p

Continuum of Care (CoC) Application

e-snaps Instructional Guide

Version 1

Table of Contents

Introduction **1**

Objectives 1

Overview of this Instructional Guide 1

Tips for Completing the CoC Application: Knowing Which Fields to Complete 2

Highlights in e-snaps in FY 2017 3

Accessing *e-snaps* **4**

Existing Users 5

New e-snaps Users 5

Adding and Deleting Registrants 5

Completing the CoC Consolidated Application **6**

Resources 6

Accessing the CoC Application 7

Before Starting the CoC Application 8

1. CoC Structure and Governance 9

1A. Continuum of Care Identification 9

1B. Continuum of Care (CoC) Engagement 10

1C. Continuum of Care (CoC) Coordination 12

1D. Continuum of Care (CoC) Discharge Planning 16

1E. Project Review 17

1F. Reallocation Supporting Documentation 20

2. Data Collection and Quality 21

2A. Homeless Management Information System (HMIS): Implementation 21

2B. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count 23

2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies 24

3. Continuum of Care (CoC) Performance and Strategic Planning 26

3A. Continuum of Care (CoC) System Performance 26

3B. Continuum of Care (CoC) Performance and Strategic Planning 29

4. Cross-Cutting Policies 34

4A. Accessing Mainstream Benefits and Additional Policies 34

4B. Attachments 38

Submission Summary 41

Submitting the CoC Application 43

Selecting the “Submit” Button 43

Exporting to PDF 44

Trouble-shooting when you cannot submit the CoC Application 45

Updating the Applicant Profile 47

Next Steps 48

CoC Application

Introduction

Welcome to the Continuum of Care (CoC) Application instructional guide. This instructional 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. There is a separate instructional guide for the CoC Priority Listing on the CoC Program Competition: *e-snaps* Resources webpage at: https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#coc-program-competition--collaborative-applicants.

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.

Objectives

By the end of this instructional 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
- Submit the CoC Application

Overview of this Instructional Guide

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

- **Accessing e-snaps.** All *e-snaps* users need usernames and passwords to log in to the *e-snaps* system. To view an organization's CoC Application, the *e-snaps* user needs to be associated as a "registrant" with the Collaborative Applicant organization's *e-snaps* account. This section identifies the steps to create user profiles and add/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.
- **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, low barrier projects, and adoption of Housing First 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 2017 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.

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.*

The FY 2017 CoC Application Detailed Instructions contain information that is necessary to fully complete the CoC Application questions and maximize scoring potential.

- *FY 2017 CoC Application Detailed Instructions: https://www.hudexchange.info/resource/2905/coc-application-component-of-the-coc-consolidated-application/*

Highlights in e-snaps in FY 2017

There are several reminders regarding *e-snaps* this year.

- **Collaborative Applicants Designated as a Unified Funding Agency (UFA).** A Collaborative Applicant that requested UFA-designation during the CoC Registration period was notified as to whether it 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 instructional guide on the HUD Exchange under the CoC Program Competition Resources page at https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#coc-program-competition--project-applicants.

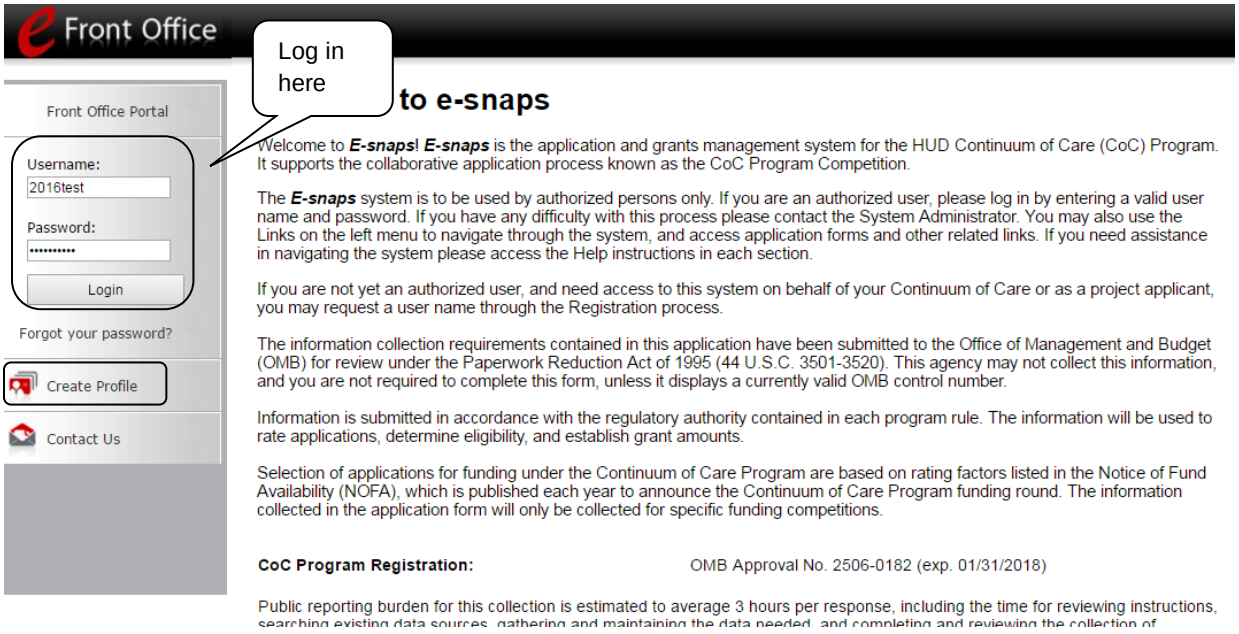
- **Importing of Data.** If the Collaborative Applicant selected to import the previous year's data during the FY 2017 CoC Program Registration process, most, but not all, of the information has been prepopulated. Collaborative Applicants should carefully read all questions and any prepopulated responses to ensure they are accurate and update as necessary.

There are numerous on the HUD Exchange.

- *Continuum of Care (CoC) Program Competition: Funding Availability page: https://www.hudexchange.info/programs/e-snaps/fy-2017-coc-program-nofa-coc-program-competition/*
- *CoC Program Competition: e-snaps Resources page: https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#coc-program-competition--collaborative-applicants*

Accessing *e-snaps*

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



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

Existing Users

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

New e-snaps Users

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

For a refresher on how to navigate through the e-snaps system, the "Introduction to 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/guides/coc-program-competition-resources/#general-resources.

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/

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 instructional 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 2017 CoC Program Competition NOFA at: https://www.hudexchange.info/programs/e-snaps/fy-2017-coc-program-nofa-coc-program-competition/
- 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 instructional guides and detailed instructions so that you successfully complete and submit your application, such as completing and submitting all CoC Application and CoC Priority Listing screens.

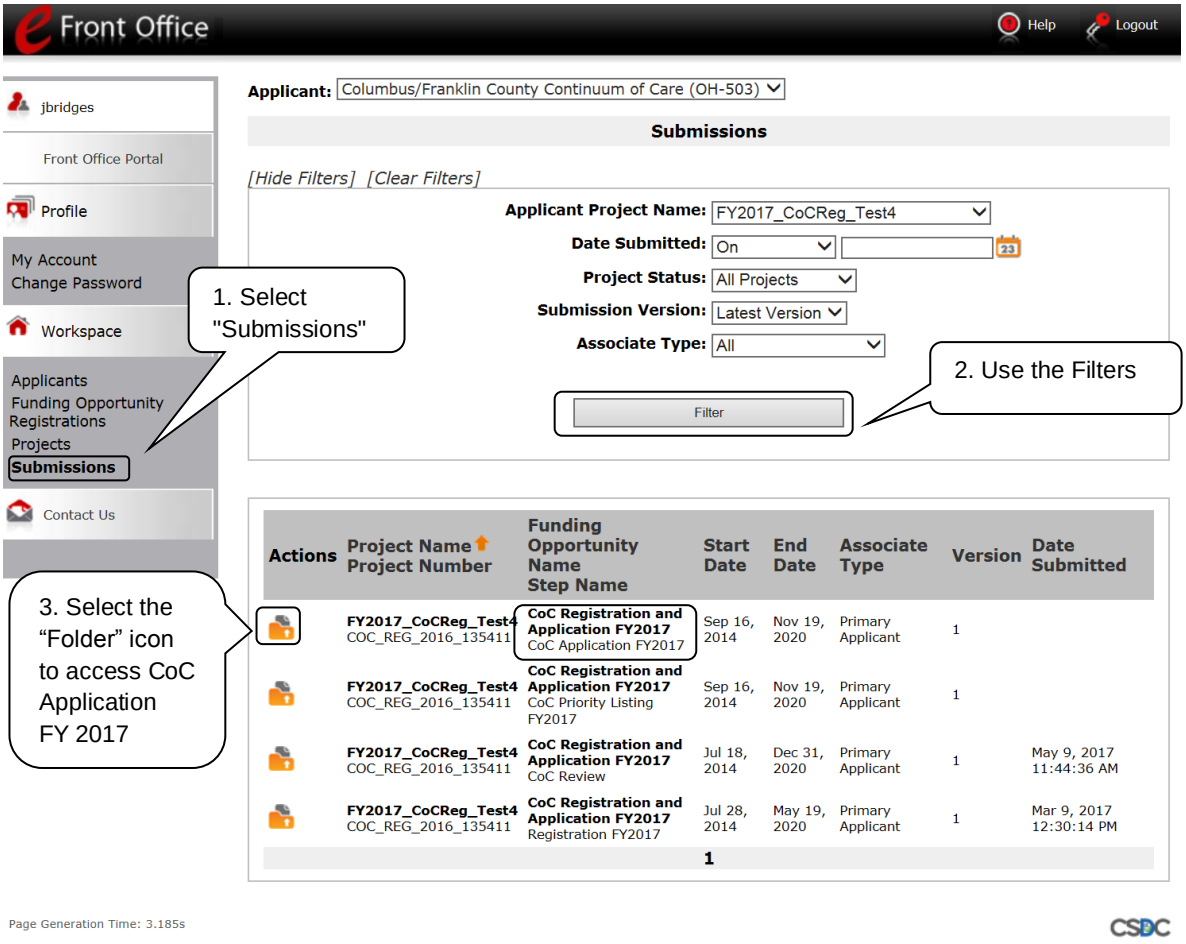
Other helpful resources include:

- FY 2017 CoC Program Competition materials and guidance: https://www.hudexchange.info/programs/e-snaps/fy-2017-coc-program-nofa-coc-program-competition/.
- FY 2017 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/
- Instructional guides and resources for *e-snaps*: https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#general-resources
- 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 questions related to the FY 2017 CoC Program Competition.

CoC Application

Accessing the CoC Application

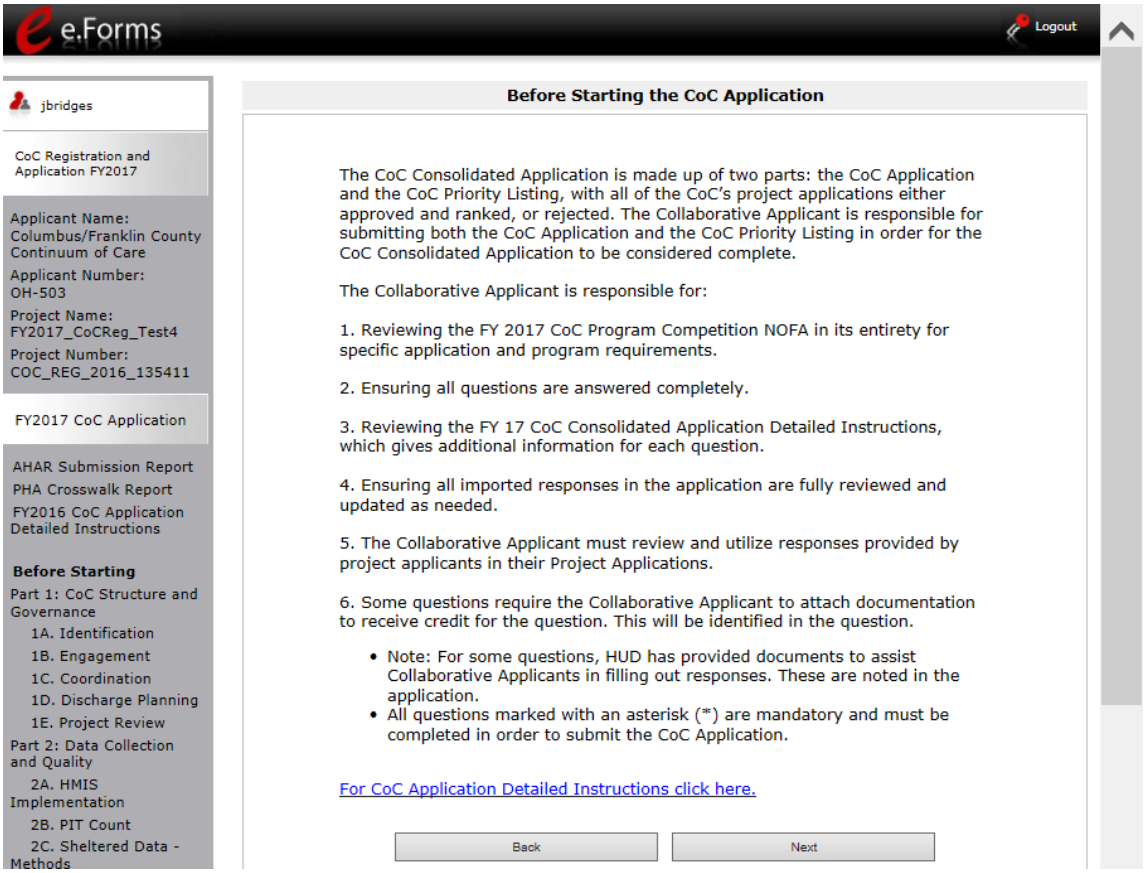
You must access the CoC Application through the "Submissions" screen.



Step	Description
1.	Select "Submissions" on the left menu bar.
2.	Locate the CoC Application. • Option: Use the "Submissions Filters." Select your FY 2017 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 FY2017" / "CoC Application FY2017."
3.	Select the "Open Folder" icon next to the CoC Application. Continue with the instructions in the next section for completing the CoC Application.

Before Starting the CoC Application

The “Before Starting” screen provides information about the availability of instructional guides and resources on the HUD Exchange at https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/ and about requirements for answering questions.



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

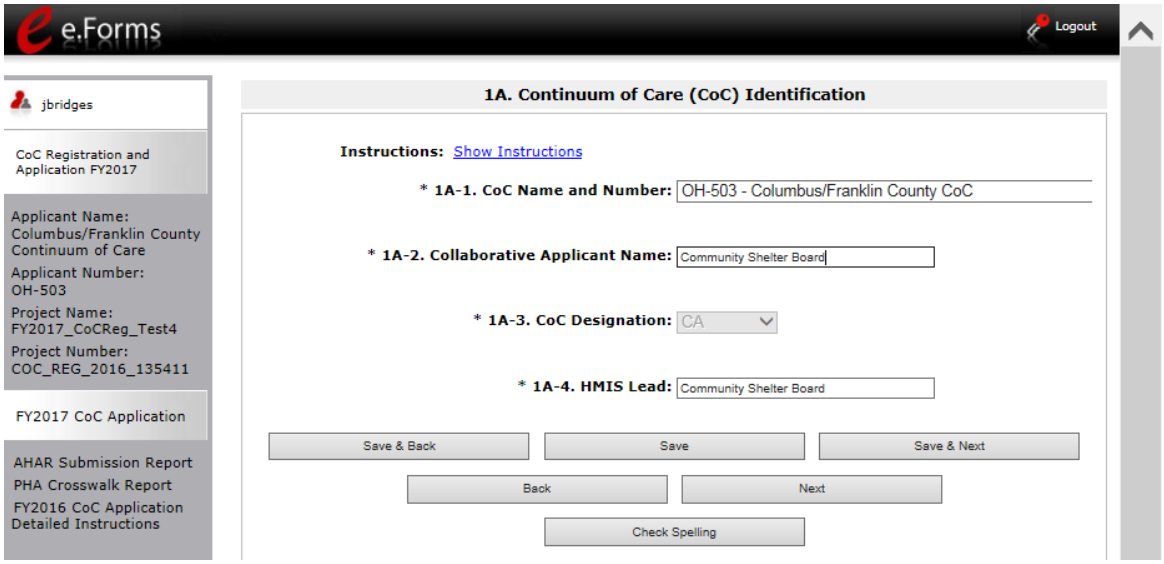
The FY 2017 CoC Application Detailed Instructions can be accessed from the HUD Exchange e-snaps Resources page at: https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#coc-program-competition--collaborative-applicants

1. CoC Structure and Governance

Review the FY 2017 CoC Program Competition NOFA and the FY 2017 CoC Application Detailed Instructions for information on accurately responding to the application questions.

