

e-snaps Instructional Guide

CoC Program Registration and CoC Review Instructional Guide

Version 1, 2017



CoC Registration and CoC Review

Table of Contents

Introduction	1
Objectives	1
Overview of the Registration Process	1
CoC Program Registration Flow Chart.....	2
Overview of this Instructional Guide	2
Highlights for the FY 2016 CoC Program Competition	3
Accessing e-snaps.....	4
Existing Users	5
New e-snaps Users	5
Adding and Deleting Registrants	6
<i>Add a Registrant</i>	<i>7</i>
<i>Delete a Registrant</i>	<i>9</i>
Accessing CoC Registration	10
CoC Applicant Profile	11
Funding Opportunity Registration	12
Creating the CoC Program Registration Project	14
Submissions.....	16
CoC Registration	17
Accessing the CoC Registration	17
Before Starting Continuum of Care Registration	19
1. Continuum of Care Organization	20
2. Continuum of Care Claimed Geographic Area(s).....	23
3. UFA Capacity - Responsibilities.....	24
3. <i>UFA Capacity - Responsibilities (continued)</i>	<i>25</i>
3. <i>UFA Capacity - Responsibilities (continued)</i>	<i>26</i>
3. <i>UFA Capacity - Responsibilities (continued)</i>	<i>27</i>
3. <i>UFA Capacity - Responsibilities (continued)</i>	<i>28</i>

CoC Registration and CoC Review

3. UFA Capacity - Responsibilities (continued)	29
3. UFA Capacity - Responsibilities (continued)	30
4. UFA Financial Management	31
4. UFA Financial Management (continued)	32
4. UFA Financial Management (continued)	33
4. UFA Financial Management (continued)	34
5. UFA Subrecipients Management	35
5. UFA Subrecipients Management (continued).....	36
5a. UFA Subrecipients List	37
5a. UFA Subrecipients List Details.....	38
5a. UFA Subrecipients List (continued).....	39
6. HPC Requirements.....	40
7. HPC - HMIS Coverage/Mean Length of Homelessness.....	41
7. HPC - HMIS Coverage/Mean Length of Homelessness (continued).....	43
8. HPC - Reduced Returns to Homelessness & Street Outreach.....	44
8. HPC - Reduced Returns to Homelessness & Street Outreach (continued).....	46
Attachments	47
4. Attachments for Collaborative Applicants	48
10. Attachments for Collaborative Applicants Applying for a UFA Designation.....	50
11. Attachments for Collaborative Applicants Applying for HPC Designation.....	52
Certification	53
Submission Summary.....	54
Submitting the CoC Registration.....	56
Exporting to PDF.....	57
CoC Review	58
Accessing CoC Review	59
1. Approved CoC Type Designation	60
2. CoC Geographic Area(s)	61
4. Attachments	62
5. Submission Summary.....	63

CoC Registration and CoC Review

<i>Submitting the CoC Review</i>	64
<i>Exporting to PDF</i>	65
Agreeing With CoC Review	66
Disagreeing With CoC Review: HUD Final Decision	67
Next Steps	69

CoC Program Registration and CoC Review

Introduction

Welcome to the Continuum of Care (CoC) Program Registration and CoC Review instructional guide. This resource covers important information on how to access and complete the CoC Program Registration and CoC Review for the annual CoC Program Competition.

The Collaborative Applicant is responsible for completing the FY 2017 CoC Program Registration for the FY 2017 CoC Program Competition. Detailed information regarding requirements and specific instructions are located in the FY 2017 CoC Program Registration Notice and FY 2017 CoC Program Registration Detailed Instructions. This instructional guide is intended only for use in accessing the CoC Program Registration and completing the forms in *e-snaps*.

STOP: *Prior to using this instructional guide, Collaborative Applicants **must** have completed the CoC Applicant Profile. A separate Applicant Profile instructional guide is available on the CoC Program Competition Resources webpage at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>.*

Objectives

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

1. Access *e-snaps*
2. Access, complete, and submit the CoC Registration
3. Access, review to agree or disagree with, and submit the CoC Review

Overview of the Registration Process

Collaborative Applicants must complete the annual registration using *e-snaps*, a web-based portal accessible at www.hud.gov/esnaps.

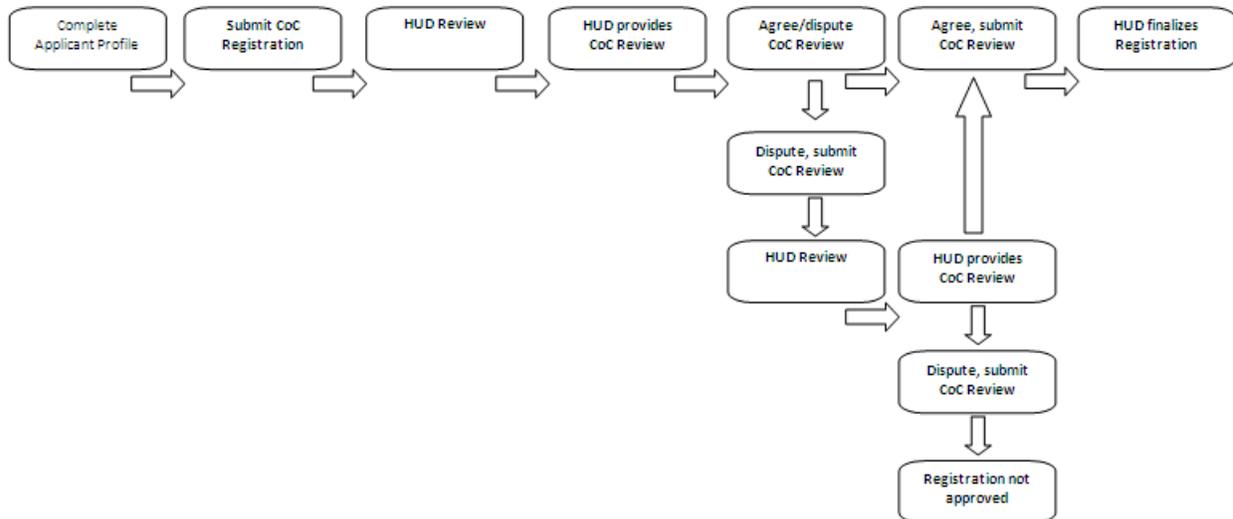
STOP: *Is there a new Primary Contact for the organization currently serving as the Collaborative Applicant, or has the organization designated as the Collaborative Applicant for the CoC changed? Please review the following resource on the CoC Program Competition Resources webpage and contact the HUD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

- *Updating CoC Primary Contacts, at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>.*
- *HUD Exchange Ask A Question, at: <https://www.hudexchange.info/get-assistance/my-question/>.*

CoC Program Registration and CoC Review

CoC Program Registration Flow Chart

The following flow chart depicts the CoC Program Registration process. Collaborative Applicants will review and complete, as required, the registration forms in *e-snaps*.



Overview of this Instructional Guide

The instructional guide organization corresponds with the different parts of the CoC Program Registration, and the instructional steps follow the progression of screens in *e-snaps*. The steps include:

- **Accessing *e-snaps*.** All *e-snaps* users require usernames and passwords in order to log in to the online *e-snaps* system. In order to see the CoC Applicant Profile, CoC Registration, etc., the *e-snaps* user must be associated as a "registrant" with the organization's *e-snaps* account. This section identifies the steps to create user profiles and add/delete registrants.
- **CoC Applicant Profile.** The Collaborative Applicant must review the Applicant Profile, update the information as necessary, and select the "Complete" button to proceed with the CoC Registration process. This section provides an overview of this requirement. Detailed instructions are provided in the CoC Applicant Profile instructional guide on the CoC Program Competition at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>. **The information contained in the CoC Applicant Profile MUST be accurate and up-to-date as this information is used by HUD to contact CoCs.**
- **Accessing CoC Registration.** After the CoC Applicant Profile is completed, Collaborative Applicants must follow a series of steps to access the CoC Registration forms. The steps discussed in this section include registering the Collaborative Applicant for the FY 2017 CoC

CoC Program Registration and CoC Review

Program Competition, which will provide access to the CoC Application and CoC Priority Listing when the FY 2017 CoC Program Competition NOFA is published.

- **Importing Data.** Collaborative Applicants will be able to import data from the previous CoC Program Registration for questions that did not change. Collaborative Applicants should review the imported response to ensure it remains accurate and fully answers the question.
- **CoC Program Registration.** After accessing and reading the FY 2017 CoC Program Registration Notice and Detailed Instructions Collaborative Applicants must complete a series of screens to provide information about the CoC. This section provides instructions for each screen. Once the Collaborative Applicant has provided all required information, the Collaborative Applicant then submits the CoC Program Registration for HUD review.
- **CoC Review.** After the CoC Program Registrations are submitted, HUD reviews the registrations from all CoCs and then sends a listserv message announcing when Collaborative Applicants can log in to *e-snaps* to access the CoC Review on the "Submissions" screen. At that point, the Collaborative Applicant must review HUD's determination regarding United Funding Agency (UFA) designation, if requested, and High Performing Community (HPC) designation, if requested. This section provides instructions on how to agree with or dispute HUD's determinations.
- **Next Steps.** This section discusses what occurs after the Collaborative Applicant submits the CoC Review. Collaborative Applicants that agree with and submit the CoC Review will then be finished with the CoC Registration. HUD will review for a second time registrations that Collaborative Applicants dispute and submit the CoC Review.

After HUD conducts the second review, the determination is final. The Collaborative Applicant must agree and submit the CoC Review to complete the CoC Program Registration process. If a Collaborative Applicant fails to agree and submit the CoC Review, the Collaborative Applicant will not have access to the FY 2017 CoC Application and CoC Priority Listing and will not be able to submit project applications on behalf of the CoC for the FY 2017 CoC Program Competition.

Highlights for the FY 2017 CoC Program Competition

There are several items to highlight FY 2017.

- **CoC Application.** Collaborative Applicants that successfully register will have access to and must submit a CoC Application and CoC Priority Listing as part of the CoC Consolidated Application for the FY 2016 CoC Program Competition.
- **Unified Funding Agency (UFA).** A Collaborative Applicant may apply for UFA designation. See the FY 2017 CoC Program Registration Notice and detailed instructions for additional information.
- **High Performing Community (HPC).** A CoC, through the Collaborative Applicant, may apply for HPC designation. See the FY 2017 CoC Program Registration Notice and detailed instructions for additional information.

