



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

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.

The screenshot shows the 'Front Office Portal' for 'e-snaps'. On the left is a navigation menu with 'Create Profile' and 'Contact Us' highlighted. The main content area is titled 'Welcome to e-snaps' and contains a login form with fields for 'Username:' and 'Password:' and a 'Login' button. A callout bubble points to the login form with the text 'Log in here'. Another callout bubble points to the 'Create Profile' link with the text 'If new to e-snaps, create a user profile here'. The main content also includes several paragraphs of text and OMB approval numbers for different sections: 'CoC Program Registration' (OMB Approval No. 2506-0182), 'CoC Program Application' (OMB Approval No. 2506-0112), and 'Technical Submission' (OMB Approval No. 2506-0183).

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

Step	Description
1.	Direct your Internet browser to: https://esnaps.hud.gov/
2.	On the left menu bar, enter the username and password. You will then enter the <i>e-snaps</i> system and arrive at the "Welcome" screen.
3.	If you forgot your password, select "Forgot your password?" under the "Login" button.

New e-snaps Users

Step	Description
1.	Create an <i>e-snaps</i> username and password by selecting the "Create Profile" link.
2.	Log in as instructed under the Existing Users heading above.



For a refresher on how to navigate through the e-snaps system, 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/>

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/>

CoC Application

Completing the CoC Consolidated Application

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

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

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

Resources

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

- FY 2019 CoC Program Competition NOFA at: <https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/>
- 24 CFR part 578 CoC Program interim rule at: <https://www.hudexchange.info/resource/2035/coc-program-interim-rule-formatted-version/>

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 Program Competition Funding Availability page materials and guidance: <https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>
- 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/>.
- Navigational guides and resources for *e-snaps*: <https://www.hudexchange.info/programs/e-snaps/>.
- The CoC Program Competition Frequently Asked Questions (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/> 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.

The screenshot shows the Front Office interface. The left sidebar has a 'Submissions' button highlighted. The main area shows a filter box with the following fields: Applicant (Alaska Balance of State (AK-501)), Applicant Project Name (FY2019_Reg_Test5), Date Submitted (On), Project Status (All Projects), Submission Version (Latest Version), and Associate Type (All). Below the filter box is a table with columns: Actions, Project Name / Project Number, Funding Opportunity Name / Step Name, Start Date, End Date, Associate Type, and Version / Date Submitted. The table contains four rows of data, each with a folder icon in the Actions column. Callouts indicate: 1. Select 'Submissions' on the left menu bar. 2. Confirm correct Applicant. 3. Use the Filters. 4. Select the 'Folder' icon to access CoC Application FY 2019.

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version Date Submitted
	FY2019_Reg_Test5 COC_REG_2019_170764	CoC Registration and Application FY2019 CoC Priority Listing FY2019	Jan 1, 2019	Nov 19, 2020	Primary Applicant	1
	FY2019_Reg_Test5 COC_REG_2019_170764	CoC Registration and Application FY2019 CoC Review	Jan 1, 2019	Dec 31, 2020	Primary Applicant	1 Mar 14, 2019 1:45:31 PM
	FY2019_Reg_Test5 COC_REG_2019_170764	CoC Registration and Application FY2019 Registration FY2019	Jan 1, 2019	May 19, 2020	Primary Applicant	2 Mar 14, 2019 10:12:37 AM
	FY2019_Reg_Test5 COC_REG_2019_170764	CoC Registration and Application FY2019 CoC Application FY2019	Jan 1, 2019	Nov 19, 2020	Primary Applicant	1

Step	Description
1.	Select "Submissions" on the left menu bar.
2.	Locate the CoC Application. <ul style="list-style-type: none">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.

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 screenshot shows the 'Before Starting the CoC Application' screen. The sidebar on the left contains the following items:

- ocedano
- CoC Registration and Application FY2019
- Applicant Name: Alaska Balance of State
- Applicant Number: AK-501
- Project Name: FY2019_Reg_Test5
- Project Number: COC_REG_2019_170764
- FY2019 CoC Application
- FY2018 CoC Application Detailed Instructions
- Before Starting**
- Part 1: CoC Structure and Governance
 - 1A. Identification
 - 1B. Engagement
 - 1C. Coordination
 - 1E. Local CoC Competition

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

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.

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

Step	Description
1.	Review this screen and select "Next."



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/>.

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.

The screenshot shows the '1A. Continuum of Care (CoC) Identification' screen in the e.Forms application. The left sidebar contains navigation links for 'CoC Registration and Application FY2019', 'FY2019 CoC Application', and 'FY2018 CoC Application Detailed Instructions'. The main content area includes instructions and four required fields: '1A-1. CoC Name and Number' (populated with 'AK-501 - Alaska Balance of State CoC'), '1A-2. Collaborative Applicant Name' (populated with 'Alaska Housing Finance Corporation'), '1A-3. CoC Designation' (a dropdown menu showing 'UFA'), and '1A-4. HMIS Lead' (populated with 'HMIS Lead'). At the bottom, there are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', 'Next', and 'Check Spelling'.

Step	Description
1.	Verify that the correct CoC is populating in the CoC Name and Number field. <ul style="list-style-type: none">If it is not correct, use the dropdown menu to select the correct CoC.
2.	Review the prepopulated information in the Collaborative Applicant Name, CoC Designation, and HMIS Lead fields. <ul style="list-style-type: none">If the CoC Designation is incorrect, contact the <i>e-snaps</i> AAQ at https://www.hudexchange.info/get-assistance/my-question/.If the Collaborative Applicant Name and HMIS Lead information is not correct, it can be updated in the CoC Applicant Profile.
3.	Select "Next."

1B. Continuum of Care (CoC) Engagement

eForms
Logout

oceanano

CoC Registration and Application FY2019

Applicant Name: Alaska Balance of State
Applicant Number: AK-501
Project Name: FY2019_Reg_Test5
Project Number: COC_REG_2019_170764

FY2019 CoC Application

FY2018 CoC Application Detailed Instructions

Before Starting

Part 1: CoC Structure and Governance

1A. Identification

1B. Engagement

1C. Coordination

1E. Local CoC Competition

1F. DV Bonus

Part 2: Data Collection and Quality

2A. HMIS Implementation

2B. PIT Count

Part 3: CoC Performance and Strategic Planning

3A. System Performance

3B. Performance and Strategic Planning

Part 4: Mainstream Benefits and Additional Policies

4A. Mainstream Benefits and Additional Policies

4B. Attachments

Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

1B. Continuum of Care (CoC) Engagement

Instructions: [Show Instructions](#)

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

1B-1. CoC Meeting Participants.

For the period of May 1, 2018 to April 30, 2019, applicants must indicate whether the Organization/Person listed:

- participated in CoC meetings;
- voted, including selecting CoC Board members; and
- participated in the CoC's coordinated entry system.