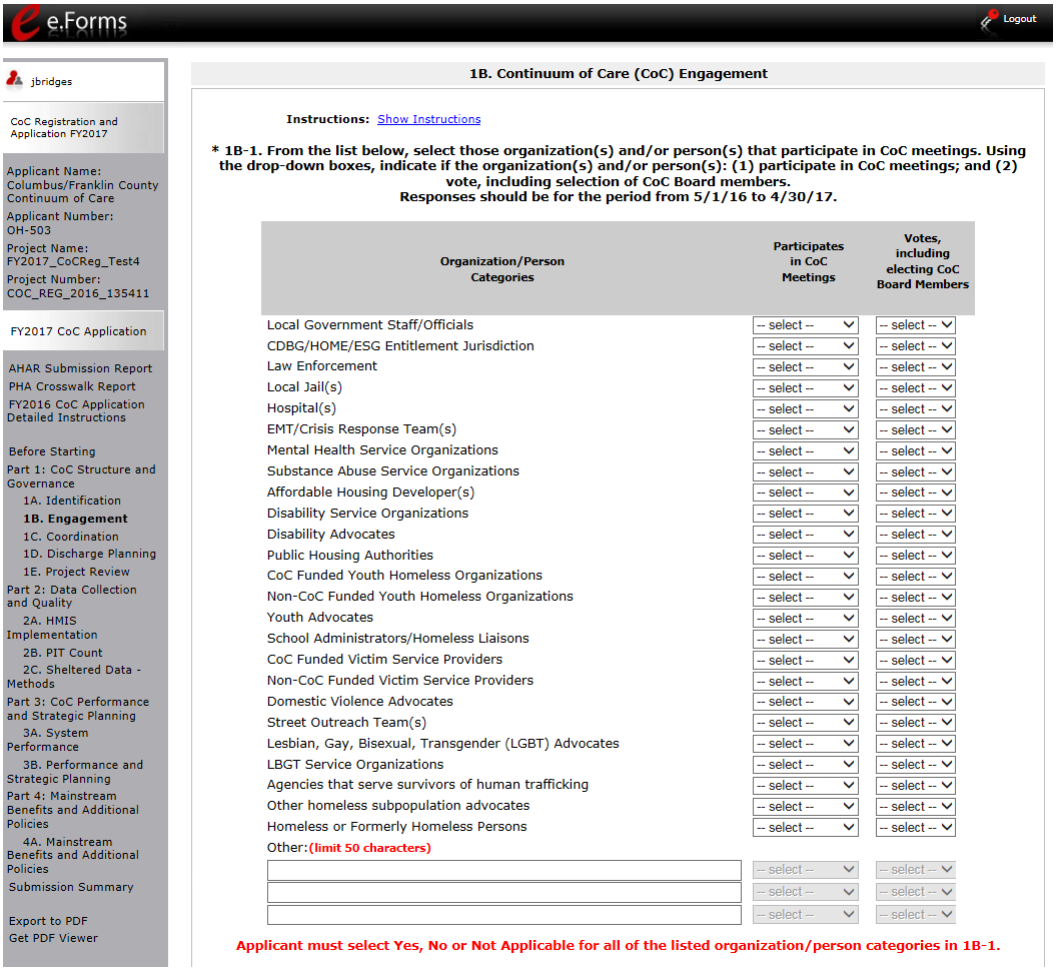
1A. Continuum of Care Identification

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.



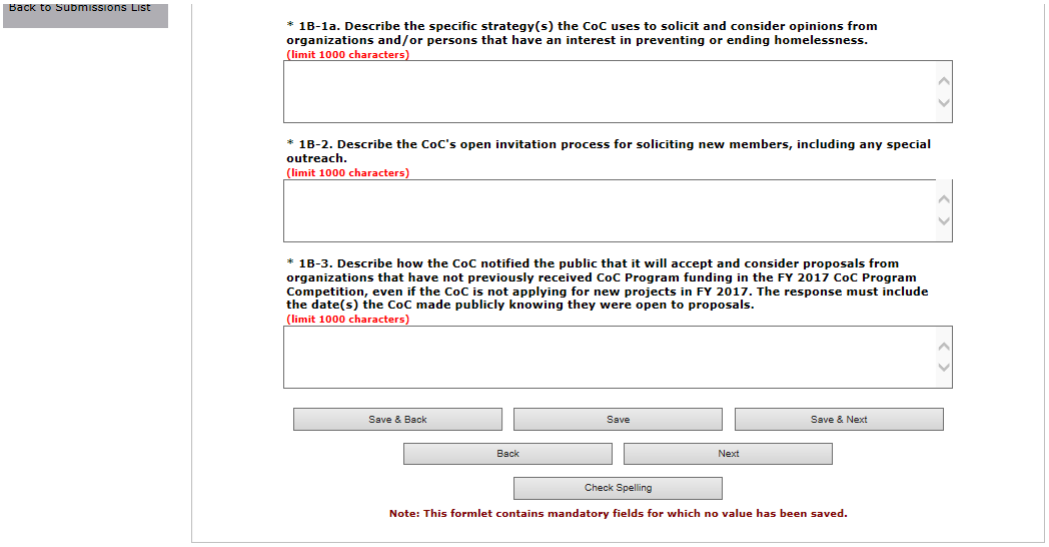
Step	Description
1.	Verify that the correct CoC is populating in the CoC Name and Number field. • If it is not correct, use the dropdown menu to select the correct CoC.
2.	Review the prepopulated information in the Collaborative Applicant Name, CoC Designation, and HMIS Lead fields. • If the CoC Designation is incorrect, contact the *e-snaps* AAQ at https://www.hudexchange.info/get-assistance/my-question/. • The Collaborative Applicant Name and HMIS Lead information can be updated in the CoC Applicant Profile.
3.	Select “Next.”

1B. Continuum of Care (CoC) Engagement



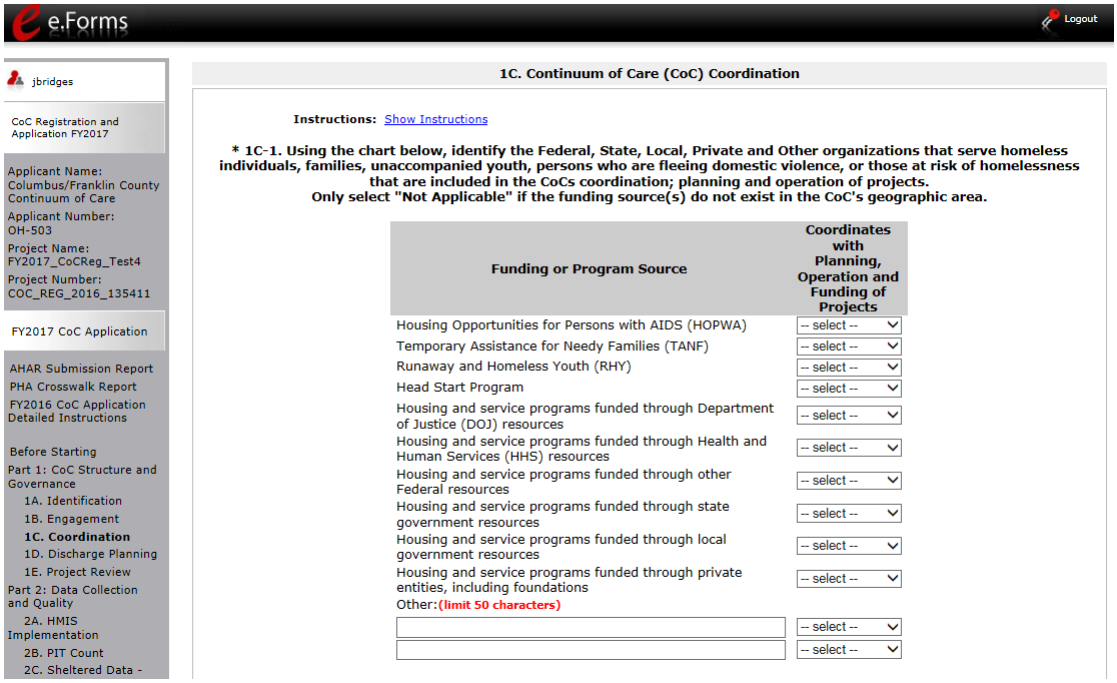
Step	Description
1.	For each organization or person listed in the chart, select from the dropdown "Yes," "No," or "Not Applicable" for each of the 2 columns: • Participates in CoC Meetings • Votes, including electing CoC Board Select "Not Applicable" *ONLY* if the organization or person does not exist in the CoC's geographic area. If needed, there is space to add up to 3 additional organizations or persons. To activate the dropdown menus for the columns associated with these additional spaces, select "Save" after entering the person or organization in the textbox.

1B. Continuum of Care (CoC) Engagement (continued)



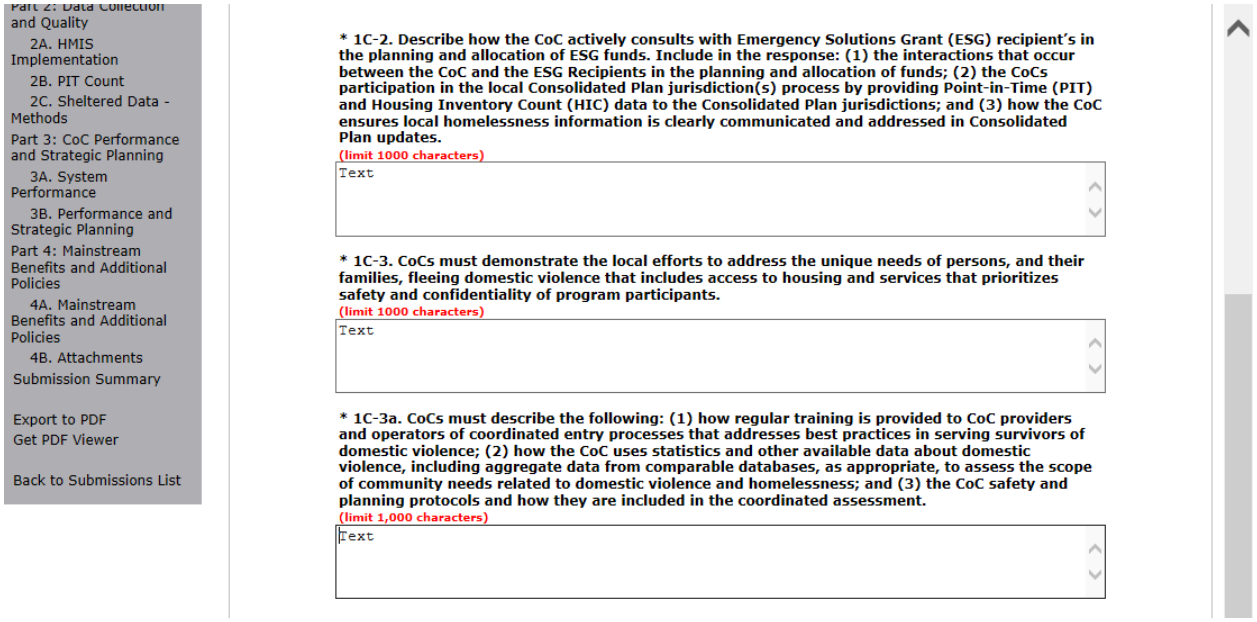
Step	Description
2.	In the 1B-1a text box, describe how the CoC solicits and considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area.
3.	In the 1B-2 text box, describe the CoC's open 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 2017 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 2017.
5.	Select “Save & Next.”

1C. Continuum of Care (CoC) Coordination



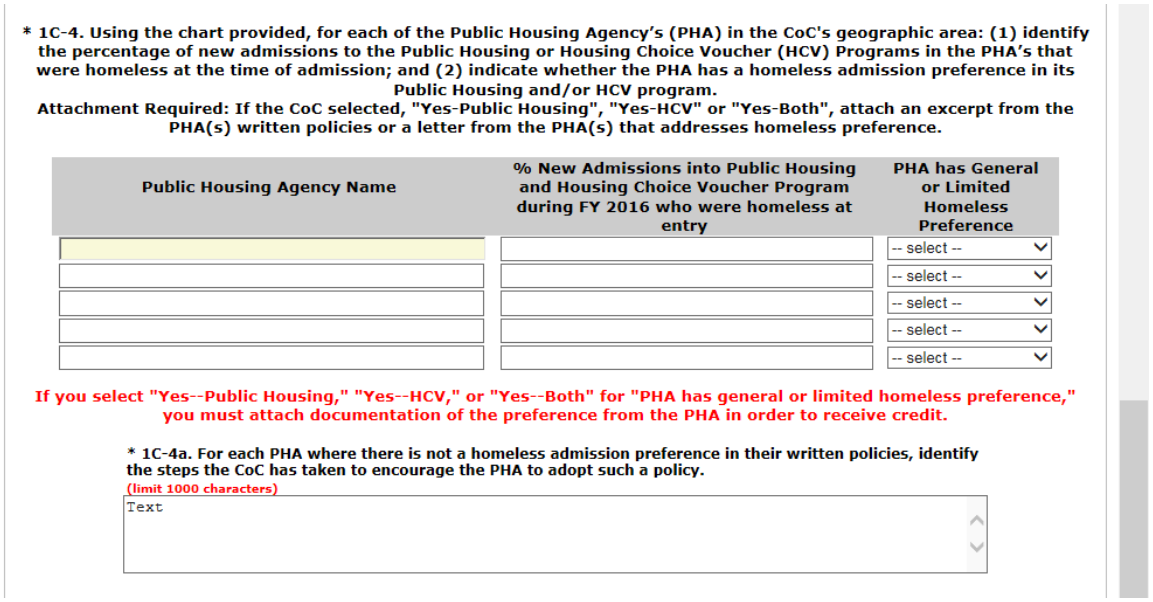
Step	Description
1.	For each of the funding or program sources listed in 1C-1, select "Yes," "No," or "Not Applicable" from the dropdown to indicate if the CoC coordinates with the coordination, planning, and operation of projects: • Housing Opportunities for Persons with AIDS (HOPWA) • Temporary Assistance for Needy Families (TANF) • Runaway and Homeless Youth (RHY) • Head Start Program • Housing and service programs funded through the Department of Justice (DOJ) • Housing and service programs funded through the Department of Health and Human Services (HHS) • Housing and service programs funded through other Federal, State, and local government resources • Housing and service programs funded through private entities, including foundations

1C. CoC Coordination (continued)



Step	Description
2.	In the 1C-2 text box, describe how the CoC actively consults with ESG recipients in the planning and allocation of ESG funds. Include in the response: (1) the interactions that occur between the CoC and the ESG Recipients in the planning and allocation of funds; (2) the CoCs participation in the local Consolidated Plan jurisdiction(s) process by providing PIT and HIC data to the Consolidated Plan jurisdictions; and (3) how the CoC ensures local homelessness information is clearly communicated and addressed in Consolidated Plan updates.
3.	In the 1C-3 text box, describe how the CoCs demonstrates the local efforts to address the unique needs of persons, and their families, fleeing domestic violence. CoCs must address access to housing and services that prioritizes safety and confidentiality of program participants.
4.	In the 1C-3a text box, describe the following information about coordinated entry: (1) how regular training is provided to CoC providers and operators of coordinated entry processes that addresses best practices in serving survivors of domestic violence; (2) how the CoC uses statistics and other available data about domestic violence, including aggregate data from comparable databases, as appropriate, to assess the scope of community needs related to domestic violence and homelessness; and (3) the CoC safety and planning protocols and how they are included in the coordinated assessment.

