”

The correct CoC must be identified in this field. The dropdown menu for this field contains each CoC that registered during the FY 2019 CoC Program Registration, listed according to the CoC Number (e.g. NE-502) and CoC Name (e.g. Lincoln CoC). The CoC selected from the dropdown menu will be the responsible entity for the FY 2020 CoC Program Competition. Some CoC Numbers and Names may have changed, especially CoCs that may have notified HUD of a merger since the FY 2019 CoC Program Registration process.

Question 4. Confirm the "Legal Name of Organization;" this field is pre-populated based on the name entered in the CoC Applicant Profile.

This field is prepopulated with the name of the legal entity entered in the Applicant Profile that is associated with the CoC number and name selected. If there is an error in the spelling of the legal name or Collaborative Applicants cannot locate the legal name, go back to the Applicant Profile to update and save the correct information.

Question 5. Select or confirm the “State(s) in which the CoC claims geography.”

The state that is selected must be the state that includes the CoC’s claimed geographic area(s). Ensure the selected state is correct before proceeding.

Question 6. Answer "Yes" or "No" to indicate if the CoC merged with one or more other CoCs after the FY 2019 CoC Program Competition.

If the CoC merged after the FY 2019 CoC Program Competition final funding announcement and HUD notified the CoC that the merger is confirmed, the Collaborative Applicant should select “Yes.”

For CoCs that have selected “Yes” the following applies

- Select all CoCs included in the merger. From the dropdown menu, select the CoC Numbers and Names that are included in the merger; and
- Select the date of the merger. Select the date that the CoCs merged. The preferred date entered will be the date that HUD provided the newly merged CoC with its new CoC Number and Name.

Note: *CoCs that merged since the previous CoC Program Competition are no longer required to attach a CoC Merger Worksheet to the CoC Registration.*

CoC Registration and CoC Review

2. Continuum of Care Claimed Geographic Code(s)

On the "CoC Claimed Geographic Code(s)" screen, review the geographic codes(s) that the CoC serves.

Who Completes this screen?

All Collaborative Applicants need to complete this screen 2. CoC Geographic Area(s). Collaborative Applicants that are NOT applying for UFA or HPC designation will proceed to screens 4. Attachments, Certification, and Submission Summary.

The Collaborative Applicant that is responsible for applying for funds on behalf of the CoC must identify the CoC's defined geographic code(s). Collaborative Applicants must ensure that all geographic codes in the CoC's geographic area are selected before proceeding to the next form. The geographic codes selected will determine the Preliminary Pro Rata Need (PPRN) amount available to the CoC. The PPRN amounts will be posted to the HUD Exchange website via the Estimated ARD Report when the FY 2020 CoC Program Competition opens. If the Collaborative Applicant imported the previous year's registration, this will also be prepopulated and must be reviewed for accuracy.

The screenshot shows the 'e.Forms' application interface. The title bar includes the 'e.Forms' logo and a 'Logout' button. The sidebar on the left displays the user 'ocedano' and application details: 'CoC Registration and Application FY2020', 'Applicant Name: Alaska Balance of State', 'Applicant Number: AK-501', 'Project Name: FY2020_Reg_Test5', and 'Project Number: COC_REG_2020_136755'. The main content area is titled '2. Continuum of Care Claimed Geographic Area(s)'. It contains instructions: 'Instructions: [Show Instructions](#)' and '* 1. Select the geographic code(s) claimed by the CoC. To select multiple geographic areas, hold the CTRL key and select the applicable area(s)'. Below the instructions are two columns: 'Available Items' and 'Selected Items'. The 'Available Items' list includes: 020078 Anchorage, 029050 Bethel Census Area, 029060 Bristol Bay Borough, 029068 Denali Borough, 029070 Dillingham Census Area, and 029090 Fairbanks North Star Borough. The 'Selected Items' list includes: 029013 Aleutians East Borough, 029016 Aleutians West Census Area, 029110 Juneau City and Borough, 029130 Ketchikan Gateway Borough, and 029275 Wrangell City and Borough. Navigation buttons for 'Back' and 'Next' are located at the bottom of the main area.

Question 1. Select the CoC's geographic area(s).

The information selected should include all of the geographic codes located within the CoC's defined geographic area.

- CoCs that merged should ensure that all of the geographic codes for the newly merged CoC are selected.
- Collaborative Applicants should also review the [FY 2020 Geographic Codes](#) document.
- If the geographic areas listed are not correct, go back to 1. CoC Organization form and make sure that the correct state is selected.

CoC Registration and CoC Review

UFA Forms

The next four forms are only applicable for Collaborative Applicants requesting UFA designation from HUD as outlined in Notice CPD-18-05: *CPD Notice Unified Funding Agency*. Collaborative Applicants must fully answer all questions and attach all required documents (for more information on specific required documents that Collaborative Applicants must upload, review the 'Attachments' section of this document) BEFORE submitting the Registration in *e-snaps*.

Please be advised, if 'NO' is selected for any of the questions on the UFA forms this might impact whether HUD designates the Collaborative Applicant as a UFA for the FY 2020 CoC Program Competition. Before submitting the Registration in *e-snaps*, make sure that all information is captured correctly.

Collaborative Applicants that received UFA designation in the FY 2019 CoC Program Registration process must review, update, attach required forms, and submit the FY 2020 CoC Program Registration by the submission due date for HUD review and assessment. If a current UFA designated Collaborative Applicant does not complete and submit its FY 2020 CoC Program Registration forms with the UFA information updated and completed, it will lose its UFA designation for the FY 2020 CoC Program Competition.

NOTE

Collaborative Applicants not applying for UFA designation will not see these forms in the Registration and can proceed to the next forms for completion.

CoC Registration and CoC Review

3. UFA Capacity - Responsibilities

This form contains questions regarding the responsibilities of the CoC. Collaborative Applicants requesting UFA designation must demonstrate (by answering the questions below) that the CoC it is representing has met the requirements outlined at 24 CFR 578.7- Responsibilities of the CoC.

Existing Collaborative Applicants with UFA designation will see their answers from FY 2019 on questions with dropdown or yes/no responses brought forward.

The screenshot shows the 'eForms' application interface. On the left is a sidebar with the user 'occedano' and a navigation menu. The main content area is titled '3. UFA Capacity - CoC Responsibilities'. It features a red warning message: 'Any Collaborative Applicant that intends to submit the CoC Registration requesting UFA designation must complete all questions on this form.' Below this are instructions and two main questions. Question 1 asks if the CoC holds meetings with published agendas at least semi-annually, with a 'Yes' dropdown. Question 2 asks if the CoC has a publicly open invitation process for new members at least annually, also with a 'Yes' dropdown. Below question 2 is a text box for page numbers, containing '3-2a'.

Question 1. Does the CoC hold meetings of the full membership with published agendas at least semi-annually?

Select "Yes" or "No" to indicate whether the CoC meets this regulation requirement. If "Yes", attach the agendas for meetings that occurred between January 1, 2019 and February 1, 2020.

Question 2. Does the CoC have a publicly open invitation process for new members?

Select "Yes" or "No" to indicate whether the CoC meets this regulation requirement. If "Yes", attach the governance charter, and in the text box under 2a., identify the page number(s) this written process can be located within the document.

CoC Registration and CoC Review

10. Attachments
Certification
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

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* 3. Has the CoC adopted a written process to select the Board, which is reviewed, updated and approved by the CoC at least once every 5 years? (24 CFR 578.7(a)(3))?

* 3a. If yes, what date was the written process approved by the Continuum of Care? 33

* 4. Does the CoC Governance Charter list the committees, subcommittees, or workgroups appointed by the CoC (24 CFR 578.7(a)(4))?

* 4a. If yes, indicate the page(s) where this information can be found in the CoC Governance Charter. (Limit 250 characters)

* 5. In consultation with the Collaborative Applicant and HMIS Lead, has the governance charter been developed, followed, and updated annually? (24 CFR 578.7(a)(5))?

* 5a. Does governance charter include all procedures and policies needed to comply with Subpart B of the CoC Program interim rule? (24 CFR 578.7(a)(5))?

If yes, the Governance Agreement must be attached.

Question 3. Has the CoC adopted a written process to select the Board, which is reviewed, updated and approved by the CoC at least once every 5 years?

Select “Yes” or “No” to indicate whether the CoC meets this regulation requirement.

Question 3a. If yes, what date was the written process approved by the Continuum of Care?

If “Yes”, enter the date the process was approved.

The CoC must ensure this written process is within the attached governance charter. HUD will confirm the information in the CoC's Governance Charter.

Question 4. Does the governance charter list committees, subcommittees, or workgroups appointed by the CoC?

Select “Yes” or “No” to indicate whether the CoC meets this regulation requirement.

Question 4a. If yes, indicate the page(s) where this information can be found in the CoC Governance Charter

If “Yes”, ensure this written process is within the attached Governance Charter and in the text box under question 2a, identify the page number(s) this written process can be located within the document.

Question 5. In consultation with the Collaborative Applicant and HMIS Lead, has the governance charter been developed, followed, and updated annually?

Select “Yes” or “No” to indicate whether the CoC meets this regulation requirement.

Question 5a. Does the governance charter include all procedures and policies needed to comply with Subpart B of the CoC Program interim rule?

Select “Yes” or “No” to indicate whether the CoC meets this regulation requirement.

CoC Registration and CoC Review

* 6. How has the CoC used performance and outcome data to determine allocation of resources from CoC Program and ESG funds to reduce homelessness for veterans, chronic, family, and youth populations?

(Limit 1500 characters)

3-6

* 7. Demonstrate how the CoC implemented a housing and service system that meets the needs of homeless individuals that includes the use of Housing First approach to remove barriers, service participations requirements or preconditions, and prioritizes rapid placement and stabilization in permanent housing.

(Limit 750 characters)

3-7

* 8. Demonstrate how the CoC established performance targets appropriate for the population and program types in consultation with recipients and subrecipients.

(Limit 750 characters)

3-8

* 8a. Specifically describe the process used to gather input from recipients and sub-recipients to establish performance targets appropriate for population and program type, monitor performance, evaluate outcomes, and takes action to address poor performing projects. (24 CFR 578.7(a)(6)).

(Limit 750 characters)

3-8a

Question 6. How has the CoC used performance and outcome data to determine allocation of resources from CoC Program and ESG funds to reduce homelessness for veterans, chronic, family, and youth populations?