Organization/Person	Participates in CoC Meetings	Votes, including selecting CoC Board Members	Participates in Coordinated Entry System
Local Government Staff/Officials	No	No	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	No	Yes	Yes
Law Enforcement	No	Yes	-- select --
Local Jail(s)	Yes	-- select --	-- select --
Hospital(s)	No	-- select --	-- select --
EMS/Crisis Response Team(s)	No	-- select --	-- select --
Mental Health Service Organizations	Yes	-- select --	-- select --
Substance Abuse Service Organizations	Not Applicable	No	No
Affordable Housing Developer(s)	No	-- select --	-- select --
Disability Service Organizations	Not Applicable	No	No
Disability Advocates	Not Applicable	No	No
Public Housing Authorities	Not Applicable	No	No
CoC Funded Youth Homeless Organizations	No	-- select --	-- select --
Non-CoC Funded Youth Homeless Organizations	Yes	-- select --	-- select --
Youth Advocates	No	-- select --	-- select --
School Administrators/Homeless Liaisons	No	-- select --	-- select --
CoC Funded Victim Service Providers	No	-- select --	-- select --
Non-CoC Funded Victim Service Providers	Yes	-- select --	-- select --
Domestic Violence Advocates	Yes	-- select --	-- select --
Street Outreach Team(s)	No	-- select --	-- select --
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	-- select --	-- select --
LGBT Service Organizations	No	-- select --	-- select --
Agencies that serve survivors of human trafficking	Yes	-- select --	-- select --
Other homeless subpopulation advocates	Yes	-- select --	-- select --
Homeless or Formerly Homeless Persons	No	-- select --	-- select --
Mental Illness Advocates	Yes	-- select --	-- select --
Substance Abuse Advocates	No	-- select --	-- select --
Other: (limit 50 characters)	-- select --	-- select --	-- select --
	-- select --	-- select --	-- select --
	-- select --	-- select --	-- select --

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.	<p>For each organization or person listed in the chart, select from the dropdown "Yes," "No," or "Not Applicable" for each of the 3 columns:</p> <ul style="list-style-type: none"> Participates in CoC Meetings Votes, including electing CoC Board Participates in Coordinated Entry System <p>Select "Not Applicable" ONLY if the organization or person does not exist in the CoC's geographic area.</p> <p>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.</p>

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CoC Application

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)

text

*** 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)

text

*** 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)

text

Step	Description
2.	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.
3.	In the 1B-2 text box, describe the CoC's open invitation process for soliciting new members. Include any special outreach.
4.	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.
5.	Select "Save & Next."

1C. Continuum of Care (CoC) Coordination

e.Forms
Logout

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CoC Registration and Application FY2019

Applicant Name: Alaska Balance of State
Applicant Number: AK-501
Project Name: FY2019_Reg_Test5
Project Number: COC_REG_2019_170764

FY2019 CoC Application

FY2018 CoC Application Detailed Instructions

Before Starting

Part 1: CoC Structure and Governance

1A. Identification

1B. Engagement

1C. Coordination

1E. Local CoC Competition

1F. DV Bonus

Part 2: Data Collection and Quality

2A. HMIS Implementation

2B. PIT Count

Part 3: CoC Performance and Strategic Planning

3A. System Performance

3B. Performance and Strategic Planning

Part 4: Mainstream Benefits and Additional Policies

4A. Mainstream Benefits and Additional

1C. Continuum of Care (CoC) Coordination

Instructions: [Show Instructions](#)

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.

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

Step	Description
1.	<p>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:</p> <ul style="list-style-type: none"> 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

CoC Application

- 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.

1C. CoC Coordination (continued)

- 4B. Attachments
Submission Summary
- View Applicant Profile
- Export to PDF
Get PDF Viewer
- Back to Submissions List

*** 1C-2. CoC Consultation with ESG Program Recipients.**

Applicants must describe how the CoC:

1. consulted with ESG Program recipients in planning and allocating ESG funds;
2. participated in the evaluating and reporting performance of ESG Program recipients and subrecipients; and
3. ensured local homelessness information is communicated and addressed in the Consolidated Plan updates.

(limit 2,000 characters)

This document provides guidance for completing the FY 20182019 Continuum of Care (CoC) Application for the FY 20182019 CoC Program Competition. The FY 20182019 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 to the CoC which were reviewed,

*** 1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions.** Yes to PIT

Applicants must indicate whether the CoC provided Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area.

*** 1C-2b. Providing Other Data to Consolidated Plan Jurisdictions.** Yes

Applicants must indicate whether the CoC ensured local homelessness information is communicated to Consolidated Plan Jurisdictions within its geographic area so it can be addressed in Consolidated Plan updates.

*** 1C-3. Addressing the Safety Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.**

Applicants must describe:

1. the CoC's protocols, including protocols for coordinated entry and the CoC's emergency transfer plan, that prioritize safety and incorporate trauma-informed, victim-centered services; and
2. how the CoC, through its coordinated entry, maximizes client choice for housing and services while ensuring safety and confidentiality.

(limit 2,000 characters)

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 20182019 funding consideration by HUD. The CoC Application and the CoC Priority Listing are separate submissions in e-snaps; therefore,

*** 1C-3a. Training-Best Practices in Serving DV Survivors.**

Applicants must describe how the CoC coordinates with victim services providers to provide training, at least on an annual basis, for:

1. CoC area project staff that addresses safety and best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence; and
2. Coordinated Entry staff that addresses safety and best practices (e.g., Trauma Informed Care) on safety and planning protocols in serving survivors of domestic violence.

(limit 2,000 characters)

This document provides guidance for completing the FY 20182019 Continuum of Care (CoC) Application for the FY 20182019 CoC Program Competition. The FY 20182019 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 to the CoC which were reviewed,

*** 1C-3b. Domestic Violence-Community Need Data.**

Applicants must describe how the CoC uses de-identified aggregate data from a comparable database to assess the special needs related to domestic violence, dating violence, sexual assault, and stalking.

(limit 2,000 characters)

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Step	Description
2.	<p>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:</p> <ol style="list-style-type: none"> (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.

CoC Application

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)

***1C-4. PHAs within CoC. Attachments Required.**

Applicants must submit information for the two largest PHAs or the two PHAs with which the CoC has a working relationship within the CoC's geographic area.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2018 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On
<input type="text"/>	<input type="text"/>	--select--	No
<input type="text"/>	<input type="text"/>	--select--	--select--

*** 1C-4a. PHAs' Written Policies on Homeless Admission Preferences.**

Applicants must:

- provide the steps the CoC has taken, with the two largest PHAs within the CoC's geographic area or the two PHAs the CoC has working relationships with, to adopt a homeless admission preference-if the CoC only has one PHA within its geographic area, applicants may respond for one; or
- state that the CoC does not work with the PHAs in its geographic area.

(limit 2,000 characters)

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1C-4b. Moving On Strategy with Affordable Housing Providers.