1C. CoC Coordination (continued)



* 1C-4. Using the chart provided, for each of the Public Housing Agency's (PHA) in the CoC's geographic area: (1) identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA's that were homeless at the time of admission; and (2) indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV program.
Attachment Required: If the CoC selected, "Yes-Public Housing", "Yes-HCV" or "Yes-Both", attach an excerpt from the PHA(s) written policies or a letter from the PHA(s) that addresses homeless preference.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2016 who were homeless at entry	PHA has General or Limited Homeless Preference
		-- select --
		-- select --
		-- select --
		-- select --
		-- select --

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.

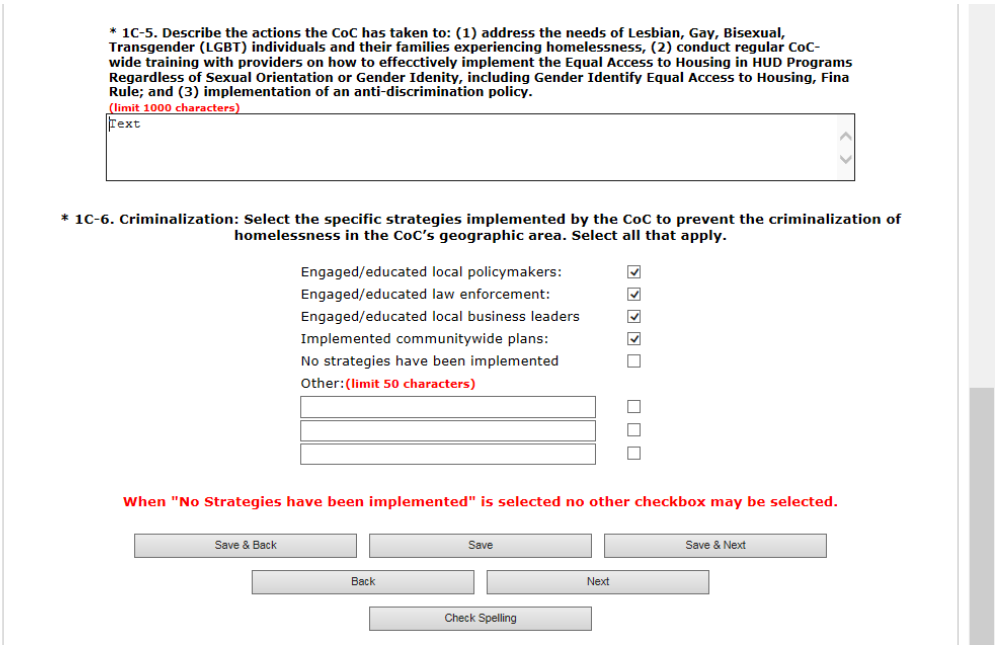
* 1C-4a. For each PHA where there is not a homeless admission preference in their written policies, identify the steps the CoC has taken to encourage the PHA to adopt such a policy.
(limit 1000 characters)
Text

Step	Description
5.	For 1C-4, in column 1 of the table, identify the five largest PHAs or the five PHAs with which your organization has a working relationship. • If there are fewer than five PHAs within a CoC's geographic area, the CoC must report on all of the PHAs listed in the crosswalk. • Refer to the *CoC-PHA Crosswalk* to determine which PHAs are within the CoC's geographic area. Applicants may also rely on local information rather than the Crosswalk when addressing this question.
6.	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 2016.
7.	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".
8.	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.

Attachment:	*Written documentation of a relevant excerpt from the PHA's administrative planning document(s) that clearly shows the PHA's homeless preference must be attached as "PHA Administration Plan (Applicable Section(s) Only)".*

Application text box 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.*

1C. CoC Coordination (continued)

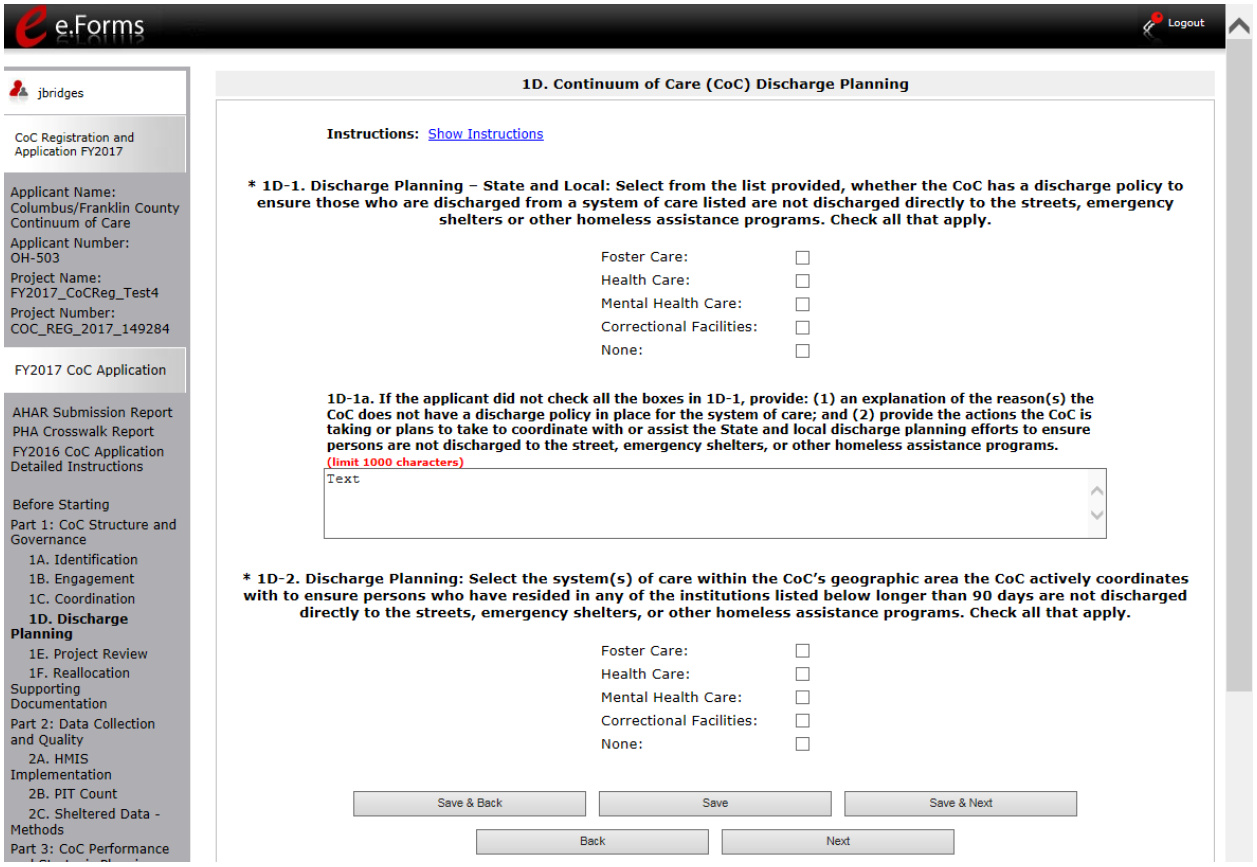


Step	Description
9.	In the 1C-5 text box, describe how the CoC has addressed the needs of lesbian, gay, bisexual, and transgender (LGBT) individuals and their families experiencing homelessness. CoCs must include information on how they have conducted regular CoC-wide training with providers on how to effectively implement Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity, including Gender Identify Equal Access to Housing, Final Rule. As part of this response, CoCs must also describe how they have implemented an anti-discrimination policy.
10.	For 1C-6, check the box(s) 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.*
11.	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.*

1D. Continuum of Care (CoC) Discharge Planning

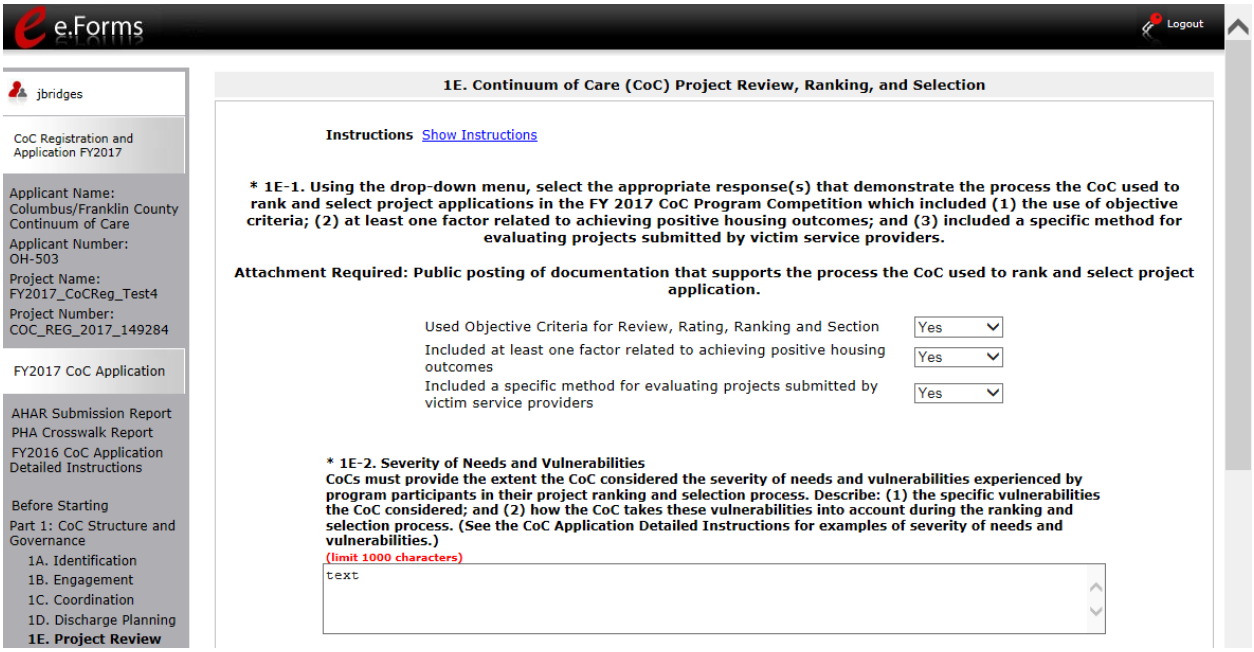


Step	Description
1.	For 1D-1, select the systems of care within the CoC's geographic area for which there is a discharge policy in place to ensure that people in these systems of care are not released directly to the streets, emergency shelter, or other homeless assistance program. Select all that apply within your CoC's geographic area: Foster Care; Health Care; Mental Health Care; and Correctional Facilities. There is also a "None" option. *At least one box must be checked.*
2.	In the text box for 1D-1a, if you did not check **all** boxes in 1D-1, explain why there is no CoC discharge policy for the system(s) of care not selected. Explain how the CoC is taking action or plans to take action to coordinate with or assist the State and local discharge planning efforts.
3.	In 1D-2, select the systems of care within the CoC's geographic area with which the CoC actively coordinates to ensure that people living in these institutions longer than 90 days are not released directly to the streets, emergency shelter, or other homeless assistance program. Select all that apply within your CoC's geographic area: Foster Care; Health Care; Mental Health Care; and Correctional Facilities. There is also a "None" option. *At least one box must be checked.*
4.	Select "Save & Next."

1E. Project Review

Review the FY 2017 CoC Program Competition NOFA and the FY 2017 CoC Application Detailed Instructions for information on accurately responding to the application questions.

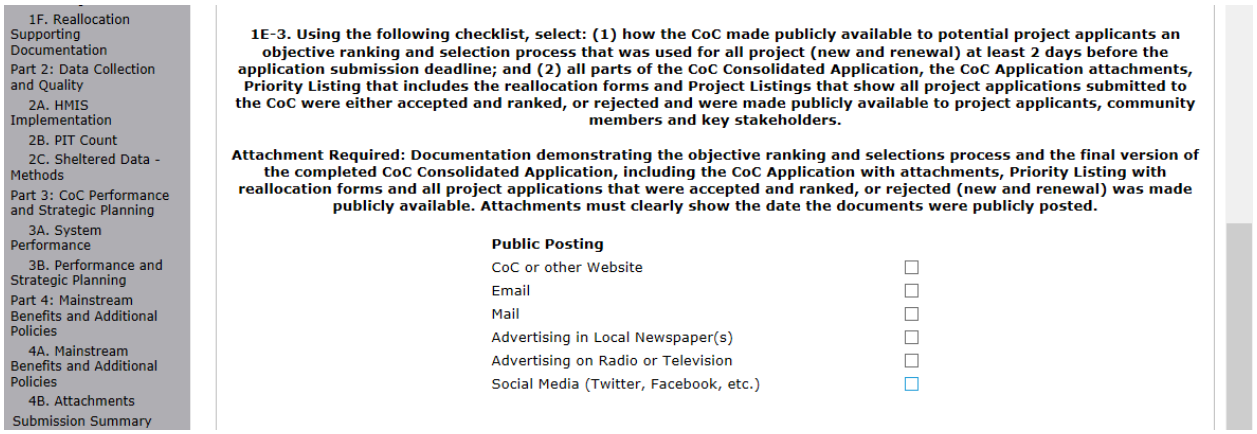
Continuum of Care (CoC) Program Competition: Funding Availability: https://www.hudexchange.info/programs/e-snaps/fy-2017-coc-program-nofa-coc-program-competition/



Step	Description
1.	In 1E-1, 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 2017 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.
2.	Describe the vulnerabilities and how they were taken into account. *The CoC Application Detailed Instructions provides examples of severe needs and vulnerabilities.*

Attachment: *Provide the public posting of documentation that supports the process the CoC used to rank and select project applications.*

1E. Project Review (continued)



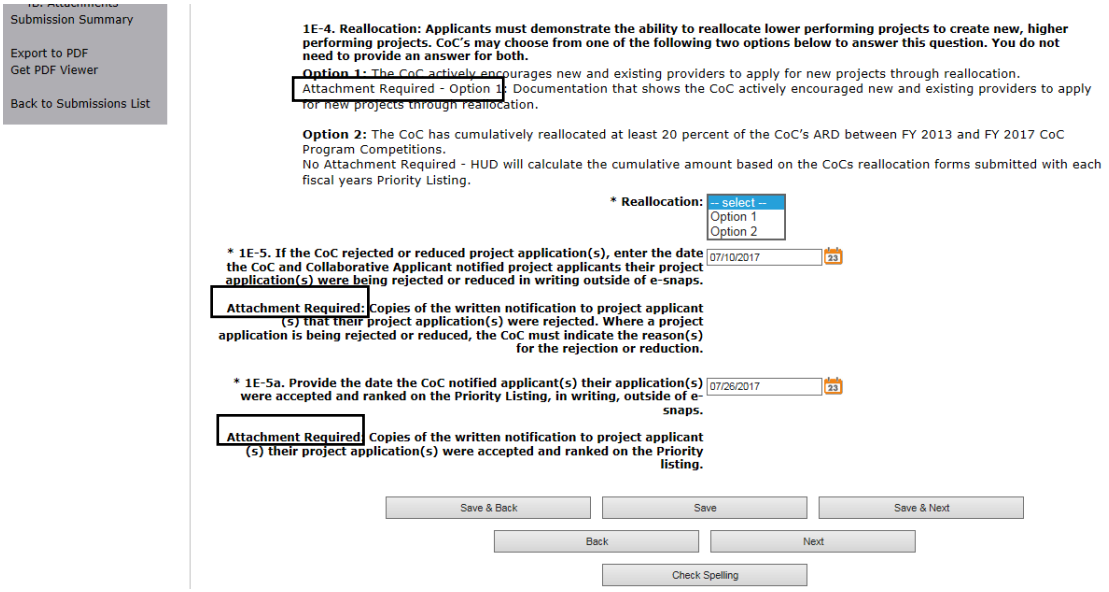
Step	Description
3.	In 1E-3, select the items that indicate how the CoC notified the public, particularly potential project applicants, community member, and key stakeholders, about the objective ranking and selection process. This notification must have occurred at least 2 days prior to the application submission deadline. 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.