Clearly describe the CoC's process for using performance and outcome data to determine allocation of CoC and ESG resources to reduce homelessness for the targeted populations.

Question 7. Demonstrate how the CoC implemented a housing and service system that meets the needs of homeless individuals that includes the use of a Housing First approach to remove barriers, service participations requirements, or preconditions and prioritizes rapid placement and stabilization in permanent housing.

Clearly describe how the CoC's Housing First approach has removed barriers, service participation requirements, or preconditions and prioritized rapid replacement. Identify barriers, participation requirements, and preconditions that the CoC removed and describe the resulting outcomes.

Question 8. Demonstrate how the CoC established performance targets appropriate for the population and program types in consultation with recipients and subrecipients.

Clearly describe the process and how the performance measures are linked to HUD's national goals, NOFA policy priorities, and the jurisdiction's Consolidated Plan.

Question 8a. Specifically describe the process used to gather input from recipients and subrecipients to establish performance targets appropriate for population and program type, monitor performance, evaluate outcomes, and actions taken to address poor performing projects.

As it relates to 24 CFR 578.7.a.(6), describe how the CoC implements this process to ensure its stakeholders are involved in the development of these processes. The description should include how the performance targets are appropriate for the population and program types that include monitoring performance, evaluating outcomes, and actions that are taken in regards to those projects that perform poorly.

CoC Registration and CoC Review

*** 9. Describe how the CoC evaluates outcomes of projects funded under both the CoC Program and the Emergency Solutions Grant, as appropriate, and reports to HUD (24 CFR 578.7(a)(7)).**
 (Limit 750 characters)
 23-9

*** 10. Does the CoC have a centralized or coordinated assessment system, established in consultation with ESG recipients, that covers all parts of the CoC's geographic area (24 CFR 578.7(a)(8))?**
 Yes
 If yes, attach the protocol for the system.

*** 11. Has the CoC designated a single HMIS for its geographic area (24 CFR 578.7(a)(9)(b)(1))?**
 No

12. Name the HMIS lead (24 CFR 578.7(a)(9)(b)(2)).
 HMIS Lead

13. Of the following HMIS plans, which one(s) have been reviewed and approved by the CoC?
 For those plans that are approved, indicate the date of approval (24 CFR 578.7(a)(9)(b)(3)).

Plan	Reviewed and Approved	Date Approved
Privacy Plan	Yes <input type="button" value="v"/>	01/05/2020
Security Plan	Yes <input type="button" value="v"/>	01/19/2020
Data Quality Plan	No <input type="button" value="v"/>	01/28/2020

The approval date of the Privacy Plan, the Security Plan, or the Data Quality Plan cannot be later than today's date.

Question 9. Describe how the CoC evaluates outcomes of projects funded under both the CoC Program and the Emergency Solutions Grants Program, as appropriate, and reports to HUD.

Clearly describe the process the CoC has implemented to evaluate outcomes of both the CoC and ESG Programs. The processes should take into account how it relates to HUD's national goals, NOFA policy priorities, and the appropriate jurisdiction(s) Consolidated Plan.

Question 10. Does the CoC have a centralized or coordinated assessment system, established in consultation with ESG recipients, that covers all parts of the CoC's geographic area (24 CFR 578.7(a)(8))?

Select "Yes" or "No" to indicate whether there is an established centralized or coordinated assessment (coordinated entry) system as required under 24 CFR part 578. If "Yes", attach the written protocol the CoC follows.

Question 11. Has the CoC designated a single HMIS for its geographic area?

Select "Yes" or "No" to indicate whether the CoC meets this regulation requirement.

Question 12. Enter the name of the HMIS Lead.

If "Yes" to the question above, this field will be pre-populated with the CoC's HMIS (i.e., the HMIS Lead). The name will be brought forward (read-only) from the CoC Applicant Profile. If the name is not correct, "Save" your Registration and open the CoC Applicant Profile to edit the applicable field.

Question 13. Of the following HMIS plans, which one(s) have been reviewed and approved by the CoC?

Indicate whether the CoC reviewed/approved each plan listed and include the date the CoC approved each plan.

CoC Registration and CoC Review

* 14. Describe the process the CoC uses to ensure consistent participation of recipients and sub-recipients in HMIS ([24 CFR 578.7\(a\)\(9\)\(b\)\(4\)](#)).
(Limit 750 characters)
3-14

* 15. Describe the process the CoC uses to ensure HMIS is administered in compliance with the most current HMIS Data Standards ([24 CFR 578.7\(a\)\(9\)\(b\)\(5\)](#)).
(Limit 750 characters)
3-15

* 16. Describe the CoC's coordination efforts to implement a housing and service system within the claimed geographic area(s) that meets the needs of homeless individuals (including unaccompanied youth) and families experiencing homelessness. (Attach a copy of the plan that clearly outlines the methods for outreach, engagement, and assessment as well as shelter, housing, supportive services, and prevention strategies.) ([24 CFR 578.7\(c\)\(1\)](#)).
(Limit 750 characters)
3-16

* 17. Describe the CoC's emergency transfer plan that meets the requirements under [24 CFR 578.99\(j\)\(8\)](#) and [24 CFR 578.7\(d\)](#).
(Limit 750 characters)
3-17

Question 14. Describe the process the CoC uses to ensure consistent participation of recipients and subrecipients in HMIS.

As it relates to 24 CFR 578.7.a.(9)(b)(5), clearly describe how the CoC ensures that its stakeholders are actively entering client level information into HMIS or, for domestic violence providers, entering client information into a comparable database. Include the methods used by the CoC to ensure compliance.

Question 15. Describe the process the CoC uses to ensure HMIS is administered in compliance with the most current Data Standards.

As it relates to 24 CFR 578.7.a.(9)(b)(6)), clearly describe the process the CoC used to ensure the CoC's HMIS meets the required data standards that are posted on the [HMIS Data and Technical Standards](#) page of the HUD Exchange.

Question 16. Describe the CoC's coordination efforts to implement a housing and service system within the claimed geographic area(s) that meets the needs of individuals (including unaccompanied youth) and families experiencing homelessness. (Attach a copy of the plan that clearly outlines the methods for outreach, engagement, and assessment as well as shelter, housing, supportive services, and prevention strategies.)

Clearly describe the CoC efforts to meet the needs of homeless individuals and families, unaccompanied youth, including persons fleeing domestic violence situations, and other persons meeting the criteria of paragraph (4) of the definition of homelessness. Attach the plan to the UFA designation application that, at a minimum, clearly outlines the methods for outreach, engagement, and assessment as well as shelter, housing, supportive services, and prevention strategies

Question 17. Describe the CoCs emergency transfer plan that meets the requirements under 24 CFR 578.99(j)(8) and 24 CFR 578.7(d).

CoCs are required to have an emergency transfer plan in place that meets the requirements under 24 CFR 578.99(j)(8) and 24 CFR 578.7(d). For this requirement, the Collaborative Applicant requesting UFA designation must demonstrate an emergency plan was developed and is in place per the CoC Program Interim Rule.

CoC Registration and CoC Review

* 18. How frequently does the CoC conduct a sheltered point-in-time count?

* 19. How frequently does the CoC conduct an unsheltered point-in-time count?

* 20. How frequently does the CoC conduct a gaps analysis of homeless needs and services available within the geographic area?

* 20a. Specifically describe the process utilized by the CoC to conduct the gaps analysis.
(Limit 750 characters)
3-2a

* 21. Specifically describe how the CoC is participating in the Consolidated Plan(s) for the jurisdiction(s) within the CoCs geographic area.
(Limit 750 characters)
3-21

* 22. Describe the extent to which the CoC consults with State and local government ESG program recipients within the CoC's geographic area on the plan for allocating Emergency Solutions Grants program funds.
(Limit 750 characters)
3-22

* 23. Has the CoC and ESG recipient developed a plan for joint reporting guidelines for ESG recipients and sub-recipients?

* 24. Has the CoC and ESG recipient developed performance measurements that will be used to measure ESG recipients and subrecipients within the CoC's geographic area?

Question 18. How frequently does the CoC conduct a sheltered Point-in-Time count?

From the dropdown select the frequency.

Question 19. How frequently does the CoC conduct an unsheltered Point-in-Time count?

From the dropdown select the frequency.

Question 20. How frequently does the CoC conduct a gaps analysis of homeless needs and services available within the geographic area?

From the dropdown select the frequency.

Question 20a. Specifically describe the process used by the CoC to conduct the gaps analysis.

Clearly describe the process and how it links to HUD's national goal, NOFA priorities, and the jurisdiction(s) Consolidated Plan.

Question 21. Specifically describe how the CoC is participating in the Consolidated Plan(s) for the jurisdiction(s) that make up the CoC.

Clearly describe the specific role(s) the CoC plays in the development of the Consolidated Plan.

Question 22. Describe the consultation with ESG Program recipient's process for allocating ESG FY 2019 funds.

Clearly describe the methods the CoC used to ensure that all ESG Program funds are allocated. Describe the tracking processes that are established.

CoC Registration and CoC Review

Question 23. **Has the CoC and ESG recipients developed a plan for joint reporting guidelines for ESG recipients and subrecipients?**

From the dropdown select either "Yes" or "No" as applicable.

Question 24. **Has the CoC and ESG recipient developed performance measurements that will be used to measure ESG recipients and subrecipients within the CoC's geographic area?**

From the dropdown menu select either "Yes" or "No" as applicable.

CoC Registration and CoC Review

4. UFA Financial Management

This form contains questions specifically focused on the financial management processes already established and in use by the Collaborative Applicant. The Collaborative Applicant must demonstrate (by answering the questions below) it has met the requirements outlined at 24 CFR 578.11. Most questions are “Yes” or “No;” therefore, the Collaborative Applicant will select the appropriate response.