CoC Program Registration and CoC Review

Accessing *e-snaps*

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

The screenshot shows the 'Front Office Portal' interface. On the left, there is a login form with fields for 'Username:' and 'Password:', a 'Login' button, and a link for 'Forgot your password?'. Below the login form is a 'Create Profile' button. A callout box points to the 'Login' button with the text 'Log in here'. Another callout box points to the 'Create Profile' button with the text 'Create a user profile here'. The main content area is titled 'Welcome to e-snaps' and contains several paragraphs of text, including a 'CoC Registration:' section and an 'OMB Approval No. 2506-0182 (exp. 12/31/2014)' notice.

NOTE: *All e-snaps users must have their own log-in credentials. Each organization should have two people with access to e-snaps—the Primary Contact and one or more additional contact(s).*

CoC Program Registration and CoC Review

Existing Users

Step	Description
1.	Direct your Internet browser to www.hud.gov/esnaps .
2.	On the left menu bar, enter the username and password, then select the login button. You will then enter <i>e-snaps</i> 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.	Login as instructed under Existing Users above.
3.	New <i>e-snaps</i> users have access to <i>e-snaps</i> but they do not yet have access to a specific <i>e-snaps</i> account until added as a Registrant. Review the next section for more information.



For a refresher on navigating *e-snaps*, the "Introduction to *e-snaps* Features and Functions" resource is available on the CoC Program Competition Resources webpage on the HUD Exchange at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>.

CoC Program Registration and CoC Review

Adding and Deleting Registrants

Having a user profile enables individuals 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, Registration, and applications associated with the organization.

Anyone with access to an organization's *e-snaps* account (i.e., who can see the organization's Applicant Profile, past Registrations and CoC Applications, etc.) can add or remove other Registrants by following the instructions below.

The screenshot shows the 'Front Office' interface. On the left is a navigation menu with options: training, Front Office Portal, Profile, My Account (Change Password), Workspace, Applicants, Funding Opportunity Registrations, Projects, Submissions, and Contact Us. The 'Applicants' menu item is highlighted. The main content area shows 'Applicant: Name of CoC (ST-000)' and a table titled 'Applicants'.

Open	Applicant Name	Applicant Number	Number of Projects	Last Submission
	Name of CoC	ST-000	0	

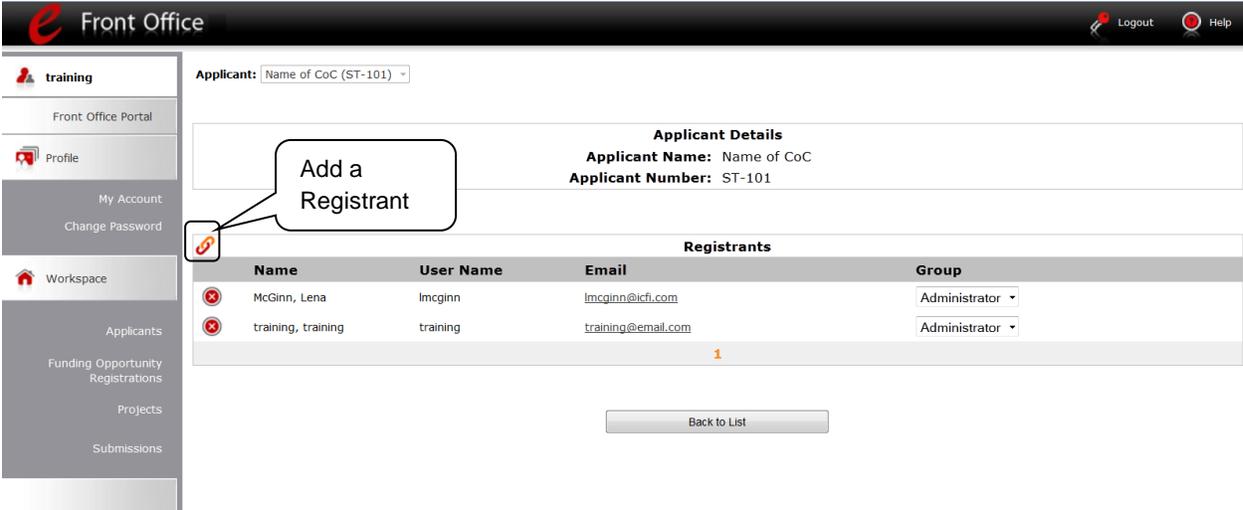
Callouts in the image indicate: 'Access Registrant screen' pointing to the Registrant icon in the table row, and 'Select "Applicants"' pointing to the 'Applicants' menu item in the left sidebar.

- | Step | Description |
|------|---|
| 1. | Select "Applicants" on the left menu bar. |
| 2. | On the "Applicants" screen, select the "Registrant" icon.  This icon looks like a person and is located to the left of the Applicant Name. |

NOTE *Before anyone can be added as a Registrant in e-snaps, the individual must have an e-snaps user profile with a username and password. The username and email address that was used to create the e-snaps user profile will be used when adding the person as a registrant.*

CoC Program Registration and CoC Review

Add a Registrant



Step	Description
1.	Select the "Add Registrant" icon.  This icon is at the top left of the list.



CoC Program Registration and CoC Review

Front Office

Logout Help

training

Applicant: Name of CoC (ST-000)

Front Office Portal

Profile

My Account

Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

Contact Us

Applicant Details

Applicant Name: Name of CoC

Applicant Number: ST-000

Add a Registrant

* User Name:

* Email Address:

* Group: Administrator

Add Registrant Back to List

Obtain and enter username and email address

- | Step | Description |
|------|--|
| 1. | Enter the user name and email address of the registrant. <ul style="list-style-type: none">There is a new "Group" field. Because this item is NOT being used during the FY 2017 CoC Program Competition, no action is required by you. |
| 2. | Select the "Add Registrant" button. |
| 3. | Select the "Back to List" button to return to the "Registrants" screen, where you will see the person added to the list. |
| 4. | On the "Registrants" screen, select the "Back to List" button to return to the "Applicants" screen. |

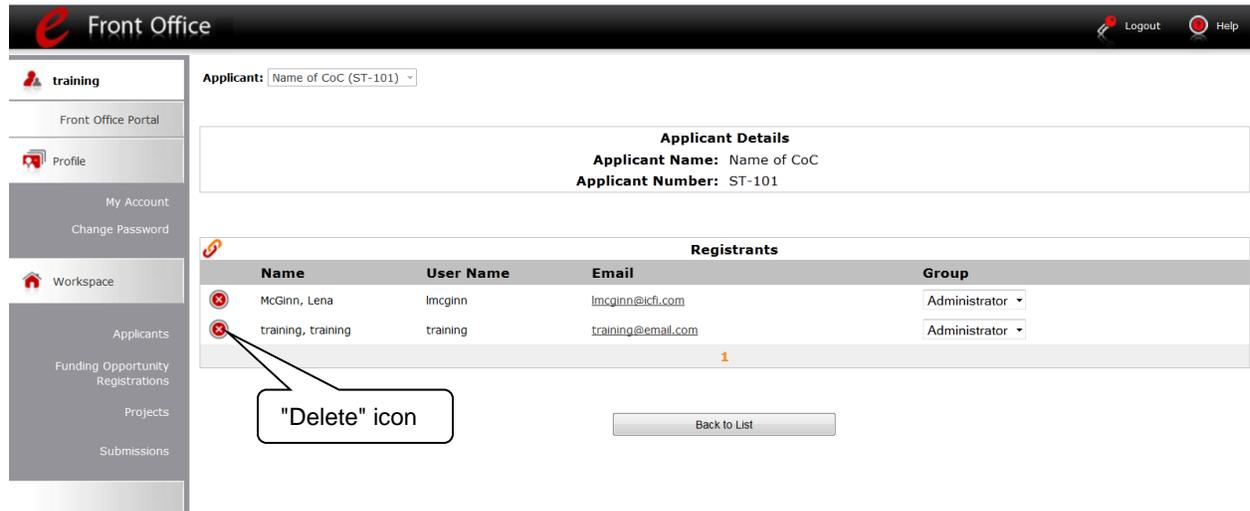


For information on how to add and delete users, refer to the *Adding and Deleting Users* resource on the *CoC Program Competition Resources* webpage on the HUD Exchange at: <https://www.hudexchange.info/resource/2903/adding-deleting-registrants-in-esnaps>.

CoC Program Registration and CoC Review

Delete a Registrant

Deleting a user removes (dissociates) the user from the Applicant Profile, which means they will no longer be able to access the organization's Applicant Profile, Registration, or applications; however, the deleted user will still be able to access *e-snaps*.



The screenshot shows the Front Office portal interface. At the top, there is a navigation bar with the 'e' logo and 'Front Office' text, along with 'Logout' and 'Help' links. A sidebar on the left contains navigation options: training, Front Office Portal, Profile, My Account (Change Password), Workspace, Applicants, Funding Opportunity Registrations, Projects, and Submissions. The main content area displays 'Applicant: Name of CoC (ST-101)'. Below this, there is an 'Applicant Details' section with 'Applicant Name: Name of CoC' and 'Applicant Number: ST-101'. The 'Registrants' table has the following data:

Name	User Name	Email	Group
McGinn, Lena	lmcginn	lmcginn@icfi.com	Administrator
training, training	training	training@email.com	Administrator

A red 'X' icon in a circle is positioned to the left of the 'training, training' row, and a callout box labeled '"Delete" icon' points to it. A 'Back to List' button is located at the bottom right of the table area.

Step	Description
1.	Review the steps on Page 8 of this instructional guide to access this screen.
2.	Select the "Delete" icon  next to the person's name.
3.	Select the "Back to List" button to return to the "Applicants" screen.

CoC Program Registration and CoC Review

Accessing CoC Registration

After the Applicant Profile is completed, Collaborative Applicants can move to the next steps required to access the CoC Registration forms. This section covers:

- CoC Applicant Profile
- Funding Opportunity Registration
- CoC Registration Projects
- Submissions

CoC Program Registration and CoC Review

CoC Applicant Profile

Collaborative Applicants must complete the CoC Applicant Profile before moving forward in the CoC Program Registration process. For the CoC Applicant Profile to be complete, the Collaborative Applicant must ensure the data entered in the CoC Applicant Profile is accurate and select the "Complete" button on the Submission Summary screen of the CoC Applicant Profile within the time of the CoC Program Registration (i.e., between the opening and closing date of CoC Registration).

This section highlights key information needed to successfully complete this step. It does NOT provide detailed instructions.

NOTE: *The CoC Applicant Profile instructional guide provides detailed, step-by-step instructions for completing the Applicant Profile. It is available on the CoC Program Competition: e-snaps Resources webpage under the CoC Registration and CoC Review and Grant Inventory Worksheet (GIW) tab at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>.*

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

Important: The Collaborative Applicant **MUST** ensure that it is working in the correct Applicant account. In most cases, a Collaborative Applicant will have two different "Applicants:" 1) CoC Applicant for the CoC Program Registration (typically with the Applicant Number reflecting the HUD assigned CoC Number), and 2) Project Applicant for project applications..