Attachment:

The following documentation clearly showing a date stamp must be attached.

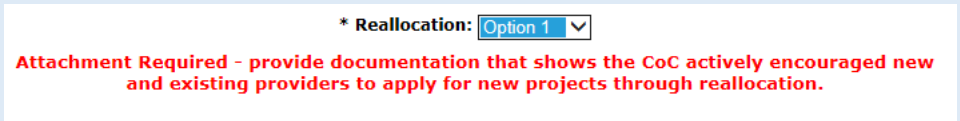
- *Written documentation of the public notification of the objective ranking and selection process.*
- *Final version of the CoC Consolidated Application, specifically the CoC Application with attachments and the Priority Listing with the reallocation forms.*
- *Project listings that identify all of the project applications (new and renewal) that were submitted and whether they were accepted and ranked or were rejected.*

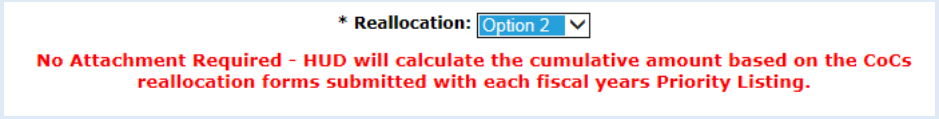
1E. Project Review (continued)



Step	Description
4.	For 1E-4, select "Option 1" or "Option 2" in the dropdown menu. These options refer to ways in which the CoC demonstrates its ability to reallocate lower performing projects to create new, higher performing projects.
5.	For 1E-5, enter the date the CoC and Collaborative Applicant notified in writing outside of *e-snaps* those project applicants whose applications were rejected or reduced.
6.	For 1E-5, enter the date the CoC and Collaborative Applicant notified in writing outside of e-snaps those project applicants whose applications were accepted and ranked on the Priority Listing.
7.	Select "Save & Next."

Attachment:





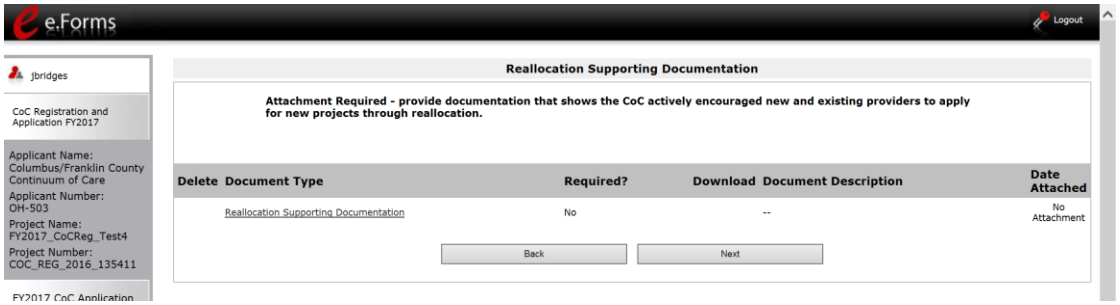
Attachment: *Copies of the written notification provided to project applicant(s) that their project applications were rejected or reduced and the reasons why.*

Attachment: *Copies of the written notification provided to project applicant(s) that their project applications were accepted and ranked on the Priority Listing.*

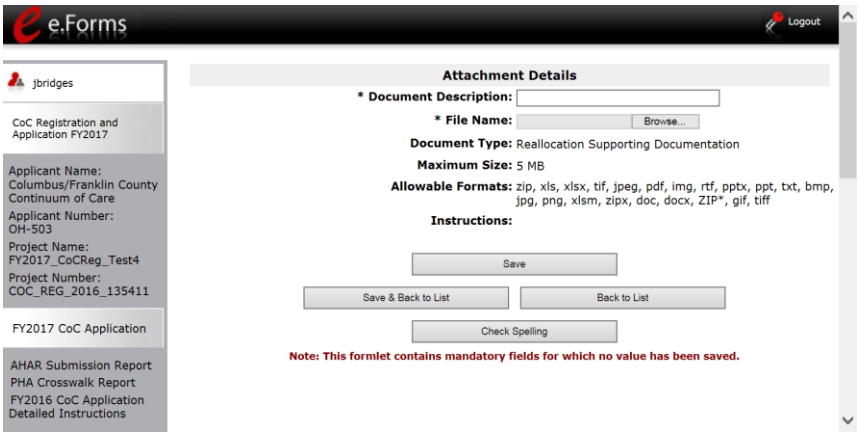
1F. Reallocation Supporting Documentation

On this screen, CoCs must provide the reallocation supporting documentation.

NOTE: *The "Reallocation Supporting Documentation" screen appears ONLY if screen 1F. question 1E-4 indicates "Option 1: The CoC actively encourages new and existing providers to apply for new projects through reallocation."*



Step	Description
1.	To add the written notification provided to project applicant(s) that their project applications were rejected or reduced and the reasons why, select the link "Reallocation Supporting Documentation."



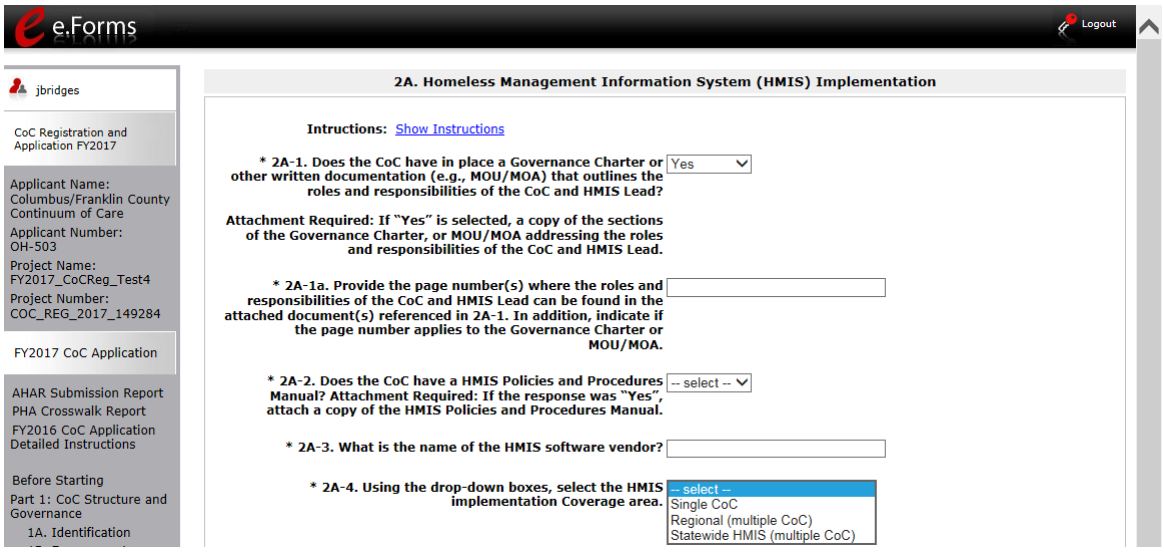
Step	Description
2.	On the Attachment Details screen, type in the document description. Include the CoC's Number as part of the description.
3.	Select the "Browse" button, navigate to the document on your computer, select okay, and then select the "Save & Back to List" button on the e-snaps screen.
4.	On the Reallocation Supporting Documentation screen, select the "Next" button.

2. Data Collection and Quality

Review the FY 2017 CoC Program Competition NOFA and the FY 2017 CoC Application Detailed Instructions for information on accurately responding to the application questions.

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

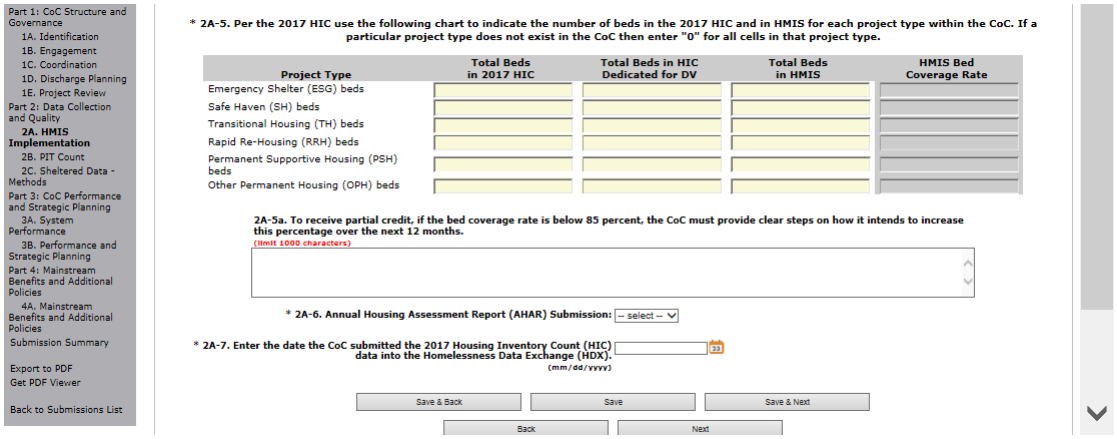
The Collaborative Applicant should complete this screen in conjunction with the responsible HMIS Lead. All information should reflect the status of HMIS implementation as of the date of application submission.



Step	Description
1.	Select "Yes" or "No" for 2A-1 from the dropdown to indicate if the CoC has a Governance Charter that outlines the roles and responsibilities of the CoC and the HMIS Lead, either within the Charter itself or by reference to a separate document such as a MOU or MOA. *In all cases, the CoC's Governance Charter must be attached to receive credit, In addition, if applicable, any separate document, like an MOU/MOA, must also be attached to receive credit.*
2.	Next, for 2A-1a, include the page number where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document referenced in the question 2A-1. Also indicate if the page number applies to the CoC's attached governance charter or the attached MOU/MOA.
3.	For 2A-2, select from the dropdown "Yes" or "No" if the CoC has a HMIS Policies and Procedures Manual.
4.	For 2A-3, enter the name of the HMIS software vendor. This question may be prepopulated from the FY 2016 CoC Application; review and ensure the accuracy of the information. Revise the field if a new HMIS software vendor is being used.
5.	Using the drop-down boxes, select the HMIS implementation Coverage area for 2A-4.

Attachment:	*For 2A-2, if "Yes," the HMIS Policy and Procedures Manual must be attached as attachment "HMIS Policy and Procedures Manual".*

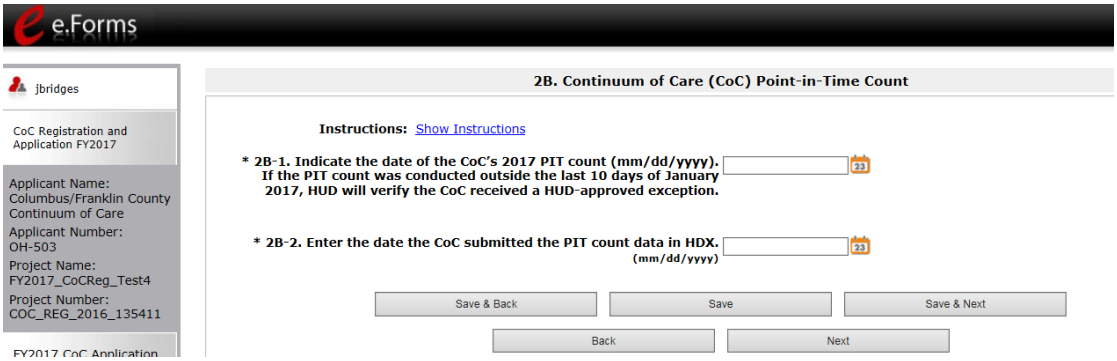
2A. Homeless Management Information System (HMIS): Implementation (continued)



Step	Description
6.	For each of the columns in the 2A-5 chart - Total Beds in 2017 HIC, Total Beds in HIC Dedicated for DV, and Total Beds in HMIS, enter the number of beds recorded in the 2017 HIC and in the CoC's HMIS for each project type within the CoC: • Emergency Shelter (ESG) beds • Safe Haven (SH) beds • Transitional Housing (TH) beds • 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.
7.	In the 2A-5a text box, if the bed coverage rate for any housing type is below 85 percent, describe how the CoC plans to increase the bed coverage rate for each of these project types in the next 12 months. Review the Detailed Instructions for additional guidance to fully respond to this question.
8.	For 2A-6 use the dropdown menu to indicate the number of Annual Housing Assessment Report (AHAR) tables that were accepted and used in the 2016 AHAR. Refer to the AHAR Submission Report on the HUD Exchange.
9.	Using the "Calendar" icon in 2A-7, enter the date the CoC submitted the 2017 HIC data in HDX.
10.	Select "Save & Next."

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

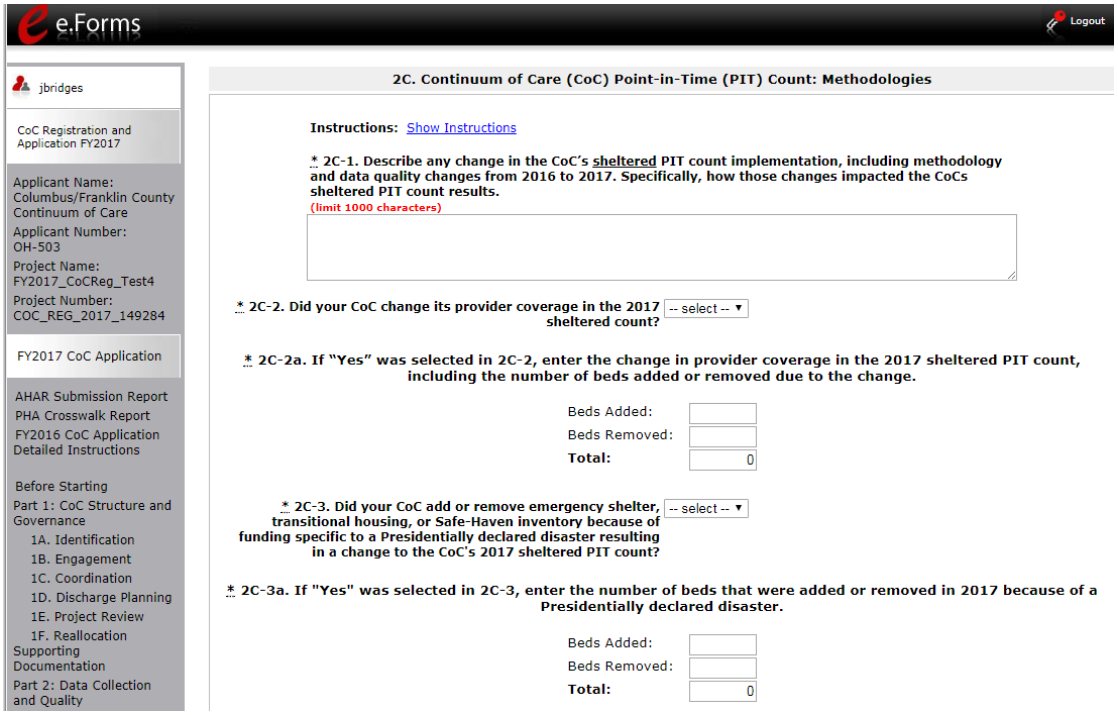
The Collaborative Applicant should complete this screen in conjunction with the responsible HMIS Lead. All information should reflect the status of HMIS implementation as of the date of application submission.