The screenshot shows the 'eForms' application interface. The top navigation bar includes the 'eForms' logo and a 'Logout' button. The sidebar on the left displays the user's name 'ochedano' and a list of navigation items: 'CoC Registration and Application FY2020', 'Applicant Name: Alaska Balance of State', 'Applicant Number: AK-501', 'Project Name: FY2020_Reg_Test5', 'Project Number: COC_REG_2020_136755', 'CoC Registration FY2020', and 'Before Starting' with sub-items '1. CoC Organization', '2. CoC Geographic Area (S)', '3. UFA Responsibilities', and '4. UFA Financial'. The main content area is titled '4. UFA Financial Management' and contains a red warning message: 'Any Collaborative Applicant that intends to submit the CoC Registration requesting UFA designation must complete all questions on this form.' Below this is a link for 'Show Instructions'. The main area contains four questions, each with a dropdown menu for the response:

- * 1. Is the Collaborative Applicant that is requesting UFA designation a nonprofit organization or a State or a unit of local government? (Dropdown: Nonprofit)
- * 2. Does the Collaborative Applicant have written policies and procedures to ensure that CoC Program funds are drawn down from LOCCS within 45 days of a subrecipient providing source documentation of eligible costs/expenditures? (Dropdown: Yes)
- * 3. Does the Collaborative Applicant have procedures in place to ensure CoC Program funds are drawn a minimum of every 90 days? (Dropdown: No)
- * 4. Does the Collaborative Applicant have an organizational chart that sets forth the lines of responsibility? (Dropdown: Yes). Below this question is a red note: 'If yes, a copy of the organization chart must be attached.'

Question 1. Is the Collaborative Applicant a nonprofit, State, or unit of local government?

From the dropdown menu select the appropriate response.

Question 2. Does the Collaborative Applicant have written policies and procedures to ensure that CoC Program funds are drawn down from LOCCS within 45 days of a subrecipient providing source documentation of eligible costs/expenditures?

From the dropdown menu select either “Yes” or “No” as applicable.

Question 3. Does the Collaborative Applicant have procedures in place to ensure CoC Program funds are drawn a minimum of every 90 days?

From the dropdown menu select either “Yes” or “No” as applicable.

Question 4. Does the Collaborative Applicant have an organizational chart that sets forth the lines of responsibility?

From the dropdown menu select either “Yes” or “No” as applicable.

If “Yes”, the Collaborative Applicant must attach a copy of the organizational chart that establishes lines of responsibility that clearly demonstrates accountability.

- For example, the same person in the organization who submits an invoice is also not the same person who issues the check for an invoice.
- Upload it to the Attachments screen.

CoC Registration and CoC Review

- 5a. UFA Sub-Recipient
 - 6. HPC Requirements
 - 7. HPC Data
 - 8. HPC - Reduce/Outreach
 - 10. Attachments
 - 11. Attachments Certification
 - Submission Summary
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*** 5. Does the Collaborative Applicant have written financial management policies and procedures addressing the areas listed below, including an organizational chart that sets forth lines of responsibility?**

*** 5a. What page(s) of the document include the policy and procedures for ensuring complete disclosure of the financial results of each federally-sponsored project or program (in accordance with state laws, if applicable)?**

(Limit 250 characters)

ffggga

*** 5b. What page(s) of the document adequately identify the source and application of funds for federally sponsored activities?**

(Limit 250 characters)

ffggga

*** 5c. What page(s) of the document include the internal controls that provide effective control and accountability for all funds, property, and other assets?**

(Limit 250 characters)

ffggga

*** 5d. What page(s) include a comparison of expenditures with budget amounts for each award?**

(Limit 250 characters)

ffggga

*** 5e. What page(s) include the written procedures to minimize the time elapsing between the transfer of funds to the recipient from the U.S. Treasury and the issuance or redemption of checks, warrants, or payments by other means for program purposes by the recipient?**

(Limit 250 characters)

ffggga

*** 5f. What page(s) include the procedures that are followed whenever advance payment procedures are used?**

(Limit 250 characters)

ffggga

*** 5g. What page(s) include the procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the provisions of the applicable Federal cost principles and the terms and conditions of the award?**

(Limit 250 characters)

ffggga

*** 5h. What page(s) include the accounting procedures that include recording cost accounting supported by source documentation?**

(Limit 250 characters)

ffggga

*** 6. Are there written procurement procedures?**

If yes, the document must be attached.

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Next

CoC Registration and CoC Review

Questions 5, 5a-5h. Does the Collaborative Applicant have written financial management policies and procedures addressing the areas listed below, including an organizational chart that sets forth lines of responsibility?

From the dropdown menu select either “Yes” or “No” as applicable.

If you select “Yes,” attach a copy of your organizational chart in the Attachments form.

Questions 5a through 5h require the Collaborative Applicant to identify the page number(s) of the written financial management policies and procedures HUD will review that contain the following:

1. Policy and procedures for ensuring complete disclosure of the financial results of each federally-sponsored project or program (in accordance with state laws, if applicable);
2. Adequately identify the source and application of funds for federally sponsored activities;
3. Internal controls that provide effective control and accountability for all funds, property, and other assets;
4. Comparison of expenditures with budget amounts for each award;
5. Written procedures to minimize the time elapsing between the transfer of funds to the recipient from the U.S. Treasury and the issuance or redemption of checks, warrants, or payments by other means for program purposes by the recipient;
6. Procedures that are followed whenever advance payment procedures are used;
7. Procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the provisions of the applicable Federal Cost Principles and the terms and conditions of the award; and
8. Accounting procedures that include recording cost accounting supported by source documentation.

Question 6. Are there written procurement procedures?

If “Yes”, the written procurement procedures document must be attached. From the dropdown menu select either “Yes” or “No” as applicable.

If you select “Yes”, attach a copy of your procurement procedures in the Attachments form.

CoC Registration and CoC Review

5. UFA Subrecipients Management

As the sole HUD recipient awarded CoC Program funds, the Collaborative Applicant designated as a UFA will be responsible for, and should already have in place, fiscal controls and accounting procedures, in order to successfully manage its subrecipient portfolio. This form contains questions regarding those processes that the Collaborative Applicant has established to demonstrate that it meets the requirements outlined at 24 CFR 578.11. Most questions are “Yes” or “No;” therefore, the Collaborative Applicant will select the appropriate response.

The screenshot shows the e.Forms interface for '5. UFA Financial Management - Sub-Recipient'. The left sidebar contains user information for 'ocedano' and application details for 'CoC Registration and Application FY2020'. The main content area features a red warning message: 'Any Collaborative Applicant that intends to submit the CoC Registration requesting UFA designation must complete all questions on this form.' Below this is a question: '* 1. Does the Collaborative Applicant have written agreements in place with all subrecipients to which CoC funds will be allocated, documenting that each organization will allow the Collaborative Applicant, if designated, to become the recipient of grant funds?'. A dropdown menu is set to 'Yes'. A callout box explains: 'Selecting “Yes” will enable the CoC to proceed'.

This screenshot shows the same form as above, but with the dropdown menu set to 'No'. A callout box explains: 'Selecting “No” will prevent the CoC to apply for UFA designation'. Below the question, a red warning message states: 'If the applicant does not have executed written agreement(s) with sub-recipient(s), the remainder of the questions will not be visible and the applicant CANNOT be considered for UFA HUD-designation. Please access 1. CoC Organization form and change the CoC Type to "CA", in order to continue with the CoC Registration submission.'

Question 1.

Does the UFA have executed written agreements with all of its subrecipients to whom CoC Program funds are allocated?

From the dropdown menu select either “Yes” or “No” as applicable.

If you select “No” the remainder of the questions will not be visible and you CANNOT be considered for UFA designation. Access *1. CoC Organization* form to change the CoC type to "CA", in order to continue with the CoC Registration submission.

CoC Registration and CoC Review

CO_C_REG_2020_136755

CoC Registration FY2020

Before Starting

1. CoC Organization

2. CoC Geographic Area (s)

3. UFA Responsibilities

4. UFA Financial

5. UFA Sub-Recipient

5a. UFA Sub-Recipient

6. HPC Requirements

7. HPC Data

8. HPC - Reduces/Outreach

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* 2. Does the Collaborative Applicant have written policies and procedures in place to bring noncompliant subrecipients into compliance? Yes

* 2a. What page(s) of the document include this information? (Limit 250 characters)

5-2a

* 3. Does the Collaborative Applicant have written procedures to ensure that "high risk" sub-recipients receive proper oversight and monitoring? Yes

* 4. What plan of action does the Collaborative Applicant have in place for sub-recipient monitoring and how it will determine performance, evaluate outcomes and take corrective action against poor performers and what will happen if the sub-recipient does not comply with the corrective actions? (A copy of the plan must be attached) (Limit 750 characters)

5-4

* 5. Does the Collaborative Applicant review sub-recipients for evidence of conflicts of interest, either between the Collaborative Applicant and the sub-recipient, or between the sub-recipient and its contractor(s) (seek information on the background of staff or the Board of Directors, seek specific assurance from sub-recipients)? Yes

* 6. What are the Collaborative Applicant's closeout procedures for its sub-recipient grants and the recapture of unspent funds? (Limit 750 characters)

5-6

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Selecting "Yes" will reveal an additional question

Questions 2 Does the Collaborative Applicant have written policies and procedures in place to bring noncompliant subrecipients into compliance?

From the dropdown menu select either "Yes" or "No" as applicable.

Question 2a. (If yes) What page(s) of the document include this information?

If the Collaborative Applicant selects "Yes," Collaborative Applicants must identify the page number of the written policies and procedures.

Collaborative Applicants must attach a copy of your policies and procedures in the Attachments form.

Question 3. Does the Collaborative Applicant have written procedures to ensure that "high risk" subrecipients receive proper oversight and monitoring?

From the dropdown menu select either "Yes" or "No" as applicable.

Question 4. What plan of action does the Collaborative Applicant have in place for subrecipient monitoring and how will it determine performance, evaluate outcomes and take corrective action against poor performers and what will happen if the subrecipient does not comply with the corrective actions?

The Collaborative Applicant must describe the established plan of action for undertaking subrecipient monitoring which should include how performance will be determined, outcomes evaluated and how corrective action will be applied to poor performers. The Collaborative Applicant's response must also discuss ramifications for noncompliance.

Upload a copy of the form to the Attachments screen.

CoC Registration and CoC Review

Question 5. Does the Collaborative Applicant review subrecipients for evidence of conflicts of interest, either between the Collaborative Applicant and the subrecipient, or between the subrecipient and its contractor(s) (seek information on the background of staff or the Board of Directors, seek specific assurance from subrecipients)?

From the dropdown menu select either “Yes” or “No” as applicable.

