Continuum of Care (CoC) Application

e-snaps Instructional Guide
Version 2
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CoC Application

Introduction

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

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

There are numerous resources on the CoC Program Competition: e-snaps Resources page: can be found on the CoC Program Competition: e-snaps Resources webpage at: https://www.hudexchange.info/programs/e-snaps/.

The FY 2019 CoC Application Detailed Instructions contain information that is necessary to fully complete the CoC Application questions and maximize scoring potential.

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

UFAs

A Collaborative Applicant that requested UFA-designation during the CoC Registration period was notified if they received UFA designation when the Collaborative Applicant reviewed and submitted the CoC Review. If the Collaborative Applicant received UFA designation, it must complete the same screens as all Collaborative Applicants.

This Collaborative Applicant is also eligible to complete and submit a UFA Costs project application. There is a separate UFA Costs navigational guide on the CoC Program Competition: e-snaps Resources page at: https://www.hudexchange.info/resource/3438/ufa-costs-instructional-guide/.

Objectives

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

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

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

- **Accessing e-snaps.** Each e-snaps user needs his or her individual username and password in order to log in to the online e-snaps system. In order to view an organization's Applicant Profile, Project Applications, etc., the e-snaps user needs to be associated as a "registrant" with the organization's e-snaps account. This section identifies the steps to create user profiles and add or delete registrants.

- **Part 1: CoC Structure and Governance.** This section asks the CoC to verify information entered during CoC Registration, provide information regarding the CoC's local processes towards ending homelessness in its geographic area, and describe how the CoC coordinates with other entities serving homeless individuals and families in the community. Additionally, CoCs will indicate whether they are requesting DV Bonus projects and report on the DV survivor population in the CoC's geographic area.

- **Part 2: Data Collection and Quality.** This section asks the CoC to provide information about the Homeless Management Information System (HMIS) in its geographic area. Additionally, CoCs will report on Housing Inventory Count (HIC) and Point-In-Time (PIT) Count information.

- **Part 3: CoC Performance and Strategic Planning.** This section asks the CoC to provide information about the CoC's performance and plan for ending homelessness among veterans, households with children, and youth and ending chronic homelessness.

- **Part 4: Mainstream Benefits and Additional Policies.** This section asks the CoC to provide information such as mainstream benefits, and adoption of lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing principles.

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

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

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

There is a difference between completing the requirements necessary to advance through e-snaps and completing your CoC Application fully and correctly. While you may not be required to complete a particular field in e-snaps, this does not mean that the FY 2019 CoC Program Competition Notice of Funding Availability (NOFA) does not require an answer. Please thoroughly complete and answer all questions and fields in e-snaps.
CoC Application

Accessing e-snaps

e-snaps contains the CoC Registration, CoC Application, and CoC Priority Listing forms that are submitted electronically during the annual competition under the CoC Registration Notice and the CoC Program Competition NOFA.

NOTE: Each e-snaps user must have his or her own log-in credentials. Preferably, each organization will have two people with access to e-snaps – the Primary Contact and one or more additional staff persons. When there is staff turnover, the CoC will need to ensure that the new person has access to e-snaps.

NOTE: When copying and pasting text from MS Word into e-snaps, additional characters may be added to your text. To ensure additional characters are not counted by the system, e-snaps users should copy and paste text into e-snaps from Notepad, which will remove any unnecessary formatting from MS Word.
# CoC Application

## Existing Users

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Direct your Internet browser to: <a href="https://esnaps.hud.gov/">https://esnaps.hud.gov/</a></td>
</tr>
<tr>
<td>2.</td>
<td>On the left menu bar, enter the username and password. You will then enter the e-snaps system and arrive at the &quot;Welcome&quot; screen.</td>
</tr>
<tr>
<td>3.</td>
<td>If you forgot your password, select &quot;Forgot your password?&quot; under the &quot;Login&quot; button.</td>
</tr>
</tbody>
</table>

## New e-snaps Users

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Create an e-snaps username and password by selecting the &quot;Create Profile&quot; link.</td>
</tr>
<tr>
<td>2.</td>
<td>Log in as instructed under the Existing Users heading above.</td>
</tr>
</tbody>
</table>

For a refresher on how to navigate through the e-snaps system, the "Understand e-snaps Features and Functions" resource is available on the e-snaps CoC Program Competition Resource webpage at: [https://www.hudexchange.info/programs/e-snaps/](https://www.hudexchange.info/programs/e-snaps/)

## Adding and Deleting Registrants

Having a user profile enables a person to access e-snaps. However, only individuals who have been associated with the organization as a Registrant (also referred to as a registered user) have the ability to enter information in the Applicant Profile and Project Applications associated with the organization.

For information on how to add and delete users, refer to the Adding and Deleting Users module available at: [https://www.hudexchange.info/resource/2903/adding-deleting-registrants-in-esnaps/](https://www.hudexchange.info/resource/2903/adding-deleting-registrants-in-esnaps/)
Completing the CoC Consolidated Application

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

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

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

Resources

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


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

- FY 2019 CoC Application Detailed Instructions document, which provides additional guidance to fully answer each question: [https://www.hudexchange.info/resource/2905/coc-application-component-of-the-coc-consolidated-application/](https://www.hudexchange.info/resource/2905/coc-application-component-of-the-coc-consolidated-application/)
- Navigational guides and resources for *e-snaps*: [https://www.hudexchange.info/programs/e-snaps/](https://www.hudexchange.info/programs/e-snaps/)
- The CoC Program Competition Frequently Asked Questions (FAQs): [https://www.hudexchange.info/e-snaps/faqs/](https://www.hudexchange.info/e-snaps/faqs/)
- The HUD Exchange *e-snaps* AAQ is available at: [https://www.hudexchange.info/get-assistance/my-question/](https://www.hudexchange.info/get-assistance/my-question/) for submitting technical questions.
  - Select "*e-snaps*" for all competition-related questions.
  - Select "CoC" for CoC Program interim rule or a policy related questions.
CoC Application

**Accessing the CoC Application**

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Select &quot;Submissions&quot; on the left menu bar.</td>
</tr>
</tbody>
</table>
| 2.   | Locate the CoC Application.  
|      | • Option: Use the "Submissions Filters." Select your FY 2019 CoC Registration in the "Applicant Project Name" field. Then select the "Filter" button.  
|      | • Option: Select "Clear Filters" on the top left of the "Submissions Filters" box. Then, review the "Funding Opportunity Name / Step Name" column for "CoC Registration and Application FY2019" / "CoC Application FY2019." |
| 3.   | Select the "Open Folder" icon next to the CoC Application. Continue with the instructions in the next section for completing the CoC Application. |
Before Starting the CoC Application

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

The CoC Consolidated Application consists of three parts, the CoC Application, the CoC Priority Listing, and all the CoC’s project applications that were either approved and ranked, or rejected. All three must be submitted for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for reviewing the following:

1. The FY 2019 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2019 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.
6. Questions marked with an asterisk (*), which are mandatory and require a response.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Review this screen and select &quot;Next.&quot;</td>
</tr>
</tbody>
</table>

The FY 2019 CoC Application Detailed Instructions can be accessed from the HUD Exchange e-snaps Resources page at: [https://www.hudexchange.info/resource/2905/coc-application-component-of-the-coc-consolidated-application/](https://www.hudexchange.info/resource/2905/coc-application-component-of-the-coc-consolidated-application/)
CoC Application

1. CoC Structure and Governance

Review the FY 2019 CoC Program Competition NOFA and the FY 2019 CoC Application Detailed Instructions for information on accurately responding to the application questions.