Step	Description
1.	Using the "Calendar" icon in 2B-1, select the date of the CoC's 2017 PIT count.
2.	Using the "Calendar" icon in 2B-2, select the date the CoC submitted the PIT count data in HDX.
3.	Select "Save & Next."

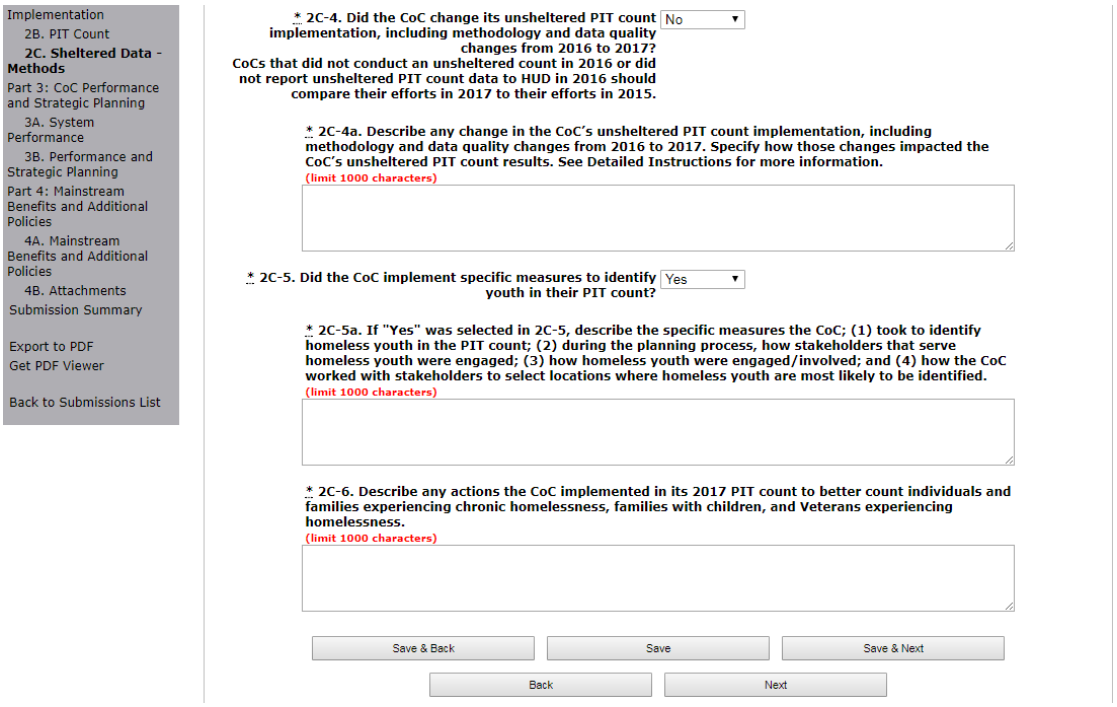
2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies

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



Step	Description
1.	In the text box in 2C-1, describe any change in the CoC's sheltered PIT count implementation from 2016 to 2017, including any changes in methodology and data quality, if applicable. Review the Detailed Instructions the CoC Application for additional guidance to fully respond to this question.
2.	For 2C-2, select from the dropdown "Yes" or "No" if the CoC changed its provider coverage in the 2017 sheltered count.
3.	If "Yes" was selected in the 2C-2, for 2C-2a enter the change in provider coverage in the 2017 sheltered PIT count, including the number of beds added or removed due to the change. Review the Detailed Instructions the CoC Application for additional guidance to fully respond to this question.
4.	For 2C-3, select "Yes" or "No" if your 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 2017 sheltered PIT count.
5.	If "Yes" was selected in the 2C-3, for 2C-3a enter the number of beds that were added or removed in 2017 because of a Presidentially declared disaster.

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

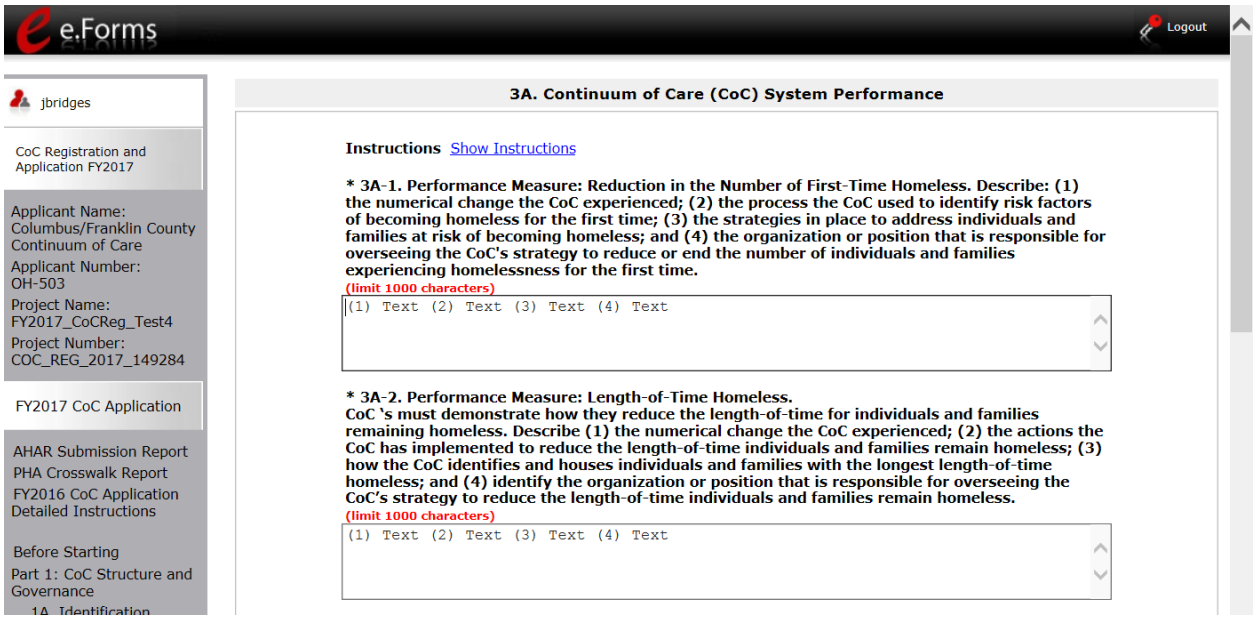


Step	Description
6.	For 2C-4 select "Yes" or "No" if the CoC changed its unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017.
7.	In the text box in 2C-4a describe any change in the CoC's unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017 and specify how those changes impacted the CoC's unsheltered PIT count results. Review the Detailed Instructions the CoC Application for additional guidance to fully respond to this question.
8.	For 2C-5, select from the dropdown "Yes" or "No" if the CoC implemented specific measures to identify youth in their PIT count.
9.	If "Yes" was selected in the 2C-5, in the text box for 2C-5a describe the specific measures the CoC: (1) took to identify homeless youth in the PIT count; (2) during the planning process, how stakeholders that serve homeless youth were engaged; (3) how homeless youth were engaged/involved; and (4) how the CoC worked with stakeholders to select locations where homeless youth are most likely to be identified. Review the Detailed Instructions the CoC Application for additional guidance to fully respond to this question.
10.	For the text box in 2C-6, describe any actions the CoC implemented in its 2017 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.
11.	Select "Save & Next."

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

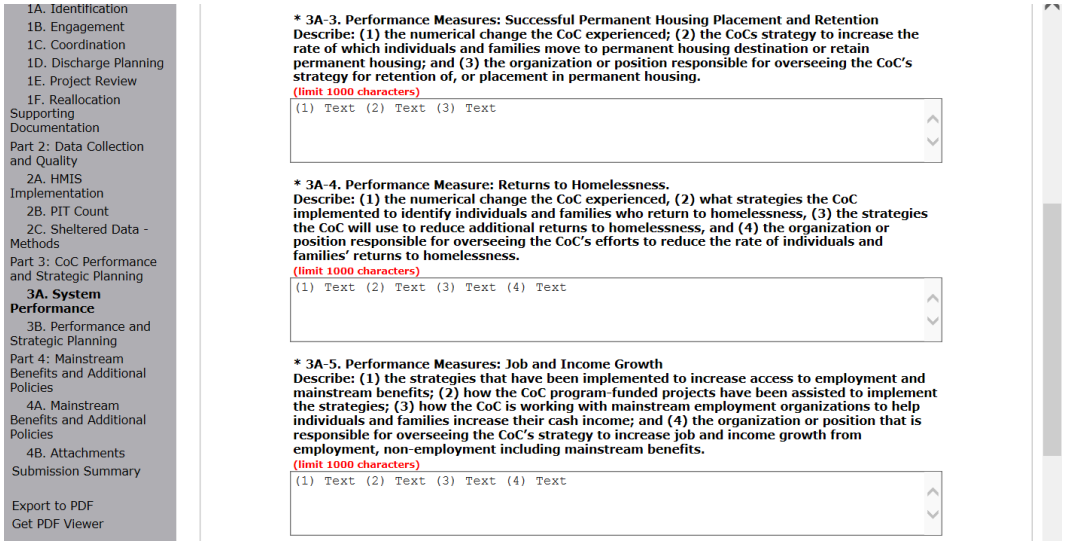
Review the FY 2017 CoC Program Competition NOFA and the FY 2017 CoC Application Detailed Instructions for information on accurately responding to the application questions.

3A. Continuum of Care (CoC) System Performance



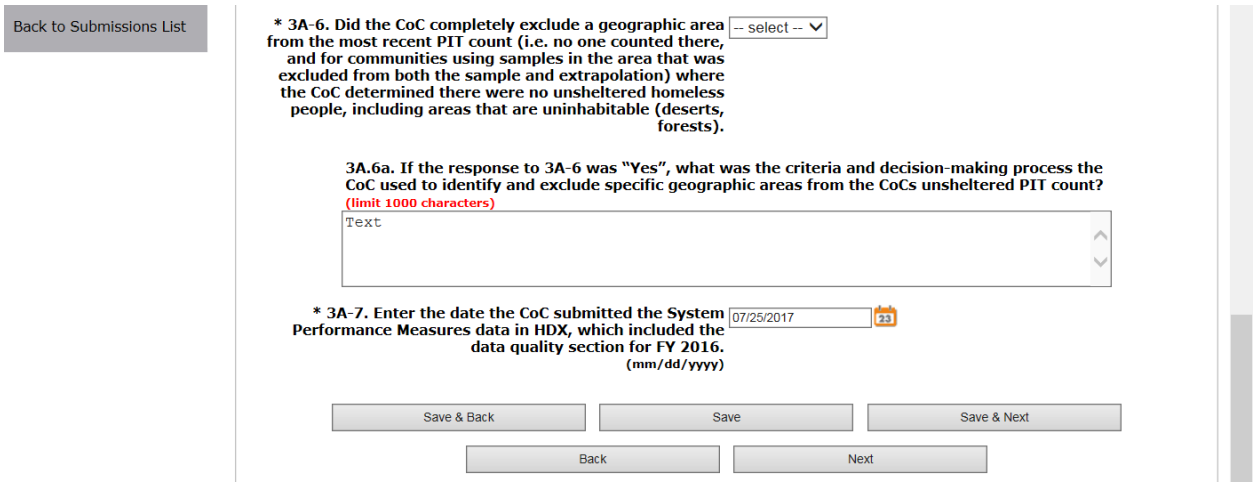
Step	Description
1.	**Performance Measure: Reduction in the Number of First-Time Homeless**: In the text box in 3A-1, describe the CoC's efforts to reduce the number of individuals and families who become homeless for the first time. Specifically: (1) the numerical change the CoC experienced (2) the process the CoC uses to identify risk factors of becoming homeless for the first time (3) the strategies in place to address individuals and families at risk of becoming homeless (4) the organization or position 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
2.	**Performance Measure: Length-of-Time Homeless:** In the text box in 3A-2, describe the CoC's efforts to reduce the length of time individuals and families remain homeless. Specifically, (1) the numerical change the CoC experienced (2) the actions the CoC has implemented to reduce the length-of-time individuals and families remain homeless (3) how the CoC identifies and houses individuals and families with the longest length-of-time homeless (4) the organization or position 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)



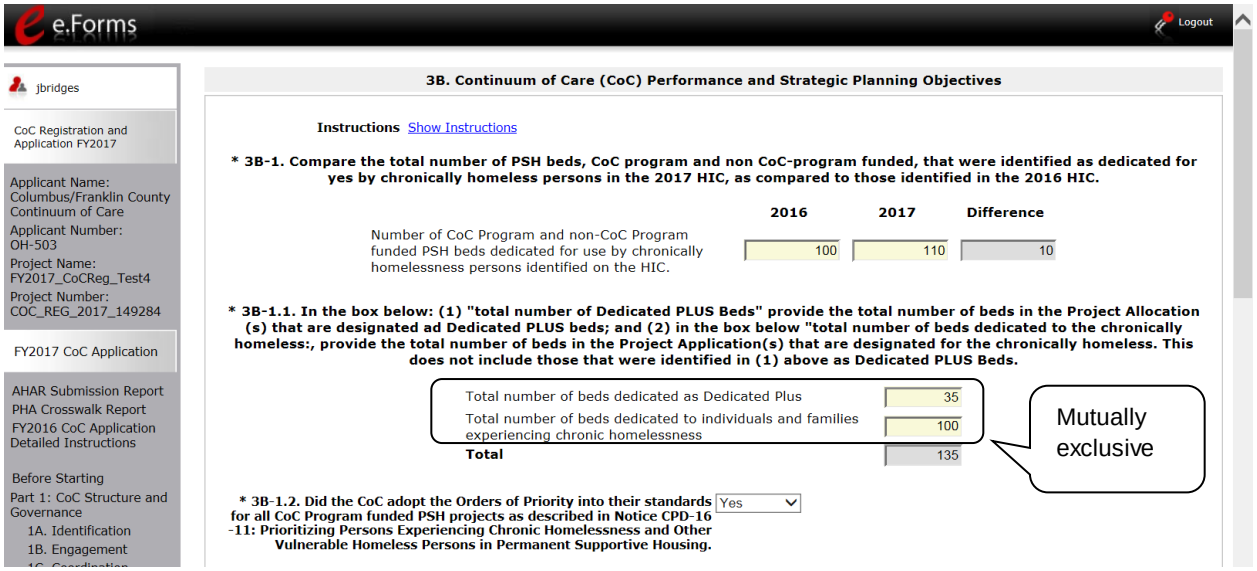
Step	Description
3.	**Performance Measure: Successful Permanent Housing Placement or Retention**: In the text box in 3A-3, describe the CoC's efforts to increase the rate at which individuals and families moved to permanent housing destinations or continued to reside in a permanent housing project. Specifically: (1) the numerical change the CoC experienced (2) the CoCs strategy to increase the rate of which individuals and families move to permanent housing destination or retain permanent housing (3) the organization or position responsible for overseeing the CoC's strategy for retention of or placement in permanent housing
4.	**Performance Measure: Returns to Homelessness**: In the text box in 3A-4, describe the CoCs efforts to reduce the rate of individuals and families who return to homelessness. Specifically: (1) the numerical change the CoC experienced (2) what strategies the CoC implemented to identify individuals and families who return to homelessness (3) the strategies the CoC will use to reduce additional returns to homelessness (4) the organization or position responsible for overseeing the CoCs strategy to reduce the rate individuals and families return to homelessness
5.	**Performance Measure: Job and Income Growth:** In the text box in 3A-5, describe specific strategies implemented by CoC Program-funded projects to increase program participants' cash income from employment and non-employment non-cash sources. Specifically: (1) the strategies that have been implemented to increase access to employment and mainstream benefits (2) how the CoC program-funded projects have been assisted to implement the strategies (3) how the CoC is working with mainstream employment organizations to help individuals and families increase their cash income (4) the organization or position that is responsible for overseeing the CoC's strategy to increase job and income growth from employment, non-employment including mainstream benefits

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



Step	Description
6.	For 3A-6, select from the dropdown "Yes" or "No" to indicate whether the CoC excluded geographic areas from the most recent PIT count (i.e., no one was counted there and, for communities using samples, the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g., deserts, forests, etc.).
7.	If "Yes" was selected in the 3A-6, in the text box for 3A-6a describe the criteria and decision-making process that the CoC used to identify and exclude specific geographic area(s) from the CoCs unsheltered PIT count.
8.	Using the "Calendar" icon in 3A-7, enter the date the CoC submitted the system performance measure data into HDX, which included the data quality section for FY 2016.
9.	Select "Save & Next."