Applicants must indicate whether the CoC has a Moving On Strategy with affordable housing providers in its jurisdiction.

* Yes

* If "Yes" is selected above, describe the type of provider, for example, multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs.

(limit 1,000 characters)

Step	Description
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. <ul style="list-style-type: none"> Refer to the <i>CoC-PHA Crosswalk to determine which PHAs</i> 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 general or limited homeless preference," 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

supportive services, e.g., Moving On," you must attach documentation of the preference from the PHA in order to receive credit.

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-snaps will allow applicants to submit the CoC Application without attaching the documents, but HUD still requires them in these situations.

CoC Application

*** 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 20182019 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 ▼
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 ▼
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:
 2. Engaged/educated law enforcement:
 3. Engaged/educated local business leaders:
 4. Implemented communitywide plans:
 5. No strategies have been implemented:
 6. Other: **(limit 50 characters)**
- | | |
|--|--------------------------|
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |

*** 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)

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Step	Description
14.	In the 1C-5 text box, 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.
15.	For 1C-5a, select "Yes" or "No" to the following three questions:

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)*
- *Equal Access in Accordance with an Individual's Gender Identity in Community Planning and Development Programs, published 2016.*

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

The screenshot shows the 'e.Forms' application interface. The sidebar on the left contains the following information:

- MaryKateB
- CoC Registration and Application FY2019
- Applicant Name: San Francisco Collaborative Applicant
- Applicant Number: CA-501
- Project Name: FY2019_Reg_Test8
- Project Number: COC_REG_2019_136463
- FY2019 CoC Application
- FY2018 CoC Application Detailed Instructions
- Before Starting
- Part 1: CoC Structure and Governance
 - 1A. Identification
 - 1B. Engagement
 - 1C. Coordination

The main content area is titled '1D. Continuum of Care (CoC) Discharge Planning'. It contains the following text:

Instructions: [Show Instructions](#)

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

1D-1. Discharge Planning Coordination.

Applicants must indicate whether the CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

The checklist items are:

- Foster Care:
- Health Care:
- Mental Health Care:
- Correctional Facilities:
- None:

At the bottom of the form, there are five buttons: 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'.

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. <i>At least one box must be checked.</i>
2.	Select "Save & Next."

CoC Application

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.



Continuum of Care (CoC) Program Competition: Funding Availability:
<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notice>.

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

e.Forms Logout

o cedano

CoC Registration and Application FY2019

Applicant Name: Alaska Balance of State
Applicant Number: AK-501
Project Name: FY2019_Reg_Test5
Project Number: COC_REG_2019_170764

FY2019 CoC Application

FY2018 CoC Application Detailed Instructions

Before Starting

Part 1: CoC Structure and Governance

1A. Identification
1B. Engagement
1C. Coordination
1E. Local CoC Competition
1F. DV Bonus

Part 2: Data Collection and Quality

2A. HMIS Implementation
2B. PIT Count

Part 3: CoC Performance and Strategic Planning

3A. System Performance
3B. Performance and Strategic Planning

Part 4: Mainstream Benefits and Additional Policies

4A. Mainstream Benefits and Additional Policies
4B. Attachments

Submission Summary

View Applicant Profile

Export to PDF

1E. Local CoC Competition

Instructions [Show Instructions](#)

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

***1E-1. Local CoC Competition-Announcement, Established Deadline, Applicant Notifications. Attachments Required.**

Applicants must indicate whether the CoC:

1. informed project applicants in its local competition announcement about point values or other ranking criteria the CoC would use to rank projects on the CoC Priority Listing for submission to HUD for the FY 2019 CoC Program Competition;
2. established a local competition deadline, and posted publicly, for project applications that was no later than 30 days before the FY 2019 CoC Program Competition application submission deadline;
3. notified applicants that their project application(s) were being rejected or reduced, in writing along with the reason for the decision, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline;
4. notified applicants that their project applications were accepted and ranked on the CoC Priority Listing in writing, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline.

Applicants must select Yes or No for all of the questions in 1E-1.

1E-2. Project Review and Ranking-Objective Criteria.

Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2019 CoC Program Competition:

1. Used objective criteria to review and rank projects for funding (e.g., cost effectiveness of the project, performance data, type of population served);
2. Included one factor related to improving system performance (e.g., exits to permanent housing (PH) destinations, retention of PH, length of time homeless, returns to homelessness, job/income growth, etc.); and
3. Included a specific method for evaluating projects submitted by victim services providers that utilized data generated from a comparable database and evaluated these projects on the degree they improve safety for the population served.

Applicants must select Yes or No for all of the responses in 1E-2.

*** 1E-3. Project Review and Ranking-Severity of Needs and Vulnerabilities.**

Applicants must describe:

1. the specific severity of needs and vulnerabilities the CoC considered when reviewing and ranking projects; and
2. how the CoC takes severity of needs and vulnerabilities into account when reviewing and ranking projects.

(limit 2,000 characters)

text

CoC Application

Step	Description
1.	<p>In 1E-1, use the dropdown menu to select "Yes," "No," or "Did not reject or reduce any projects" 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.</p> <p><i>The option to select "Did not reject or reduce any projects" ONLY applies to whether or not the CoC notified applicants that their project application(s) were being rejected or reduced.</i></p>
2.	<p>In 1E-2, use the dropdown menu to select "Yes" or "No" 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.</p>
3.	<p>In 1E-3, describe the vulnerabilities and how they were taken into account.</p> <p><i>The CoC Application Detailed Instructions provides examples of severe needs and vulnerabilities. https://www.hudexchange.info/resource/2905/coc-application-component-of-the-coc-consolidated-application/</i></p>
Attachment:	<p><i>For 1E-1, four attachments related to public postings must be uploaded to the Attachments screen in order to submit the CoC Application.</i></p> <ul style="list-style-type: none"><i>Local Competition Announcement</i><i>30-day Local Competition Deadline</i><i>15-day Notification Outside e-snaps--Projects Accepted</i><i>15-day Notification Outside e-snaps--Projects Rejected or Reduced</i>

[Back to Submissions List](#)

1E-4. Public Postings–CoC Consolidated Application. Attachment Required.

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, or partners 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.

Public Posting of Objective Review and Ranking Process

- | | |
|---|-------------------------------------|
| 1. Email | <input checked="" type="checkbox"/> |
| 2. Mail | <input checked="" type="checkbox"/> |
| 3. Advertising in Local Newspaper(s) | <input type="checkbox"/> |
| 4. Advertising on Radio or Television | <input type="checkbox"/> |
| 5. Social Media (Twitter, Facebook, etc.) | <input checked="" type="checkbox"/> |
| 6. Did Not Publicly Post Review and Ranking Process | <input type="checkbox"/> |

Public Posting of CoC Consolidated Application including: CoC Application, CoC Priority Listing Project Listings

- | | |
|---|-------------------------------------|
| 1. Email | <input checked="" type="checkbox"/> |
| 2. Mail | <input checked="" type="checkbox"/> |
| 3. Advertising in Local Newspaper(s) | <input type="checkbox"/> |
| 4. Advertising on Radio or Television | <input type="checkbox"/> |
| 5. Social Media (Twitter, Facebook, etc.) | <input checked="" type="checkbox"/> |
| 6. Did Not Publicly Post CoC Consolidated Application | <input type="checkbox"/> |

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:

* 1E-5a. Reallocation–CoC Review of Performance of Existing Projects.