1A. Continuum of Care Identification

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Verify that the correct CoC is populating in the CoC Name and Number field.</td>
</tr>
<tr>
<td></td>
<td>• If it is not correct, use the dropdown menu to select the correct CoC.</td>
</tr>
<tr>
<td>2.</td>
<td>Review the prepopulated information in the Collaborative Applicant Name, CoC Designation, and HMIS Lead fields.</td>
</tr>
<tr>
<td></td>
<td>• If the CoC Designation is incorrect, contact the e-snaps AAQ at <a href="https://www.hudexchange.info/get-assistance/my-question/">https://www.hudexchange.info/get-assistance/my-question/</a>.</td>
</tr>
<tr>
<td></td>
<td>• If the Collaborative Applicant Name and HMIS Lead information is not correct, it can be updated in the CoC Applicant Profile.</td>
</tr>
<tr>
<td>3.</td>
<td>Select “Next.”</td>
</tr>
</tbody>
</table>
1B. Continuum of Care (CoC) Engagement

For the period of May 1, 2018 to April 30, 2019, applicants must indicate whether the Organization/Person listed:
1. participated in CoC meetings;
2. voted, including selecting CoC Board members; and
3. participated in the CoC’s coordinated entry system.

<table>
<thead>
<tr>
<th>Organization/Person</th>
<th>Participates in CoC Meetings</th>
<th>Votes, including selecting CoC Board Members</th>
<th>Participates in Coordinated Entry System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Government Staff/Officials</td>
<td>No ✓</td>
<td>No ✓</td>
<td>Yes ✓</td>
</tr>
<tr>
<td>CDBG/HOME/ESG Entitlement Jurisdiction</td>
<td>No ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>No ✓</td>
<td>Select ✓</td>
<td>Select ✓</td>
</tr>
<tr>
<td>Local Jail(s)</td>
<td>Yes ✓</td>
<td>Select ✓</td>
<td>Select ✓</td>
</tr>
<tr>
<td>Hospital(s)</td>
<td>No ✓</td>
<td>Select ✓</td>
<td>Select ✓</td>
</tr>
<tr>
<td>EMS/911 Response Team(s)</td>
<td>No ✓</td>
<td>Select ✓</td>
<td>Select ✓</td>
</tr>
<tr>
<td>Mental Health Services Organizations</td>
<td>Yes ✓</td>
<td>Select ✓</td>
<td>Select ✓</td>
</tr>
<tr>
<td>Substance Abuse Service Organizations</td>
<td>Not Applicable ✓</td>
<td>No ✓</td>
<td>No ✓</td>
</tr>
<tr>
<td>Affordability Housing Development(s)</td>
<td>No ✓</td>
<td>Select ✓</td>
<td>Select ✓</td>
</tr>
<tr>
<td>Disability Service Organizations</td>
<td>Not Applicable ✓</td>
<td>No ✓</td>
<td>No ✓</td>
</tr>
<tr>
<td>Disability Advocates</td>
<td>Not Applicable ✓</td>
<td>No ✓</td>
<td>No ✓</td>
</tr>
<tr>
<td>Public Housing Authorities</td>
<td>Not Applicable ✓</td>
<td>No ✓</td>
<td>No ✓</td>
</tr>
<tr>
<td>CoC Funded Housing Organizations</td>
<td>No ✓</td>
<td>Select ✓</td>
<td>Select ✓</td>
</tr>
<tr>
<td>Non-CoC Funded Housing Organizations</td>
<td>No ✓</td>
<td>Select ✓</td>
<td>Select ✓</td>
</tr>
<tr>
<td>Youth Advocates</td>
<td>No ✓</td>
<td>Select ✓</td>
<td>Select ✓</td>
</tr>
<tr>
<td>School Administrators/homeless Liaisons</td>
<td>No ✓</td>
<td>Select ✓</td>
<td>Select ✓</td>
</tr>
<tr>
<td>CoC Funded Victim Service Providers</td>
<td>No ✓</td>
<td>Select ✓</td>
<td>Select ✓</td>
</tr>
<tr>
<td>Non-CoC Funded Victim Service Providers</td>
<td>Yes ✓</td>
<td>Select ✓</td>
<td>Select ✓</td>
</tr>
<tr>
<td>Domestic Violence Advocates</td>
<td>Yes ✓</td>
<td>Select ✓</td>
<td>Select ✓</td>
</tr>
<tr>
<td>Street Outreach Team(s)</td>
<td>Yes ✓</td>
<td>Select ✓</td>
<td>Select ✓</td>
</tr>
<tr>
<td>Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates</td>
<td>Yes ✓</td>
<td>Select ✓</td>
<td>Select ✓</td>
</tr>
<tr>
<td>LGBT Service Organizations</td>
<td>Yes ✓</td>
<td>Select ✓</td>
<td>Select ✓</td>
</tr>
<tr>
<td>Agencies that serve survivors of human trafficking</td>
<td>Yes ✓</td>
<td>Select ✓</td>
<td>Select ✓</td>
</tr>
<tr>
<td>Homeless or Formerly Homeless Persons</td>
<td>Yes ✓</td>
<td>Select ✓</td>
<td>Select ✓</td>
</tr>
<tr>
<td>Mental Illness Advocates</td>
<td>Yes ✓</td>
<td>Select ✓</td>
<td>Select ✓</td>
</tr>
<tr>
<td>Substance Abuse Advocates</td>
<td>Yes ✓</td>
<td>Select ✓</td>
<td>Select ✓</td>
</tr>
<tr>
<td>Other:</td>
<td>(Limit 50 characters)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Applicants must select Yes, No or Not Applicable for all of the listed organization/person categories in 1B-1. By selecting “other” you must identify what “other” is.

Step Description

1. For each organization or person listed in the chart, select from the dropdown “Yes,” “No,” or “Not Applicable” for each of the 3 columns:
   - Participates in CoC Meetings
   - Votes, including electing CoC Board
   - Participates in Coordinated Entry System

Select "Not Applicable" ONLY if the organization or person does not exist in the CoC's geographic area.

If needed, there is space to add up to 3 additional organizations or persons. To activate the dropdown menus for the columns associated with these additional spaces, select “Save” after entering the person or organization in the text box.
1B. CoC Engagement (continued)

1B-1a. CoC’s Strategy to Solicit/Consider Opinions on Preventing/Ending Homelessness.

Applicants must describe how the CoC:
1. solicits and considers opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;
2. communicates information during public meetings or other forums the CoC uses to solicit public information;
3. takes into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness; and
4. ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats, e.g., PDF.

(Limit 2,000 characters)

1B-2. Open Invitation for New Members.

Applicants must describe:
1. the invitation process;
2. how the CoC communicates the invitation process to solicit new members;
3. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats;
4. how often the CoC solicits new members; and
5. any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.

(Limit 2,000 characters)

1B-3. Public Notification for Proposals from Organizations Not Previously Funded.

Applicants must describe:
1. how the CoC notifies the public that it is accepting project application proposals, and that it is open to and will consider applications from organizations that have not previously received CoC Program funding, as well as the method in which proposals should be submitted;
2. the process the CoC uses to determine whether the project application will be included in the FY 2019 CoC Program Competition process;
3. the date(s) the CoC publicly announced it was open to proposal;
4. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats; and
5. if the CoC does not accept proposals from organizations that have not previously received CoC Program funding or did not announce it was open to proposals from non-CoC Program funded organizations, the applicant must state this fact in the response and provide the reason the CoC does not accept proposals from organizations that have not previously received CoC Program funding.

(Limit 2,000 characters)

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>In the 1B-1a text box, describe how the CoC solicits and considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area.</td>
</tr>
<tr>
<td>3.</td>
<td>In the 1B-2 text box, describe the CoC’s open invitation process for soliciting new members. Include any special outreach.</td>
</tr>
<tr>
<td>4.</td>
<td>In the 1B-3 text box, describe how the CoC has notified the public that it will accept and consider proposals for the FY 2019 CoC Program Competition from organizations that have not previously received CoC Program funding. The response must include the date(s). This question is a required one, even if the CoC is not applying for new projects in FY 2019.</td>
</tr>
<tr>
<td>5.</td>
<td>Select “Save &amp; Next.”</td>
</tr>
</tbody>
</table>
1C. Continuum of Care (CoC) Coordination

Step 1. For each of the funding or program sources listed in 1C-1, select "Yes," "No," or "Not Applicable" from the dropdown to indicate if the CoC coordinates with the coordination, planning, and operation of projects:

- Housing Opportunities for Persons with AIDS (HOPWA)
- Temporary Assistance for Needy Families (TANF)
- Runaway and Homeless Youth (RHY)
- Head Start Program
- Funding Collaboratives
- Private Foundations
- Housing and service programs funded through the Department of Justice (DOJ) Funded Housing and Service Programs
- Housing and service programs funded through the Department of Health and Human Services (HHS) Funded Housing and Service Programs
- Housing and service programs funded through other Federal resources

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

1C-1. CoCs Coordination, Planning, and Operation of Projects.
Applicants must select the appropriate response for each federal, state, local, private, other organizations, or program source the CoC included in the planning and operation of projects that serve individuals experiencing homelessness, families experiencing homelessness, unaccompanied youth experiencing homelessness, persons who are fleeing domestic violence, or persons at risk of homelessness.