Question 6. What are the Collaborative Applicant's closeout procedures for its subrecipient grants and the recapture of unspent funds?

The Collaborative Applicant must describe its grant closeout procedures and its procedures and methods for recapturing unspent funds.

CoC Registration and CoC Review

5a. UFA Subrecipients List

In this form Collaborative Applicants will provide a list of all current executed written agreements with ESG or CoC subrecipients.

The screenshot displays the '5a. UFA Financial Management - Sub-Recipient' form. On the left sidebar, the user 'ocedano' is logged in, and the application is 'CoC Registration and Application FY2020'. The main content area shows instructions and a table with columns: 'Delete', 'View', 'Sub-recipient Name', 'Date Written Agreement was Executed', 'Date Sub-recipient was Monitored (Assessed)', 'Federal Audit Required?', and 'Compliance Date'. The table is currently empty, displaying 'This list contains no items'. A callout box points to the 'Add' icon (a document with a plus sign) in the top left of the table area, with the text 'Selecting the Add icon'.

Access the sub-recipient form

Select the "Add" icon  to add a subrecipient.

CoC Registration and CoC Review

5a. UFA Subrecipients List Details

eForms Logout

5a. Sub-Recipient List Details

JBRESLIN

CoC Registration and Application FY2018

Applicant Name: Auburn/Cayuga County CoC

Applicant Number: NY-502

Project Name: FY2018_CoCReg_Test10

Project Number: COC_REG_2018_135909

CoC Registration FY2018

FY2016 CoC Merger Worksheet

* Sub-recipient Name:

* Date Written Agreement was Executed: 23

Sub-recipient was Monitored (Assessed): 23

* Federal Audit Required? Yes

* If Federal Audit Required, date compliance was confirmed. 23

Save Save & Add Another

Save & Back to List Back to List

Check Spelling

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

For each subrecipient

- Enter the name of the subrecipient organization as appears on the written agreement.
- Enter the date the most current written agreement was executed.
- If the subrecipient has been monitored by the applicant, enter the date of the most recent monitoring visit.
- If the subrecipient is required to adhere to a federally required audit requirements, select “Yes” and enter the date of the organization’s last audit.

CoC Registration and CoC Review

Logout

 JBRESLIN

CoC Registration and Application FY2018

Applicant Name:
Auburn/Cayuga County
CoC

Applicant Number:
NY-502

Project Name:
FY2018_CoCReg_Test10

Project Number:
COC_REG_2018_135909

CoC Registration FY2018

5a. UFA Financial Management - Sub-Recipient

Instructions: [Show Instructions](#)

[Show Filters] [Clear Filters]

Delete	View	Sub-recipient Name	Date Written Agreement was Executed	Date Sub-recipient was Monitored (Assessed)	Federal Audit Required?	Compliance Date
		Style Council Inc	04/24/2018	04/24/2018	Yes	04/25/2018

1

NOTE

Select the "View" icon  to edit the subrecipient information.

Select the "Delete" icon  to delete a subrecipient from the list.

CoC Registration and CoC Review

HPC Forms

The next three forms are only applicable for Collaborative Applicants that are requesting HPC designation for the CoC. Collaborative Applicants applying for HPC designation for the CoC must fully answer all questions and attach all required documents (for more information on the specific required documents that must be uploaded, review the 'Attachments' section of this document) BEFORE submitting the Registration in *e-snaps*.

Collaborative Applicants apply for the designation at the request of the CoC. If HUD approves the HPC designation, the status is for the entire CoC, not the Collaborative Applicant.

NOTE

Collaborative Applicants not applying for HPC designation will not be able access these forms in the Registration and can proceed to the next forms for completion.

Collaborative Applicants requesting HPC designation for the CoC must complete each question on the HPC forms and attach the information required by the [Notice CPD-18-06: Applying to be a High Performing Community](#).

Collaborative Applicants that complete the HPC forms for the CoC during the CoC Program Registration process will have their CoC Registration HPC forms posted to the HUD Exchange for public comment. HUD will issue a listserv message to the national CoC, HMIS, and ESG contacts registered with the HUD Exchange to receive email messages alerting all stakeholders that the HPC information is available for review. The HPC forms are posted and available for public comment for a period of 7 days. The CoC, through its designated Collaborative Applicant, will have a 5-day period to respond to public comments received by HUD. HUD will provide the Collaborative Applicant with any public comments it received and provide further instructions as outlined in Notice CPD-18-06: *Applying to be a High Performing Community*.

Per 24 CFR part 578, HUD can only select up to 10 CoCs that fully meet the HPC requirements. The HPC designation shall only be for grants awarded in the FY 2020 CoC Program Competition. Additionally, a CoC designated as an HPC must cooperate with HUD in distributing information about its successful efforts.

CoC Registration and CoC Review

6. HPC Requirements

e.Forms Logout

ochedano

CoC Registration and Application FY2020

Applicant Name: Alaska Balance of State
Applicant Number: AK-501
Project Name: FY2020_Reg_Test5
Project Number: COC_REG_2020_136755

CoC Registration FY2020

Before Starting

1. CoC Organization
2. CoC Geographic Area (s)
3. UFA Responsibilities
4. UFA Financial
5. UFA Sub-Recipient
- 5a. UFA Sub-Recipient
- 6. HPC Requirements**
7. HPC Data
8. HPC - Reduce/Outreach
10. Attachments
11. Attachments Certification
- Submission Summary

6. HPC Requirements

Any Collaborative Applicant that intends to submit the CoC Registration requesting HPC designation for the CoC must complete all questions on this form and submit required attachments as stated in the CoC Program Registration Notice.

Instructions: [Show Instructions](#)

*** 1. Describe the priorities established in the previous FY CoC Program funding process that included how a fair and open process was used by the CoC to determine which types of projects were submitted to HUD in the previous FY CoC Program Competition. The previous FY GIW must be attached with the additional column added per the CoC Program HPC Notice.**
(Limit 750 characters)

1

*** 2. Describe how the CoC intends to use available funding to carry out activities related to housing, relocation and stabilization services, as well as short-term and/or medium-term rental assistance to individuals and families at risk of homelessness.**
(Limit 1000 characters)

1

*** 3. Describe how the CoC intends to use the HPC designation, if approved, in accordance with 24 CFR 578.71 as it pertains to the next FY CoC Program Competition.**
(Limit 750 characters)

1

Back Next

Question 1. Describe the local competition and selection priorities established by the CoC and followed by the designated Collaborative Applicant for the FY 2018 CoC Program funding process.

HPC designation requires a report generated by CoCs that demonstrates how CoC Program funds received in the preceding year were expended. As most of the FY 2019 CoC Program funds begin operating after the first quarter of the calendar year CoCs will be unable to accurately report these expenditures. Therefore, to satisfy this requirement, HUD will require CoCs to generate this report based on the FY 2018 awarded CoC Program funds.

Collaborative Applicants will be required to provide a narrative describing the priorities established for the FY 2018 CoC Program funding process and attach the FY 2019 GIW (which lists the FY 2018 projects that were awarded funds plus any first-time renewal projects).

To pass this requirement, Collaborative Applicants must clearly describe the priorities established that include how the CoC used a fair and open process to determine which types of projects were submitted to HUD in the FY 2018 CoC Program Competition and attach the FY 2019 GIW that must include a column added by the CoC that reports the amount of funds expended during the grant period for each project listed.

CoC Registration and CoC Review

Question 2. Describe how the CoC intends to use FY 2020 available funding to carry out activities related to housing, relocation, and stabilization services, as well as short-term and/or medium-term rental assistance to individuals and families at risk of homelessness.

Collaborative Applicants must clearly describe if the CoC intends to use any of the FY 2020 CoC Program funds for which it will apply, through renewal or new projects, to carry out activities related to housing relocation and stabilization services as well as short-term and/or medium-term rental assistance to individuals and families at risk of homelessness.

The Collaborative Applicant must describe how the CoC will determine the needs, services, and rental assistance for those at risk of homelessness to ensure individuals and families served by these types of projects will be prevented from falling into homeless situations.

The narrative must also include the types of projects that the CoC intends to reduce and/or eliminate in order to create one or more new projects under the HPC designation.

Question 3. Describe how the CoC intends to use HPC designation, if approved, in accordance with 24 CFR 578.71 as it pertains to the CoC Program Competition.

Collaborative Applicants must describe how funds will be used to provide housing relocation and stabilization services and short-term and/or medium-term rental assistance to individuals and families at risk of homelessness as set forth in 24 CFR 576.103 and 24 CFR 576.104, if necessary to prevent individuals and families from becoming homeless.

CoC Registration and CoC Review

7. HPC - HMIS Coverage/Mean Length of Homelessness

7. HPC - HMIS Coverage/Mean Length of Homelessness

Any Collaborative Applicant that intends to submit the CoC Registration requesting HPC designation for the CoC must complete all questions on this form and submit required attachments as stated in the CoC Program Registration Notice.

Instructions: [Show Instructions](#)

1. What is the CoC's mean length of time homeless individuals and persons in families experience homelessness within the CoC's geographic area in between October 1, 2018 and September 30, 2019?

	FY 2018 Client Universe (Persons)	FY 2019 Client Universe (Persons)	FY 2018 Average Length of Time Homeless (Days)	FY 2019 Average Length of Time Homeless (Days)	Difference
Individuals Sleeping in a Place Not Meant for Human Habitation, Emergency Shelter, and Safe Haven	1	1	1.0	1.0	0.00%
Persons in Families Sleeping in a Place Not Meant for Human Habitation, Emergency Shelter, and Safe Haven	1	1	1.0	1.0	0.00%
Total Persons Sleeping in a Place Not Meant for Human Habitation, Emergency Shelter, and Safe Haven	2	2	2.0	2.0	0.00%
Individuals Sleeping in a Place Not Meant for Human Habitation, Emergency Shelter, Safe Haven, and Transitional Housing	1	1	1.0	1.0	0.00%
Persons in Families Sleeping in a Place Not Meant for Human Habitation, Emergency Shelter, Safe Haven, and Transitional Housing	1	1	1.0	1.0	0.00%
Total Persons Sleeping in a Place Not Meant for Human Habitation, Emergency Shelter, Safe Haven, and Transitional Housing	2	2	2.0	2.0	0.00%

Question 1. What is the CoC's mean length of time individuals and persons in families experience homelessness in each type of project listed below within the CoC's geographic area in FY 2019?