- **Selecting the "Complete" button in the CoC Applicant Profile after the CoC Program Registration opening date.** When the Collaborative Applicant logs in the first time after the CoC Program Registration period opens and accesses the CoC Applicant Profile, even if there is a statement "This e.Form has been marked as complete" at the bottom of the screens, the Collaborative Applicant must put the forms in edit-mode (select the "Edit" button on the "Submission Summary" screen), review the screens, and select the "Complete" button again.

CoC Program Registration and CoC Review

Funding Opportunity Registration

All Collaborative Applicants must first register the CoC for the funding opportunity.



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

Front Office

Applicant: Salem County CoC (NJ-512_COC)

Register View	Funding Opportunity Name	Applicants Registered	Start Date	End Date
	CoC Full Annual Performance Report	1		
	CoC Registration and Application FY2017	1		
	test	0		

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

2. Select "Funding Opportunity Registrations"

3. Select icon for CoC Registration and Application FY2017

Step	Description
1.	Select "Funding Opportunity Registrations" on the left menu bar.
2.	The "Funding Opportunity Registrations" screen appears.
3.	Select the "Register" icon  next to "CoC Registration and Application FY2016."
4.	The "Funding Opportunity Details" screen appears.

CoC Program Registration and CoC Review

Front Office

Applicant: Salem County COC (NJ-512_COC)

Funding Opportunity Details

Funding Opportunity Name: CoC Registration and Application FY2017
Start Date: Jul 18, 2014
End Date: Jan 1, 2021

Funding Opportunity Registration

Salem County COC (NJ-512_COC) has been registered.

Back

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

Step	Description
1.	When the question appears asking if you want to register the applicant for the funding opportunity, select "Yes."
2.	The screen will then indicate that the CoC has been registered for the funding opportunity. The CoC is NOT yet registered for the FY 2017 CoC Program Competition. The CoC must still complete and submit the FY 2017 CoC Registration forms.
3.	Select the "Back" button to return to the "Funding Opportunity Registrations" screen and proceed to the next page for the next required steps to register.



*Remember, the "Applicant" field with the dropdown menu located at the top of the screen identifies the Applicant Profile in which you are working.
Please ensure you are working in the correct one.*

CoC Program Registration and CoC Review

Creating the CoC Program Registration Project

Collaborative Applicants must create a project for the CoC Program Registration in *e-snaps* on the "Projects" screen. Once the Collaborative Applicant "creates" the project, it will appear on this screen and the term "CoC Registration and Application FY2017" will appear under the "Funding Opportunity Name" column.



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

Step	Description
1.	Select "Projects" on the left menu bar.
2.	The "Projects" screen appears.
3.	Select "CoC Registration and Application FY2016" from the "Funding Opportunity Name" dropdown.
4.	The screen refreshes and an "Add" icon  appears on the left side of the screen above the column headings.
5.	Select the "Add" icon. 
6.	The "Create a Project" screen appears.

CoC Program Registration and CoC Review

Front Office

MNBUTLER

Applicant: Philadelphia CoC (PA-500)

Create a Project

Funding Opportunity Name: CoC Registration and Application FY2017

* Applicant: Philadelphia CoC (PA-500)

* Applicant Project Name:

Import Data From: None

Save Save & Add Another

Save & Back Cancel

See Step 2 below in the instructions for the required naming convention.

Front Office

MNBUTLER

Applicant: Philadelphia CoC (PA-500)

Create a Project

Funding Opportunity Name: CoC Registration and Application FY2017

* Applicant: Philadelphia CoC (PA-500)

* Applicant Project Name:

Import Data From: None

Save

Save & Back Cancel

Returning CoCs MUST import the previous year's CoC Program Registration

- | Step | Description |
|------|---|
| 1. | On the "Create a Project" screen, the CoC Applicant Name will be populated. |
| 2. | In the "Applicant Project Name" field, enter the CoC Number followed by the words "CoC Registration FY2017."
<ul style="list-style-type: none"> For example, the Scranton/Lackawanna County CoC should enter: PA-508 CoC Registration FY2016 |
| 3. | In the "Import Data From": field, select the CoC Registration 2016. This will ensure that your CoC's FY 2016 CoC Program Registration information is imported and will decrease the amount of information that must be entered for the FY 2017 CoC Program Registration process.
If a Collaborative Applicant does not import the previous year's CoC Registration, it must fully complete the FY 2017 CoC Program Registration. |
| 4. | Select "Save & Back" to return to the "Projects" screen. |
| 5. | The project name is listed in the menu.
<ul style="list-style-type: none"> Select the "View" icon  to view project details; however, it is not necessary to enter any notes on that page. |



Remember, the "Applicant" field with the dropdown menu located at the top of the screen identifies the Applicant Profile in which you are working.

You **must** be working in the CoC Applicant Profile.

CoC Program Registration and CoC Review

Submissions

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

1. Select "Submissions"

2. Use the Filters to find the FY 2017 Registration

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	FY2017_CoCReg_Test8LM COC_REG_2016_135430	CoC Registration and Application FY2017 Registration FY2017	Jul 28, 2014	May 19, 2020	Primary Applicant	1	

Step	Description
1.	Select "Submissions" on the left menu bar.
2.	The "Submissions" screen appears.
3.	Locate the CoC Program Registration project you established. <ul style="list-style-type: none">Option: Use the "Submissions Filters." Select "CoC Registration 2017" in the Project Name field. Then select the "Filter" button to single out your project(s).Option: Select "Clear Filters" on the top left of the "Submissions Filters" box. Then, review the "Funding Opportunity Name / Step Name" column for "CoC Registration and Application FY2017 / Registration FY2017."
4.	Continue with the instructions in the next section for the completing the CoC Program Registration.



Remember, the "Applicant" field with the dropdown menu located at the top of the screen identifies the Applicant Profile in which you are working.

You **must** be working in the CoC Applicant Profile.

CoC Program Registration and CoC Review

CoC Registration

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

NOTE: *Some data may pre-populate from the CoC Applicant Profile (i.e., e-snaps will populate the data from the CoC Applicant Profile).
Review the pre-populated data. If it is not correct, you must edit the CoC Applicant Profile making sure to select the "Complete" button after editing so that the data can be pulled forward again.*

CoC Registration Screens

There are some screens that every Collaborative Applicant organization need to complete, while there are other screens that need to be completed only by Collaborative Applicants that are requesting United Funding Agency (UFA) designation or High Performing Community (HPC) designation.

Screen	Collaborative Applicant submitting CoC Registration	Collaborative Applicant requesting UFA designation	Collaborative Applicant requesting HPC designation	Collaborative Applicant requesting UFA and HPC designation
1 – CoC Organization	X	X	X	X
2 – CoC Geo Areas	X	X	X	X
4 – Attachments	X			
3 – UFA		X		X
4 – UFA		X		X
5 – UFA		X		X
6 – HPC			X	X
7 – HPC			X	X
8 – HPC			X	X
10 – Attachments		X		X
11 – Attachments			X	X
Certification	X	X	X	X
Submission Summary	X	X	X	X

CoC Program Registration and CoC Review

Accessing the CoC Registration

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

Front Office

Applicant: Philadelphia CoC (PA-500)

Submissions

[Hide Filters] [Clear Filters]

Applicant Project Name: FY2017_CoCReg_Test8LM

Date Submitted: On [] [23]

Project Status: All Projects

Submission Version: All Versions

Associate Type: All

Filter

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	FY2017_CoCReg_Test8LM COC_REG_2016_135430	CoC Registration and Application FY2017 Registration FY2017	Jul 28, 2014	May 19, 2020	Primary Applicant	1	

- | Step | Description |
|------|--|
| 1. | Select "Submissions" on the left menu bar. |
| 2. | The "Submissions" screen appears. |
| 3. | Select the "Folder" icon to the left of the CoC Program Registration project you established with the Funding Opportunity Name "CoC Registration and Application FY2017 / Registration FY2017." |
| 4. | The "Before Starting" screen appears. |

CoC Program Registration and CoC Review

Before Starting Continuum of Care Registration

Before you begin reviewing and completing the FY 2017 CoC Registration, review the following information highlighted on this "Before Starting Continuum of Care Registration" screen.

The screenshot shows the 'Before Starting' page in the eForms system. The left sidebar contains a navigation menu with items like 'CoC Registration and Application FY2017', 'Applicant Name: Philadelphia CoC', 'Applicant Number: PA-500', 'Project Name: FY2017_CoCReg_Test8LM', 'Project Number: COC_REG_2016_135430', 'CoC Registration FY2017', 'FY2016 CoC Merger Worksheet', 'Before Starting', '1. CoC Organization Submission Summary', 'View Applicant Profile', 'Export to PDF Get PDF Viewer', and 'Back to Submissions List'. The main content area is titled 'Before Starting' and contains the following text:

The submission due date in e-snaps for the FY 2017 CoC Program Registration date can be found on the FY 2017 Continuum of Care (CoC) Program Competition: Funding Availability page on the HUD Exchange. Applicants must choose to register as either a Collaborative Applicant (CA) or a Unified Funding Agency (UFA). The UFA forms will be visible only for those Collaborative Applicants who request HUD approval for UFA designation. A Collaborative Applicant that is registering as "CA" will not see the UFA forms. HUD will make the final determination of the Collaborative Applicant's designation as "CA" or "UFA" during HUD's assessment of the Registration process and provide the final determination via e-snaps.

Collaborative Applicants will also be able to request High Performing Community (HPC) designation as outlined in Section III.C.4. of the FY 2017 CoC Program Registration Notice. The HPC forms will only be visible to those Collaborative Applicants that indicate they wish to be considered for this type of designation.

To prepare for the completion and submission of the FY 2017 CoC Program Registration, Collaborative Applicants are strongly encouraged to review the following documents in their entirety BEFORE completing the FY 2017 CoC Program Registration in e-snaps:

- [24 CFR part 578](#)
- [FY 2017 CoC Registration Notice](#)
- [Instructional Guides \(CoC and GIW\)](#)
- [Detailed Instructions and FAQs](#)

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

Buttons for 'Back' and 'Next' are visible at the bottom of the main content area. A callout box on the right says 'Review this screen'. A callout box on the left points to the 'Back to Submissions List' link in the sidebar, with the text 'Note: Return to Submissions List'.

Step	Description
------	-------------

1.	Select "Next."
----	----------------

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

CoC Program Registration and CoC Review

1. Continuum of Care Organization

On the "Continuum of Care Organization" screen, review data about the CoC.

1. Continuum of Care Organization

See Step 1:
Select CA or UFA.