<table>
<thead>
<tr>
<th>Entities or Organizations the CoC coordinates planning and operation of projects</th>
<th>Coordinates with Planning and Operation of Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Opportunities for Persons with AIDS (HOPWA)</td>
<td>No</td>
</tr>
<tr>
<td>Temporary Assistance for Needy Families (TANF)</td>
<td>Yes</td>
</tr>
<tr>
<td>Runaway and Homeless Youth (RHY)</td>
<td>Yes</td>
</tr>
<tr>
<td>Head Start Program</td>
<td>No</td>
</tr>
<tr>
<td>Funding Collaboratives</td>
<td>Yes</td>
</tr>
<tr>
<td>Private Foundations</td>
<td>No</td>
</tr>
<tr>
<td>Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs</td>
<td>No</td>
</tr>
<tr>
<td>Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through other Federal resources</td>
<td>No</td>
</tr>
<tr>
<td>Housing and services programs funded through State Government</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Housing and services programs funded through Local Government</td>
<td>No</td>
</tr>
<tr>
<td>Housing and service programs funded through private entities, including foundations</td>
<td>Yes</td>
</tr>
<tr>
<td>Other (limit 50 characters)</td>
<td>— select —</td>
</tr>
</tbody>
</table>

---

**Step Description**

1. For each of the funding or program sources listed in 1C-1, select "Yes," "No," or "Not Applicable" from the dropdown to indicate if the CoC coordinates with the coordination, planning, and operation of projects:

- Housing Opportunities for Persons with AIDS (HOPWA)
- Temporary Assistance for Needy Families (TANF)
- Runaway and Homeless Youth (RHY)
- Head Start Program
- Funding Collaboratives
- Private Foundations
- Housing and service programs funded through the Department of Justice (DOJ) Funded Housing and Service Programs
- Housing and service programs funded through the Department of Health and Human Services (HHS) Funded Housing and Service Programs
- Housing and service programs funded through other Federal resources
• Housing and service programs funded through State government
• Housing and service programs funded through Local government
• Housing and service programs funded through private entities, including foundations

*If needed, there is space to add up to 2 additional organizations or entity. To activate the dropdown menus for the columns associated with these additional spaces, select “Save” after entering the person or organization in the text box.*
2. In the 1C-2 text box, describe how the CoC actively consults with ESG recipients in the planning and allocation of ESG funds. Include in the response:

(1) the interactions that occur between the CoC and the ESG Recipients in the planning and allocation of funds;

(2) the CoCs participation in the local Consolidated Plan jurisdiction(s) process by providing PIT and HIC data to the Consolidated Plan jurisdictions; and

(3) how the CoC ensures local homelessness information is clearly communicated and addressed in Consolidated Plan updates.
3. For 1C-2a, select from the drop down menu whether or not your CoC provided Point-in-Time (PIT) and/or Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area.

4. For 1C-2b, Select from the drop down menu whether or not your CoC provided local homelessness information, other than PIC and HIC data, to the jurisdiction(s) Consolidated Plan(s).

5. In the 1C-3 text box, describe how the CoCs addresses the safety needs of program participants who are domestic violence, dating violence, sexual assault, and stalking survivors.

6. In the 1C-3a text box, describe how the CoC coordinates with victim services providers to provide annual training to CoC area projects and Coordinated Entry staff that addresses best practices in serving survivors of domestic violence, dating violence, sexual assault, and stalking.

7. In the 1C-3b text box, describe the data the CoC uses to assess the scope of community needs related to domestic violence, dating violence, sexual assault, and stalking, including data from a comparable database.

**NOTE:** *When copying and pasting text from MS Word into e-snaps, additional characters may be added to your text. To ensure additional characters are not counted by the system, e-snaps users should copy and paste text into e-snaps from Notepad, which will remove any unnecessary formatting from MS Word.*
CoC Application

1C. CoC Coordination (continued)

8. For 1C-4, in column 1 of the table, identify the two largest PHAs or the two PHAs with which your organization has a working relationship.
   • Refer to the CoC-PHA Crosswalk to determine which PHAs are within the CoC’s geographic area. Applicants may also rely on local information rather than the Crosswalk when addressing this question.
   The resource is located on the HUD Exchange e-snaps main page at: https://www.hudexchange.info/programs/e-snaps/ under the Submitting the CoC Consolidated Application tab.

9. For 1C-4, in column 2 of the table, for each PHA listed, enter the percentage of new admissions that were homeless at the time of admission during FY 2019.

10. For 1C-4, in column 3 of the table, for each PHA listed, indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program. Select “Yes—Public Housing,” “Yes—HCV,” “Yes—Both,” or “No”.
    Please note if you select “Yes—Public Housing,” “Yes—HCV,” or “Yes—Both” for “PHA has a preference for current PSH Program participants no longer needing intensive supportive services,” you must attach documentation of the preference from the PHA in order to receive credit.

11. For 1C-4, in column 4 of the table, for each PHA listed, indicate whether the PHA has a preference for current PSH Program participants no longer needing intensive supportive services.
    Please note if you select “Yes—Public Housing,” “Yes—HCV,” or “Yes—Both” for “PHA has a Preference for current PSH Program participants no longer needing intensive
CoC Application

12. In the 1C-4a text box, for each PHA where there is not a homeless admission preference in their written policies, identify the steps the CoC has taken to encourage the PHA to adopt such a policy.

13. For 1C-4b, select "Yes" or "No" from the drop down menu to identify if the CoC has a Move On strategy with affordable housing providers in its jurisdiction (e.g., multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs).
   - If "Yes," select "Save" and an additional question appears.
   - In the text box, describe the Move On strategy.

Attachments:
For 1C-4, one or two attachments are required if you indicate that there is a "general or limited homeless preference" and/or there is a "preference for current PSH Program participants no longer needing intensive supportive services, e.g., Moving On."

On the Attachments screen, these two attachments are identified as "Required?" "No."
That means e-snarps will allow applicants to submit the CoC Application without attaching the documents, but HUD still requires them in these situations.
**1C-5. Protecting Against Discrimination.**

Applicants must describe the actions the CoC has taken to address all forms of discrimination, such as discrimination based on any protected classes under the Fair Housing Act. (limit 2,000 characters)

Application is one of three parts of the CoC Consolidated Application—the second part is the CoC Priority Listing, and the third is all the project applications submitted to the CoC which were reviewed, approved, and ranked or rejected in the local CoC competition for FY 2018-2019 funding consideration by HUD.