Based on the information provided by the CoC, the Collaborative Applicant must use HMIS data to demonstrate in the chart provided that the CoC satisfies at least one of the following within the CoC's geographic area:

1. The mean length of episodes of homelessness individuals and families within the CoC's geographic area for the reporting period is fewer than 20 days; or
2. The mean length of episodes of homelessness for individuals and families is at least 10 percent lower in the most recent reporting period relative to the previous reporting period.

The reporting period includes any individual or person in a family who was recorded in HMIS in an emergency shelter bed, transitional housing bed, or safe haven bed during the period of October 1, 2018 to September 30, 2019.

The number of days must also include days that a person in the applicable project types (listed above) reported in HMIS data element 3.917 as described in [HMIS Data Standards: HMIS Data Dictionary](#) during the period of October 1, 2018 to September 30, 2019.

The number of days recorded for any individual or person in a family in the applicable project types (listed above) must include all of the days for a period ending on their last day in one of those program types during the reporting year and beginning 365 days before then and, for any person who was homeless at the beginning 365 days before then and, for any person who was homeless at the beginning of that 365 day period, it must include all of the consecutive days homeless prior to the first day of that 365 day period.

The number of days must also include days that a person was unsheltered as reported in HMIS data element 3.917A and 3.917B as described in HMIS Data Standards: HMIS Data Dictionary.

The combined number of days calculated as such must then be divided by the unduplicated persons reported in HMIS for the reporting period. Information about HMIS to calculate information for this measure may be found in the [System Performance Measures Programming Specifications](#) posted on the HUD Exchange.

CoC Registration and CoC Review

7. HPC - HMIS Coverage/Mean Length of Homelessness (continued)

[Back to Submissions List](#)

2. For each bed type listed below, what is the percentage of the bed coverage as recorded in HMIS for FY 2016, FY 2017, FY 2018 and FY 2019?

Bed Type	2016 Bed Coverage	2017 Bed Coverage	2018 Bed Coverage	2019 Bed Coverage
Emergency Shelter	1.00%	1.00%	1.00%	1.00%
Safe Haven	1.00%	1.00%	1.00%	1.00%
Transitional Housing	1.00%	1.00%	1.00%	1.00%
Permanent Supportive Housing	1.00%	1.00%	1.00%	1.00%

*** 3. What is the service volume coverage (%) for the CoC's geographic area?**

Question 2. For each bed type listed below, what is the percentage of the bed coverage as recorded in HIC for 2016, 2017, 2018, and 2019?

Collaborative Applicants must demonstrate that the CoC's bed coverage rate is at least 80 percent for emergency shelters, transitional housing, safe haven, and permanent supportive housing for 2016, 2017, 2018, and 2019.

Do not include rapid re-housing in the form.

If a project type does not exist in the CoC, enter "0".

Question 3. What is the service volume coverage (%) for the CoC's geographic area?

For purposes of the service volume coverage, divide the total number of persons served in the CoC and ESG Program funded projects who received at least one service by the total number of persons served in those projects.

The information provided by Collaborative Applicants must match the data provided on the Housing Inventory Count (HIC) for each of the calendar years as submitted in HUD's [Homelessness Data Exchange \(HDX\)](#).

CoC Registration and CoC Review

8. HPC - Reduced Returns to Homelessness & Street Outreach

8. HPC - Reduced Returns to Homelessness & Street Outreach

Any Collaborative Applicant that intends to submit the CoC Registration requesting HPC designation for the CoC must complete all questions on this form.

Instructions: [Show Instructions](#)

1. Complete the following chart to demonstrate that less than 5% of persons return to homelessness at any time and the percentage of individuals and families in similar circumstances who become homeless again is at least 20% less than from the previous federal fiscal year.

	Total Number of Persons who Exited (2 years prior) to permanent housing destinations	Total Leavers to permanent housing destinations in FY 2018 (2 years prior)	Number of Leavers that Return to Homelessness within 2 years in FY 2018	% of Leavers from that Return to Homelessness within 2 years in FY 2018	Total Leavers to permanent housing destinations in FY 2019 (2 years prior)	Number of Leavers that Return to Homelessness within 2 years in FY 2019	% of Leavers from that Return to Homelessness within 2 years in FY 2019	% Change Between FY 2018 and FY 2019
Exit was from SO		1	1	100%	1	1	100%	0%
Exit was from ES		1	1	100%	1	1	100%	0%
Exit was from TH		1	1	100%	1	1	100%	0%
Exit was from SH		1	1	100%	1	1	100%	0%
Exit was from PH		1	1	100%	1	1	100%	0%
Total Returns to Homelessness (unduplicated)		1	1	100%	1	1	100%	0%

Question 1. Complete the following chart to demonstrate that less than 5% of persons return to homelessness at any time and the percentage of individuals and families in similar circumstances who become homeless again is at least 20% less from the previous fiscal year.

Collaborative Applicants will enter the whole numbers into the chart for each row and column based on data from the CoC's HMIS. The grey-shaded area will automatically populate the percentage once "Save" is clicked on the form.

Collaborative Applicants must use HMIS data to calculate the percentage of individuals and families who exited places not meant for human habitation, emergency shelters, safe havens, or transitional housing for a permanent housing destination which includes destinations recorded in fields 10, 11, and 19-23 of data element 3.12 Destination as described in [HMIS Data Standards: HMIS Data Dictionary](#) and then experienced a subsequent episode of homelessness in the following 24 months.

The CoC must meet one of the following standards, for which it will supply information for both on this form:

(1) Of the homeless individuals and families who exited homelessness programs for a permanent destination in the fiscal year ending September 30, 2017, fewer than 5 percent had a subsequent experience of homelessness in the 24 months following their exit; or

(2) There was a 20 percent reduction in returns to homelessness for homeless individuals and families who exited emergency shelters, safe havens, or transitional housing for a permanent housing destination in the fiscal year ending September 30, 2017 compared to individuals and families who exited an emergency destination in the fiscal year ending September 30, 2019.

In both calculations, Collaborative Applicants must first determine the client universe, which is based on the number of persons that exited homelessness to a permanent housing destination. The client universe is the number of persons that exited to a permanent housing destination from street outreach, emergency shelters, transitional housing, safe havens, and permanent housing projects during the fiscal year 2 years prior to the current reporting period.

Additionally, on this form, Collaborative Applicants must demonstrate that all of the metropolitan cities and counties within the CoC geographic area have a comprehensive street outreach, engagement, and assessment plan that include specific steps for identifying homeless individuals and families and provide referrals to the appropriate housing and services.

CoC Registration and CoC Review

8. HPC - Reduced Returns to Homelessness & Street Outreach (continued)

- 11. Attachments
- Certification
- Submission Summary
- View Applicant Profile
- Export to PDF
- Get PDF Viewer
- Back to Submissions List

* 2. Describe the CoC's outreach efforts to identify and meet homeless individuals and families sleeping in places not meant for human habitation, including the community partners that conduct outreach and the last date of training received. (A copy of the CoC's street outreach policies and procedures must be attached.)
(Limit 750 characters)

* 3. Clearly describe how the CoC uses its outreach, engagement, and assessment strategies to link homeless individuals and families with needed housing resources.
(Limit 750 characters)

Question 2. Describe the CoC's outreach efforts to identify and meet with persons experiencing homelessness and sleeping in places not meant for human habitation, including the community partners that conduct outreach and the last date of training received.

Collaborative Applicants must demonstrate that 100 percent of the CoC claimed geographic area is covered by street outreach efforts that meet with homeless individuals and families where they are sleeping.

Additionally, describe the outreach efforts currently in place and include the community partners that conduct the street outreach.

The CoC should also conduct training for street outreach on a regular basis and is required to include in the narrative the date the last street outreach training was held for the community partners who are involved.

Collaborative Applicants must also attach the CoC's Street Outreach Plan which should include a date that the street outreach policies and procedures were adopted and/or revised.

Question 3. Describe how the CoC uses its outreach, engagement, and assessment strategies to link individuals and families experiencing homelessness with needed housing resources.

Collaborative Applicants must clearly demonstrate that the CoC's outreach, engagement, and assessment strategies are linking individuals and families experiencing homelessness with needed housing resources by demonstrating that the number of individuals that enter emergency shelters, safe havens, transitional housing, and permanent housing—including both permanent supportive housing and rapid re-housing—projects from places not meant for human habitation is higher than the unduplicated number of unsheltered individuals identified in the PIT Count.

CoC Registration and CoC Review

8. HPC - Reduced Returns to Homelessness & Street Outreach (continued)

* 4. Identify the number of unsheltered homeless from the 2019 PIT count.

* 5. Identify the number of persons that entered emergency shelter, safe havens, transitional housing, and permanent housing projects from places not meant for human habitation.

Per 24 CFR 578.65(c)(2)(i), CoCs must demonstrate with data from additional sources other than HMIS that they have a community action plan that includes all metropolitan cities and counties in the CoC's geographic area that includes ways to identify and refer persons experiencing homelessness to appropriate housing and services. The answers to the last two questions is intended to provide HUD the data to assess how well CoCs are fulfilling this requirement.

Question 4. Identify the number of unsheltered homeless from the 2019 PIT count.

Collaborative Applicants will enter the number of unsheltered persons experiencing homelessness as submitted to the HUD HDX in 2019.

Question 5. Identify the number of persons who entered emergency shelters, safe havens, transitional housing, and permanent housing projects from places not meant for human habitation.

Collaborative Applicants will enter the number for all clients who entered emergency shelters, safe havens, transitional housing, and permanent housing—including permanent supportive housing and rapid re-housing—projects in 2019.

To determine the number that should be entered in the response field, Collaborative Applicants should compare the number of unsheltered persons experiencing homelessness counted during the 2019 PIT and data from the HMIS, specifically, Universal Data Element 3.9 – Residence Prior to Program Entry.

CoC Registration and CoC Review

Attachments

This form will populate the applicable attachments based upon how the Collaborative Applicant is registering and which, if any, designation(s) are being requested—UFA and/or HPC—as selected on form 1. CoC Organization form.

The following are required attachments based upon the type of CoC.