* 1. Type of CoC: CA

* 2. HPC Designation: No

* 3. CoC Number and Name: PA-500 - Philadelphia CoC

4. Legal Name of Organization: City of Philadelphia
(e.g., CoC Lead Agency)

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

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

* 6. Is the CoC composed of two or more CoCs approved by HUD to merge after the FY 2016 CoC Program Competition or prior to this FY 2017 Competition?
(If yes, the [Merger Worksheet](#) is required.)

If "Yes," select "Save" for additional questions

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

Available Items:	Selected Items:
AK-500 - Anchorage CoC	
AK-501 - Alaska Balance of State CoC	
AL-500 - Birmingham/Jefferson, St. Clair, Shelb	
AL-501 - Mobile City & County/Baldwin County	
AL-502 - Florence/Northwest Alabama CoC	
AL-503 - Huntsville/North Alabama CoC	
AL-504 - Montgomery City & County CoC	

* 6b. On what date did the CoCs merge? 23

Save & Back Save Save & Next

Back Next

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

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

CoC Program Registration and CoC Review

Step	Description
1.	Select "CA" or "UFA." If a Collaborative Applicant imported: The selection visible—CA or UFA—will appear based on the final HUD-approved designation from FY 2016. This field can be edited.
2.	Select "Yes" or "No" to indicate whether the Collaborative Applicant is requesting HPC (High Performing Community) designation for the CoC.
3.	Select or confirm the "CoC Number and Name." If a Collaborative Applicant imported: The "CoC Number and Name" is read-only for those Collaborative Applicants who imported their information from FY 2016.
4.	Confirm the "Legal Name of Organization;" this field is pre-populated based on the name entered in the CoC Applicant Profile.
5.	Select or confirm the "State(s) in which the CoC claims geography." If a Collaborative Applicant imported: The State in which the CoC claims geography is read-only.
6.	Answer "Yes" or "No" to indicate if the CoC merged with one or more other CoCs after the FY 2016 CoC Program Competition. <ul style="list-style-type: none"> • If you answered "Yes" to the CoC merger question: <ul style="list-style-type: none"> ○ Select the CoC(s) with which your CoC merged ○ Select the date of the merger ○ On the Attachments screen, attach the Merger Worksheet
7.	Select "Save & Next."

ATTACHMENT

CoC Program Registration and CoC Review

This screenshot provides a view of screen 1. Continuum of Care Organization when the Collaborative Applicant selects 1. Type of CoC – “UFA”, 2. HPC Designation – “Yes”, and 6. merger – “Yes”. The additional screens are viewable on the left menu bar.

eForms Logout

MNBUTLER

CoC Registration and Application FY2017

Applicant Name: Philadelphia CoC
Applicant Number: PA-500
Project Name: FY2017_CoCReg_Test8LM
Project Number: COC_REG_2016_135430

CoC Registration FY2017

FY2016 CoC Merger Worksheet

Before Starting

1. CoC Organization

2. CoC Geographic Area (s)

3. UFA Responsibilities

4. UFA Financial

5. UFA Sub-Recipient

6. HPC Requirements

7. HPC Data

8. HPC - Reduce/Outreach

10. Attachments

11. Attachments Certification

Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

1. Continuum of Care Organization

Instructions: [Show Instructions](#)

* 1. Type of CoC: UFA

* 2. HPC Designation: Yes

* 3. CoC Number and Name: PA-500 - Philadelphia CoC

4. Legal Name of Organization: City of Philadelphia
(e.g., CoC Lead Agency)

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

Available Items:		Selected Items:
Alabama	>>	Pennsylvania
Alaska	>	
American Samoa	<	
Arizona	<<	
Arkansas		
California		
Colorado		

* 6. Is the CoC composed of two or more CoCs approved by HUD to merge after the FY 2016 CoC Program Competition or prior to this FY 2017 Competition? Yes

(If yes, the [Merger Worksheet](#) is required.)

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

Available Items:		Selected Items:
AK-500 - Anchorage CoC	>>	PA-500 - Philadelphia CoC
AK-501 - Alaska Balance of State CoC	>	
AL-500 - Birmingham/Jefferson, St. Clair, Shelb	<	
AL-501 - Mobile City & County/Baldwin County	<<	
AL-502 - Florence/Northwest Alabama CoC		
AL-503 - Huntsville/North Alabama CoC		
AL-504 - Montgomery City & County CoC		

* 6b. On what date did the CoCs merge? 01/10/2017

Save & Back Save Save & Next

Back Next

CoC Program Registration and CoC Review

2. Continuum of Care Claimed Geographic Area(s)

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

The screenshot shows the 'e.Forms' application interface. The sidebar on the left contains the user name 'MNBUTLER' and application details for 'CoC Registration and Application FY2017', including applicant name 'Philadelphia CoC', applicant number 'PA-500', project name 'FY2017_CoCReg_Test8LM', and project number 'COC_REG_2016_135430'. The main content area is titled '2. Continuum of Care Claimed Geographic Area(s)'. It features instructions: '* 1. Select the geographic area(s) claimed by the CoC. To select multiple geographic areas, hold the CTRL key and select the applicable area(s)'. Below the instructions is a list of 'Available Items' with geographic codes and names: 420015 Abington, 420096 Allentown, 420114 Altoona, 420438 Bensalem Township, 420474 Berwick Borough, and 420504 Bethlehem. To the right of this list is a 'Selected Items' box. Navigation buttons include 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'.

Step	Description
1.	Select the CoC's geographic area(s). If a Collaborative Applicant imported its CoC Program Registration: Review the information to ensure the CoC has claimed all geographic codes contained within its geographic area. If the CoC merged with another CoC(s), include the additional geographic codes that are included in the merged CoC.
2.	Select "Save & Next."

CoC Program Registration and CoC Review

3. UFA Capacity - Responsibilities

On the "UFA Capacity - Responsibilities" screen, enter information about how the CoC meets the responsibilities as outlined in the FY 2017 CoC Program Registration Notice and detailed instructions.

Step	Description
1.	Select "Yes" or "No" from the dropdown menu to indicate whether the CoC holds at least semi-annual full membership meetings with a published agenda.
ATTACHMENT	<ul style="list-style-type: none"> If "Yes" is selected, the Collaborative Applicant must attach a zip file that contains copies of the published agendas for the timeframe noted in the FY 2017 CoC Program Registration Notice.
2.	Select "Yes" or "No," from the dropdown menu to indicate whether the CoC has an open invitation process for new members.
ATTACHMENT	<ul style="list-style-type: none"> If "Yes," indicate the page(s) where this information can be found in the attached CoC Governance Agreement. There is a 250 character limit.

CoC Program Registration and CoC Review

3. UFA Capacity - Responsibilities (continued)

- 5. UFA Sub-Recipient
 - 6. HPC Requirements
 - 7. HPC Data
 - 8. HPC - Reduce/Outreach
 - 10. Attachments
 - 11. Attachments
 - Certification
 - Submission Summary
-
- View Applicant Profile
-
- Export to PDF
 - Get PDF Viewer
 - Back to Submissions List

* 3. Has the CoC adopted a written process, to select a board to act on behalf of the Continuum of Care (24 CFR 578.7(a)(3))?

Yes

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

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

Yes

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

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

Yes

* 5a. Does governance charter include all procedures and policies needed to comply with Subpart B of the CoC Program interim rule and with the HMIS requirements (24 CFR 578.7(a)(5))?
If yes, the Governance Agreement must be attached.

-- select --

Selecting "Yes" for fields 3, 4, and 5 will reveal additional questions

Step	Description
3.	Select "Yes" or "No" from the dropdown menu to indicate whether the CoC has a written process to select the board.
3a.	If "Yes," identify in the next field the date the written process was approved by the CoC.
ATTACHMENT	Use the calendar icon  to enter the date.
4.	Select "Yes" or "No" from the dropdown menu to indicate whether the CoC Governance Agreement lists the committees, subcommittees, or workgroups appointed by the CoC.
4a.	If yes, indicate the page(s) where this information can be found in the CoC Governance Agreement. There is a 250 character limit.
5.	Select "Yes" or "No" from the dropdown menu to indicate whether the governance charter, in consultation with the Collaborative Applicant and HMIS lead, has been developed, followed, and updated with all required procedures and policies annually.
5a.	If "Yes," identify "Yes" or "No" in field 5a to indicate whether the charter complies with Subpart B of the CoC Program interim rule and with the HMIS requirements.
ATTACHMENT	If "Yes" is selected for field 5a, the Governance Agreement must be attached.

CoC Program Registration and CoC Review

3. UFA Capacity - Responsibilities (continued)

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

(Limit 1500 characters)

* 7. How has the CoC used a Housing First approach to remove barriers to housing, remove service participation requirements or preconditions to program participation, and prioritized rapid placement and stabilization in permanent housing?

(Limit 750 characters)

* 8. How does the CoC establish performance targets for the CoC-funded projects?

(Limit 750 characters)

* 8a. Specifically describe the process used to gather input from recipients and sub-recipients to establish performance targets appropriate for population and program type, monitor performance, evaluate outcomes, and actions against poor performers ([24 CFR 578.7\(a\)\(6\)](#)):

(Limit 750 characters)

* 9. Describe how outcomes for projects funded under the Emergency Solutions Grants and CoC Program are evaluated ([24 CFR 578.7\(a\)\(7\)](#)):

(Limit 750 characters)

Step	Description
6.	Enter text describing how the CoC used performance and outcome data to determine allocation of resources from CoC Program and ESG funds to reduce homelessness for veterans, chronic, family, and youth populations.
7.	Enter text describing how the CoC used a Housing First approach to remove barriers to housing, remove service participation requirements or preconditions to program participation, and prioritized rapid placement and stabilization in permanent housing.
8.	Enter text describing how the CoC establishes performance targets for the CoC-funded projects.
8a.	Enter text specifically describing the process used to gather input from recipients and subrecipients to establish performance targets appropriate for population and program type, monitor performance, evaluate outcomes, and actions against poor performers (24 CFR 578.7(a)(6)).
9.	Enter text describing how outcomes for projects funded under the Emergency Solutions Grants and CoC Program are evaluated (24 CFR 578.7(a)(7)).

CoC Program Registration and CoC Review

3. UFA Capacity - Responsibilities (continued)

* 10. Does the CoC have a centralized or coordinated assessment system?

If yes, attach the protocol for the system.

* 11. Has the CoC designated a single HMIS for its geographic area (24 CFR 578.7(a)(9)(b)(1))?