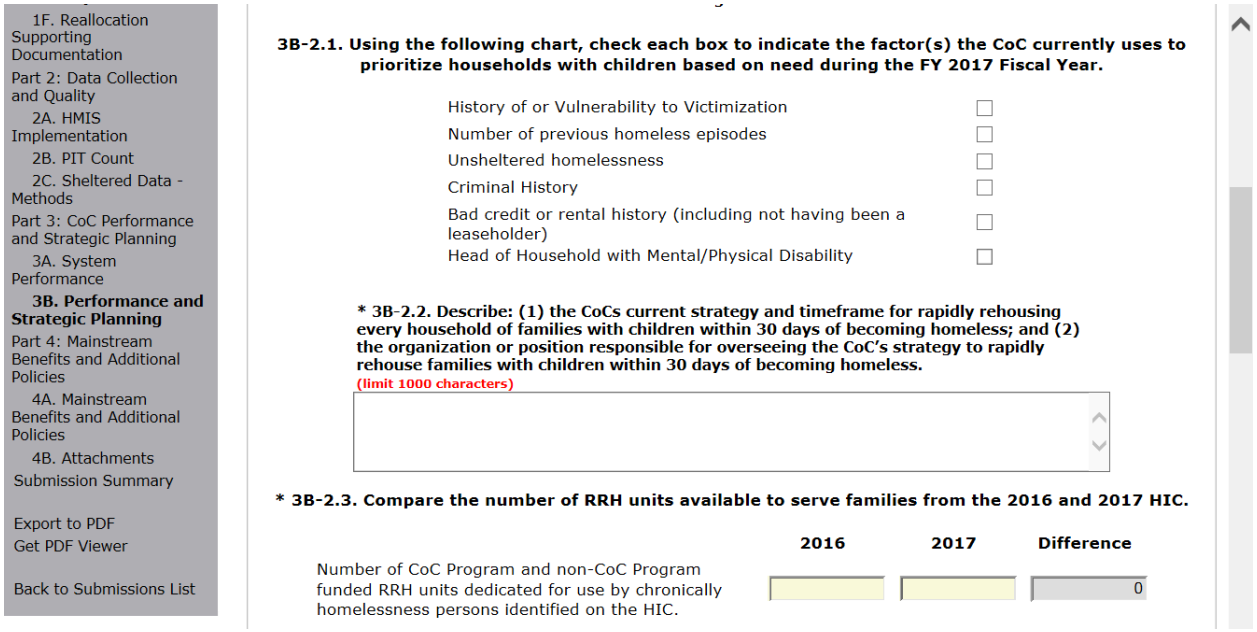
3B. Continuum of Care (CoC) Performance and Strategic Planning



Step	Description
1.	For 3B-1, • In the first field, enter the total number of PSH beds (CoC Program and non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count (HIC). • In the second field, enter the number of the same type of PSH beds on the 2017 HIC. *The "Difference" column will be automatically calculated when you select "Save" at the bottom of the screen. It shows the percentage increase or decrease.*
2.	For 3B-1.1, • In the first field, enter the total number of beds in the Project Application(s) that are designated as Dedicated PLUS beds. • In the second field, enter the total number of beds in the Project Application(s) that are designated for the chronically homeless. *Fields 1 and 2 are mutually exclusive.* *The "Total" field will calculate automatically when you select "Save" at the bottom of the screen.*
3.	For 3B-1.2, select "Yes" or "No" to indicate if the CoC adopted the orders of priority for all CoC Program-funded PSH, as described in *Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing*. https://www.hudexchange.info/resource/5108/notice-cpd-16-11-prioritizing-persons-experiencing-chronic-homelessness-and-other-vulnerable-homeless-persons-in-psh/

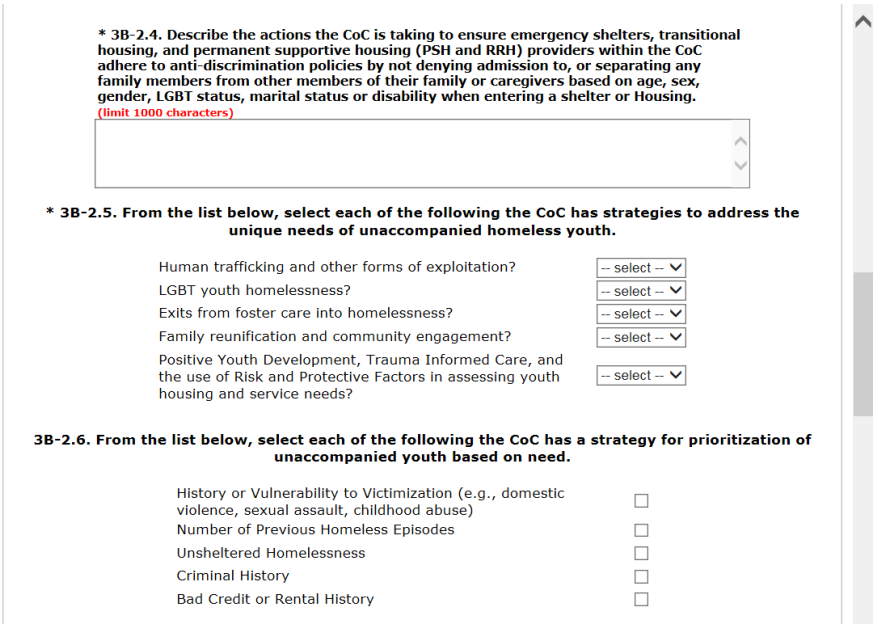
Attachment: *If question 3B-1.2 is "Yes," attach a copy of the written standards or other document that shows the incorporation of the orders of priority in Notice CPD-16-11.*

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



Step	Description
4.	For 3B-2.1, 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 2017 fiscal year: • 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 *At least one box must be checked.*
5.	In the text box for 3B-2.2, describe (1) the CoCs current strategy and timeframe for rapidly rehousing every household of families with children within 30 days of becoming homeless, and (2) the organization or position responsible for overseeing the CoC's strategy to rapidly rehouse families with children within 30 days of becoming homeless.
6.	For 3B-2.3, • Enter the number of RRH units in 2016 (CoC Program and non-CoC Program funded) that were dedicated for use by chronically homelessness persons identified on the HIC. • Enter the number of the same types of RRH units in 2017.

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



*** 3B-2.4. Describe the actions the CoC is taking to ensure emergency shelters, transitional housing, and permanent supportive housing (PSH and RRH) providers within the CoC adhere to anti-discrimination policies by not denying admission to, or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status or disability when entering a shelter or Housing.**

(limit 1000 characters)

*** 3B-2.5. From the list below, select each of the following the CoC has strategies to address the unique needs of unaccompanied homeless youth.**

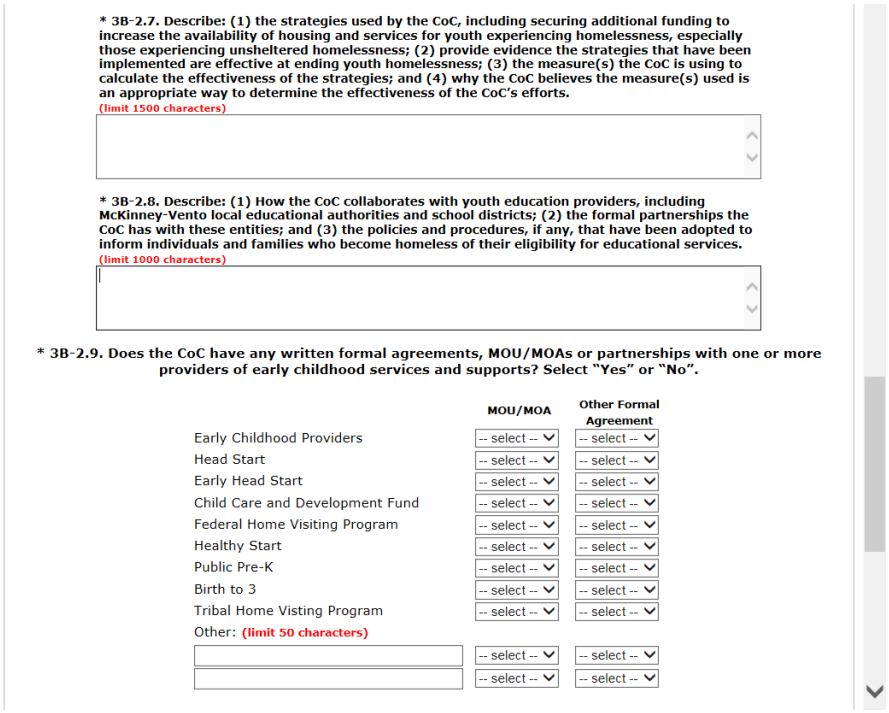
Human trafficking and other forms of exploitation?	-- select --
LGBT youth homelessness?	-- select --
Exits from foster care into homelessness?	-- select --
Family reunification and community engagement?	-- select --
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective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

3B-2.6. From the list below, select each of the following the CoC has a strategy for prioritization of unaccompanied youth based on need.

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

Step	Description
7.	In the text box for 3B-2.4, describe the actions the CoC is taking to ensure emergency shelters, transitional housing, and permanent housing (PSH and RRH) providers within the CoC adhere to anti-discrimination policies by not denying admission to, or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status or disability when entering a shelter or housing.
8.	For 3B-2.5, pertaining to unaccompanied homeless youth, select "Yes" or "No" to indicate whether the CoC has strategies to address the need identified: • 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
9.	For 3B-2.6, review the list of factors that affect unaccompanied homeless youth and select the box next to the item(s) for which the CoC has a strategy to address: *At least one box must be checked.* • History of or vulnerability to victimization • Number of previous homeless episodes • Unsheltered homelessness • Criminal history • Bad credit or rental history (including not having been a leaseholder)

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



* 3B-2.7. Describe: (1) the strategies used by the CoC, including securing additional funding to increase the availability of housing and services for youth experiencing homelessness, especially those experiencing unsheltered homelessness; (2) provide evidence the strategies that have been implemented are effective at ending youth homelessness; (3) the measure(s) the CoC is using to calculate the effectiveness of the strategies; and (4) why the CoC believes the measure(s) used is an appropriate way to determine the effectiveness of the CoC's efforts.
(limit 1500 characters)

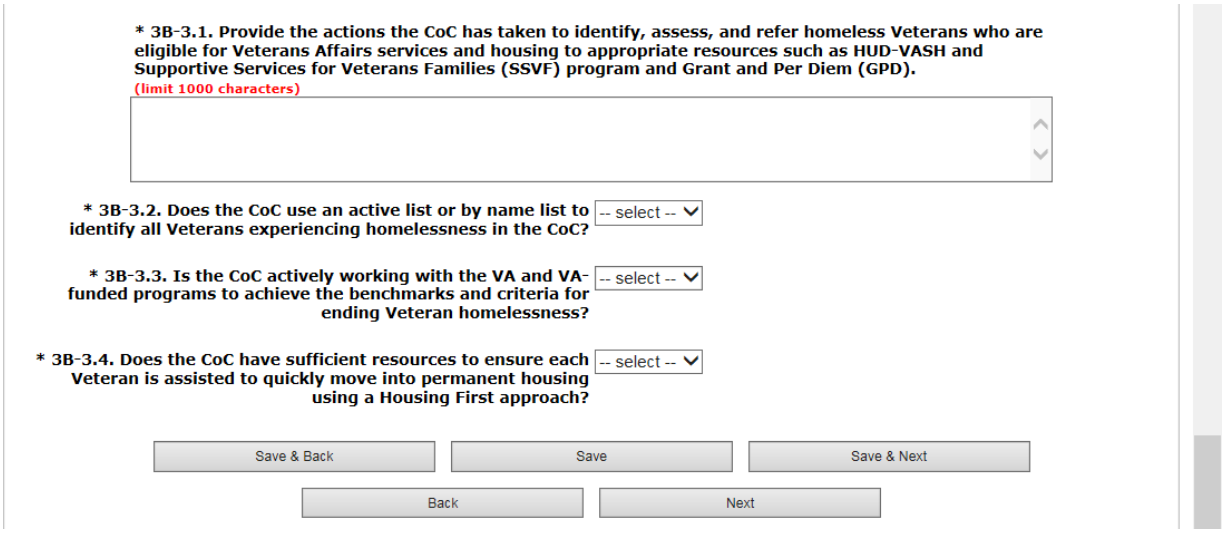
* 3B-2.8. Describe: (1) How the CoC collaborates with youth education providers, including McKinney-Vento local educational authorities and school districts; (2) the formal partnerships the CoC has with these entities; and (3) the policies and procedures, if any, that have been adopted to inform individuals and families who become homeless of their eligibility for educational services.
(limit 1000 characters)

* 3B-2.9. Does the CoC have any written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Select "Yes" or "No".

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	-- select --	-- select --
Head Start	-- select --	-- select --
Early Head Start	-- select --	-- select --
Child Care and Development Fund	-- select --	-- select --
Federal Home Visiting Program	-- select --	-- select --
Healthy Start	-- select --	-- select --
Public Pre-K	-- select --	-- select --
Birth to 3	-- select --	-- select --
Tribal Home Visting Program	-- select --	-- select --
Other: (limit 50 characters)		
	-- select --	-- select --
	-- select --	-- select --

Step	Description
10.	In the text box for 3B-2.7, (1) describe the strategies used by the CoC, including securing additional funding, to increase the availability of housing and services for youth experiencing homelessness (especially those experiencing unsheltered homelessness); (2) provide evidence the strategies that have been implemented are effective at ending youth homelessness; (3) describe the measure(s) the CoC is using to calculate the effectiveness of the strategies; and (4) describe why the CoC believes the measure(s) used are an appropriate way to determine the effectiveness of the CoC's efforts.
11.	In the text box for 3B-2.8. describe: (1) How the CoC collaborates with youth education providers, including McKinney-Vento local educational authorities and school districts; (2) the formal partnerships the CoC has with these entities; and (3) the policies and procedures, if any, that have been adopted to inform individuals and families who become homeless of their eligibility for educational services.
12.	For 2B-2.9, 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 an Memorandum of Understanding or Memorandum of Agreement and in column 2 to indicate whether the CoC has some other formal agreement. The providers listed include the following: Early Childhood Providers; Head Start; Early Head Start; Child Care and Development Fund; Federal Home Visiting Program; Healthy Start; Public Pre-K; Birth to 3; Tribal Home Visiting Program; and Other (there are two fields available to add other providers).