Required Attachment	CA	UFA	HPC
Grant Inventory Worksheet (GIW)			
Federally Required Audit		X	
Audit Policy and Procedure for sub-recipient		X	
Centralized or Coordinated Assessment System		X	
CoC Governance Charter		X	
CoC Meeting Agenda/Minutes		X	
ESG - CoC Standards		X	
Financial Management Systems Policies and Procedures		X	
List of Board Leads and Members		X	
LOCCS Drawdown Procedures		X	
Monitoring Guide for Sub-recipients		X	
Organizational Chart/Policies and Procedures		X	
Procurement Policy and Procedures		X	
Procedures for High-Risk Sub-Grantee Management		X	
Final GIW			X**
CoC Street Outreach Plan			X

**Collaborative Applicants applying for HPC designation for the CoC have an additional attachment form that includes a field that requires HPC applicants to attach the FY 2019 GIW with the extra column added by the CoC.

Required or Not Required?

There is a difference between a system requirement and a HUD CoC Registration requirement.

On the Submission Summary screen, the "No Input Required" status indicates that no additional information for that screen is required for the applicant to select the "Submit" button.

On the "Attachment" screen, the "No" under the "Required" column indicates that no attachment is required to proceed to the next step in e-snaps.

Nevertheless, HUD may require an attachment for the CoC Registration submission.

Read the instructions carefully.

CoC Registration and CoC Review

The screen number for Attachments depends on the "Type of CoC" selected on the "1. CoC Organization" screen. There are four scenarios:

1. If "CA" is selected and the CoC is not requesting UFA or HPC designation, no attachments are required to submit the CoC Registration in *e-snaps*.
2. If "CA" is selected and the Collaborative Applicant is requesting HPC designation for the CoC, Attachments is screen 11. In this case, two attachments identified on the screen are required.
3. If "UFA" is selected and the Collaborative Application is not requesting HPC designation for the CoC, Attachments is screen 10. There are 13 attachments required by HUD.
4. If "UFA" is selected and the Collaborative Applicant is requesting HPC designation for the CoC, applicants will see Attachments screen 10 and screen 11.

The instructions for uploading and deleting attachments are the same for all documents.

CoC Registration and CoC Review

4. Attachments for Collaborative Applicants

The "Attachment" screen for Collaborative Applicants that selected "CA" as the type of CoC and are not requesting HPC designation has three items:

- **Grant Inventory Worksheet.** Not required.
- **Merger Worksheet.** Not required. For the FY 2020 CoC Program Registration, CoCs that merged are not required to submit the Merger Worksheet.
- **Other.** At this time, there are no additional attachments required.

The screenshot shows the '4. Attachments' screen in the e.Forms system. On the left, a sidebar displays the user's name 'MaryKateB' and application details for 'CoC Registration and Application FY2020'. The main content area features a table with the following data:

Document Type	Required?	Download	Document Description	Date Attached
Grant Inventory Worksheet	No	--		No Attachment
Merger Worksheet	No	--		No Attachment
Other	No	--		No Attachment

Below the table are 'Back' and 'Next' buttons. A callout box highlights the 'Grant Inventory Worksheet' link with the text 'Select a link'.

Step	Description
1.	Select the document name under Document Type.
2.	The "Attachment Details" screen appears.

CoC Registration and CoC Review

e.Forms Logout

MaryKateB

CoC Registration and Application FY2020

Applicant Name: San Francisco Collaborative Applicant
Applicant Number: CA-501
Project Name: FY2020_Reg_Test2
Project Number: COC_REG_2020_136752

CoC Registration FY2020

Before Starting
1. CoC Organization
2. CoC Geographic Area (s)
4. Attachments

Attachment Details

* Document Description:

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site: <https://www.hudexchange.info/resources/documents/FY2012CreatingZipFile.pdf> [Show Instructions](#)

* File Name: Browse...

Document Type: Grant Inventory Worksheet

Maximum Size: 5 MB

Allowable Formats: zip, xls, xlsx, pdf, mpp, rtf, pptx, ppt, txt, jpg, MDB, xlsx, zipx, doc, docx, ZIP*, ACCDB

Instructions: Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site: <https://www.onecpd.info/resources/documents/FY2012CreatingZipFile.pdf>

Save

Save & Back to List Back to List

Enter the Description and File Name. Include the CoC Number.

Step	Description
1.	Enter the name of the document in the "Document Description" field. The file name should clearly identify the document and include the CoC Number.
2.	Select "Browse" to the right of the "File Name" field to upload the file from your computer. The screen identifies the allowable document formats and sizes. <ul style="list-style-type: none"> zip, xls, xlsx, pdf, mpp, rtf, pptx, ppt, txt, jpg, MDB, xlsx, zipx, doc, docx, ZIP*, ACCDB 5MB
3.	Select "Save & Back to List" to return to the "Attachments" screen.
4.	On the "Attachments" screen, select "Next."

Delete Attachments

To delete an uploaded attachment.

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

Resource

For instructions on how to zip a file that may be too large to upload, refer to the *Creating a Zip File* document on the CoC Program Competition Resources webpage on the HUD Exchange: <https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource/>.

CoC Registration and CoC Review

10. Attachments for Collaborative Applicants Applying for a UFA Designation

The "Attachment" screen for Collaborative Applicants that selected "UFA" has 16 items.

1. Audit Policy and Procedures for Subrecipients
2. Centralized or Coordinated Assessment System
3. CoC Governance Charter
4. CoC Housing and Service System/Coordination Plan
5. CoC Meeting Agendas/Minutes
6. ESG-CoC Standards
7. Federally Required Audit
8. Financial Management Systems Policies and Procedures
9. Grant Inventory Worksheet
10. List of Board Leaders and Members
11. LOCCS Drawdown Procedures
12. Monitoring Guide for Subrecipients
13. Organizational Chart/Policies and Procedures
14. Procedures for High-Risk Subrecipient Management
15. Procurement Policies and Procedures
16. UFA - Other Attachment(s)

The attachments that are NOT required are the following:

1. CoC Housing and Service System/Coordination Plan
2. Grant Inventory Worksheet
3. UFA - Other Attachments

For instructions on how to attach these files, refer to the previous section Attachments for Collaborative Applicants.

Document Type	Required?	Download	Document Description	Date Attached
Audit Policy and Procedures for Subrecipients	No	--		No Attachment
Centralized or Coordinated Assessment System	No	--		No Attachment
CoC Governance Charter	No	--		No Attachment
CoC Housing and Services System/Coordination Plan	No	--		No Attachment
CoC Meeting Agendas/Minutes	No	--		No Attachment
ESG - CoC Standards	No	--		No Attachment
Federal Audit	No	--		No Attachment
Financial Management Systems Policies and Procedures	No	--		No Attachment
Grant Inventory Worksheet	No	--		No Attachment
List of Board Leaders and Members	No	--		No Attachment
LOCCS Drawdown Procedures	No	--		No Attachment
Monitoring Guide for Subrecipients	No	--		No Attachment
Organizational Chart/Policies and Procedures	No	--		No Attachment
Procedures for High-Risk Subrecipient Management	No	--		No Attachment
Procurement Policy and Procedures	No	--		No Attachment
UFA - Other Attachments	No	--		No Attachment

CoC Registration and CoC Review

11. Attachments for Collaborative Applicants Applying for HPC Designation

This "Attachment" screen is for Collaborative Applicants requesting HPC designation for the CoC. If Collaborative Applicants selected "CA" as the Type of CoC on screen 1. CoC Organization, this is the only Attachment screen they will see. If they selected "UFA," they will see screens 10 and 11. The screen includes three items:

1. CoC Street Outreach Plan - required
2. FY 2019 GIW – required with additional column added for expenditures by project
3. Other

The screenshot displays the 'e.Forms' application interface. On the left, a sidebar shows the user 'ochedano' and application details for 'CoC Registration and Application FY2020'. The main content area is titled '11. Attachments' and contains a table with the following data:

Document Type	Required?	Download	Document Description	Date Attached
CoC Street Outreach Plan	No	--		No Attachmen
Final Grant Inventory Worksheet	No	--		No Attachmen
Other	No	--		No Attachmen

Below the table are two buttons: 'Back' and 'Next'.

CoC Registration and CoC Review

Certification

This form is populated with three items that the Collaborative Applicant must certify by clicking the checkbox before submitting the Registration to HUD for review/approval. These items are as follows:

1. That I have been duly authorized by the governing body of the CoC to register the CoC and submit all required registration and application documentation on its behalf;
2. That the statements herein are true, complete and accurate to the best of my knowledge, including that the geographic areas selected are the area that this CoC serves; and
3. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001).

The screenshot shows the 'e.Forms' interface for the 'Certification' step. On the left, a sidebar displays the user 'ocedano' and application details for 'CoC Registration and Application FY2020'. The main content area is titled 'Certification' and contains the following text:

*** I certify the following:**

1. That I have been duly authorized by the governing body of the CoC to register the CoC and submit all required registration and application documentation on its behalf;
2. That the statements herein are true, complete and accurate to the best of my knowledge, including that the geographic areas selected are the areas that this CoC serves;

and

3. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001).

At the bottom of the form are 'Back' and 'Next' buttons. A callout box with the text 'Select all boxes' points to three checked checkboxes on the right side of the list items.

CoC Registration and CoC Review

Submission Summary

This form provides a summary of the complete and incomplete CoC Registration forms, as well as any forms not required to be completed to submit the application. The “Last Updated” column provides the status of each form listed, and the date on which the form was completed. After the Applicant Profile is completed, all appropriate attachments are uploaded into *e-snaps* and all CoC Registration forms are completed, the Collaborative Applicant can submit the Registration in *e-snaps*. After the Registration is submitted, it will come to HUD for review and approval.

After HUD reviews and approves the CoC registration, the CoC will have the opportunity to review HUD’s decision and either agree or dispute any or all of HUD’s review. If the applicant agrees with HUD’s review, click “Submit” on the Submission Summary form. Once the FY 2020 CoC Program Competition opens, the Collaborative Applicant will have access to the CoC Consolidated Application in *e-snaps*.