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

*

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

Plan	Reviewed and Approved	Date Approved
Privacy Plan	<input type="text" value="-- select --"/>	<input type="text"/>
Security Plan	<input type="text" value="-- select --"/>	<input type="text"/>
Data Quality Plan	<input type="text" value="-- select --"/>	<input type="text"/>

Step	Description
<p>10.</p> <p>ATTACHMENT</p>	<p>Select "Yes" or "No" from the dropdown menu to indicate whether the CoC has a coordinated entry system (e.g., centralized or coordinated assessment system).</p> <ul style="list-style-type: none"> If yes, a copy of the coordinated entry system protocols must be attached on screen 10. Attachments. The file name should clearly identify the document and include the CoC Number.
11.	<p>Select "Yes" or "No" from the dropdown menu to indicate whether the CoC designated a single HMIS for its geographic area.</p>
12.	<p>Review the pre-populated name of the HMIS lead. The information is populated from the Applicant Profile.</p> <p>If the information is incorrect, go back to the CoC Applicant Profile and update the information.</p>
13.	<p>Select "Yes" or "No" from the dropdown menu for each plan to indicate which HMIS plans (privacy, security, and data quality) have been reviewed and approved by the CoC.</p> <ul style="list-style-type: none"> If "Yes," identify in the next field the date the plan was approved by the CoC. Use the calendar icon to enter the date. If "No," skip the next field.



CoC Program Registration and CoC Review

3. UFA Capacity - Responsibilities (continued)

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

* 15. Describe the process the CoC uses to ensure HMIS is administered in compliance with the 2014 Data Standards ([24 CFR 578.7\(a\)\(9\)\(b\)\(5\)](#)):
(Limit 750 characters)

* 16. Describe the CoC's coordination efforts to implement a housing and service system within the claimed geographic area(s) that meets the needs of homeless individuals (including unaccompanied youth) and families ([24 CFR 578.7\(a\)\(9\)\(c\)\(1\)](#)):
(Limit 750 characters)

Step	Description
14.	Enter text describing the process the CoC uses to ensure consistent participation of recipients and sub recipients in HMIS. Be specific. 24 CFR 578.7(a)(9)(b)(4)
15.	Enter text describing the process the CoC uses to ensure HMIS is administered in compliance with the 2014 HMIS Data Standards. 24 CFR 578.7(a)(9)(b)(5) Note: 2014 HMIS Data and Technical Standards are located on the HUD Exchange: https://www.hudexchange.info/programs/hmis/hmis-data-and-technical-standards/
16.	Enter text describing the CoC's coordination efforts to implement a housing and service system within the claimed geographic area(s) that meets the needs of homeless individuals (including unaccompanied youth) and families. 24 CFR 578.7(a)(9)(c)(1)

ATTACHMENT

CoC Program Registration and CoC Review

3. UFA Capacity - Responsibilities (continued)

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

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

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

* 19a. Specifically describe the process utilized by the CoC to conduct the gaps analysis:
(Limit 750 characters)

Step	Description
17.	Indicate how frequently the CoC conducts a sheltered point-in-time count by selecting "Bi-monthly," "monthly," "quarterly," "semi-annually," "annually," "biennially," or "never" from the dropdown menu.
18.	Indicate how frequently the CoC conducts an unsheltered point-in-time count by selecting "Bi-monthly," "monthly," "quarterly," "semi-annually," "annually," "biennially," or "never" from the dropdown menu.
19.	Indicate how frequently the CoC conducts a gaps analysis by selecting "Bi-monthly," "monthly," "quarterly," "semi-annually," "annually," "biennially," or "never" from the dropdown menu.
19a.	Enter text describing the process for conducting the gaps analysis.

CoC Program Registration and CoC Review

3. UFA Capacity - Responsibilities (continued)

*** 20. Specifically describe how the CoC is participating in the Consolidated Plan(s) for the jurisdiction(s) within the CoCs geographic area:**

(Limit 750 characters)

*** 21. Describe the extent to which the CoC consults with State and local government ESG program recipients within the CoC's geographic area on the plan for allocating Emergency Solutions Grants program funds (for FY2017):**

(Limit 750 characters)

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

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

Step	Description
20.	Enter text describing how the CoC is participating in the applicable Consolidated Plan(s).
21.	Enter text describing the consultation with the ESG recipient's process for allocating ESG FY 2017 funds.
22.	Select "Yes" or "No" from the dropdown menu to indicate whether the CoC and ESG recipient developed a plan for joint reporting guidelines for ESG recipients and subrecipients.
23.	Select "Yes" or "No" from the dropdown menu to indicate whether the CoC and ESG recipient developed performance measurements that will be used to measure ESG recipients and subrecipients within the CoC's geographic area.
24.	Select "Save & Next."

CoC Program Registration and CoC Review

4. UFA Financial Management

On the "UFA Financial Management" screen, enter information about the financial management procedures and internal controls of the Collaborative Applicant applying for UFA designation. For additional information see the FY 2017 CoC Program Registration Notice and detailed instructions.

4. UFA Financial Management

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

Instructions: [Show Instructions](#)

* 1. Is the Collaborative Applicant that is requesting UFA designation a nonprofit organization or a State or a unit of local government? -- select --

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

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

* 4. Does the Collaborative Applicant have an organizational chart that sets forth the lines of responsibility? -- select --
 If yes, a copy of the organization chart must be attached.

Step	Description
1.	Select "Non-profit", "State", or "Unit of Local Government" to indicate the UFA designation the Collaborative Applicant is requesting.
2.	Select "Yes" or "No" from the dropdown menu to indicate whether the Collaborative Applicant has procedures to ensure that CoC Program funds are drawn down from LOCCS within 45 days of a subrecipient providing source documentation of eligible costs/expenditures.
3.	Select "Yes" or "No" from the dropdown menu to indicate whether the Collaborative Applicant has procedures in place to ensure CoC Program funds are drawn a minimum of every 90 days.
4.	Select "Yes" or "No" from the dropdown to indicate if the Collaborative Applicant has an organizational chart that sets forth the lines of responsibilities.
	<ul style="list-style-type: none"> If "Yes," a copy of the organization chart must be attached on screen 10. Attachments. The file name should clearly identify the document and include the CoC Number.

CoC Program Registration and CoC Review

4. UFA Financial Management (continued)

- 3. UFA Responsibilities
 - 4. UFA Financial**
 - 5. UFA Sub-Recipient
 - 6. HPC Requirements
 - 7. HPC Data
 - 8. HPC - Reduce/Outreach
 - 10. Attachments
 - 11. Attachments
 - Certification
 - Submission Summary
-
- [View Applicant Profile](#)
 - [Export to PDF](#)
 - [Get PDF Viewer](#)
 - [Back to Submissions List](#)

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

Selecting "Yes" will reveal additional questions

* 5a. What page(s) of the document include the policy and procedures for ensuring complete disclosure of the financial results of each federally-sponsored project or program (in accordance with state laws, if applicable)?
(Limit 250 characters)

* 5b. What page(s) of the document adequately identify the source and application of funds for federally sponsored activities?
(Limit 250 characters)

* 5c. What page(s) of the document include the internal controls that provide effective control and accountability for all funds, property, and other assets?
(Limit 250 characters)

* 5d. What page(s) include a comparison of expenditures with budget amounts for each award?
(Limit 250 characters)

Step	Description
5.	Select "Yes" to see the series of questions related to written financial management policies and procedures addressing various areas. Once these have been viewed, if they do not apply, select "No" and the questions will be hidden.
ATTACHMENT	<ul style="list-style-type: none"> • If "Yes," a copy of the document(s) referenced in the additional questions must be attached on screen 10. Attachments. The file name should clearly identify the document and include the CoC Number.
5a.	Enter the name of the document attached and the page(s) that include the policy and procedures for ensuring complete disclosure of the financial results of each federally-sponsored project or program. There is a 250 character limit.
5b.	Enter the name of the document attached and the page(s) that identify the source and application of funds for federally sponsored activities. There is a 250 character limit.
5c.	Enter the name of the document attached and the page(s) that include the internal controls that provide effective control and accountability for all funds, property, and other assets. There is a 250 character limit.
5d.	Enter the name of the document attached and the page(s) that include a comparison of expenditures with budget amounts for each award. There is a 250 character limit.

CoC Program Registration and CoC Review

4. UFA Financial Management (continued)

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

(Limit 250 characters)

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

(Limit 250 characters)

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

(Limit 250 characters)

Step	Description
5e.	Enter the name of the document attached and the page(s) that include the written procedures to minimize the time elapsing between the transfer of funds to recipients and the issuance or redemption of checks, warrants, or payments by other means for program purposes by the recipient. There is a 250 character limit.
5f.	Enter the name of the document attached and the page(s) that include the procedures that are followed whenever advance payment procedures are used. There is a 250 character limit.
5g.	Enter the name of the document attached and the page(s) that include the procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the provisions of the applicable Federal cost principles and the terms and condition of the award. There is a 250 character limit.

CoC Program Registration and CoC Review

4. UFA Financial Management (continued)

*** 5h. What page(s) include the accounting procedures that include recording cost accounting supported by source documentation?**
 (Limit 250 characters)

*** 6. Are there written procurement procedures?** ▼
If yes, the document must be attached.

Save & Back
Save
Save & Next

Back
Next

Check Spelling

Step	Description
5h.	Enter the name of the document attached and the page(s) that include the accounting procedures that include recording cost accounting supported by source documentation. There is a 250 character limit.
6.	Select "Yes" or "No" to indicate if the Collaborative Applicant has written procurement procedures.
ATTACHMENT	<ul style="list-style-type: none"> If "Yes," a copy of the procurement procedures must be attached on screen 10. Attachments. The file name should clearly identify the document and include the CoC Number.
7.	Select "Save & Next."



CoC Program Registration and CoC Review

5. UFA Subrecipients Management

On the "UFA Subrecipients Management" screen, enter information about the oversight of subrecipients by the Collaborative Applicant applying for UFA designation. For additional information see the FY 2017 CoC Program Registration Notice and detailed instructions.

The screenshot shows the e.Forms interface for '5. UFA Financial Management - Sub-Recipient'. A sidebar on the left contains user information for MNBUTLER and application details for Philadelphia CoC. The main content area features a red warning message and a question: '* 1. Does the Collaborative Applicant have written agreements in place with all subrecipients to which CoC funds will be allocated, documenting that each organization will allow the Collaborative Applicant, if designated, to become the recipient of grant funds?'. A dropdown menu is set to 'Yes'. A callout box explains that selecting 'Yes' enables the CoC to proceed.

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

Step	Description
1.	Select "Yes" or "No" to indicate whether the Collaborative Applicant has executed written agreements with all of its subrecipients to whom CoC Program funds are allocated. <ul style="list-style-type: none">If "Yes," the CoC may proceed to the next question.If "No," the applicant cannot be considered for UFA designation. Go to screen 1. CoC Organization form and change CoC Type to "CA," in order to continue with CoC Registration submission.