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)

text

Save & Back

Save

Save & Next

Back

Next

Check Spelling

CoC Application

Step	Description
4.	<p>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.</p> <p>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.</p>
5.	<p>In 1E-5, indicate the percentage of the CoC's ARD that was reallocated between the FY 2015 and FY 2018 CoC Program Competitions.</p>
6.	<p>In the 1E-5a text box, describe the CoCs reallocation process. The response must:</p> <ol style="list-style-type: none">(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.
7.	<p>Select "Save & Next."</p>

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 publically posted.

IF. DV Bonus

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.

e.Forms Logout

ochedano

CoC Registration and Application FY2019

Applicant Name: Alaska Balance of State
 Applicant Number: AK-501
 Project Name: FY2019_Reg_Test5
 Project Number: COC_REG_2019_170764

FY2019 CoC Application

FY2018 CoC Application Detailed Instructions

Before Starting
 Part 1: CoC Structure and Governance
 1A. Identification
 1B. Engagement
 1C. Coordination
 1E. Local CoC Competition
1F. DV Bonus
 Part 2: Data Collection and Quality
 2A. HMIS Implementation
 2B. PIT Count
 Part 3: CoC Performance and Strategic Planning
 3A. System Performance

DV Bonus

Instructions [Show Instructions](#)

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

1F-1 DV Bonus Projects.
 Applicants must indicate whether the CoC is requesting DV Bonus projects which are included on the CoC Priority Listing:

1F-1a. Applicants must indicate the type(s) of project(s) included in the CoC Priority Listing.

1. PH-RRH	<input type="checkbox"/>
2. Joint TH/RRH	<input type="checkbox"/>
3. SSO Coordinated Entry	<input checked="" type="checkbox"/>

*** 1F-2. Number of Domestic Violence Survivors in CoC's Geographic Area.**
 Applicants must report the number of DV survivors in the CoC's geographic area that:

Need Housing or Services	<input type="text" value="5.00"/>
the CoC is Currently Serving	<input type="text" value="5.00"/>

*** 1F-2a. Local Need for DV Projects.**
 Applicants must describe:
 1. how the CoC calculated the number of DV survivors needing housing or service in question 1F-2; and
 2. the data source (e.g., HMIS, comparable database, other administrative data, external data source).
 (limit 500 characters)

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. <i>At least one box must be checked.</i>
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. <i>A value for both entries is required.</i>
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 1F-3 and 1F-3a only apply to SSO-CE DV Bonus Projects that will be listed on the CoC Priority Listing.

<p>1F. DV Bonus</p> <p>Part 2: Data Collection and Quality</p> <p>2A. HMIS Implementation</p> <p>2B. PIT Count</p> <p>Part 3: CoC Performance and Strategic Planning</p> <p>3A. System Performance</p> <p>3B. Performance and Strategic Planning</p> <p>Part 4: Mainstream Benefits and Additional Policies</p> <p>4A. Mainstream Benefits and Additional Policies</p> <p>4B. Attachments</p> <p>Submission Summary</p> <p>View Applicant Profile</p> <p>Export to PDF</p> <p>Get PDF Viewer</p> <p>Back to Submissions List</p>	<p>* 1F-2a. Local Need for DV Projects.</p> <p>Applicants must describe:</p> <p>1. how the CoC calculated the number of DV survivors needing housing or service in question 1F-2; and</p> <p>2. the data source (e.g., HMIS, comparable database, other administrative data, external data source).</p> <p><i>(limit 500 characters)</i></p> <div style="border: 1px solid #ccc; padding: 2px; min-height: 20px;">text</div> <p>1F-3. : SSO-CE Project–CoC including an SSO-CE project for DV Bonus funding in their CoC Priority Listing must provide information in the chart below about the project applicant and respond to Question 1F-3a.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">DUNS Number</td> <td style="border: 1px solid #ccc; width: 60%;">1234567890</td> </tr> <tr> <td>Applicant Name</td> <td style="border: 1px solid #ccc;">Test SSO CE Applicant</td> </tr> </table> <p>* 1F-3a. Addressing Coordinated Entry Inadequacy.</p> <p>Applicants must describe how:</p> <p>1. the current Coordinated Entry is inadequate to address the needs of survivors of domestic violence, dating violence, or stalking; and</p> <p>2. the proposed project addresses inadequacies identified in 1. above.</p> <p><i>(limit 2,000 characters)</i></p> <div style="border: 1px solid #ccc; padding: 2px; min-height: 20px;">text</div>	DUNS Number	1234567890	Applicant Name	Test SSO CE Applicant
DUNS Number	1234567890				
Applicant Name	Test SSO CE Applicant				

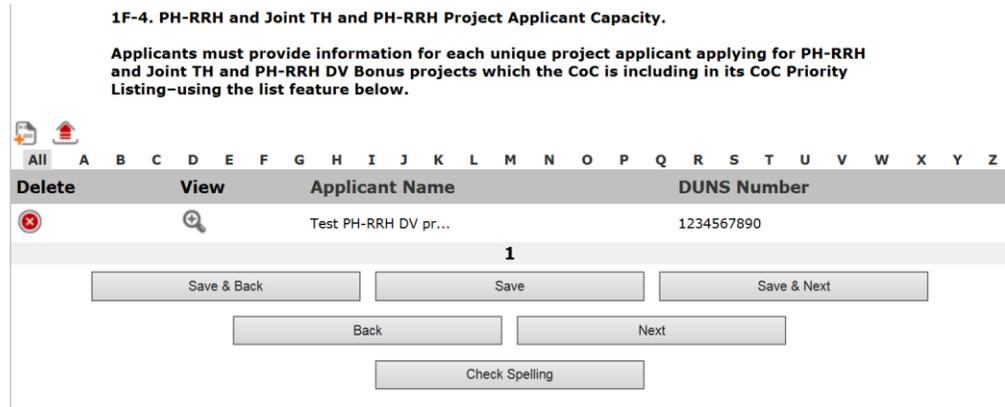
Step	Description
5.	<p>If the CoC is including a SSO Coordinated Entry project in their Priority Listing, in 1F-3, provide the DUNS number and applicant name of the SSO-CE project.</p> <p><i>If the CoC is NOT including a SSO Coordinated Entry project in their Priority Listing, in 1F-3, enter N/A into both the DUNS number field and the Applicant name field. The fields cannot be left blank.</i></p>
6.	<p>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.</p> <p><i>If the CoC is NOT including a SSO Coordinated Entry project in their Priority Listing, enter N/A. The field cannot be left blank.</i></p>
7.	<p>Select "Save."</p>

CoC Application

PH-RRH and Joint TH and PH-RRH DV Bonus Projects

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.