If the Collaborative Applicant disputes any or all of HUD’s review, clearly specify those items that are being disputed and return the registration to HUD for final review and approval. If for any reason, the Collaborative Applicant still disputes any or all of HUD’s final review and approval, the Collaborative Applicant will need to contact their local CPD field office to reconcile any further issues outside of *e-snaps*. HOWEVER, even if Collaborative Applicants still disagree with HUD’s review the Collaborative Applicant MUST submit the final CoC Review in *e-snaps* by the deadline provided by HUD in the listserv message in order to have access to the FY 2020 CoC Consolidated Application when the FY 2020 CoC Program Competition opens.

CoC Registration and CoC Review

Submitting the CoC Registration

After the required information has been entered and the required attachments have been uploaded, Collaborative Applicants must select the "Submit" button on the "Submission Summary" screen.

The "Submission Summary" screen shows the CoC Program Registration forms. In the "Last Updated" column, the system will identify the following:

1. A date if the screen is complete
2. "No Input Required" if there is no input required in order to submit the CoC Registration
3. "Please Complete" if more information is needed

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

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 Registration have a date in the "Last Updated" column.

No Input Required

There is a difference between a system requirement and a HUD CoC Registration requirement.

On the Submission Summary screen, the "No Input Required" status indicates that no additional information for that screen is required for the applicant to select the "Submit" button.

On the "Attachment" screen, the "No" under the "Required" column indicates that no attachment is required to proceed to the next step in e-snaps.

Nevertheless, HUD may require an attachment for the CoC Registration submission.

Read the instructions carefully.

CoC Registration and CoC Review

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

e.Forms ocedano Logout

CoC Registration and Application FY2020

Applicant Name: Alaska Balance of State
Applicant Number: AK-501
Project Name: fy2020_test2
Project Number: COC_REG_2020_136745

CoC Registration FY2020

Before Starting

1. CoC Organization
2. CoC Geographic Area(s)
3. UFA Responsibilities
4. UFA Financial
5. UFA Sub-Recipient
10. Attachments

Certification

Submission Summary

Complete	Page	Last Updated	Mandatory
✓	1. CoC Organization	01/17/2020	Yes
✓	2. CoC Geographic Area(s)	01/17/2020	Yes
✗	3. UFA Responsibilities	Please Complete	Yes
✗	4. UFA Financial	Please Complete	Yes
✗	5. UFA Sub-Recipient	Please Complete	Yes
✗	10. Attachments	Please Complete	Yes
✗	Certification	Please Complete	Yes

Notes:

- To submit this application, all items must be certified.

Back Next

Export to PDF

Get PDF Viewer

Submit

Review "Complete" column

Inactive "Submit" button

CoC Registration and CoC Review

Successful Submission

The following image shows the "Submission Summary" screen after the CoC Registration has been submitted. Note that the "Submit" button is gray-shaded. The form is marked "This e.Form has been submitted."

NOTE

Collaborative Applicants that selected "UFA" as the "Type of CoC" and/or "HPC" on the CoC Organization screen will have additional forms listed on the Submission Summary.

Submission Summary

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

Complete	Page	Last Updated	Mandatory
✓	1. CoC Organization	01/10/2020	Yes
✓	2. CoC Geographic Area(s)	01/10/2020	Yes
✓	3. UFA Responsibilities	01/10/2020	Yes
✓	4. UFA Financial	01/10/2020	Yes
✓	5. UFA Sub-Recipient	01/10/2020	Yes
✓	5a. UFA Sub-Recipient	01/10/2020	Yes
✓	6. HPC Requirements	01/10/2020	Yes
✓	7. HPC Data	01/10/2020	Yes
✓	8. HPC - Reduce/Outreach	01/10/2020	Yes
--	10. Attachments	No Input Required	No
--	11. Attachments	No Input Required	No
✓	Certification	01/10/2020	Yes

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Submit (grayed out)

Message: This e.Form has been submitted

Callout: e.Form has been submitted

Step

Description

1. If you are not already on the "Submission Summary" screen, select it on the left menu bar.
2. Select the "Submit" button.
 - Once Collaborative Applicants select the "Submit" button, it will be grayed out. Below it there will be text stating, "This e.Form has been submitted."

CoC Registration and CoC Review

Exporting to PDF

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



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

CoC Registration and CoC Review

CoC Review

After Collaborative Applicants submit the CoC Registration, the CoC cannot make changes. The next steps include the following:

1. HUD receives notification that the CoC Program Registration is ready for HUD review.
2. HUD will review the information submitted.
3. HUD will issue a listserv message to its mailing lists notifying Collaborative Applicants when they should login to *e-snaps* to review HUD's determinations provided in the CoC Registration Review.
4. The Collaborative Applicant reviews and agrees with or disputes HUD's determinations regarding the CoC type and funding needs amounts.

Mailing Lists

HUD uses mailing lists (listserv) to distribute up-to-date information regarding the CoC Program.

Go to the HUD Exchange to join a mailing list <https://www.hudexchange.info/maillinglist/>.

Collaborative Applicants should encourage all Project Applicants to join mailing lists that provide information about their specific areas of interest.

Reference Submissions

At the top of each screen of the CoC Review, there is a "Reference Submissions" box.

This box contains a "Folder" icon  that you can select that will bring you to the corresponding screen you filled out in your original Registration. After selecting the "Folder" icon, to get back to where you were in your CoC Registration Review, select "Back to CoC Approval/Disapproval" on the left menu bar.

CoC Registration and CoC Review

Accessing CoC Review

After HUD completes the review of the CoC Program Registrations submitted by the Collaborative Applicants, HUD will send a listserv message notifying Collaborative Applicants when they should log in to *e-snaps* and review HUD's determinations provided in the CoC Program Registration Review. The Collaborative Applicant will look for the "CoC Registration and Application FY 2020 / CoC Review" project on the "Submissions" screen.

The screenshot shows the 'Front Office' interface. The top navigation bar includes 'Front Office', 'Help', and 'Logout'. The user 'ochedano' is logged in. The 'Submissions' page is active, showing a list of projects. Callouts indicate the following steps:

1. Confirm the Applicant (points to the 'Applicant' dropdown menu).
2. Select "Submissions" (points to the 'Submissions' menu item in the left sidebar).
3. Find the CoC Review (points to the 'CoC Review' step in the table).
4. Access CoC Review (points to the folder icon next to the 'CoC Review' step).

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	FY2020_Reg_Test5 COC_REG_2020_136755	CoC Registration and Application FY2020 Registration FY2020	Jan 1, 2019	May 19, 2020	Primary Applicant	1	Jan 10, 2020 4:00:36 PM
	FY2020_Reg_Test5 COC_REG_2020_136755	CoC Registration and Application FY2020 CoC Review	Jan 1, 2019	Dec 31, 2020	Primary Applicant	1	

Step	Description
1.	Log in to <i>e-snaps</i> .
2.	Select "Submissions" on the left menu bar.
3.	Select the "Folder" icon next to the Project where the Step Name is "CoC Review." <ul style="list-style-type: none">• Option: Use the "Submissions Filters" to single out your project.• Option: Select "Clear Filters" on the top left of the "Submissions Filters" box. Then, review the "Funding Opportunity Name / Step Name" column to locate "CoC Registration and Application FY 2020 / CoC Review."

CoC Registration and CoC Review

1. Approved CoC Type Designation

On the "Approved CoC Type Designation" screen, read the available HUD comments and indicate whether you agree with the approved CoC designation.

e.Forms Logout

ochedano

CoC Registration and Application FY2020

Applicant Name: Alaska Balance of State
Applicant Number: AK-501
Project Name: FY2020_Reg_Test5
Project Number: COC_REG_2020_136755

CoC Agree/Disagree

1. Approved CoC Type Designation

View Step Registration

If needed, refer back to CoC Registration

Instructions: [Show Instructions](#)

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

2. Legal Name of Organization: Alaska Housing Finance Corporation

3a. Approved CoC designation: UFA

3b. Approved HPC designation: Yes

3c. Comments from HUD:

*** 4. Does the CoC agree with the approved CoC Designation?** Yes

Select "Yes" or "No"

5. In the text box below, clearly enter any comments to be con specific): (Limit 1500 characters)

Return to Submission List

Save & Back Save Save & Next Back Next Check Spelling

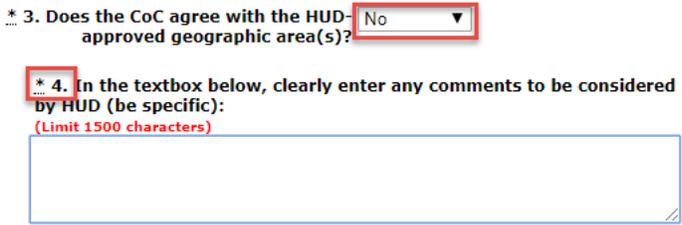
CoC Registration and CoC Review

Step	Description
1.	Review the pre-populated information and HUD's comments, if any. NOTE: Collaborative Applicants that applied for HPC designation will see field 3b indicating whether HUD approved the designation.
2.	Select "Yes" or "No" whether you agree with the approved CoC designation as "CA" or "UFA" and, if applicable, HUD's decision regarding HPC designation. <ul style="list-style-type: none"><li data-bbox="418 510 1432 573">• If you select "No," you will be required to enter a comment in the comment box to be considered by HUD. <p data-bbox="378 611 938 653">* 4. Does the CoC agree with the approved CoC Designation? <input data-bbox="808 604 938 646" type="text" value="No"/></p> <p data-bbox="418 678 1154 741">* 5. In the text box below, clearly enter any comments to be considered by HUD (be specific): (Limit 1500 characters)</p> <div data-bbox="427 741 1182 835" style="border: 1px solid #ccc; height: 45px;"></div>
3.	Select "Save & Next."

CoC Registration and CoC Review

2. CoC Geographic Area(s)

On the "CoC Geographic Area(s)" screen, indicate you agree with the geographic areas.

Step	Description
1.	Review the pre-populated information and HUD's comments, if any.
2.	Select "Yes" or "No" whether you agree with the geographic area(s). <ul style="list-style-type: none">If you select "No," you will be required to enter a comment in the comment box to be considered by HUD. 
3.	Select "Save & Next."

CoC Registration and CoC Review

4. Attachments

On the "Attachments" screen, there is a place for attachments.

Do NOT submit any attachments unless specifically asked to do so by HUD.