CoC Program Registration and CoC Review

5. UFA Subrecipients Management (continued)

Project Number:
COC_REG_2016_135430

CoC Registration FY2017

FY2016 CoC Merger Worksheet

Before Starting

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

Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

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

Selecting "Yes" will reveal an additional question

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

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

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

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

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

Save & Back Save Save & Next
Back Next

Step	Description
2.	Select "Yes" or "No" to indicate if the Collaborative Applicant has written policies and procedures in place to bring noncompliant subrecipients into compliance.
2a.	Enter the name of the attached document and the page(s) where the written policies and procedures to bring noncompliant subrecipients into compliance can be found. There is a 250 character limit.
3.	Select "Yes" or "No" to indicate whether the Collaborative Applicant has written procedures for the oversight and monitoring of "high risk" subrecipients.
4.	Enter the name of the attached document and enter text describing the plan of action for subrecipient monitoring, determining performance, evaluating outcomes, taking action against poor performers, and addressing noncompliance with corrective actions. There is a 250 character limit.
5.	Select "Yes" or "No" to indicate if the Collaborative Applicant reviews subrecipients for conflicts of interest, such as between the Collaborative Applicant and the subrecipient or the subrecipient and its contractors (e.g., whether the CoC seeks information about staff and Board of Directors and assurance from subrecipients).
6.	Enter text to describe the closeout procedures for subrecipient grants and how unspent funds are recaptured. There is a 750 character limit.
7.	Select "Save & Next."

CoC Program Registration and CoC Review

5a. UFA Subrecipients List

On the "UFA Subrecipients List" screen, enter information about the subrecipients by the Collaborative Applicant applying for UFA designation. If the applicant does not have an executed written agreement with subrecipients, the questions on this screen will not be visible and the applicant will not be considered for UFA designation.

Select "Add" icon

5a. UFA Financial Management - Sub-Recipient

Instructions: [Show Instructions](#)

[Show Filters] [Clear Filters]

Delete View	Sub-recipient Name	Date Written Agreement was Executed	Date Sub-recipient was Monitored (Assessed)	OMB Circular A-133 Required?	Compliance Date
This list contains no items					

Back Next

Applicant Name: Philadelphia CoC
Applicant Number: PA-500
Project Name: FY2017_CoCReg_Test8LM
Project Number: COC_REG_2016_135430

Step	Description
1.	Select the "Add" icon  to add a new subrecipient.

CoC Program Registration and CoC Review

5a. UFA Subrecipients List Details

e.Forms

MNBUTLER

CoC Registration and Application FY2017

Applicant Name: Philadelphia CoC
Applicant Number: PA-500
Project Name: FY2017_CoCReg_Test8LM
Project Number: COC_REG_2016_135430

CoC Registration FY2017

5a. Sub-Recipient List Details

* Sub-recipient Name:

* Date Written Agreement was Executed: 

Date Sub-recipient was Monitored (Assessed): 

* OMB Circular A-133 Required? **Yes** 

* If OMB Circular A-133 is Required, enter the date compliance was confirmed. 

Save Save & Add Another

Save & Back to List Back to List

Selecting "Yes" will require a date

Step	Description
1.	The "Subrecipients List Details" screen appears.
2.	Enter the name of the subrecipient.
3.	Enter the date on which the written agreement was executed between the subrecipient and the Collaborative Applicant. Use the calendar icon  to enter the date.
4.	Enter the date on which the Collaborative Applicant last monitored or assessed the subrecipient. Use the calendar icon  to enter the date.
5.	Select "Yes" or "No" indicating whether the subrecipient is required to comply with OMB Circular A-133. <ul style="list-style-type: none"> If "Yes," enter the date compliance with OMB Circular A-133 was confirmed. Use the calendar icon  to enter the date.
6.	Select "Save & Back to List" or "Save & Add Another" as appropriate.

CoC Program Registration and CoC Review

5a. UFA Subrecipients List (continued)

Select "Add" icon

5a. UFA Financial Management - Sub-Recipient

Instructions: [Show Instructions](#)
 [Show Filters] [Clear Filters]

Delete	View	Sub-recipient Name	Date Written Agreement was Executed	Date Sub-recipient was Monitored (Assessed)	OMB Circular A-133 Required?	Compliance Date
		Subrecipient Orga...	01/16/2017	02/16/2017	Yes	02/16/2017

1

Step	Description
1.	Select "Next."

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

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



CoC Program Registration and CoC Review

6. HPC Requirements

Collaborative Applicants are reminded that this form, along with the other HPC required forms and HPC attachments, will be posted to the HUD Exchange for public comment per the FY 2017 CoC Program Registration Notice. See the FY 2017 CoC Program Registration Notice and detailed instructions for additional information.

The screenshot shows the 'eForms' application interface. On the left is a navigation menu with the user 'MNBUTLER' and a list of steps including '6. HPC Requirements'. The main content area is titled '6. HPC Requirements' and contains a red warning message: 'Any Collaborative Applicant that intends to submit the CoC Registration requesting HPC designation for the CoC must complete all questions on this form and submit required attachments as stated in the FY 2016 CoC Program Registration Notice.' Below this are three numbered instructions, each followed by a text input field with a character limit:

- * 1. Describe the priorities established in the FY 2016 CoC Program funding process that included how a fair and open process was used by the CoC to determine which types of projects were submitted to HUD in the FY 2016 CoC Program Competition. (Limit 750 characters)
- * 2. Describe how the CoC intends to use FY 2017 available funding to carry out activities related to housing, relocation and stabilization services, as well as short-term and/or medium-term rental assistance to individuals and families at risk of homelessness. (Limit 1000 characters)
- * 3. Describe how the CoC intends to use the HPC designation, if approved, in accordance with 24 CFR 578.71 as it pertains to the FY 2017 CoC Program Competition. (Limit 750 characters)

 At the bottom of the form are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'.

Step	Description
------	-------------

- | | |
|----|--|
| 1. | Describe the priorities established in the FY 2016 CoC Program funding process that included how a fair and open process was used by the CoC to determine which types of projects were submitted to HUD in the FY 2016 CoC Program Competition.
Limit 750 characters. |
|----|--|

ATTACHMENT

- The FY 2016 final HUD-approved GIW must be attached with the additional column added per the FY 2017 CoC Program Registration Notice.

- | | |
|----|--|
| 2. | Describe how the CoC intends to use FY 2017 available funding to carry out activities related to housing, relocation, and stabilization services, as well as short-term and/or medium-term rental assistance to individuals and families at risk of homelessness.
Limit 1,000 characters. |
| 3. | Describe how the CoC intends to use the HPC designation, if approved, in accordance with 24 CFR 578.71 as it pertains to the FY 2017 CoC Program Competition. |
| 4. | Select "Save and Next." |

CoC Program Registration and CoC Review

7. HPC - HMIS Coverage/Mean Length of Homelessness

NOTE: Collaborative Applicants that are not applying HPC designation on behalf of the CoC are not required to complete 7. HPC Requirements. Instead, proceed to the "Attachments" screen.

On the "HPC - HMIS Coverage/Mean Length of Homelessness" screen, Collaborative Applicants will enter information in each of the tables. See the FY 2017 CoC Program Registration Notice and detailed instructions for additional information.

Collaborative Applicants are reminded that this form, along with the other HPC required forms and HPC attachments will be posted to the HUD Exchange for public comment per the FY 2017 CoC Program Registration Notice.

7. HPC - HMIS Coverage/Mean Length of Homelessness

Any Collaborative Applicant that intends to submit the CoC Registration requesting HPC designation for the CoC must complete all questions on this form and submit required attachments as stated in the FY 2016 CoC Program Registration Notice.

Instructions: [Show Instructions](#)

1. What is the CoC's mean length of time homeless individuals and persons in families experience homelessness within the CoC's geographic area in between October 1, 2015 and September 30, 2016?

	FY 2015 Client Universe (Persons)	FY 2016 Client Universe (Persons)	FY 2015 Average Length of Time Homeless (Days)	FY 2016 Average Length of Time Homeless (Days)	Difference
Individuals Sleeping in a Place Not Meant for Human Habitation, Emergency Shelter, and Safe Haven					0.00%
Persons in Families Sleeping in a Place Not Meant for Human Habitation, Emergency Shelter, and Safe Haven					0.00%
Total Persons Sleeping in a Place Not Meant for Human Habitation, Emergency Shelter, and Safe Haven	0	0	0.0	0.0	0.00%
Individuals Sleeping in a Place Not Meant for Human Habitation, Emergency Shelter, Safe Haven, and Transitional Housing					0.00%
Persons in Families Sleeping in a Place Not Meant for Human Habitation, Emergency Shelter, Safe Haven, and Transitional Housing					0.00%
Total Persons Sleeping in a Place Not Meant for Human Habitation, Emergency Shelter, Safe Haven, and Transitional Housing	0	0	0.0	0.0	0.00%

Step **Description**

1.1 In the first chart, in column 1, enter the number of persons in FY 2015 identified in the following categories:

- Individuals sleeping in a place not meant for human habitation, Emergency Shelter, and Safe Haven
- Persons in families sleeping in a place not meant for human habitation, Emergency Shelter, and Safe Haven

The field for "Total Persons sleeping in a place not meant for human habitation, Emergency Shelter, and Safe Haven" will auto-calculate.

- Individuals sleeping in a place not meant for human habitation, Emergency Shelter, Safe Haven, and Transitional Housing
- Persons in families sleeping in a place not meant for human habitation, Emergency Shelter, Safe Haven, and Transitional Housing

The field for "Total Persons sleeping in a place not meant for human habitation, Emergency Shelter, Safe Haven, and Transitional Housing. Shelter and Safe Haven" will auto-calculate.

CoC Program Registration and CoC Review

-
- 1.2 In column 2, enter the number of persons in FY 2016 identified in the same categories listed above.
-
- 1.3 In column 3, enter the average length of time in FY 2015 that each category of individuals/persons experienced homelessness, measured in days.
-
- 1.4 In column 4, enter the average length of time in FY 2016 that each category of individuals/persons experienced homelessness, measured in days.
-
- 1.5 Review column 5, which automatically calculates the difference in the average length of time that each category of individuals/persons experienced homelessness from FY 2015 to FY 2016.
-

CoC Program Registration and CoC Review

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

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

*
2. For each bed type listed below, what is the percentage of the bed coverage as recorded in HMIS for FY 2013, FY 2014, FY 2015 and FY 2016?

Bed Type	2013 Bed Coverage	2014 Bed Coverage	2015 Bed Coverage	2016 Bed Coverage
Emergency Shelter				
Safe Haven				
Transitional Housing				
Permanent Supportive Housing				

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

Step	Description
2.1	In the second chart, in column 1, enter the bed coverage for 2013 for each of the four categories of housing: <ul style="list-style-type: none"> • Emergency Shelter • Safe Haven • Transitional Housing • Permanent Supportive Housing
2.2	In column 2, enter the information for the same categories for 2014.
2.3	In column 3, enter the information for the same categories for 2015.
2.4	In column 4, enter the information for the same categories for 2016.
3.	As a percentage, enter the service volume coverage for the CoC's geographic area.
4.	Select "Save and Next."

CoC Program Registration and CoC Review

8. HPC - Reduced Returns to Homelessness & Street Outreach

NOTE: Collaborative Applicants that are not applying HPC designation on behalf of the CoC are not required to complete 7. HPC Requirements. Instead, proceed to "Attachments" screen.

On the "HPC - HMIS Coverage/Mean Length of Homelessness" screen Collaborative Applicants will enter information in the table and answer a series of questions. See the FY 2017 CoC Program Registration Notice and detailed instructions for additional information.

Collaborative Applicants are reminded that this form, along with the other HPC required forms and HPC attachments will be posted to the HUD Exchange for public comment per the FY 2017 CoC Program Registration Notice.

8. HPC - Reduced Returns to Homelessness & Street Outreach

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

Instructions: [Show Instructions](#)

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

Total Number of Persons who Exited (2 years prior) to permanent housing destinations	Total Leavers to permanent housing destinations in FY 2014 (2 years prior)	Number of Leavers that Return to Homelessness within 2 years in FY 2014	% of Leavers from that Return to Homelessness within 2 years in FY 2014	Total Leavers to permanent housing destinations in FY 2015 (2 years prior)	Number of Leavers that Return to Homelessness within 2 years in FY 2015	% of Leavers from that Return to Homelessness within 2 years in FY 2015	% (Betw 20: FY
Exit was from SO			0%			0%	
Exit was from ES			0%			0%	
Exit was from TH			0%			0%	
Exit was from SH			0%			0%	
Exit was from PH			0%			0%	
Total Returns to Homelessness (unduplicated)			0%			0%	

Step	Description
1.1	<p>In the chart, report on the "Total Number of Persons who Exited (2 years prior) to permanent housing destinations." These persons have project exits 2 years prior to the reporting year whose destination response was permanent housing.</p> <p>In column 1, enter the number of "Leavers to permanent housing destinations in FY 2015." In this case, the leavers would have exited in FY 2013.</p> <p>Enter the information for the following categories:</p> <ul style="list-style-type: none"> Exit from street outreach (SO) Exit from emergency shelter (ES) Exit from transitional housing (TH) Exit from safe havens (SH) Exit from permanent housing (PH) Total returns to homelessness (unduplicated)

CoC Program Registration and CoC Review

-
- 1.2 In the chart, in column 2, enter the number of "Leavers that Return to Homelessness within 2 years in FY 2015."
-
- 1.3 In the chart, in column 3, review the auto-calculated percentage of "Leavers that Return to Homelessness within 2 years in FY 2015."
-
- 1.4 In the chart, in column 4, enter the number of "Leavers to permanent housing destinations in FY 2016" for the same categories as in step 1.
-
- 1.5 In the chart, in column 5, enter the number of "Leavers that Return to Homelessness within 2 years in FY 2016."
-
- 1.6 In the chart, in column 6, review the auto-calculated percentage of "Leavers that Return to Homelessness within 2 years in FY 2016."
-
- 1.7 In the chart, in column 7, review the auto-calculated percentage of "Change Between FY 2015 and FY 2016."
-

CoC Program Registration and CoC Review

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

- 4. UFA Responsibilities
 - 5. UFA Financial
 - 6. UFA Sub-recipients Management
 - 6a. UFA Sub-Recipients List
 - 7. HPC Requirements
 - 8. HPC Data
 - 9. HPC - Reduce/Outreach
 - 10. Attachments
 - 11. Attachments Certification
 - Submission Summary
- View Applicant Profile
- Export to PDF
Get PDF Viewer
- Back to Submissions List

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

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

* 4. Identify the number of unsheltered homeless from the 2015 PIT count.

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

Step	Description
2.	Describe the CoC's outreach efforts to identify and meet homeless individuals and families sleeping in places not meant for human habitation. Include the community partners that conduct outreach and the last date of training they received. Limit 750 characters.
ATTACHMENT	<ul style="list-style-type: none"> A copy of the CoC's street outreach policies and procedures must be attached.
3.	Describe how the CoC uses its outreach, engagement, and assessment strategies to link homeless individuals and families with needed housing resources. Limit 750 characters.
4.	Enter the number of unsheltered homeless from the 2016 PIT count.
5.	Identify the number of persons that entered emergency shelter, safe havens, transitional housing, and permanent housing projects from places not meant for human habitation.
6.	Select "Save and Next."

CoC Program Registration and CoC Review

Attachments

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

- If "CA" is selected and the CoC is not requesting HPC designation, Attachments is screen 4. None of the attachments are required to submit the CoC Registration in *e-snaps*. However, if the CoC merged since the FY 2016 CoC Program Competition, the CoC is required to attach the FY 2017 Merger Worksheet.
- If "CA" is selected and the CoC is requesting HPC designation, Attachments is screen 11. In this case, two of the three attachments identified on the screen are required. The third attachment is required only if the CoC merged since the FY 2016 CoC Program Competition.
- If "UFA" is selected and the CoC is not requesting HPC designation, Attachments is screen 10. There are 17 attachments, 14 of which are required by HUD.
- If "UFA" is selected and the CoC is requesting "HPC" designation, applicants will see Attachments screen 10 and screen 11.

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

CoC Program Registration and CoC Review

4. Attachments for Collaborative Applicants

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

- **Grant Inventory Worksheet.** Not required.
- **FY 2017 Merger Worksheet.** If the CoC merged since the FY 2016 CoC Program Competition, the CoC is required to attach the FY 2017 Merger Worksheet.
- **Other.** At this time, there are no additional attachments required.

4. Attachments

The GIW is not a required attachment. The Merger Worksheet is only required if two or more CoCs are merged.

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

Back Next

Select a link

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

CoC Program Registration and CoC Review

eForms Logout

MNBUTLER

CoC Registration and Application FY2017

Applicant Name: Philadelphia CoC
 Applicant Number: PA-500
 Project Name: FY2017_CoCReg_Test8LM
 Project Number: COC_REG_2016_135430

CoC Registration FY2017

FY2016 CoC Merger Worksheet

Before Starting
 1. CoC Organization
 2. CoC Geographic Area

Attachment Details

* Document Description:

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

* File Name: Browse...

Document Type: Grant Inventory Worksheet

Maximum Size: 5 MB

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

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

Save

Save & Back to List Back to List

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

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

- NOTE:** *To delete an uploaded attachment.*
- Click the "Delete" icon  that appears to the left of the document name.
 - Confirm the deletion in the pop-up window.



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

CoC Program Registration and CoC Review

10. Attachments for Collaborative Applicants Applying for a UFA Designation

The "Attachment" screen for Collaborative Applicants that selected "UFA" has 17 items:

- A-133 Audit
- Audit Policy and Procedures for Subrecipients
- Centralized or Coordinated Assessment System
- CoC Governance Charter
- CoC Housing and Service System/Coordination Plan
- CoC Meeting Agendas/Minutes
- ESG-CoC Standards
- Financial Management Systems Policies and Procedures
- Grant Inventory Worksheet
- List of Board Leaders and Members
- LOCCS Drawdown Procedures
- Merger Worksheet
- Monitoring Guide for Subrecipients
- Organizational Chart/Policies and Procedures
- Procedures for High-Risk Subrecipient Management
- Procurement Policies and Procedures
- UFA - Other Attachment(s)

The attachments that are NOT required are the following:

- CoC Housing and Service System/Coordination Plan
- Grant Inventory Worksheet
- Merger Worksheet - If the CoC merged since the FY 2016 CoC Program Competition, the CoC is required to attach the FY 2017 Merger Worksheet.
- UFA - Other Attachments

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

CoC Program Registration and CoC Review



Logout

MNBUTLER

CoC Registration and Application FY2017

Applicant Name: Philadelphia CoC
 Applicant Number: PA-500
 Project Name: FY2017_CoCReg_Test8LM
 Project Number: COC_REG_2016_135430

CoC Registration FY2017

FY2016 CoC Merger Worksheet

Before Starting

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

Submission Summary

[View Applicant Profile](#)

[Export to PDF](#)
[Get PDF Viewer](#)

[Back to Submissions List](#)

10. Attachments				
Delete	Document Type	Required?	Download	Date Attached
	A-133 Audit	Yes	--	No Attachment
	Audit Policy and Procedures for Subrecipients	Yes	--	No Attachment
	Centralized or Coordinated Assessment System	Yes	--	No Attachment
	CoC Governance Charter	Yes	--	No Attachment
	CoC Housing and Services System/Coordination Plan	No	--	No Attachment
	CoC Meeting Agendas/Minutes	Yes	--	No Attachment
	ESG-CoC Standards	Yes	--	No Attachment
	Financial Management Systems Policies and Procedures	Yes	--	No Attachment
	Grant Inventory Worksheet	No	--	No Attachment
	List of Board Leaders and Members	Yes	--	No Attachment
	LOCCS Drawdown Procedures	Yes	--	No Attachment
	Merger Worksheet	No	--	No Attachment
	Monitoring Guide for Subrecipients	Yes	--	No Attachment
	Organizational Chart/Policies and Procedures	Yes	--	No Attachment
	Procedures for High-Risk Subgrantee Management	Yes	--	No Attachment
	Procurement Policy and Procedures	Yes	--	No Attachment
	UFA - Other Attachments	No	--	No Attachment



CoC Program Registration and CoC Review

11. Attachments for Collaborative Applicants Applying for HPC Designation

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

- CoC Street Outreach Plan - required
- FY 2016 Final HUD-Approved GIW - required
- Merger Worksheet - If the CoC merged since the FY 2016 CoC Program Competition, the CoC is required to attach the FY 2017 Merger Worksheet.
- Other

11. Attachments

Delete	Document Type	Required?	Download	Document Description	Date Attached
	CoC Street Outreach Plan	Yes	--		No Attachment
	FY 2016 Final HUD-Approved GIW	Yes	--		No Attachment
	Merger Worksheet	No	--		No Attachment
	Other	No	--		No Attachment

Back Next

CoC Program Registration and CoC Review

Certification

After completing the "Attachments" screen(s), Collaborative Applicants proceed to the "Certification" screen.

e.Forms Logout

MNBUTLER

CoC Registration and Application FY2017

Applicant Name: Philadelphia CoC
Applicant Number: PA-500
Project Name: FY2017_CoCReg_Test8LM
Project Number: COC_REG_2016_135430

CoC Registration FY2017

FY2016 CoC Merger Worksheet

Before Starting

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

Certification

*** I certify the following:**

1. That I have been duly authorized by the governing body of the CoC to register the CoC and submit all required registration and application documentation on its behalf;

2. That the statements herein are true, complete and accurate to the best of my knowledge, including that the geographic areas selected are the areas that this CoC serves;

and

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

To submit this application, all items must be certified.

Save & Back Save Save & Next

Back Next

Step	Description
1.	Read the certification statements and select all checkboxes.
2.	Select "Save & Next."

CoC Program Registration and CoC Review

Submission Summary

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

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

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

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

The "Submit" button is located at the bottom of the screen under the navigation buttons. The "Submit" button will be active if all parts of the CoC Registration have a date in the "Last Updated" column.

NOTE:

The "No Input Required" status on the Submission Summary indicates that no additional information for that screen is required for the applicant to proceed to the next step in e-snaps.

CoC Program Registration and CoC Review

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

Review "Complete" column

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

Complete	Page	Last Updated	Mandatory
✓	1. CoC Organization	04/03/2017	Yes
✓	2. CoC Geographic Area(s)	03/30/2017	Yes
✓	3. UFA Responsibilities	04/03/2017	Yes
✓	4. UFA Financial	04/03/2017	Yes
✓	5. UFA Sub-Recipient	04/03/2017	Yes
✓	5a. UFA Sub-Recipient	03/28/2017	Yes
✗	6. HPC Requirements	Please Complete	Yes
✗	7. HPC Data	Please Complete	Yes
✓	8. HPC - Reduce/Outreach	04/03/2017	Yes
✗	10. Attachments	Please Complete	Yes
✗	11. Attachments	Please Complete	Yes
✓	Certification	04/03/2017	Yes

Inactive "Submit" button

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Submit

CoC Program Registration and CoC Review

Submitting the CoC Registration

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

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

Submission Summary

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

Complete	Page	Last Updated	Mandatory
✓	1. CoC Organization	03/14/2017	Yes
✓	2. CoC Geographic Area(s)	03/14/2017	Yes
✓	3. UFA Responsibilities	03/14/2017	Yes
✓	4. UFA Financial	03/14/2017	Yes
✓	5. UFA Sub-Recipient	03/14/2017	Yes
--	5a. UFA Sub-Recipient	No Input Required	No
✓	Certification	03/14/2017	Yes

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

Message: This e.Form has been submitted

Callout: e.Form has been submitted

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

CoC Program Registration and CoC Review

Exporting to PDF

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



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

CoC Program Registration and CoC Review

CoC Review

After the Collaborative Applicant submits the CoC Registration, the organization cannot make changes. The next steps include the following:

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

NOTE:

Mailing Lists

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

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

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

NOTE:

Reference Submissions

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

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

CoC Program Registration and CoC Review

Accessing CoC Review

After HUD completes the review of the CoC Program Registrations submitted by the Collaborative Applicants, HUD will send a listserv message notifying Collaborative Applicants when they should log in to *e-snaps* and review HUD's determinations provided in the CoC Program Registration Review. The Collaborative Applicant will look for the "CoC Registration and Application FY2017 / CoC Review" project on the "Submissions" screen.

The screenshot shows the e-snaps interface. The top navigation bar includes 'Help' and 'Logout'. The left sidebar contains a user profile for 'MN BUTLER' and a menu with options: Front Office Portal, Profile, My Account (Change Password), Workspace, Applicants, Funding Opportunity Registrations, Projects, **Submissions**, and Contact Us. The main content area is titled 'Submissions' and includes filters for 'Applicant' (Philadelphia CoC (PA-500)), 'Applicant Project Name' (FY2017_CoCReg_Test7), 'Date Submitted', 'Project Status', 'Submission Version', and 'Associate Type'. Below the filters is a table of submissions:

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	FY2017_CoCReg_Test7 COC_REG_2016_135414	CoC Registration and Application FY2017 CoC Review	Jul 18, 2014	Dec 31, 2020	Primary Applicant	1	
	FY2017_CoCReg_Test7 COC_REG_2016_135414	CoC Registration and Application FY2017 Registration FY2017	Jul 28, 2014	May 19, 2020	Primary Applicant	1	Mar 13, 2017 3:21:24 PM

Step	Description
1.	Log in to <i>e-snaps</i> .
2.	Select "Submissions" on the left menu bar.
3.	Select the "Folder" icon next to the Project where the Step Name is "CoC Review." <ul style="list-style-type: none"> Option: Use the "Submissions Filters" to single out your project. Option: Select "Clear Filters" on the top left of the "Submissions Filters" box. Then, review the "Funding Opportunity Name / Step Name" column to locate "CoC Registration and Application FY2017 / CoC Review."

CoC Program Registration and CoC Review

1. Approved CoC Type Designation

On the "Approved CoC Type Designation" screen, read the available HUD comments and indicate whether you agree or not with the approved CoC designation.

1. Approved CoC Type Designation

View Step Registration FY2017

Instructions: [Show Instructions](#)

1. CoC Number and Name: PA-500 - Philadelphia CoC

2. Legal Name of Organization: City of Philadelphia

3a. Approved CoC designation: CA

3c. Comments from HUD:

*** 4. Does the CoC agree with the approved CoC Designation?** --select--
No
Yes

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

Buttons: Save & Back, Save, Save & Next, Back, Next, Check Spelling

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

Step	Description
1.	Review the pre-populated information and HUD's comments, if any. NOTE: Collaborative Applicants that applied for HPC designation will see field 3b indicating whether or not HUD approved the designation.
2.	For question 4, select "Yes" or "No" whether you agree with the approved CoC designation as "CA" or "UFA" in 3a and, if applicable, HUD's decision regarding HPC designation in 3b. <ul style="list-style-type: none"> If you select "No," you will be required to enter a comment in the comment box to be considered by HUD.
3.	Select "Save & Next."

CoC Program Registration and CoC Review

2. CoC Geographic Area(s)

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

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

CoC Program Registration and CoC Review

4. Attachments

On the "Attachments" screen, there is a place for attachments. Do NOT submit any attachments unless specifically asked to do so by HUD.

The screenshot shows the '4. Attachments' screen in the eForms system. On the left, there is a sidebar with the user's name 'MNBUTLER' and application details: 'CoC Registration and Application FY2017', 'Applicant Name: Philadelphia CoC', 'Applicant Number: PA-500', 'Project Name: FY2017_CoCReg_Test7', and 'Project Number: COC_REG_2016_135414'. At the bottom of the sidebar is a 'CoC Agree/Disagree' button. The main content area is titled '4. Attachments' and contains a table with the following data:

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

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

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

CoC Program Registration and CoC Review

5. Submission Summary

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

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

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

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

The "Submit" button is located at the bottom of the screen under the navigation buttons. The "Submit" button will be active if all parts of the CoC Review have a date or "No Input Required" in the "Last Updated" column.

NOTE:

The "No Input Required" status on the Submission Summary indicates that additional information for that screen is not required for the applicant to proceed to the next step in e-snaps. In the context of this instructional guide, the Collaborative Applicant may proceed to the next steps in the Registration Review process.

CoC Program Registration and CoC Review

Submitting the CoC Review

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

eForms Logout

MNBUTLER

CoC Registration and Application FY2017

Applicant Name: Philadelphia CoC
Applicant Number: PA-500
Project Name: FY2017_CoCReg_Test7
Project Number: COC_REG_2016_135414

CoC Agree/Disagree

1. CoC Type
2. Geo Area(s)
4. Attachments
Submission Summary

Complete	Page	Last Updated	Mandatory
✓	1. CoC Type	04/03/2017	Yes
✓	2. Geo Area(s)	04/03/2017	Yes
--	4. Attachments	No Input Required	No

Back Next

Export to PDF

Get PDF Viewer

Submit

CoC Review is ready to submit

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

CoC Program Registration and CoC Review

Exporting to PDF

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

Complete	Page	Last Updated	Mandatory
✓	1. CoC Type	04/03/2017	Yes
✓	2. Geo Area(s)	04/03/2017	Yes
--	4. Attachments	No Input Required	No

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

CoC Program Registration and CoC Review

Agreeing With CoC Review

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

- The Collaborative Applicant can no longer make changes to its CoC Review.
- When available, HUD will announce the opening of the FY 2017 CoC Program Competition via listserv message.
- Only Collaborative Applicants with a HUD-approved registration will have access to the FY 2017 CoC Application and CoC Priority Listing in *e-snaps*.

CoC Program Registration and CoC Review

Disagreeing With CoC Review: HUD Final Decision

If the Collaborative Applicant **disputes** any part of the CoC Review and submits it:

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

Access, review, and submit the CoC Reviews HUD Final Decision

Select the HUD Final Decision Folder icon

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	FY 2017 CoC Registration UAT COC_REG_2016_135422	CoC Registration and Application FY2017 CoC Application FY2017	Sep 16, 2014	Nov 19, 2020	Primary Applicant	1	
	FY 2017 CoC Registration UAT COC_REG_2016_135422	CoC Registration and Application FY2017 Registration FY2017	Jul 28, 2014	May 19, 2020	Primary Applicant	1	Mar 13, 2017 1:25:59 PM
	FY 2017 CoC Registration UAT COC_REG_2016_135422	CoC Registration and Application FY2017 CoC Priority Listing FY2017	Sep 16, 2014	Nov 19, 2020	Primary Applicant	1	
	FY 2017 CoC Registration UAT COC_REG_2016_135422	CoC Registration and Application FY2017 CoC Reviews HUD Final Decision	Jul 18, 2014	Dec 31, 2020	Primary Applicant	1	Mar 17, 2017 2:28:21 PM
	FY 2017 CoC Registration UAT COC_REG_2016_135422	CoC Registration and Application FY2017 CoC Review	Jul 18, 2014	Dec 31, 2020	Primary Applicant	1	Mar 17, 2017 2:24:45 PM

CoC Program Registration and CoC Review

Step	Description
1.	Access the HUD Final Review
2.	Review the information.
3.	For question 6, select "Yes" or "No" to indicate whether the CoC agrees with HUD's final decisions
4.	Select "Submit."

If the Collaborative Applicant **agrees** with all items in the HUD Final Review and submits, it will have access to the FY 2017 CoC Application and Priority Listing.

If the Collaborative Applicant **disagrees** with all items in the HUD Final Review and submits, it will see a Rejection Notification Letter in e-snaps and the Collaborative Application will not have access to the FY 2017 CoC Application and CoC Priority Listing.

CoC Program Registration and CoC Review

Next Steps

Congratulations! You have completed the CoC Program Registration and CoC Review instructional guide.