**1C-5a. Anti-Discrimination Policy and Training.**

Applicants must indicate whether the CoC implemented an anti-discrimination policy and conduct training:

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source? No
   Yes
2. Did the CoC conduct annual CoC-wide training with providers on how to effectively address discrimination based on any protected class under the Fair Housing Act? Yes
   No
3. Did the CoC conduct annual training on how to effectively address discrimination based on any protected class under other HUD regulations not promulgated under the Fair Housing Act that are designed to ensure that its core programs are open to all eligible individuals and families? Yes

**1C-6. Criminalization of Homelessness.**

Applicants must select all that apply that describe the strategies the CoC implemented to prevent the criminalization of homelessness in the CoC’s geographic area:

1. Engaged/educated local policymakers: Yes
2. Engaged/educated law enforcement: Yes
3. Engaged/educated local business leaders: Yes
4. Implemented communitywide plans: No
5. No strategies have been implemented: No
6. Other: (limit 50 characters)

**1C-7. Centralized or Coordinated Assessment System. Attachment Required.**

Applicants must:
1. demonstrate the coordinated entry system covers the entire CoC geographic area;
2. demonstrate the coordinated entry system reaches people who are least likely to apply for homelessness assistance in the absence of special outreach; and
3. demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner. (limit 2,000 characters)

This document provides guidance for completing the FY 2018-2019 Continuum of Care (CoC) Application for the FY 2018-2019 CoC Program Competition. The FY 2018-2019 CoC Application is one of three parts of the CoC Consolidated Application—the second part is the CoC Priority Listing, and the third is all the project applications submitted.
CoC Application

(1) Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?
(2) Did the CoC conduct annual CoC-wide training with providers on how to effectively address discrimination based on any protected class under the Fair Housing Act?
(3) Did the CoC conduct annual training on how to effectively address discrimination based on any protected class under 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing?

16. For 1C-6, check the box(es) to indicate the specific strategies implemented by the CoC to ensure that homelessness is not criminalized in the CoC’s geographic area.
   - Select “No strategies have been implemented” if the CoC has not implemented any strategies.
   
   At least one box must be checked.
   
   If needed, there is space to add up to 3 additional strategies. To activate the dropdown menus for the columns associated with these additional spaces, select “Save” after entering the person or organization in the text box.

17. In the 1C-7 text box, describe the Centralized or Coordinated Assessment System. The response must:
   (1) demonstrate the coordinated entry system covers the entire CoC geographic area;
   (2) demonstrate the coordinated entry system reaches people who are least likely to apply homelessness assistance in the absence of special outreach;
   (3) demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner.

   CoCs must attach the CoC’s standard assessment tool to the application.

18. Select “Save & Next.”

For question 1C-5, refer to: https://www.hudexchange.info/resource/1991/equal-access-to-housing-final-rule/

- Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identify, published 2012 (also known as, Equal Access to Housing Final Rule or the 2012 Equal Access Rule)

Attachment: For 1C-7, the Centralized or Coordinated Assessment System must be uploaded to the Attachments screen in order to submit the CoC Application.
1D. Continuum of Care (CoC) Discharge Planning

Step Description

1. In 1D-2, select the systems of care within the CoC's geographic area with which the CoC actively coordinates to ensure that people living in these institutions longer than 90 days are not released directly to the streets, emergency shelter, or other homeless assistance program. Select all that apply within your CoC's geographic area: Foster Care; Health Care; Mental Health Care; and Correctional Facilities. There is also a "None" option. At least one box must be checked.

2. Select "Save & Next."
1E. Local CoC Competition

Review the FY 2019 CoC Program Competition NOFA and the FY 2019 CoC Application Detailed Instructions for information on accurately responding to the application questions.


e-snaps Resource page: https://www.hudexchange.info/programs/e-snaps/
### Step Description

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>In 1E-1, use the dropdown menu to select &quot;Yes,&quot; &quot;No,&quot; or &quot;Did not reject or reduce any projects&quot; to indicate whether the four element(s) listed were part of the process the CoC used to notify the public about the local CoC Competition. <em>The option to select &quot;Did not reject or reduce any projects&quot; ONLY applies to whether or not the CoC notified applicants that their project application(s) were being rejected or reduced.</em></td>
</tr>
<tr>
<td>2.</td>
<td>In 1E-2, use the dropdown menu to select &quot;Yes&quot; or &quot;No&quot; to indicate whether the three element(s) listed were part of the process the CoC used to rank and select project applications in the FY 2019 CoC Program Competition. The three elements include using objective criteria, considering the achievement of positive housing outcomes, and evaluating projects submitted by victim service providers.</td>
</tr>
<tr>
<td>3.</td>
<td>In 1E-3, describe the vulnerabilities and how they were taken into account. <em>The CoC Application Detailed Instructions provides examples of severe needs and vulnerabilities.</em> <a href="https://www.hudexchange.info/resource/2905/coc-application-component-of-the-coc-consolidated-application/">https://www.hudexchange.info/resource/2905/coc-application-component-of-the-coc-consolidated-application/</a></td>
</tr>
</tbody>
</table>

### Attachment:

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

- Local Competition Announcement
- 30-day Local Competition Deadline
- 15-day Notification Outside e-snaps--Projects Accepted
- 15-day Notification Outside e-snaps--Projects Rejected or Reduced
# CoC Application


Applicants must:
1. Indicate how the CoC made public the review and ranking process the CoC used for all project applications; or
2. Check 6 if the CoC did not make public the review and ranking process; and
3. Indicate how the CoC made public the CoC Consolidated Application—including the CoC Application and CoC Priority Listing that includes all project applications accepted and ranked or rejected—which HUD required CoCs to post to their websites, at least 2 days before the FY 2019 CoC Program Competition application submission deadline; or
4. Check 6 if the CoC did not make public the CoC Consolidated Application.

<table>
<thead>
<tr>
<th>Public Posting of Objective Review and Ranking Process</th>
<th>Public Posting of CoC Consolidated Applicant including: CoC Application, CoC Priority Listing Project Listings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Email</td>
<td>1. Email</td>
</tr>
<tr>
<td>2. Mail</td>
<td>2. Mail</td>
</tr>
<tr>
<td>3. Advertising in Local Newspaper(s)</td>
<td>3. Advertising in Local Newspaper(s)</td>
</tr>
<tr>
<td>4. Advertising on Radio or Television</td>
<td>4. Advertising on Radio or Television</td>
</tr>
<tr>
<td>5. Social Media (Twitter, Facebook, etc.)</td>
<td>5. Social Media (Twitter, Facebook, etc.)</td>
</tr>
</tbody>
</table>

## 1E-5. Reallocation between FY 2015 and FY 2018.

Applicants must report the percentage of the CoC’s ARD that was reallocated between the FY 2015 and FY 2018 CoC Program Competitions.

**Reallocation:** [ ]


Applicants must:
1. Describe the CoC written process for reallocation;
2. Indicate whether the CoC approved the reallocation process;
3. Describe how the CoC communicated to all applicants the reallocation process;
4. Describe how the CoC identified projects that were low performing or for which there is less need; and
5. Describe how the CoC determined whether projects that were deemed low performing would be reallocated.

(Limit 2,000 characters)
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>In 1E-4, select the items that indicate how the CoC notified the public, particularly potential project applicants, community members, and key stakeholders, about the objective ranking and selection process. The notification must have included all parts of the CoC Consolidated Application, specifically the CoC Application with attachments and the Priority Listing with the reallocation forms and project listings that identify all of the project applications (new and renewal) that were submitted and whether they were accepted and ranked or were rejected.</td>
</tr>
<tr>
<td>5.</td>
<td>In 1E-5, indicate the percentage of the CoC’s ARD that was reallocated between the FY 2015 and FY 2018 CoC Program Competitions.</td>
</tr>
<tr>
<td>6.</td>
<td>In the 1E-5a text box, describe the CoC's reallocation process. The response must: (1) describe the CoC written process for reallocation; (2) indicate whether the CoC approved the reallocation process; (3) describe how the CoC communicated to all applicants the reallocation process; (4) describe how the CoC identified projects that were low performing or for which there is less need; and (5) describe how the CoC determined whether projects that were deemed low performing would be reallocated.</td>
</tr>
<tr>
<td>7.</td>
<td>Select &quot;Save &amp; Next.&quot;</td>
</tr>
</tbody>
</table>

**Attachment:**

For 1E-4, the public posting of the CoC-Approved Consolidated Application must be uploaded to the Attachments screen in order to submit the CoC Application. A list of the projects must be identified in the public posting, but the individual project applications do not need to be publicly posted.
The following steps provide instruction on completing the "DV Bonus" screen for Part 1 of the FY 2019 CoC Application. The DV Bonus screen is applicable when the CoC is requesting DV Bonus projects which are included on the CoC priority listing. These projects are targeted to serve people fleeing domestic violence, dating violence, sexual assault, or stalking as defined in 24 CFR 578.3 and/or victims of human trafficking.