The screenshot shows the 'e.Forms' interface for '4. Attachments'. On the left, a sidebar displays the user 'ocedano' and application details: 'CoC Registration and Application FY2020', 'Applicant Name: Alaska Balance of State', 'Applicant Number: AK-501', 'Project Name: FY2020_Reg_Test5', and 'Project Number: COC_REG_2020_136755'. The main content area features a table with the following data:

Delete	Document Type	Required?	Download	Document Description	Date Attached
	Attachment 1	No	--		No Attachment
	Attachment 2	No	--		No Attachment

At the bottom of the table area, there are two buttons: 'Back' and 'Next'.

Step	Description
1.	If an attachment is requested, upload it the same way that attachments were provided in the CoC Registration.
2.	Select "Next."

CoC Registration and CoC Review

5. Submission Summary

Once the Collaborative Applicant has completed the review, the Collaborative Applicant needs to select the "Submit" button on the "Submission Summary" screen.

The "Submission Summary" screen shows the CoC Review forms. In the "Last Updated" column, the system will identify the following:

1. A date if the screen is complete
2. "No Input Required" if there is no input required
3. "Please Complete" if more information is needed

e-snaps users can go back to any screen by clicking on the screen name on the left menu bar. Remember to select "Save" after any changes.

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 Review have a date or "No Input Required" in the "Last Updated" column.

No Input Required status

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

In the context of this instructional guide, the Collaborative Applicant may proceed to the next steps in the Registration Review process.

CoC Registration and CoC Review

Successful Submission

The following image shows the "Submission Summary" screen after the CoC Review has been submitted. Note that the "Submit" button is gray-shaded. The form is marked "This e. Form has been submitted."

Complete	Page	Last Updated	Mandatory
✓	1. CoC Type	01/17/2020	Yes
✓	2. Geo Area(s)	01/17/2020	Yes
--	4. Attachments	No Input Required	No

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Submit (grayed out)

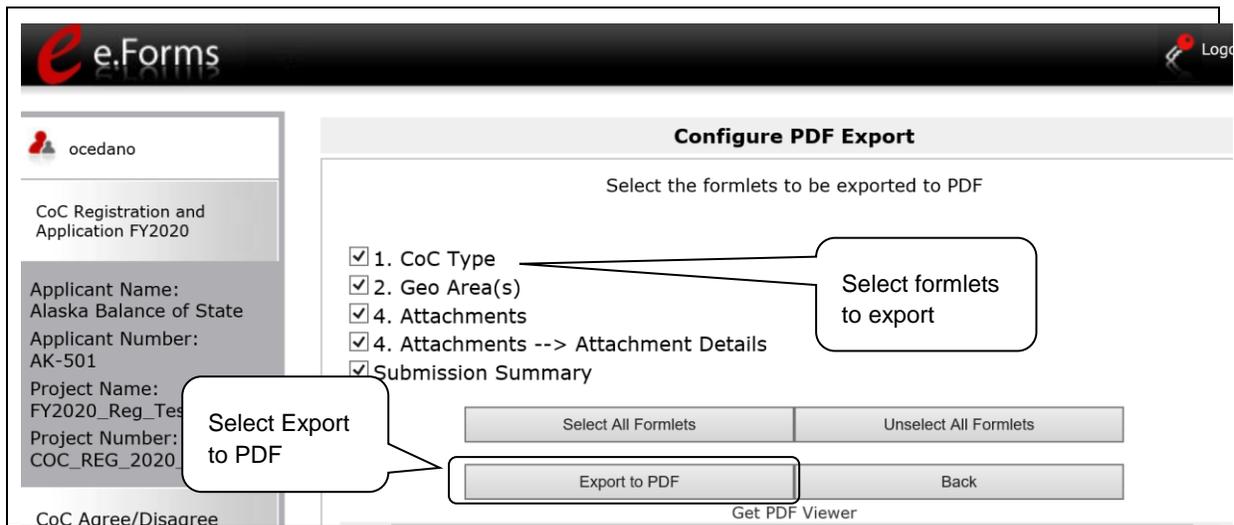
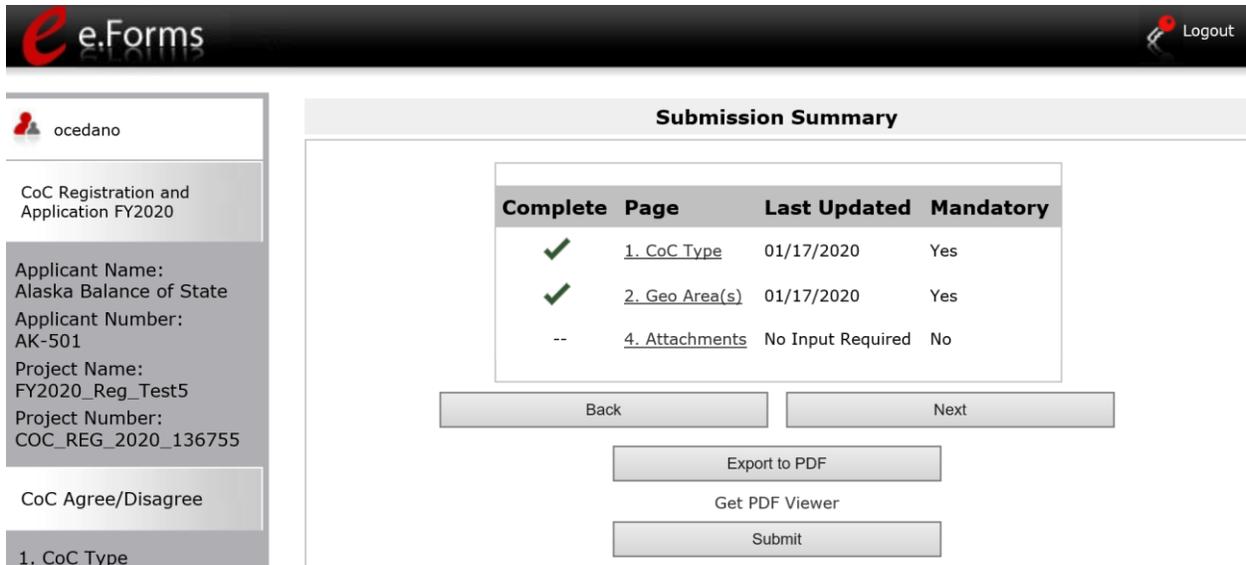
Left Sidebar: ocedano, CoC Registration and Application FY2020, Applicant Name: Alaska Balance of State, Applicant Number: AK-501, Project Name: FY2020_Reg_Test5, Project Number: COC_REG_2020_136755, CoC Agree/Disagree, 1. CoC Type

Step	Description
1.	If you are not already on the "Submission Summary" screen, select it on the left menu bar.
2.	Select the "Submit" button. <ul style="list-style-type: none">Once you select the "Submit" button, it will be grayed out. Below it there will be text stating, "This e.Form has been submitted."

CoC Registration and CoC Review

Exporting to PDF

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



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

CoC Registration and CoC Review

Agreeing With CoC Review

If the Collaborative Applicant **agrees** with all items in the CoC Registration Review and submits it:

1. The Collaborative Applicant can no longer make changes to its CoC Review.
2. When available, HUD will announce the opening of the FY 2020 CoC Program Competition via listserv message.
3. Only Collaborative Applicants with a HUD-approved registration will have access to the FY 2020 CoC Application and CoC Priority Listing in *e-snaps*.

CoC Registration and CoC Review

Disagreeing With CoC Review: HUD Final Decision

If the Collaborative Applicant **disputes** any part of the CoC Review and submits it (i.e., the Collaborative Applicant did not agree with the CoC type designation or the HUD-approved geographic areas):

1. HUD will again review the CoC Registration with the changes made and review the comments included by the Collaborative Applicant.
2. After HUD has finished its review, HUD will send an email to the Collaborative Applicant's primary contact (as listed in the CoC Applicant Profile) notifying them that the CoC Registration must be confirmed. This is the final determination by HUD.
3. The Collaborative Applicant will access the CoC Review Registration as seen in the screenshot below.

The screenshot shows the Front Office portal interface. On the left is a navigation sidebar with options: ocedano, Front Office Portal, Profile, My Account (Change Password), Workspace, Applicants (Funding Opportunity Registrations, Projects, Submissions), and Contact Us. The main content area is titled 'Submissions' and shows filters for Applicant (Alaska Balance of State (AK-501)), Applicant Project Name (fy2020_test6), Date Submitted (On), Project Status (All Projects), Submission Version (Latest Version), and Associate Type (All). A callout box points to the 'Submissions' section with the text: 'Access, review, and submit the CoC Reviews HUD Final Decision'. Below the filters is a table of submissions:

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	fy2020_test6 COC_REG_2020_136749	CoC Registration and Application FY2020 Registration FY2020	Jan 1, 2019	May 19, 2020	Primary Applicant	1	Jan 7, 2020 3:33:06 PM
	fy2020_test6 COC_REG_2020_136749	CoC Registration and Application FY2020 CoC Reviews HUD Final Decision	Jan 1, 2019	Dec 31, 2020	Primary Applicant	1	Jan 7, 2020 3:53:50 PM
	fy2020_test6 COC_REG_2020_136749	CoC Registration and Application FY2020 CoC Review	Jan 1, 2019	Dec 31, 2020	Primary Applicant	1	Jan 7, 2020 3:49:48 PM

A callout box points to the second row of the table with the text: 'Select the HUD Final Decision Folder icon'.

CoC Registration and CoC Review

Step	Description
1.	Access the HUD Final Review
2.	Review the information.
3.	Select "Yes" or "No" to indicate whether the CoC agrees with HUD's final decisions
4.	Select "Submit."

If the Collaborative Applicant **agrees** with all items in the HUD Final Review and submits, it will have access to the FY 2020 CoC Application and Priority Listing.

If the Collaborative Applicant **disagrees** with all items in the HUD Final Review and submits, it will see a Rejection Notification Letter in *e-snaps* and the Collaborative Application will not have access to the FY 2020 CoC Application and CoC Priority Listing.

CoC Registration and CoC Review

Next Steps

Congratulations on submitting your CoC Program Registration!

Additional information regarding the CoC Program Competition will be posted to the HUD Exchange once the FY 2020 CoC Program Competition is open, including HUD detailed instructions, navigational guides, and resources to assist Collaborative Applicants and Project Applicants in completing the CoC Consolidated Application and individual Project Applications.

Return to the CoC Program Competition Resources page at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>.