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

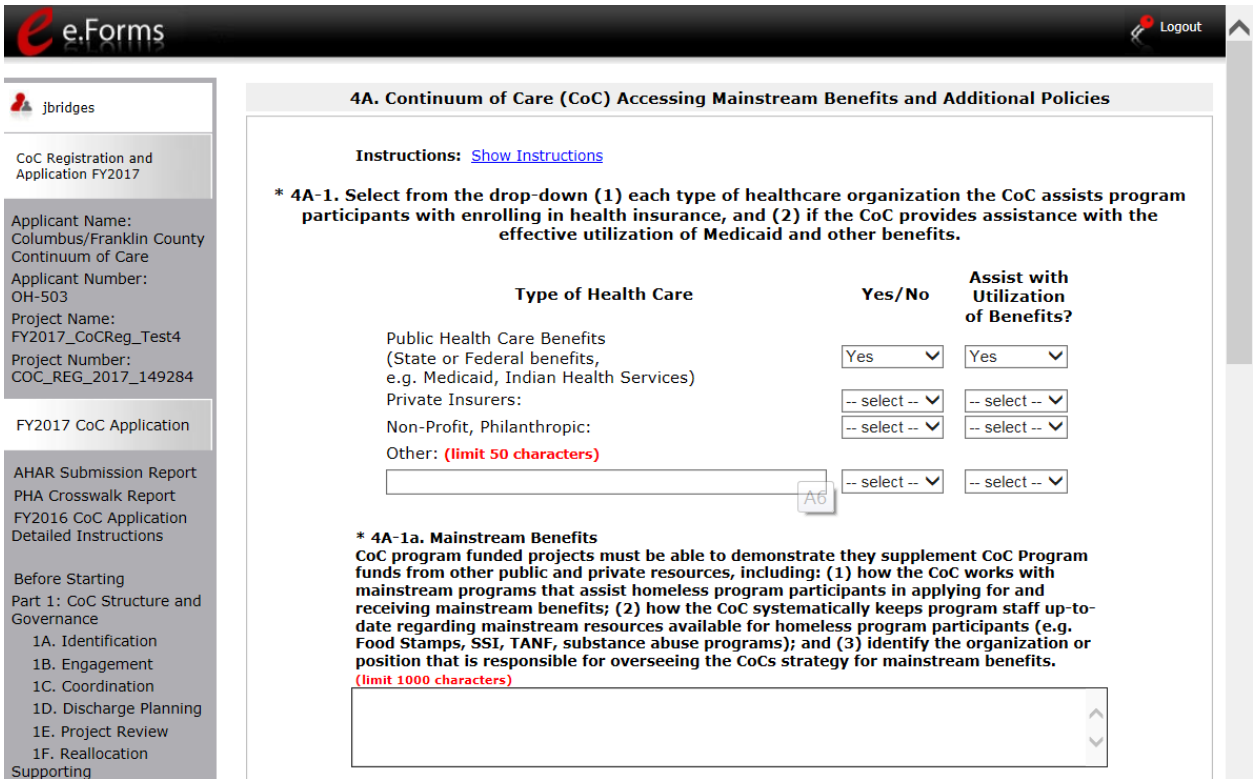


Step	Description
13.	In the text box for 3B-3.1, describe the actions the CoC has taken to identify, assess, and refer homeless Veterans who are eligible for Veterans Affairs services and housing to appropriate resources such as HUD-VASH and Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD).
14.	For 3B-3.2, 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.
15.	For 3B-3.3, select "Yes" or "No" to indicate whether the CoC is actively working with the VA and VA-funded programs to achieve the benchmarks and criteria for ending Veteran homelessness.
16.	For 3B-3.4, select "Yes" or "No" to indicate whether the CoC has sufficient resources to ensure each Veteran is assisted to quickly move into permanent housing using a Housing First approach.
17.	Select "Save & Next.”

4. Cross-Cutting Policies

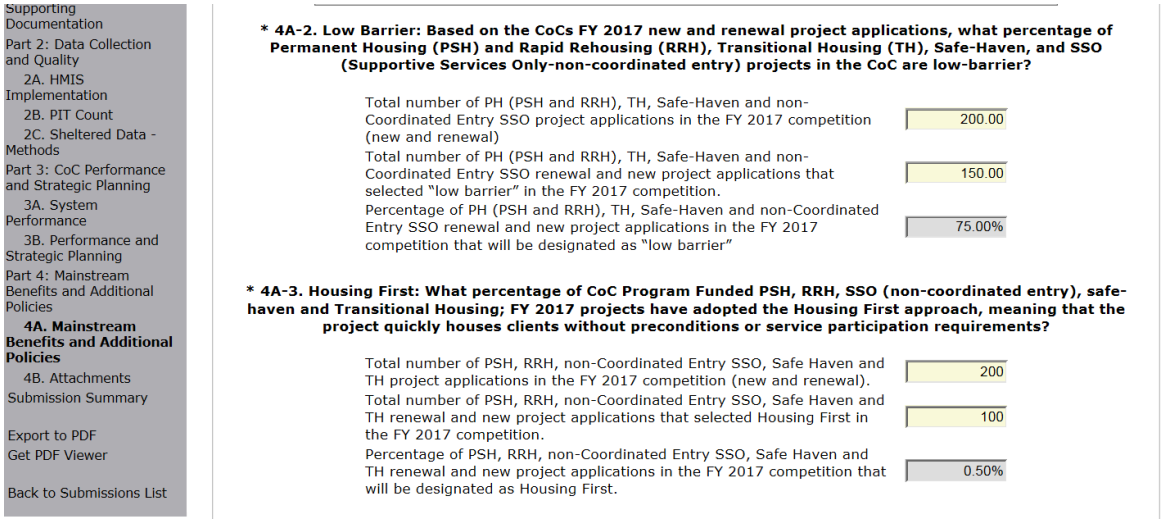
Review the FY 2017 CoC Program Competition NOFA and the FY 2017 CoC Application Detailed Instructions for information on accurately responding to the application questions.

4A. Accessing Mainstream Benefits and Additional Policies



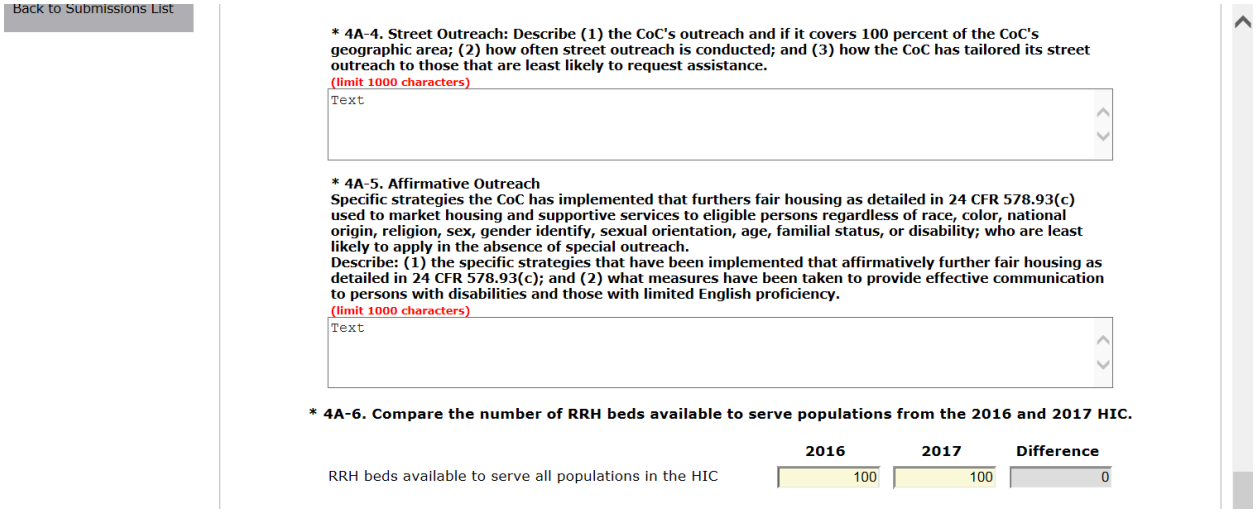
Step	Description
1.	For 4A-1, for each type of health care (i.e., public health care benefits, private insurers, and nonprofit/philanthropic), indicate in column 1 whether the CoC assists with enrolling participants in health insurance and indicate in column 2 whether the CoC assists with using Medicaid or other benefits. In both columns, select "Yes" or "No" from the dropdown.
2.	In the text box for 4A-1a. Mainstream Benefits, describe how the CoC program funded projects demonstrate that they supplement their CoC Program funds with other public and private resources. Include in the description, (1) how the CoC works with mainstream programs that assist homeless program participants in applying for and receiving mainstream benefits; (2) how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for homeless program participants (e.g. Food Stamps, SSI, TANF, substance abuse programs); and (3) identify the organization or position that is responsible for overseeing the CoCs strategy for mainstream benefits.

4A. Accessing Mainstream Benefits and Additional Policies (continued)



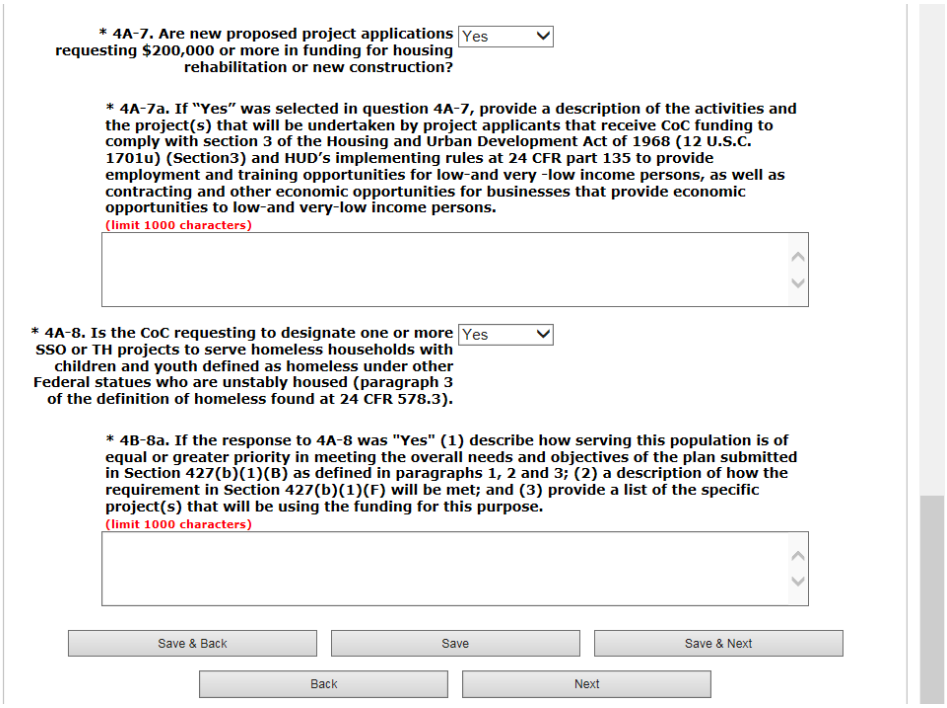
Step	Description
3.	For 4A-2. Low Barrier: • In the first field, enter the total number of FY 2017 new and renewal project applications that are PH-PSH, PH-RRH, TH, Safe Haven, and SSO (specifically, non-Coordinated Entry). • In the second field, enter the total number of these FY 2017 projects that are considered "low barrier." Review the FY 2017 project applications, screen 3B. Project Description, question 3b. “Does the project ensure that participants are not screened out based on the following items?” If the first four boxes are checked, the project is considered “low barrier.” • The third field will calculate the percentage of these types of FY 2017 new and renewal projects that identify as low barrier projects. *"Low barrier" means the project does not screen out potential participants based on those clients possessing too little or little income, having an active or a history of substance abuse, having a criminal record (except state-mandated restrictions), and/or a history of domestic violence, sexual assault, and/or childhood abuse.*
4.	For 4A-3. Housing First: • In the first field, enter the total number of FY 2017 new and renewal project applications that are PH-PSH, PH-RRH, TH, Safe Haven, and SSO (specifically, non-Coordinated Entry). • In the second field, enter the total number of these FY 2017 projects that indicate they have adopted a "Housing First" approach. Review the FY 2017 project applications, screen 3B. Project Description, question 3d. 'Does the project follow a “Housing First’ approach?” • The third field will calculate the percentage of these types of FY 2017 new and renewal projects that will be designated as Housing First. *A Housing First approach means that the project quickly houses clients without preconditions or service participation requirements.*

4A. Accessing Mainstream Benefits and Additional Policies (continued)



Step	Description
5.	For 4A-4, Street Outreach: Describe the percentage of these types of FY 2017 new and renewal projects that identify as low barrier projects.
6.	In the text box for 4A-5. Affirmative Outreach, describe (1) the specific strategies the CoC has implemented that affirmatively further fair housing as detailed in 24 CFR 578.93(c) (i.e., the specific strategies *used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status, or disability)*; and (2) the measures the CoC has taken to provide effective communication to persons with disabilities and those with limited English proficiency.
7.	For 4A-6, In the first field, enter the number of RRH beds to serve all populations in 2016. In the second field, enter the number of RRH beds to serve all populations in 2017.

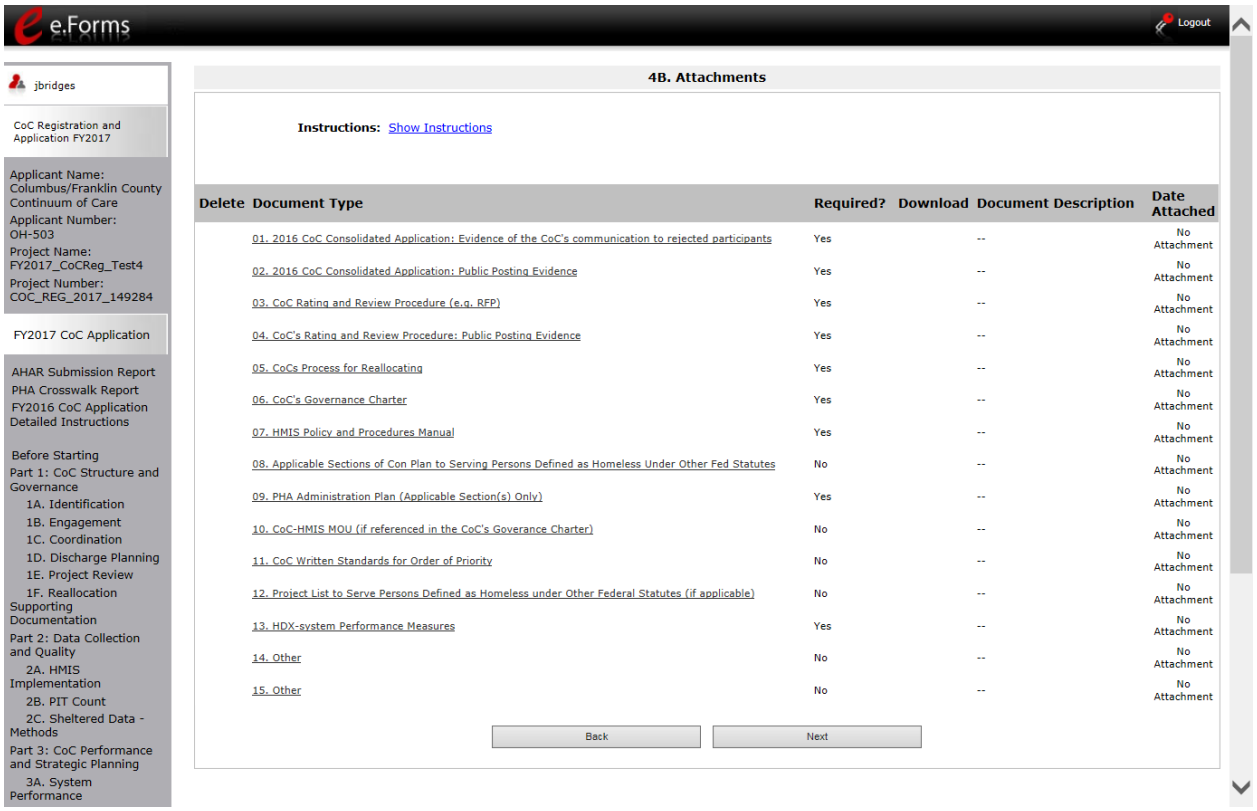
4A. Accessing Mainstream Benefits and Additional Policies (continued)