**Step Description**

1. In 1F-1, use the dropdown menu to select "Yes" or "No" to indicate whether the CoC is requesting DV Bonus projects which are included on the CoC Priority Listing.

2. For 1F-1a, select the types of project(s) included in the CoC Priority Listing. Select all that apply: PH-RRH, Joint TH/RRH, and SSO Coordinated Entry. **At least one box must be checked.**

3. In 1F-2, indicate the number of DV survivors in the CoC's geographical area that need housing or services and that the CoC is currently serving. **A value for both entries is required.**

4. In 1F-2a, describe the local need for DV projects, including how the CoC calculated the number of DV survivors needing housing or services in question 1F-2; and the data source (e.g., HMIS, comparable database, other administrative data, external data source).
SSO-CE DV Bonus projects

Questions IF-3 and 1F-3a only apply to SSO-CE DV Bonus Projects that will be listed on the CoC Priority Listing.

**Step** | **Description**
--- | ---
5. | If the CoC is including a SSO Coordinated Entry project in their Priority Listing, in 1F-3, provide the DUNS number and applicant name of the SSO-CE project.

*If the CoC is NOT including a SSO Coordinated Entry project in their Priority Listing, in 1F-3, enter N/A into both the DUNS number field and the Applicant name field. The fields cannot be left blank.*

6. | If the CoC is including a SSO Coordinated Entry project in their Priority Listing, in 1F-3a, the CoC must describe how the CoC’s current Coordinated Entry system is inadequate in addressing the needs of survivors of domestic violence, dating violence, or stalking; and how the proposed SSO-CE project does addresses these inadequacies.

*If the CoC is NOT including a SSO Coordinated Entry project in their Priority Listing, enter N/A. The field cannot be left blank.*

7. | Select “Save.”
The following questions only apply to PH-RRH and Joint TH and PH-RRH DV Bonus Projects that will be listed on the Priority Listing.

The list of summarizes each PH-RRH and/or Joint TH and PH-RRH DV Bonus Project. The list will be populated by information you add about individual projects.

1F-4. PH-RRH and Joint TH and PH-RRH Project Applicant Capacity.

Applicants must provide information for each unique project applicant applying for PH-RRH and Joint TH and PH-RRH DV Bonus projects which the CoC is including in its CoC Priority Listing—using the list feature below.

<table>
<thead>
<tr>
<th>Delete</th>
<th>View</th>
<th>Applicant Name</th>
<th>DUNS Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Test PH-RRH DV pr...</td>
<td>1234567890</td>
</tr>
</tbody>
</table>

**Step | Description**
---|---
8. | To begin adding information to this list, add a PH-RRH and/or Joint TH and PH-RRH DV Bonus Project by selecting the “Add” icon.
1F-4. PH-RRH and Joint TH and PH-RRH Project

On this screen, you will enter information about an individual PH-RRH and/or Joint TH and PH-RRH DV Bonus Projects that will be listed on the Priority Listing.

**Step**  
**Description**

1. In the Applicant Capacity section of this screen, enter the following for the individual project:
   - DUNS Number
   - Applicant Name
   - Percentage of Housing Placement of DV Survivors
   - Percentage of Housing Retention of DV Survivors

2. In 1F-4a, describe how the percentage of housing placement and housing retention for DV Survivors was calculated and the source of the data (HMIS, comparable database, other administrative data, external data source).

3. In 1F-4b, describe how the project applicant ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing.

4. For 1F-4c, describe how the applicant:
   1. Ensured the safety of DV survivors experiencing homelessness.
Measured its ability to ensure the safety of DV survivors the project served.

5. In 1F-4d, describe the applicant's experience in utilizing trauma informed, victim-centered approaches to meet needs of DV survivors.

6. In 1F-4e, describe how the project applicant met services needs and ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing while addressing their safety needs, including:

- Child Custody
- Legal Services
- Criminal History
- Bad Credit History
- Education
- Job Training
- Employment
- Physical/Mental Healthcare
- Drug and Alcohol Treatment
CoC Application

- Childcare

7. To add additional projects, select "Save & Add Another" and repeat steps 1 through 6.

8. When you have entered all the projects, select “Save & Back to List: to return to the “DV Bonus” screen.

9. When your list is complete, select "Next" to continue to the next screen.
2. **Data Collection and Quality**

Review the FY 2019 CoC Program Competition NOFA and the FY 2019 CoC Application Detailed Instructions for information on accurately responding to the application questions.

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

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

#### Step Description

1. **Review field 2A-1.** Ensure that the HMIS software vendor name brought forward from the FY 2018 CoC Application is correct and update the information if there was a change.

2. For each of the columns in the 2A-2 chart - Total Number of Beds in 2019 HIC, Total Beds Dedicated for DV in 2019 HIC, and Total Number of 2019 HIC Beds in HMIS, enter the number of beds recorded in the 2019 HIC and in the CoC’s HMIS for each project type within the CoC:
   - Emergency Shelter (ESG) beds
   - Safe Haven (SH) beds
   - Transitional Housing (TH) beds
CoC Application

- Rapid Re-Housing (RRH) beds
- Permanent Supportive Housing (PSH) beds
- Other Permanent Housing (OPH) beds

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

3. In the 2A-2a text box, if the bed coverage rate for any housing type is at or below 84.99 percent, describe the steps the CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and how the CoC will implement these steps.

4. For 2A-3, select "Yes" or "No" to indicate whether the CoC submitted its LSA data to HUD in HDX 2.0.

5. Using the "Calendar" icon in 2A-4, enter the date the CoC submitted the 2019 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX).

6. Select "Save & Next."
2B. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count

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

**Step** | **Description**
--- | ---
1. | Using the “Calendar” icon 📅 in 2B-1, select the date of the CoC’s 2019 PIT count.
2. | Using the “Calendar” icon 📅 in 2B-2, select the date the CoC submitted the PIT count data in HDX.
3. | In the text box in 2B-3, describe any change in the CoC’s sheltered PIT count implementation from 2018 to 2019, including any changes in methodology and data quality; and how the changes affected the CoC's sheltered PIT count results. Enter “Not Applicable” if there were no changes.
Review the Detailed Instructions the CoC Application for additional guidance to fully respond to this question.
4. | For 2B-4, select from the dropdown “Yes” or “No” to indicate whether the CoC added or removed emergency shelter, transitional housing, or Safe-Haven inventory because of funding specific to a Presidentially declared disaster, resulting in a change to the CoC’s 2019 sheltered PIT count.
5. | If "Yes" was selected in the 2B-4, for 2B-4a, report the number of beds that were added or removed because of a Presidentially-declared disaster.
Review the CoC Application Detailed Instructions for additional guidance to fully respond to this question.
6. In the 2B-5 text box, describe any changes in the unsheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, and how the changes affected the CoC's unsheltered PIT count results.

If there were no changes, enter "Not Applicable".

7. For 2B-6, select "Yes" or "No" to indicate whether the CoC implemented specific measures to identify youth experiencing homelessness in their 2019 PIT count.

8. If "Yes" was selected in 2B-6, in the 2B-6a text box, describe how the CoC engaged stakeholders serving youth experiencing homelessness to:

(1) Plan the 2019 PIT count;
(2) Select locations where youth experiencing homelessness are most likely to be identified; and
(3) Involve youth in counting during the 2019 PIT count.

9. For the text box in 2B-7, describe any actions the CoC implemented in its 2019 PIT count to better count individuals and families experiencing chronic homelessness, families with children, and Veterans experiencing homelessness. Review the Detailed Instructions the CoC Application for additional guidance to fully respond to this question.

10. Select "Save & Next."
3. **Continuum of Care (CoC) Performance and Strategic Planning**

Review the FY 2019 CoC Program Competition NOFA and the FY 2019 CoC Application Detailed Instructions for information on accurately responding to the application questions.

### 3A. Continuum of Care (CoC) System Performance

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>For 3A-1, enter the number of first-time homeless as reported in HDX.</td>
</tr>
<tr>
<td>2.</td>
<td>In the text box in 3A-1, describe the following: (1) The process the CoC developed to identify risk factors the CoC uses to identify persons becoming homeless for the first time; (2) The CoC’s strategy to address individuals and families at risk of becoming homeless; and (3) Provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce or end the number of individuals and families experiencing homelessness for the first time.</td>
</tr>
<tr>
<td>3.</td>
<td>For 3A-2, enter the average length of time individuals and persons in families remained homeless as reported in HDX.</td>
</tr>
<tr>
<td>4.</td>
<td>In the text box in 3A-2a, describe the following: (1) Strategy to reduce the length-of-time individuals and persons in families remain homeless; (2) How the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and (3) Provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the length of time individuals and families remain homeless.</td>
</tr>
</tbody>
</table>
### 3A. Continuum of Care (CoC) System Performance (Continued)

#### Step 5

For 3A-3,

In the first field, enter the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations.

In the second field, enter the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations.

#### Step 6

For 3A-3a, describe the following:

1. Strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;
2. Provide the organization name or position title responsible for overseeing the CoC’s strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;
3. Describe the CoC’s strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations; and
4. Provide the organization name or position title responsible for overseeing the CoC’s strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.
### 3A. Continuum of Care (CoC) System Performance (Continued)

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>For 3A-4, enter the percentage of individuals and persons in families returning to homelessness over a 6-month period as reported in HDX. In the second box for 3A-4, enter the percentage of individuals and persons in families returning to homelessness over a 12-month period as reported in HDX.</td>
</tr>
<tr>
<td>8</td>
<td>In the text box in 3A-4a, describe the following: (1) The strategy the CoC has implemented to identify individuals and persons in families who return to homelessness; (2) The CoC's strategy to reduce the rate of additional returns to homelessness; and (3) Provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the rate individuals and persons in families return to homelessness.</td>
</tr>
</tbody>
</table>
3A. Continuum of Care (CoC) System Performance (Continued)


**Applicants must:**
1. Describe the CoC’s strategy to increase employment income.
2. Describe the CoC’s strategy to increase access to employment.
3. Describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income and employment.

**Note:** Text limitation (600 characters)


**Applicants must:**
1. Describe the CoC’s strategy to increase non-employment cash income.
2. Describe the CoC’s strategy to increase access to non-employment cash sources.
3. Provide the organization name or position title that is responsible for overseeing the CoC’s strategy to increase non-employment cash income.

**Text**


**Applicants must** describe how the CoC:
1. Promoted partnerships and access to employment opportunities with private employers and private employment organizations, such as holding job fairs, outreach to employers, and partnering with staffing agencies.
2. Worked with public and private organizations to provide meaningful, education and training, on-the-job training, internship, and employment opportunities for residents of permanent supportive housing that further their recovery and well-being.

**Text**


**Applicants must** select all the steps the CoC has taken to promote employment, volunteerism, and community service among people experiencing homelessness in the CoC's geographic area:

1. The CoC trains provider organization staff on connecting program participants and people experiencing homelessness with education and job training opportunities.
2. The CoC trains provider organization staff on facilitating informal employment opportunities for program participants and people experiencing homelessness (e.g., babysitting, housekeeping, food delivery).
3. The CoC trains provider organization staff on connecting program participants with formal employment opportunities.
4. The CoC trains provider organization staff on volunteer opportunities for program participants and people experiencing homelessness.
5. The CoC works with organizations to create volunteer opportunities for program participants.
6. The CoC works with community organizations to create opportunities for civic participation for people experiencing homelessness (e.g., townhall forums, meeting with public officials).
7. Provider organizations within the CoC have incentives for employment.
8. The CoC trains provider organization staff on helping program participants budget and maximize their income to maintain stability in permanent housing.
9. For 3A-5, enter Cash Income Changes as reported in HDX. Enter the following:
   (1) Report the percentage of individuals and persons in families in CoC Program-funded safe haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their employment income from entry to exit.
   (2) Report the percentage of individuals and persons in families in CoC Program-funded safe haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their non-employment cash income from entry to exit.

10. For text box 3A-5a, Increasing Employment Income, the response must:
   (1) Describe the CoC’s strategy to increase employment income;
   (2) Describe the CoC’s strategy to increase access to employment;
   (3) Describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and
   (4) Provide the organization name or position title that is responsible for overseeing the CoC’s strategy to increase jobs and income from employment.

11. For text box 3A-5b, Increasing Non-employment Cash Income, the response must:
   (1) Describe the CoC’s strategy to increase non-employment cash income;
   (2) Describe the CoC’s strategy to increase access to non-employment cash sources; and
   (3) Provide the organization name or position title that is responsible for overseeing the CoC’s strategy to increase non-employment cash income.

12. For text box 3A-5c, Increasing Employment, the response must describe how the CoC:
   (1) Promoted partnerships and access to employment opportunities with private employers and private employment organizations, such as holding job fairs, outreach to employers, and partnering with staffing agencies; and
   (2) Is working with public and private organizations to provide meaningful education and training, on-the-job training, internship, and employment opportunities for residents of permanent supportive housing that further their recovery and well-being.

For 3A-5c, the CoCs must provide an attachment, as follows:
   • Written agreement demonstrating a partnership with a state or local workforce development board that includes prioritized access to employment opportunities or co-enrollment in workforce and homeless assistance programs for people experiencing homelessness.
   • Written agreement demonstrating a partnership with a local education or training organization that includes prioritized access to education and training opportunities for people experiencing homelessness.

13. For 3A-5d, select all the steps that the CoC has taken to promote employment, volunteerism, and community service among people experiencing homelessness in the CoC’s geographic area.

Attachment: For 3A-5c, two attachments are identified. On the Attachments screen, they are identified as "Required?" "No." That means e-snaps will allow applicants to submit the CoC Application without attaching those documents, but HUD still requires them in this situation.
### Step Description

14. Using the “Calendar” icon in 3A-6, enter the date the CoC submitted the system performance measure data into HDX.

15. Select “Save & Next.”

**Attachment:** The FY 2019 CoC Competition Report (HDX Report) must be uploaded to the Attachments screen in order to submit the CoC Application.
3B. Continuum of Care (CoC) Performance and Strategic Planning

Step | Description
--- | ---
1. | For 3B-1, check one or more of the box(es) to indicate the factors the CoC uses to prioritize households with children based on need during the FY 2019 fiscal year: 
   - At least one box must be checked.
   - History of or vulnerability to victimization
   - Number of previous homeless episodes
   - Unsheltered homelessness
   - Criminal history
   - Bad credit or rental history (including not having been a leaseholder)
   - Head of household has mental/physical disabilities

2. | In the text box for 3B-1a, describe 
   (1) the CoC’s current strategy and timeframe for rapidly rehousing every household of families with children within 30 days of becoming homeless,
   (2) how the CoC addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends; and
   (3) the organization or position responsible for overseeing the CoC’s strategy to rapidly rehouse families with children within 30 days of becoming homeless.
3B. Continuum of Care (CoC) Performance and Strategic Planning (continued)

CoC Application

3B-1b. Antidiscrimination Policies.

Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent housing (PSH and RRH)) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on any protected classes under the Fair Housing Act, or other HUD regulations: not promulgated under the Fair Housing Act that are designed to ensure that its core programs are open to all eligible individuals and families.

1. CoC conducts mandatory training for all CoC- and ESG-funded housing and services providers on these topics.
2. CoC conducts optional training for all CoC- and ESG-funded housing and service providers on these topics.
3. CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.
4. CoC has worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within the CoC geographic area that might be out of compliance and has taken steps to work directly with those facilities to come into compliance.

3B-1c. Unaccompanied Youth Experiencing Homelessness—Addressing Needs.

Applicants must indicate whether the CoC’s strategy to address the unique needs of unaccompanied youth experiencing homelessness who are 24 years of age and younger includes the following:

- Unsheltered homelessness
- Human trafficking and other forms of exploitation
- LGBT youth homelessness
- Exits from foster care into homelessness
- Family reunification and community engagement
- Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs

3B-1c.1. Unaccompanied Youth Experiencing Homelessness—Prioritization Based on Needs.

Applicants must check all that apply that describes the CoC’s current strategy to prioritize unaccompanied youth based on their needs:

- History of, or Vulnerability to, Victimization (e.g., domestic violence, sexual assault, childhood abuse)
- Number of Previous Homeless Episodes
- Unsheltered Homelessness
- Criminal History
- Bad Credit or Rental History

Step 3.

For 3B-1b, check one or more of the box(es) to describe the actions the CoC is taking to ensure providers within the CoC adhere to antidiscrimination policies.

At least one box must be checked.

- CoC conducts mandatory training for all CoC- and ESG-funded housing and services providers on these topics.
- CoC conducts optional training for all CoC- and ESG-funded housing and service providers on these topics.
- CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.
- CoC has worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within the CoC geographic area that might be out of compliance and has taken steps to work directly with those facilities to come into compliance.

4.

For 3B-1c, pertaining to unaccompanied homeless youth, select “Yes” or “No” to indicate whether the CoC has strategies to address the need identified:

- Unsheltered homelessness
- Human trafficking and other forms of exploitation
- LGBTQ youth homelessness
- Exits from foster care into homelessness
- Family reunification and community engagement
- Positive youth development, trauma informed care, and the use of risk and protective factors in assessing youth housing and service needs

5. For 3B-1c.1, review the list of factors that affect unaccompanied homeless youth and select the box next to the item(s) for which the CoC has a strategy to address: 
   At least one box must be checked.
   - History of or vulnerability to victimization
   - Number of previous homeless episodes
   - Unsheltered homelessness
   - Criminal history
   - Bad credit or rental history (including not having been a leaseholder)
3B. Continuum of Care (CoC) Performance and Strategic Planning (continued)

6. In the text box for 3B-1d, describe the CoC's housing and services strategies for:
   (1) All youth experiencing homelessness, including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive; and
   (2) Youth experiencing unsheltered homelessness, including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive.

7. In the text box for 3B-1d.1 CoCs must:
   (1) provide evidence the CoC uses to measure both strategies in question 3B-1d to increase the availability of housing and services for youth experiencing homelessness;
   (2) describe the measure(s) the CoC uses to calculate the effectiveness of both strategies; and
   (3) describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of the CoC's strategies.
3B. Continuum of Care (CoC) Performance and Strategic Planning (continued)

8. In the text box for 3B-1e, describe the CoCs formal partnerships and how the CoC collaborates with:
   (1) Youth education providers;
   (2) McKinney-Vento LEA or SEA; and
   (3) School districts.

9. In the text box for 3B-1e.1, describe policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.

   If needed, there is space to add up to 2 additional providers. To activate the dropdown menus for the columns associated with these additional spaces, select “Save” after entering the person or organization in the text box.

10. For 3B-1e.2, for each of the listed providers of early childhood services and supports, select "Yes" or "No" from the dropdown in column 1 to indicate whether the CoC has a Memorandum of Understanding or Memorandum of Agreement and in column 2 to indicate whether the CoC has some other formal agreement.

11. For 3B-2, select "Yes" or "No" to indicate whether the CoC uses an active list or a by-name list to identify all Veterans experiencing homelessness in the CoC.
3B. Continuum of Care (CoC) Performance and Strategic Planning (continued)

**Step** | **Description**
--- | ---
12. | For 3B-2a, select "Yes" or "No" to indicate whether the CoC is actively working with the U.S. Department of Veteran Affairs (VA) and VA-funded programs to achieve the benchmarks and criteria for ending veteran homelessness.
13. | In the text box for 3B-2b, select "Yes" or "No" to indicate whether the CoC has sufficient resources to ensure each veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach.
14. | For 3B-3, check one or more of the box(es) to select the options that best represent the results of the CoC's racial disparity assessment. A copy of the CoC's Racial Disparity Assessment must be attached to the application. Select number 7 in this list if the CoC did not conduct a Racial Disparity Assessment.
15. | For 3B-3a, check one or more of the box(es) select from the options the strategies the CoC is using to address any racial disparities.
16. | Select "Save and Next".

**Attachment:** For 3B-3, a Summary of Racial Disparity Assessment must be uploaded in order to submit the CoC Application.
4. Cross-Cutting Policies

Review the FY 2019 CoC Program Competition NOFA and the FY 2019 CoC Application Detailed Instructions for information on accurately responding to the application questions.

4A. Accessing Mainstream Benefits and Additional Policies

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1.   | For 4A-1, for each type of health care (i.e., public health care benefits, private insurers, and nonprofit/philanthropic), indicate in column 1 whether the CoC assists with enrolling participants in health insurance and indicate in column 2 whether the CoC assists with using Medicaid or other benefits.  
  - In both columns, select "Yes" or "No" from the dropdown. |
| 2.   | In the text box for 4A-1a. Mainstream Benefits, describe how the CoC program funded projects demonstrate that they supplement their CoC Program funds with other public and private resources. Include in the description:  
  (1) how the CoC systematically keeps program staff up to date regarding mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within the geographic area;  
  (2) how the CoC disseminates the availability of mainstream resources and other assistance information to projects and how often;  
  (3) how the CoC works with projects to collaborate with healthcare organizations to assist program participants with enrolling in health insurance;  
  4. how the CoC provides assistance with the effective utilization of Medicaid and other benefits. |
benefits; and
5. provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy for mainstream benefits.
4A. Accessing Mainstream Benefits and Additional Policies (continued)

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>For 4A-2. Lowering Barriers to Entry Data:</td>
</tr>
<tr>
<td></td>
<td>- In the first field, enter the total number of FY 2019 new and renewal project applications that are PSH, RRH, TH, Safe Haven, and SSO (specifically, non-Coordinated Entry).</td>
</tr>
<tr>
<td></td>
<td>- In the second field, enter the total number of these FY 2019 projects that reported they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.</td>
</tr>
<tr>
<td></td>
<td>- The third field will calculate the percentage of these types of FY 2019 new and renewal projects that will be designated as lowering barriers.</td>
</tr>
</tbody>
</table>

*Lowering barriers to entry approach means that the project quickly houses clients without preconditions or service participation requirements.*
4A. Accessing Mainstream Benefits and Additional Policies (continued)

4A.3. Street Outreach.

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

(1) CoC’s outreach;  
(2) Whether the CoC’s Street Outreach covers 100 percent of the CoC’s geographic area;  
(3) How often the CoC conducts street outreach; and  
(4) How the CoC tailored its street outreach to those that are least likely to request assistance.

4A-4. RRH Beds as Reported in HIC.

Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2018 and 2019.

<table>
<thead>
<tr>
<th>RRH beds available to serve all populations in the HIC</th>
<th>2018</th>
<th>2019</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5</td>
<td>7</td>
<td>2</td>
</tr>
</tbody>
</table>


Applicants must indicate whether any new project application the CoC ranked and submitted in its CoC Priority Listing in the FY 2019 CoC Program Competition is requesting $200,000 or more in funding for housing rehabilitation or new construction.


If applicants selected "Yes" for question 4A-5, applicants must describe actions CoC Program-funded project applicants will take to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD’s implementing rules at 24 CFR part 135 to provide employment and training opportunities for low- and very-low income persons, as well as contracting and other economic opportunities for businesses that provide economic opportunities to low- and very-low income persons.

Step | Description
---|---
4. | For the text box 4A-3, Street Outreach: Describe the following:  
(1) CoC’s outreach;  
(2) Whether the CoC’s Street Outreach covers 100 percent of the CoC’s geographic area;  
(3) How often the CoC conducts street outreach; and  
(4) How the CoC tailored its street outreach to those that are least likely to request assistance.

5. | For 4A-4 RRH beds:  
- In the first field, enter the number of RRH beds to serve all populations in 2018.  
- In the second field, enter the number of RRH beds to serve all populations in 2019.

*The difference will automatically calculate.*

6. | For 4A-5, select "Yes" or "No" from the dropdown to indicate whether any new project application the CoC ranked and submitted in its CoC Priority Listing in the FY 2019 CoC Program Competition is requesting $200,000 or more in funding for housing rehabilitation or new construction.  
If "Yes" a new field 4A-5a will appear.

7. | In the text box in 4A-5a describe the actions CoC Program-funded project applicants will take to comply with section 3 of the HUD Act of 1968 (12 U.S.C.
1701u) (Section 3) and HUD’s implementing rules at 24 CFR part 135 to provide employment and training opportunities for low- and very-low income persons, as well as contracting and other economic opportunities for businesses that provide economic opportunities to low- and very-low income persons.
4A. Accessing Mainstream Benefits and Additional Policies (continued)

8. For 4A-6, select "Yes" or "No" from the dropdown to indicate whether the CoC is to designate one or more of its SSO or TH project to serve households with children and youth who are unstably housed that meet the definition of homelessness under "other Federal statutes" (paragraph 3 of the definition of homeless founds at 24 CFR 578.3).

   If "Yes," select "Save" and an additional question appears.

9. If 4A-6a is "Yes" in the text box in 4A-6a, the CoC must:
   1. Describe how serving this population is of equal or greater priority, which means that it is equally or more cost effective in meeting the overall goals and objectives of the plan submitted under Section 427(b)(1)(B) of the Act, especially with respect to children and unaccompanied youth than serving the homeless as defined in paragraphs (1), (2), and (4) of the definition of homeless in 24 CFR 578.3;
   2. Describe how the CoC will meet requirements described in Section 427(b)(1)(F) of the Act; and
   3. Identify the specific project(s) that will use the funding for this purpose (up to 10 percent of the CoC total awarded).

   The CoC must provide an attachment that includes:
   - Project name(s) as listed on the CoC Project Priority Listing; and
   - Amount of funding in the project or per project that will be used for this purpose.

10. Select "Save & Next."

Attachment: For 4A-6 and 4A-6a, if an applicant indicates "Yes," that there are projects serving persons experiencing homelessness under other Federal Statutes, the applicant must upload a Project List--Homeless under Other Federal Statutes document.

   On the Attachments screen, it is identified as "Required?" "No." That means e-snaps will allow applicants to submit the CoC Application without attaching this document, but HUD still requires it in this situation.
4B. Attachments

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

### Instructions:
- If there is a "Yes" in the "Required" column, you must upload the attachment specified in the "Document Type" column before submitting your application.
- If there is a response to an earlier question that indicates the CoC needs to submit an attachment, then, even if the column "Required" states "No," the CoC must include it.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>To determine which attachments you are required to submit, review the column titled &quot;Required&quot; as well as your responses to prior questions.</td>
</tr>
<tr>
<td></td>
<td>- If there is a &quot;Yes&quot; in the &quot;Required&quot; column, you must upload the attachment specified in the &quot;Document Type&quot; column before submitting your application.</td>
</tr>
<tr>
<td></td>
<td>- If there is a response to an earlier question that indicates the CoC needs to submit an attachment, then, even if the column &quot;Required&quot; states &quot;No,&quot; the CoC must include it.</td>
</tr>
<tr>
<td>2.</td>
<td>Select the link under the header &quot;Document Type&quot; of the required attachment.</td>
</tr>
<tr>
<td></td>
<td>- The Attachment Details screen appears.</td>
</tr>
</tbody>
</table>
Step | Description
--- | ---
3. | Enter the name of the document in the "Document Description" field.
4. | Select "Browse" to the right of the "File Name" field to upload the file from your computer.
5. | Select "Save & Back to List" to return to the "Attachments" screen.
   * Repeat steps 1-4 for additional attachments.

**NOTE:** To delete an uploaded attachment.

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

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

The Submission Summary screen shows the CoC Application screens.

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

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

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

NOTE:

The "No Input Required" status on the Submission Summary indicates that additional information for that screen is not required for the Collaborative Applicant to proceed to the next step in e-snaps. In the context of this navigational guide, the Collaborative Applicant may proceed to the next steps in the CoC Application process. HUD, however, may require you to address the particular item prior to the awarding of program funds.

The "Submit" button is located at the bottom of the screen under the navigation buttons. The "Submit" button will be active if all parts of the CoC Application are complete (and have a date) or state "No Input required."
The following image shows the CoC Application “Submission Summary” screen with items that still need to be completed. Note that the "Submit" button is gray-shaded, and you cannot select it.

### Step Description

1. For the item(s) that state "Please Complete," either select the link under the “Page” column or select the item on the left menu bar.

2. Complete the screen, saving the information on each screen.

3. The "Submit" button will be inactive until all required fields on each screen are complete.
CoC Application

Submitting the CoC Application

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

For guidance on completing the Project Priority Listing screens, refer to the Project Priority Listing navigational guide available on the HUD Exchange e-snaps page: [https://www.hudexchange.info/programs/e-snaps/](https://www.hudexchange.info/programs/e-snaps/)

Selecting the “Submit” Button

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>If you are not already on the “Submission Summary” screen, select it on the left menu bar.</td>
</tr>
<tr>
<td>2.</td>
<td>Select the “Submit” button. The “Submit” button is replaced by an &quot;Edit&quot; button and text stating, &quot;This e.Form has been marked as complete.&quot;</td>
</tr>
<tr>
<td>3.</td>
<td>Once your CoC Application is successfully submitted, you must ensure that you also complete and submit the CoC Project Priority Listing component of the CoC Consolidated Application.</td>
</tr>
</tbody>
</table>
The following image shows the completed CoC Application Submission Summary screen. Note that the "Submit" button is no longer active, but instead appears gray-shaded. The form is marked "This e.Form has been submitted."

NOTE: Refer to the CoC Priority Listing navigational guide for guidance on completing the CoC Priority Listing Component of the CoC Consolidated Application which is available on the CoC Program Competition: e_snaps Resources page at: https://www.hudexchange.info/programs/e_snaps/

Exporting to PDF

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

Step Description
1. Select the "Export to PDF" button.
2. On the "Configure PDF Export" screen, select the screen you would like included.
3. Select "Export to PDF."
Trouble-shooting when you cannot submit the CoC Application

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Review your Submission Summary screen to determine which CoC Application form needs to be completed. For the item(s) that state &quot;Please Complete,&quot; either select the link under the &quot;Page&quot; column or select the item on the left menu bar.</td>
</tr>
<tr>
<td>2.</td>
<td>Complete the screen, saving the information on each screen.</td>
</tr>
<tr>
<td>3.</td>
<td>Return to the Submission Summary screen and select the &quot;Submit&quot; button.</td>
</tr>
</tbody>
</table>

### What the “Last Updated” column tells you.

A date identifies a form with complete information for all required fields. It is the most recent date on which the completed form was saved.

- "Please Complete" identifies a form that is missing information in one or more required fields.
- "No Input Required" identifies the forms that are not required for completion by all projects. You are strongly encouraged to double-check these forms to ensure that all appropriate project information is completed.

### What the “Notes” section at the bottom of the screen tells you.

Notes are not a standard section on the "Submission Summary" screen, so you will not see this section all the time.

- If Notes appear on the screen, they are located under the two-column list and above the navigational buttons.
- The Notes provide information on the errors in the CoC Application. Some Notes include a link to the applicable form and error(s).

### NOTE:

*If you are still unable to submit the CoC Application after following these instructions, please submit a question to the HUD Exchange Ask A Question at https://www.hudexchange.info/get-assistance/my-question/.*

Be sure to select “e-snaps” as your topic. *In the question field, please provide specific details regarding the issue you are encountering while trying to submit and provide a screenshot whenever possible.*
## Updating the Applicant Profile

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

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

Next Steps

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

For guidance on completing the CoC Priority Listings component, refer to the CoC Priority Listings navigational guide on the CoC Program Competition: e-snaps Resources page at: https://www.hudexchange.info/programs/e-snaps/.

Note that additional navigational guides and resources will be available to assist your CoC and individual Project Applicants in completing the CoC Consolidated Application and Project Application. Please refer to the CoC Program Competition: e-snaps Resources page at: https://www.hudexchange.info/programs/e-snaps/.