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.
9.	The IF-4 PH-RRH and Joint TH and PH-RRH Project screen will appear.

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.

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

*** Applicant Capacity**

DUNS Number:

Applicant Name:

Rate of Housing Placement of DV Survivors-Percentage:

Rate of Housing Retention of DV Survivors-Percentage:

*** 1F-4a. Rate of Housing Placement and Housing Retention.**

Applicants must describe:
1. how the project applicant calculated the rate of housing placement and rate of housing retention reported in the chart above; and
2. the data source (e.g., HMIS, comparable database, other administrative data, external data source). (limit 500 characters)

*** 1F-4b. DV Survivor Housing.**

Applicants must describe how project applicant ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing.
(limit 2,000 characters)

*** 1F-4c. DV Survivor Safety.**

Applicants must describe how project applicant:
1. ensured the safety of DV survivors experiencing homelessness by:
 (a) training staff on safety planning;
 (b) adjusting intake space to better ensure a private conversation;
 (c) conducting separate interviews/intake with each member of a couple;
 (d) working with survivors to have them identify what is safe for them as it relates to scattered site units and/or rental assistance;
 (e) maintaining bars on windows, fixing lights in the hallways, etc. for congregate living spaces operated by the applicant;
 (f) keeping the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors; and
2. measured its ability to ensure the safety of DV survivors the project served.
(limit 2,000 characters)

Step	Description
1.	In the Applicant Capacity section of this screen, enter the following for the individual project: <ul style="list-style-type: none"> • 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.

(2) Measured its ability to ensure the safety of DV survivors the project served.

Submission Summary

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* 1F-4d. Trauma-Informed, Victim-Centered Approaches.

Applicants must describe:

1. project applicant's experience in utilizing trauma-informed, victim-centered approaches to meet needs of DV survivors; and
2. how, if funded, the project will utilize trauma-informed, victim-centered approaches to meet needs of DV survivors by:
 - (a) prioritizing participant choice and rapid placement and stabilization in permanent housing consistent with participants' preferences;
 - (b) establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
 - (c) providing program participants access to information on trauma, e.g., training staff on providing program participant with information on trauma;
 - (d) placing emphasis on the participant's strengths, strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;
 - (e) centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;
 - (f) delivering opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
 - (g) offering support for parenting, e.g., parenting classes, childcare.

(limit 4,000 characters)

* 1F-4e. Meeting Service Needs of DV Survivors.

Applicants must 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
- Childcare

(limit 2,000 characters)

HIDDEN_APPLICANT_DUNS

Save

Save & Add Another

Save & Back to List

Back to List

Check Spelling

Step	Description
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: <ul style="list-style-type: none">• <i>Child Custody</i>• <i>Legal Services</i>• <i>Criminal History</i>• <i>Bad Credit History</i>• <i>Education</i>• <i>Job Training</i>• <i>Employment</i>• <i>Physical/Mental Healthcare</i>• <i>Drug and Alcohol Treatment</i>

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.

2A. Homeless Management Information System (HMIS) Implementation

Instructions: [Show Instructions](#)

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

*** 2A-1. HMIS Vendor Identification:**

Applicants must review the HMIS software vendor name brought forward from FY 2018 CoC Application and update the information if there was a change.

*** 2A-2. Bed Coverage Rate Using HIC and HMIS Data.**

Using 2019 HIC and HMIS data, applicants must report by project type:

Project Type	Total Number of Beds in 2019 HIC	Total Beds Dedicated for DV in 2019 HIC	Total Number of 2019 HIC Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	1	4	4	-133.33%
Safe Haven (SH) beds	8	1	5	71.43%
Transitional Housing (TH) beds	0	0	0	
Rapid Re-Housing (RRH) beds	0	0	0	
Permanent Supportive Housing (PSH) beds	0	0	0	
Other Permanent Housing (OPH) beds	0	0	0	

*** 2A-2a. Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-2.**

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

- 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 the steps described in 1. above.

(limit 2,000 characters)

*** 2A-3. Longitudinal System Analysis (LSA) Submission.**

* Applicants must indicate whether the CoC submitted its LSA data to HUD in **HDX 2.0.**

*** 2A-4. HIC HDX Submission Date.**

* Applicants must enter the date the CoC submitted the 2019 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX).

(mm/dd/yyyy)

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: <ul style="list-style-type: none"> 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.

e.Forms Logout

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

Instructions: [Show Instructions](#)

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

* 2B-1. PIT Count Date. 
 Applicants must enter the date the CoC conducted its 2019 PIT count (mm/dd/yyyy).

* 2B-2. PIT Count Data-HDX Submission Date. 
 Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).

* 2B-3. Sheltered PIT Count-Change in Implementation.
 Applicants must describe:
 1. any changes in the sheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and
 2. how the changes affected the CoC's sheltered PIT count results; or
 3. state "Not Applicable" if there were no changes.
 (limit 2,000 characters)

*2B-4. Sheltered PIT Count-Changes Due to Presidentially-declared Disaster.
 * Applicants must select 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.

*2B-4a. Sheltered PIT Count-Changes in Number of People in Beds Due to Presidentially-declared Disaster.
 Applicants must report the number of beds that were added or removed because of a Presidentially-declared disaster.

People in Beds Added:	<input type="text" value="5"/>
People in Beds Removed:	<input type="text" value="5"/>
Total:	<input type="text" value="0"/>

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.

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

Part 4: Mainstream Benefits and Additional Policies

4A. Mainstream Benefits and Additional Policies

4B. Attachments Submission Summary

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*** 2B-5. Unsheltered PIT Count—Changes in Implementation.**

Applicants must describe:

1. any changes in the unsheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and
2. how the changes affected the CoC's unsheltered PIT count results; or
3. state "Not Applicable" if there were no changes. (limit 2,000 characters)

text

*** 2B-6. PIT Count—Identifying Youth Experiencing Homelessness.**

Applicants must:

- * Indicate whether the CoC implemented specific measures to identify youth experiencing homelessness in their 2019 PIT count. Yes No

*** 2B-6a. PIT Count—Involving Youth in Implementation.**

Applicants must 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. (limit 2,000 characters)

text

*** 2B-7. PIT Count—Improvements to Implementation.**

Applicants must describe the CoC's actions implemented in its 2019 PIT count to better count:

1. individuals and families experiencing chronic homelessness;
2. families with children experiencing homelessness; and
3. Veterans experiencing homelessness. (limit 2,000 characters)

text

Save & Back Save Save & Next

Back Next

Check Spelling

Step	Description
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

The screenshot shows the 'eForms' application interface. The sidebar on the left contains navigation options for 'CoC Registration and Application FY2019' and 'FY2019 CoC Application'. The main content area is titled '3A. Continuum of Care (CoC) System Performance' and includes a warning message: 'Warning! The CoC Application score could be affected if information is incomplete on this formlet.' Below the warning, there are three sections for data entry:

- *3A-1. First Time Homeless as Reported in HDX.** Applicants must: Report the Number of First Time Homeless as Reported in HDX. (Input field contains '20')
- *3A-1a. First Time Homeless Risk Factors.** Applicants must: 1. describe the process the CoC developed to identify risk factors the CoC uses to identify persons becoming homeless for the first time; 2. describe 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 the number of individuals and families experiencing homelessness for the first time. (limit 2,000 characters)
- *3A-2. Length of Time Homeless as Reported in HDX.** Applicants must: Report Average Length of Time Individuals and Persons in Families Remained Homeless as Reported in HDX.
- *3A-2a. Strategy to Reduce Length of Time Homeless.** Applicants must: 1. describe the CoC's strategy to reduce the length of time individuals and persons in families remain homeless; 2. describe 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. (limit 2,000 characters)

Step	Description
1.	For 3A-1, enter the number of first-time homeless as reported in HDX.
2.	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.
3.	For 3A-2, enter the average length of time individuals and persons in families remained homeless as reported in HDX.
4.	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.

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

- Benefits and Additional Policies
- 4B. Attachments Submission Summary
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*3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX.

Applicants must:

1. Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations as reported in HDX.
2. Report 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 as reported in HDX.

Percentage

** 3A-3a. Exits to Permanent Housing Destinations/Retention of Permanent Housing.

Applicants must:

1. describe 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;
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.

(limit 2,000 characters)

text

Step	Description
5	<p>For 3A-3,</p> <p>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.</p> <p>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.</p>
6.	<p>For 3A-3a, describe the following:</p> <ol style="list-style-type: none"> (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 person 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)

***3A-4. Returns to Homelessness as Reported in HDX.**

Applicants must:

<ol style="list-style-type: none"> 1. Report the percentage of individuals and persons in families returning to homelessness over a 6-month period as reported in HDX. 2. Report the percentage of individuals and persons in families returning to homelessness over a 12-month period as reported in HDX. 	<p>Percentage</p> <table border="1" style="width: 100px;"> <tr> <td style="text-align: center;">10%</td> </tr> <tr> <td style="text-align: center;">5%</td> </tr> </table>	10%	5%
10%			
5%			

**** 3A-4a. Returns to Homelessness–CoC Strategy to Reduce Rate.**

Applicants must:

1. describe the strategy the CoC has implemented to identify individuals and persons in families who return to homelessness;
2. describe 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.

(limit 2,000 characters)

text

Step	Description
7	<p>For 3A-4, enter the percentage of individuals and persons in families returning to homelessness over a 6-month period as reported in HDX.</p> <p>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.</p>
8	<p>In the text box in 3A-4a, describe the following:</p> <ol style="list-style-type: none"> (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.

CoC Application

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

***3A-5. Cash Income Changes as Reported in HDX.**

Applicants must:

	Percentage
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 as reported in HDX.	<input type="text"/>
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 as reported in HDX.	<input type="text"/>

*** 3A-5a. Increasing Employment Income.**

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
4. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase jobs and income from employment.

(limit 2,000 characters)

text

*** 3A-5b. Increasing Non-employment Cash Income.**

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

text

*** 3A-5c. Increasing Employment. Attachment Required.**

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; 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.

(limit 2,000 characters)

text

3A-5d. Promoting Employment, Volunteerism, and Community Service.

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.

CoC Application

Step	Description
9.	<p>For 3A-5, enter Cash Income Changes as reported in HDX. Enter the following:</p> <ol style="list-style-type: none">(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.	<p>For text box 3A-5a, Increasing Employment Income, the response must:</p> <ol style="list-style-type: none">(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.	<p>For text box 3A-5b, Increasing Non-employment Cash Income, the response must:</p> <ol style="list-style-type: none">(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.	<p>For text box 3A-5c, Increasing Employment, the response must describe how the CoC:</p> <ol style="list-style-type: none">(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. <p>For 3A-5c, the CoCs must provide an attachment, as follows:</p> <ul style="list-style-type: none">• 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.	<p>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.</p>

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.*

CoC Application

3A-6. System Performance Measures Data-HDX Submission Date 

Applicants must enter the date the CoCs submitted its FY 2018 System Performance Measures data in HDX. (mm/dd/yyyy)

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

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Instructions [Show Instructions](#)

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

3B-1. Prioritizing Households with Children.

Applicants must check each factor the CoC currently uses to prioritize households with children for assistance during FY 2019.

1. History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
2. Number of previous homeless episodes	<input checked="" type="checkbox"/>
3. Unsheltered homelessness	<input checked="" type="checkbox"/>
4. Criminal History	<input checked="" type="checkbox"/>
5. Bad credit or rental history	<input checked="" type="checkbox"/>
6. Head of Household with Mental/Physical Disability	<input checked="" type="checkbox"/>

*** 3B-1a. Rapid Rehousing of Families with Children.**

Applicants must:

1. describe how the CoC currently rehuses every household of families with children within 30 days of becoming homeless that addresses both housing and service needs;
2. describe how the CoC addresses both housing and service needs to ensure families with children successfully maintain their housing once assistance ends; and
3. provide the organization name or position title responsible for overseeing the CoC's strategy to rapidly rehouse families with children within 30 days of them becoming homeless.

(limit 2,000 characters)

text

Step	Description
1.	<p>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: <i>At least one box must be checked.</i></p> <ul style="list-style-type: none"> • 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.	<p>In the text box for 3B-1a, describe</p> <ol style="list-style-type: none"> (1) the CoCs 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)

Part 3: CoC Performance and Strategic Planning

3A. System Performance

3B. Performance and Strategic Planning

Part 4: Mainstream Benefits and Additional Policies

4A. Mainstream Benefits and Additional Policies

4B. Attachments

Submission Summary

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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:

1. Unsheltered homelessness
2. Human trafficking and other forms of exploitation
3. LGBT youth homelessness
4. Exits from foster care into homelessness
5. Family reunification and community engagement
6. 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.

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

Step	Description
3.	<p>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</p> <p><i>At least one box must be checked.</i></p> <ul style="list-style-type: none"> • 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.	<p>For 3B-1c, pertaining to unaccompanied homeless youth, select "Yes" or "No" to indicate whether the CoC has strategies to address the need identified:</p> <ul style="list-style-type: none"> • Unsheltered homelessness

CoC Application

-
- 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)
-

CoC Application

3B. Continuum of Care (CoC) Performance and Strategic Planning (continued)

* 3B-1d. Youth Experiencing Homelessness–Housing and Services Strategies.

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.

(limit 3,000 characters)

text

* 3B-1d.1. Youth Experiencing Homelessness–Measuring Effectiveness of Housing and Services Strategies.

Applicants must:

1. provide evidence the CoC uses to measure each of the 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 in question 3B-1d.; and
3. describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of both strategies in question 3B-1d.

(limit 3,000 characters)

text

Step	Description
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 project 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 the 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)

* 3B-1e. Collaboration–Education Services.

Applicants must describe:

1. the formal partnerships with:
 - a. youth education providers;
 - b. McKinney-Vento LEA or SEA; and
 - c. school districts; and
2. how the CoC collaborates with:
 - a. youth education providers;
 - b. McKinney-Vento Local LEA or SEA; and
 - c. school districts.

(limit 2,000 characters)

text

3B-1e.1. Informing Individuals and Families Experiencing Homeless about Education Services Eligibility.

Applicants must describe policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.

(limit 2,000 characters)

text

3B-1e.2. Written/Formal Agreements or Partnerships with Early Childhood Services Providers.

Applicant must indicate whether the CoC has an MOU/MOA or other types of agreements with listed providers of early childhood services and supports and may add other providers not listed.

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	Yes ▾	No ▾
Head Start	Yes ▾	Yes ▾
Early Head Start	Yes ▾	No ▾
Child Care and Development Fund	No ▾	No ▾
Federal Home Visiting Program	Yes ▾	No ▾
Healthy Start	Yes ▾	Yes ▾
Public Pre-K	No ▾	No ▾
Birth to 3 years	Yes ▾	Yes ▾
Tribal Home Visiting Program	Yes ▾	No ▾
Other: (limit 50 characters)		
text	Yes ▾	Yes ▾
text	Yes ▾	No ▾

Applicants must select Yes or No for all of the agreements listed in 3B-1e.2.

3B-2. Active List of Veterans Experiencing Homelessness.

* Applicant must indicate whether the CoC uses an active list or by-name list to identify all veterans experiencing homelessness in the CoC. Yes ▾

Step	Description
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. <i>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.</i>
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)

3B-2a. VA Coordination—Ending Veterans Homelessness.

* Applicants must indicate whether the CoC is actively working with the U.S. Department of Veterans Affairs (VA) and VA-funded programs to achieve the benchmarks and criteria for ending veteran homelessness.

3B-2b. Housing First for Veterans.

* Applicants must 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.

3B-3. Racial Disparity Assessment. Attachment Required.

Applicants must:

- select all that apply to indicate the findings from the CoC's Racial Disparity Assessment; or
- select 7 if the CoC did not conduct a Racial Disparity Assessment.

1. People of different races or ethnicities are more likely to receive homeless assistance.
2. People of different races or ethnicities are less likely to receive homeless assistance.
3. People of different races or ethnicities are more likely to receive a positive outcome from homeless assistance.
4. People of different races or ethnicities are less likely to receive a positive outcome from homeless assistance.
5. There are no racial or ethnic disparities in the provision or outcome of homeless assistance.
6. The results are inconclusive for racial or ethnic disparities in the provision or outcome of homeless assistance.
7. The CoC did not conduct a racial disparity assessment.

3B-3a. Addressing Racial Disparities.

Applicants must select all that apply to indicate the CoC's strategy to address any racial disparities identified in its Racial Disparities Assessment:

1. The CoC is ensuring that staff at the project level are representative of the persons accessing homeless services in the CoC.
2. The CoC has identified the cause(s) of racial disparities in their homeless system.
3. The CoC has identified strategies to reduce disparities in their homeless system.
4. The CoC has implemented strategies to reduce disparities in their homeless system.
5. The CoC has identified resources available to reduce disparities in their homeless system.
- 6: The CoC did not conduct a racial disparity assessment.

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 to 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

4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

Instructions: [Show Instructions](#)

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

4A-1. Healthcare-Enrollment/Effective Utilization

Applicants must indicate, for each type of healthcare listed below, whether the CoC assists persons experiencing homelessness with enrolling in health insurance and effectively utilizing Medicaid and other benefits.

Type of Health Care	Assist with Enrollment	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)	-- select --	-- select --
Private Insurers:	-- select --	-- select --
Non-Profit, Philanthropic:	-- select --	-- select --
Other: (limit 50 characters)	-- select --	-- select --

4A-1a. Mainstream Benefits.

Applicants must:

1. describe 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. describe how the CoC disseminates the availability of mainstream resources and other assistance information to projects and how often;
3. describe how the CoC works with projects to collaborate with healthcare organizations to assist program participants with enrolling in health insurance;
4. describe how the CoC provides assistance with the effective utilization of Medicaid and other benefits;
5. provide the name of the organization or position title that is responsible for overseeing the CoC's strategy for mainstream benefits. (limit 2,000 characters)

Applicants must indicate whether those listed under Organization/Persons Categories: 1. participated in CoC meetings from May 1, 2018 to April 30, 2019; and 2. voted, including selecting CoC Board members from May 1, 2018 to April 30, 2019; or 3. select "Not Applicable" if the organization or person did not exist within the CoC's geographic area from May 1, 2018 to

Step	Description
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. <ul style="list-style-type: none"> 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: <ol style="list-style-type: none"> (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

CoC Application

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)

4A. Mainstream Benefits and Additional Policies
 4B. Attachments
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4A-2. Housing First Data:

Applicants must report:

- Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition.
- Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition that have adopted the Housing First approach.
- Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects the CoC has ranked in its CoC Priority Listing in the FY 2019 CoC Program Competition designated as Housing First.

Step	Description
3.	<p>For 4A-2. Lowering Barriers to Entry Data:</p> <ul style="list-style-type: none"> 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). 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. The third field will calculate the percentage of these types of FY 2019 new and renewal projects that will be designated as lowering barriers. <p><i>Lowering barriers to entry approach means that the project quickly houses clients without preconditions or service participation requirements.</i></p>

CoC Application

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.

(limit 2,000 characters)

text

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.

	2018	2019	Difference
RRH beds available to serve all populations in the HIC	5	7	2

*** 4A-5. Rehabilitation/Construction Costs–New Projects.** Yes

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.

*** 4A-5a. Employment and Training for Low-and Very-low Income Persons.**

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.

(limit 2,000 characters)

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: <ul style="list-style-type: none"> • 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. <p><i>The difference will automatically calculate.</i></p>
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. <p><i>If "Yes" a new field 4A-5a will appear.</i></p>
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.

CoC Application

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)

* 4A-6. Projects Serving Homeless under Other Federal Statutes. Yes

Applicants must indicate whether the CoC is requesting to designate one or more of its SSO or TH projects to serve families with children or youth defined as homeless under other federal statutes.

* 4A-6a. Serving Persons Experiencing Homelessness under Other Federal Statutes. Attachment Required.

If the response was yes to question 4A-6, applicants 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) by submitting an attachment to the CoC application in e-snaps that must include all the following:
 - a. project name(s) as listed on the CoC Project Priority Listing; and
 - b. amount of funding in the project or per project that will be used for this purpose.

(limit 2,000 characters)

Save & Back
Save
Save & Next

Back
Next

Check Spelling

Step	Description
8.	<p>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).</p> <p><i>If "Yes," select "Save" and an additional question appears.</i></p>
9.	<p>If 4A-6a is "Yes" in the text box in 4A-6a, the CoC must:</p> <ol style="list-style-type: none"> (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). <p>The CoC must provide an attachment that includes:</p> <ul style="list-style-type: none"> • 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."


Logout

MaryKateB

CoC Registration and Application FY2019

Applicant Name: San Francisco Collaborative Applicant
Applicant Number: CA-501
Project Name: FY2019_Reg_Test8
Project Number: COC_REG_2019_136463

FY2019 CoC Application

FY2018 CoC Application Detailed Instructions

Before Starting

Part 1: CoC Structure and Governance

1A. Identification

1B. Engagement

1C. Coordination

1D. Discharge Planning

1E. Local CoC Competition

1F. DV Bonus

Part 2: Data Collection and Quality

2A. HMIS Implementation

2B. PIT Count

Part 3: CoC Performance and Strategic Planning

3A. System Performance

3B. Performance and Strategic Planning

Part 4: Mainstream Benefits and Additional

4B. Attachments

Instructions: [Show Instructions](#)

Delete	Document Type	Required?	Download	Document Description	Date Attached
	FY 2019 CoC Competition Report (HDX Report)	Yes	--		No Attachment
	1C-4.PHA Administration Plan-Moving On Multifamily Assisted Housing Owners' Preference.	No	--		No Attachment
	1C-4. PHA Administrative Plan Homeless Preference.	No	--		No Attachment
	1C-7. Centralized or Coordinated Assessment System.	Yes	--		No Attachment
	1E-1.Public Posting-15-Day Notification Outside e-snaps-Projects Accepted.	Yes	--		No Attachment
	1E-1. Public Posting-15-Day Notification Outside e-snaps-Projects Rejected or Reduced.	Yes	--		No Attachment
	1E-1.Public Posting-30-Day Local Competition Deadline.	Yes	--		No Attachment
	1E-1. Public Posting-Local Competition Announcement.	Yes	--		No Attachment
	1E-4.Public Posting-CoC-Approved Consolidated Application	Yes	--		No Attachment
	3A. Written Agreement with Local Education or Training Organization.	No	--		No Attachment
	3A. Written Agreement with State or Local Workforce Development Board.	No	--		No Attachment
	3B-3. Summary of Racial Disparity Assessment.	Yes	--		No Attachment
	4A-7a. Project List-Homeless under Other Federal Statutes.	No	--		No Attachment
	Other	No	--		No Attachment
	Other	No	--		No Attachment
	Other	No	--		No Attachment

- | Step | Description |
|------|---|
| 1. | <p>To determine which attachments you are required to submit, review the column titled "Required" as well as your responses to prior questions.</p> <ul style="list-style-type: none"> 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. |
| 2. | <p>Select the link under the header "Document Type" of the required attachment.</p> <ul style="list-style-type: none"> The Attachment Details screen appears. |

e.Forms Logout

ocedano

CoC Registration and Application FY2019

Applicant Name: Alaska Balance of State
Applicant Number: AK-501
Project Name: FY2019_Reg_Test5
Project Number: COC_REG_2019_170764

FY2019 CoC Application

Attachment Details

* **Document Description:**

* **File Name:** No file chosen

Document Type: 1C-4.PHA Administration Plan-Moving On Multifamily Assisted Housing Owners' Preference.

Maximum Size: 5 MB

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

Instructions:

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. <ul style="list-style-type: none">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.

CoC Application

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:

**No Input
Required**

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

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

CoC Application

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

e.Forms Log

Submission Summary

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

Complete	Page	Last Updated	Mandatory
--	Part 1: CoC Structure and Governance	No Input Required	No
✓	1A. Identification	05/20/2019	Yes
✗	1B. Engagement	Please Complete	Yes
✓	1C. Coordination	05/22/2019	Yes
✓	1E. Local CoC Competition	05/28/2019	Yes
✓	1F. DV Bonus	05/28/2019	Yes
--	Part 2: Data Collection and Quality	No Input Required	No
✓	2A. HMIS Implementation	05/24/2019	Yes
✓	2B. PIT Count	05/28/2019	Yes
--	Part 3: CoC Performance and Strategic Planning	No Input Required	No
✗	3A. System Performance	Please Complete	Yes
✓	3B. Performance and Strategic Planning	05/28/2019	Yes
--	Part 4: Mainstream Benefits and Additional Policies	No Input Required	No
✓	4A. Mainstream Benefits and Additional Policies	05/28/2019	Yes
--	4B. Attachments	No Input Required	No
--	Submission Summary	No Input Required	No

Notes:

- By selecting "other" you must identify what "other" is.

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.

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/>

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.



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. The "Submit" button is replaced by an "Edit" button and text stating, "This e.Form has been marked as complete."
3.	Once your CoC Application is successfully submitted, you must ensure that you also complete and submit the <i>CoC Project Priority Listing component of the CoC Consolidated Application</i> .

CoC Application

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



NOTE: Refer to the CoC Priority Listing navigational guide for guidance on completing the CoC Priority Listing Component of the CoC Consolidated Application 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."

CoC Application

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.

e.Forms Logout

Submission Summary

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

Complete	Page	Last Updated	Mandatory
--		No Input Required	No
✓		05/20/2019	Yes
X		Please Complete	Yes
✓	1C. Coordination	05/22/2019	Yes
✓	1E. Local CoC Competition	05/28/2019	Yes
✓	1F. DV Bonus	05/28/2019	Yes
--	Part 2: Data Collection and Quality	No Input Required	No
✓	2A. HMIS Implementation	05/24/2019	Yes
✓	2B. PIT Count	05/28/2019	Yes
--	Part 3: CoC Performance and Strategic Planning	No Input Required	No
X	3A. System Performance	Please Complete	Yes
✓	3B. Performance and Strategic Planning	05/28/2019	Yes
--	Part 4: Mainstream Benefits and Additional Policies	No Input Required	No
✓	4A. Mainstream Benefits and Additional Policies	05/28/2019	Yes
--	4B. Attachments	No Input Required	No
--	Submission Summary	No Input Required	No

Notes:

- By selecting "other" you must identify what "other" is.

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

CoC Application

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

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.

CoC Application

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:

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

CoC Application

Next Steps

Congratulations! You have completed the *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/>.