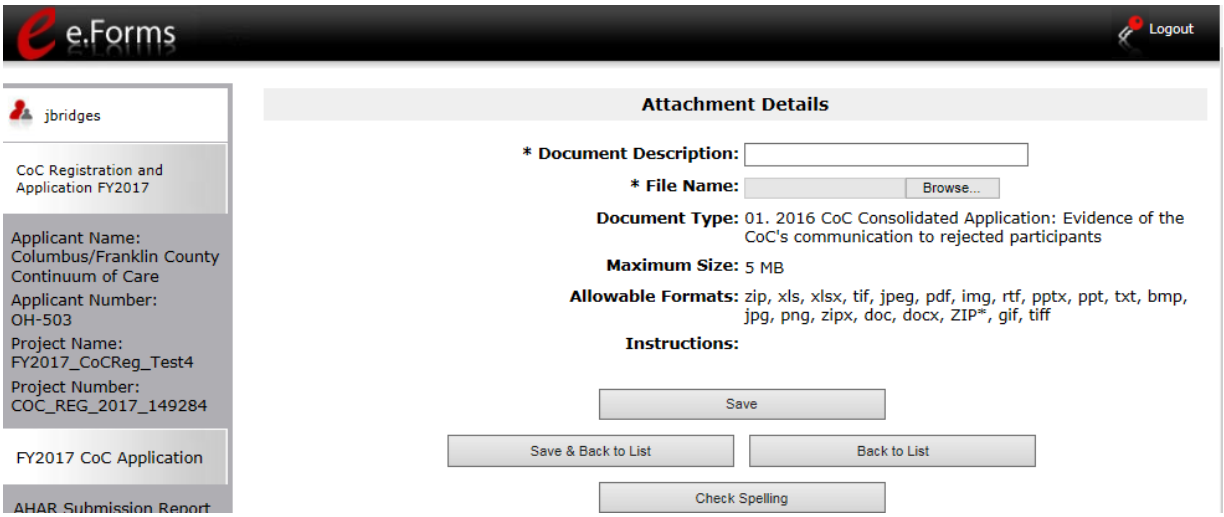
Step	Description
8a.	For 4A-7, select "Yes" or "No" from the dropdown to indicate whether any new project applications that are requesting $200,000 or more are for housing rehabilitation or new constructions. *If "Yes," select "Save" and an additional question appears.*
8b.	If 4A-7 is "Yes," in the text box in 4A-7a, provide a description of the activities and the project(s) that will be undertaken by project applicants that receive CoC funding to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section3) and HUD's implementing rules at 24 CFR part 135. *Compliance with section 3 and the implementing rules means providing 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.*
9a.	For 4A-8, select "Yes" or "No" from the dropdown to indicate whether the CoC is to designate one or more of its SSO or TH project to serve households with children and youth who are unstably housed that meet the definition of homelessness under "other Federal statutes" (paragraph 3 of the definition of homeless founds at 24 CFR 578.3). *If "Yes," select "Save" and an additional question appears.*
9b.	If 4A-8 is "Yes," in the text box in 4A-8a: (1) describe how serving this population is of equal or greater priority in meeting the overall needs and objectives of the plan submitted in Section 427(b)(1)(B) as defined in paragraphs 1, 2 and 3; (2) provide a description of how the requirement in Section 427(b)(1)(F) will be met; and (3) provide a list of the specific project(s) that will be using the funding for this purpose.
10.	Select "Save & Next."

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."



Step	Description
1.	To determine which attachments you are required to submit, review the column titled "Required" as well as your responses to prior questions. • If there is a "Yes" in the "Required" column, you must upload the attachment specified in the "Document Type" column before submitting your application. • If there is a response to an earlier question that indicates the CoC needs to submit an attachment, then, even if the column Required states “No,” the CoC must include it.
2.	Select the link under the header "Document Type" of the required attachment. • The Attachment Details screen appears.



Step	Description
3.	Enter the name of the document in the "Document Description" field.
4.	Select "Browse" to the right of the "File Name" field to upload the file from your computer.
5.	Select "Save & Back to List" to return to the "Attachments" screen. • *Repeat steps 1-4 for additional attachments.*

NOTE: *To delete an uploaded attachment.*

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

CoC Application

The following chart provides a list of required attachments, the question(s) with which they correspond, and the title that should be used.

Attachments for the FY 2017 CoC Application	Attachment Title	Application Question
FY 2017 CoC Competition Report (HDX Report) NEW-The report that shows all system-wide performance measures that were submitted to HUD, including relevant Housing Inventory Count (HIC), Point-in-Time (PIT) count, and data quality data.	FY 2017 CoC Competition Report	2A, 2B, 3A, 3B and 4A-6
1C. Continuum of Care (CoC) Coordination		
PHA Administrative Plan	PHA Administration Plan	1C-4
1E. Continuum of Care (CoC) Project Review, Ranking and Selection		
CoC Review, Score, and Ranking Procedures	CoC Rating and Ranking Procedure - Public Posting	1E-1
1E. Continuum of Care (CoC) Project Review, Ranking and Selection		
Public Posting Project Selections, Ranking and CoC Application (Including Priority Listing).	Public Posting Project Selections, Ranking and CoC Application.	1E-3
1E. Continuum of Care (CoC) Project Review, Ranking and Selection		
CoC's Process for Reallocation	CoC Process for Reallocation	1E-4
Rejections-Reductions	Rejection-Reduction	1E-5
2A. Homeless Information Management System (HMIS)–Implementation		
Governance Charter (HMIS Governance)	Governance Charter	2A-1
HMIS Policies and Procedures Manual	HMIS Policy and Procedures Manual	2A-2
4A. Accessing Mainstream Benefits and Additional Policies		
Projects to Serve Persons Defined as Homeless under Paragraph 3.	Project List to Serve Persons defined as Homeless under Other Federal Statutes	4A-7a

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*

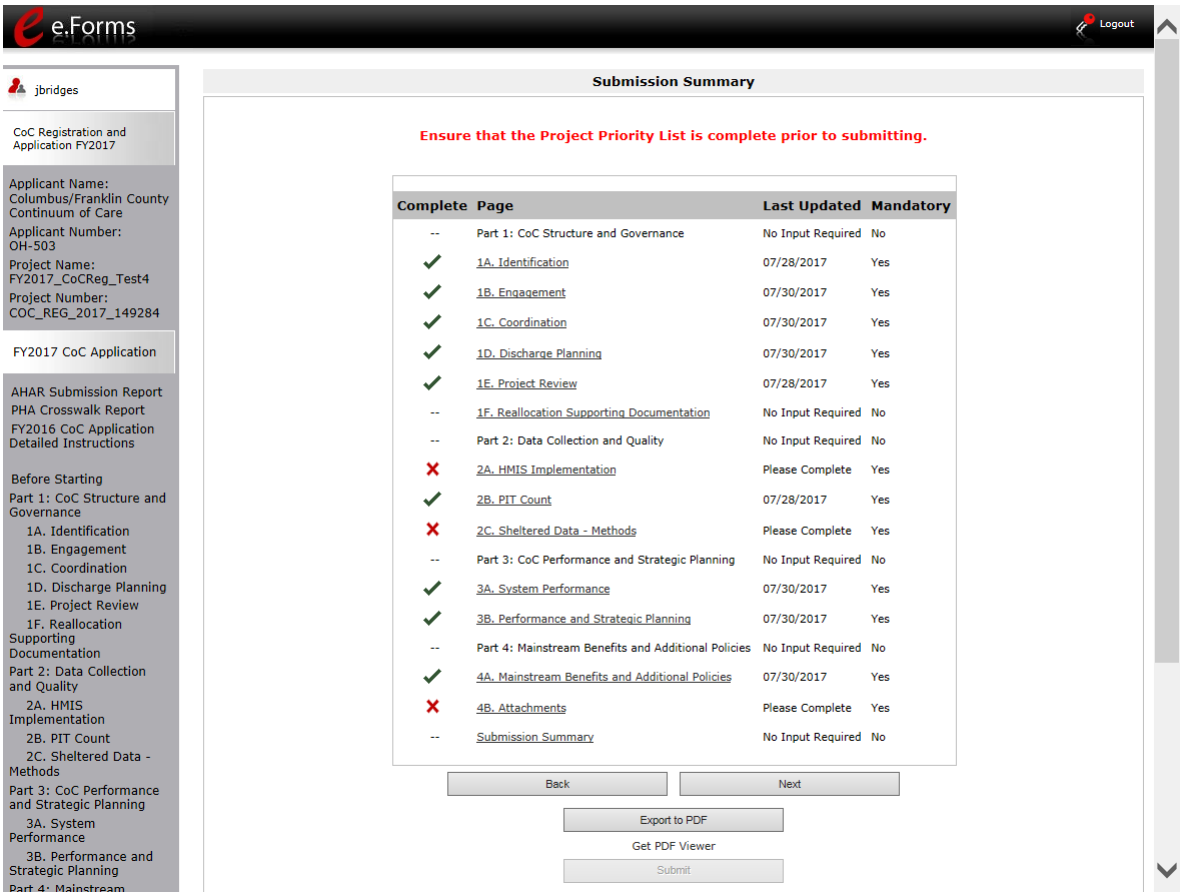
e-snaps users can go back to any screen by selecting on the screen name in the left menu. Remember to select "Save" after any changes.

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 instructional 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.



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

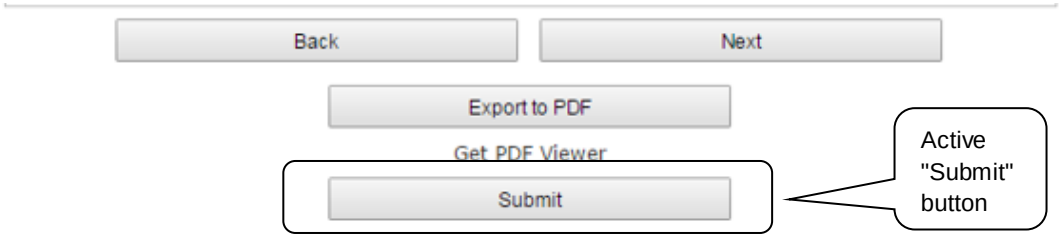
The CoC Application and the CoC Priority Listing are separate components of the CoC Consolidated Application.

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 instructional guide at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/.

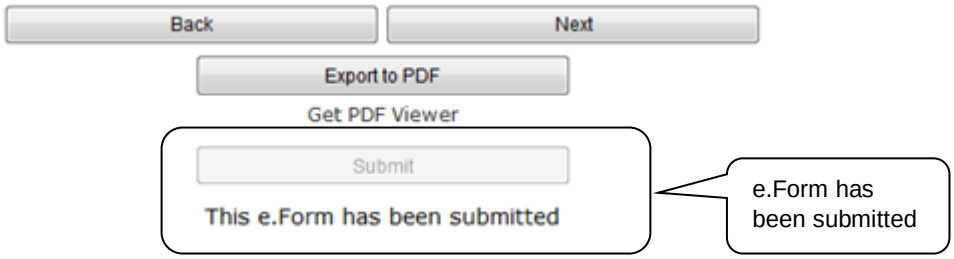
Selecting the "Submit" Button

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 *CoC Project Priority Listing component of the* CoC Consolidated *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 instructional guide for guidance on completing the CoC Priority Listing Component of the CoC Consolidated Application which is located on the CoC Program Competition Resources page at. https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/.*

Exporting to PDF

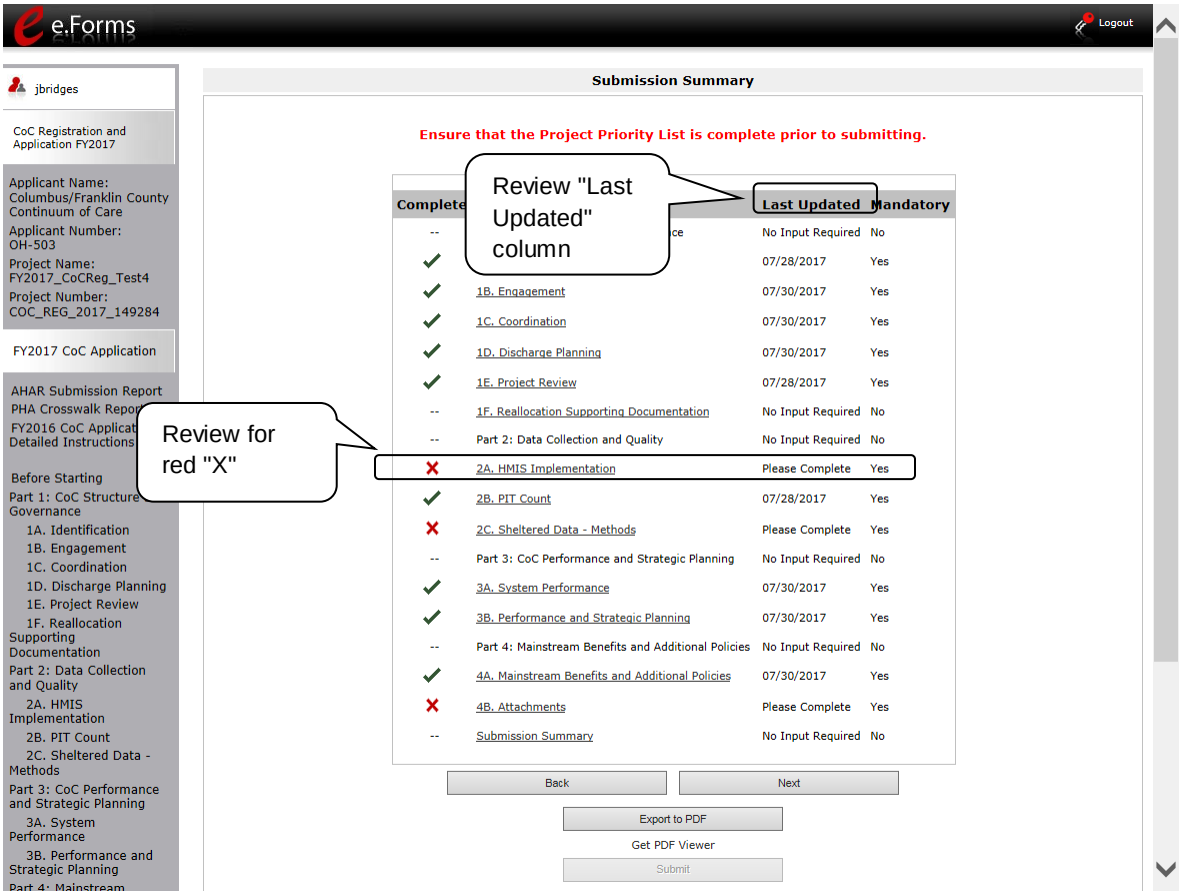
Applicants can obtain a hard copy of the CoC Application using the "Export to PDF" button located at the bottom of the Submission Summary screen under the navigation buttons.

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

Trouble-shooting when you cannot submit the CoC Application

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

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



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.*

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.

Next Steps

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

For guidance on completing the CoC Priority Listings component, refer to the CoC Priority Listings instructional guide on the CoC Program Competition Resources page at https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/.

Note that additional instructional guides and resources will be available to assist your CoC and individual Project Applicants in completing the CoC Consolidated Application and Project Application. Please check the CoC Program Competition Resources page for these resources at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources.