



CoC Registration, UFA Application, HPC Application, and CoC Review

HUD Detailed Instructions and Navigational Steps

**FY 2024
Version 1**

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CoC Registration and CoC Review

Introduction

This document provides supplementary instructions for Collaborative Applicants that intend to complete the CoC Program Registration in *e-snaps* in preparation to apply for CoC Program funds in the FY 2024 Continuum of Care (CoC) Program Competition. As stated in [Notice CPD-22-02: Continuum of Care Program Registration](#), Collaborative Applicants are not required to complete the registration process unless they have changes to geographic codes, have updated tribal resolutions to submit, have merged, or intend to apply for Unified Funding Agency (UFA) and/or High Performing Community (HPC) designations. If a Collaborative Applicant does not submit its FY 2024 CoC Program Registration in *e-snaps* by the first Thursday in March by 5:00 PM EST, HUD will move forward the previous year's CoC Program Registration for the Collaborative Applicant with no changes.

CoC Registration Process

The following flow chart depicts the CoC Program Registration process. The FY 2024 submission due date is March 7, 2024. As part of the CoC Program Registration process, HUD strongly encourages Collaborative Applicants to update the CoC Applicant Profile to ensure that contact and organizational information is current as the information provided is used by HUD to communicate information to Collaborative Applicants.

The FY 2024 CoC Registration submission due date is March 7, 2024.

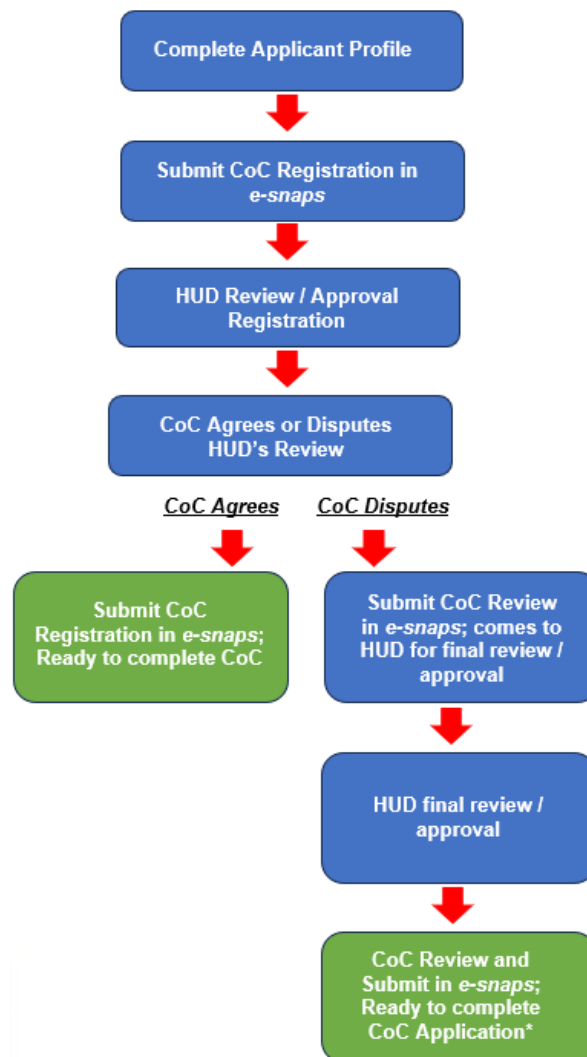
Collaborative Applicants will have the opportunity to review the submitted registration information in *e-snaps*, whether completed and submitted by the Collaborative Applicant or HUD. Collaborative Applicants may review the registration information for any HUD changes or notes and:

- submit HUD's registration assessment as approved or disagree with HUD's assessment and request additional changes or corrections by the CoC Review submission deadline; or
- if applied for UFA and/or HPC designations, review HUD's determination and agree or disagree with HUD's determination.

If the Collaborative Applicant agrees with HUD's determination, it will affirmatively answer all questions and submit the CoC Review in *e-snaps*. If the Collaborative Applicant disagrees with HUD's determination, it may submit additional information and/or supporting documents in *e-snaps* for HUD's final determination. The Collaborative Applicant must affirmatively answer all HUD Final Decision questions and submit the forms to have access to the FY 2024 CoC Consolidated Application.

CoC Registration and CoC Review

Below is the flow chart of the process for Collaborative Applicants that complete and submit registration forms:



Note: To have access to the FY 2024 CoC Consolidated Application, the CoC must agree with HUD's final review in *e-snaps*. If the Collaborative Applicant wants to dispute any information in HUD's final review, the Collaborative Applicant must reconcile any further issues outside of *e-snaps*. Please contact your local HUD CPD field office and the CoCNOFO@hud.gov inbox if there are further disputes after HUD's final review and approval of the submitted registration.

CoC Registration and CoC Review

Before Starting the CoC Registration

STOP:

Is there a new Primary Contact for the organization currently serving as the Collaborative Applicant, or has the organization designated as the Collaborative Applicant for the CoC changed? Please review the following e-snaps 101 toolkit:

- *Updating CoC Primary Contacts:*
<https://www.hudexchange.info/resource/6170/esnaps-101-toolkit/>
- *Detailed instructions for completing the CoC Applicant Profile, including how to put the Profile in "edit-mode," are in the following navigational guide:*
<https://files.hudexchange.info/resources/documents/Updating-the-Applicant-Profile.pdf>

Before starting the FY 2024 CoC Program Registration, all Collaborative Applicants should review the following documents:

- [Notice CPD 22-02: Continuum of Care Program Registration;](#)
- [Notice CPD 22-01: Unified Funding Agency;](#)
- [Notice CPD 22-03: Applying to be a High Performing Community;](#)
- [24 CFR part 578;](#) and
- [e-snaps Toolkit Resources.](#)

CoC-designated Collaborative Applicants may apply to request UFA designation and/or HPC designation on behalf of the CoC during the FY 2024 CoC Program Registration process in accordance with the requirements of the UFA and HPC Notices referenced at the beginning of this section. The UFA and HPC forms will be visible only for those Collaborative Applicants that request UFA and/or HPC designation during the FY 2024 CoC Program Registration process. HUD will make the final determination of UFA designation for Collaborative Applicants and/or HPC designations for CoCs that are requested during HUD's assessment of the registration forms and provide the final determination via *e-snaps*.

There will be no bring forward option for UFA application questions for FY 2024. Additionally, Collaborative Applicants that were designated as a UFA upon review of their FY 2023 CoC Program Registration, **MUST** review and complete all revised UFA forms in *e-snaps* during the FY 2024 CoC Program Registration process, as UFA designations do not carry-over from year to year.

CoC Registration and CoC Review

Required Forms

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

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

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

CoC Registration and CoC Review

Accessing e-snaps

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

Individual Login Credentials

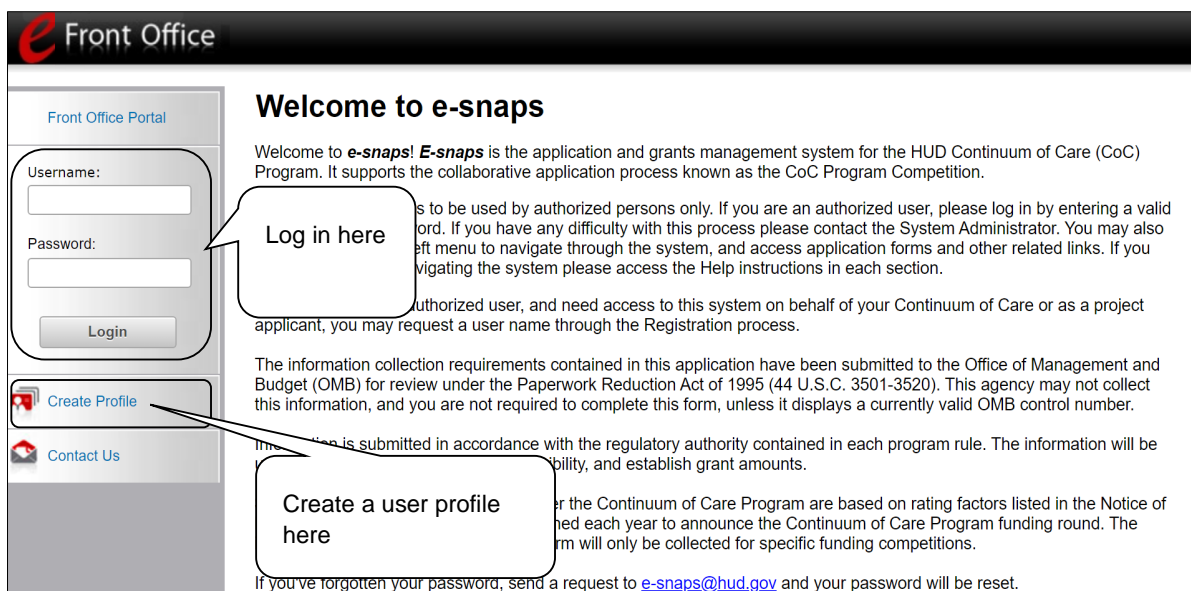
Each e-snaps user must have individual login credentials. Each organization should have a minimum of two people with access to e-snaps—the Primary Contact and one or more additional contact(s). Individuals should not share login information.

New Users

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

For information on how to add and delete users, refer to the following guidance provided on the [e-snaps 101 Toolkit](#) resource page:

- <https://files.hudexchange.info/resources/documents/Give-Staff-Access-to-Your-Organizations-e-snaps-Account.pdf>



Step	Description
1.	Direct your Internet browser to https://esnaps.hud.gov/
2.	Existing Users: 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. New Users: Create an <i>e-snaps</i> username and password by selecting the "Create Profile" link. Then, log in. Note: New <i>e-snaps</i> users have access to <i>e-snaps</i> but they do not yet have access to a specific <i>e-snaps</i> account until added as a Registrant. Review the next section for more information.
3.	If you forgot your password, select "Forgot your password?" under the "Login" button.

CoC Registration and CoC Review

CoC Applicant Profile

New CoCs must complete the [CoC Applicant profile](#) to access the registration forms and complete the registration process. Existing CoCs must review the CoC Applicant profile to ensure that HUD has the most current contact information. The CoC Applicant profile should be updated when key contacts change (e.g., Executive Director, Homeless Management Information System (HMIS) Lead, authorized contact) and when information about key contacts changes (e.g., email address, phone number). To access the CoC Applicant Profile, Collaborative Applicants must log in to *e-snaps*, hover over “Grants Management” to bring up the menu and select “Applicants”. Ensure that the correct Applicant name in the “Applicants” field at the top left side of the screen is selected and select the orange folder to the left of the Applicant name on the screen.

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

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

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

After the Collaborative Applicant ensures the data entered in the CoC Applicant Profile is accurate, the Collaborative Applicant must select the “Complete” button on the Submission Summary screen of the CoC Applicant Profile. As stated in Notice CPD-22-02: *Continuum of Care Program Registration*, HUD encourages all applicants to create a permanent email address that does not change with staff turnover, e.g., executivedirector@abcnonprofit.org. This will ensure important information reaches staff that need to address issues in a timely manner, e.g., curable deficiency, GIW questions.

NOTE:

The [CoC Applicant Profile](#) instructional guide provides detailed, step-by-step instructions for completing the Applicant Profile.

CoC Registration and CoC Review

Funding Opportunity Registration


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

**CoC
REGISTRATION
IS NOT
COMPLETE**

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

The screenshot shows the 'Front Office' portal interface. On the left, a navigation menu includes 'Funding Opportunity Registrations'. The main content area shows a table titled 'Funding Opportunity Registrations' with columns: Register, View, Funding Opportunity Name, and End Date. The table lists several entries, including 'CoC Registration and Application FY2024'. Callouts provide instructions: 1. Select 'Funding Opportunity Registrations' on the left menu bar. 2. Confirm the correct Applicant is listed in the Applicant field (Alaska Balance of State (AK-501)). 3. Select icon for CoC Registration and Application FY 2024.

Register	View	Funding Opportunity Name	Applicant	Start Date	End Date
		CoC Planning Project Application FY2023	0	Mar 23, 2023	Dec 31, 2026
		CoC Registration and Application FY2023	2	Nov 30, 2020	Dec 31, 2025
		CoC Registration and Application FY2024	1	Dec 11, 2023	Dec 31, 2025
		YHDP New Project Application FY2021	0	Mar 6, 2023	Apr 30, 2025
		YHDP Replacement Project Application FY2021	0	Mar 6, 2023	Apr 30, 2025
		YHDP Replacement Project Application FY2021	0	Mar 6, 2023	Apr 30, 2025

Step	Description
1.	Select "Funding Opportunity Registrations" on the left menu bar.
2.	The "Funding Opportunity Registrations" screen appears.
3.	Select the "Register" icon  next to "CoC Registration and Application FY 2024."
4.	The "Funding Opportunity Details" screen appears.

CoC Registration and CoC Review



Step	Description
1.	When the question appears asking if you want to register the applicant for the funding opportunity, select "Yes."
2.	The screen will then indicate that the CoC has been registered for the funding opportunity. Important: This step is only registering for the opportunity to apply for funding and allows the CoC to proceed in e-snaps; the CoC is NOT registered for the FY 2024 CoC Program Competition.
3.	Select the "Back" button to return to the "Funding Opportunity Registrations" screen and proceed to the next page for the next required steps to register.

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



Creating the CoC Program Registration Project

Collaborative Applicants must create a project for the CoC Program Registration in *e-snaps* on the "Projects" screen. After the Collaborative Applicant "creates" the project, it will appear on this screen and the term "CoC Registration and Application FY 2024" will appear under the "Funding Opportunity Name" column.

Import Function

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

The screenshot shows the 'Front Office' interface. On the left, a navigation menu has 'Projects' selected. The main area shows the 'Projects' screen for 'Ohio Balance of State CoC (OH-507)'. The 'Project Status' is set to 'Open Projects' and the 'Funding Opportunity Name' is 'CoC Registration and Application FY2024'. A table below shows a project entry: 'FY2024_CoReg_3' with project number 'COC_REG_2024_138331'. Callouts indicate: 1. Select 'Projects' on the left menu bar. 2. Select 'FY 2024 funding opportunity' from the 'Funding Opportunity Name' dropdown. 3. Select the 'Add' icon (a plus sign in a square) on the left side of the table.

Step	Description
1.	Select "Projects" on the left menu bar.
2.	The "Projects" screen appears.
3.	Select "CoC Registration and Application FY 2024" from the "Funding Opportunity Name" dropdown.
4.	The screen refreshes and an "Add" icon  appears on the left side of the screen above the column headings.
5.	Select the "Add" icon. 
6.	The "Create a Project" screen appears.

Applicant Field Dropdown

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

CoC Registration and CoC Review

Front Office Portal

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Contact Us

Balance of State (AK-501)

Create a Project

Funding Opportunity Name: CoC Registration and Application FY2024
*** Applicant:** Alaska Balance of State (AK-501)

*** Applicant Project Name:** AK-501 CoC Registration FY 2024

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 Portal

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Contact Us

Alaska Balance of State (AK-501)

Create a Project

Funding Opportunity Name: CoC Registration and Application FY2024
*** Applicant:** Alaska Balance of State (AK-501)

*** Applicant Project Name:** AK-501 CoC Registration FY 2024

Import Data From:

- None
- 2023_coc_final_review (COC_REG_2023_137954)
- ak501_tribal_geo_do_1 (COC_REG_2023_137961)
- 2023_coc_review_3 (COC_REG_2023_137952)
- AK-501 CoC Registration FY 2023 (COC_REG_2023_137972)**
- FY2024 Registration Baseline Requirements (COC_REG_2023_138315)
- ak501_tribal_geo_do_div_2 (COC_REG_2023_137964)
- 2023_tribal_app (COC_REG_2023_137957)
- 2023_tribal_do (COC_REG_2023_137958)
- ak501_tribal_geo_do_div (COC_REG_2023_137963)

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. | <p>In the "Applicant Project Name" field, enter the CoC Number followed by the words "CoC Registration FY 2024."</p> <ul style="list-style-type: none"> For example, the Scranton/Lackawanna County CoC should enter: PA-508 CoC Registration FY 2024. |

CoC Registration and CoC Review

-
3. In the "Import Data From" field, select the CoC Registration 2023. This will ensure that your CoC's FY 2023 CoC Program Registration information is imported and will decrease the amount of information that must be entered for the FY 2024 CoC Program Registration process.

Note: If Collaborative Applicants do not import the previous year's CoC Registration, they must fully complete the FY 2024 CoC Program Registration.

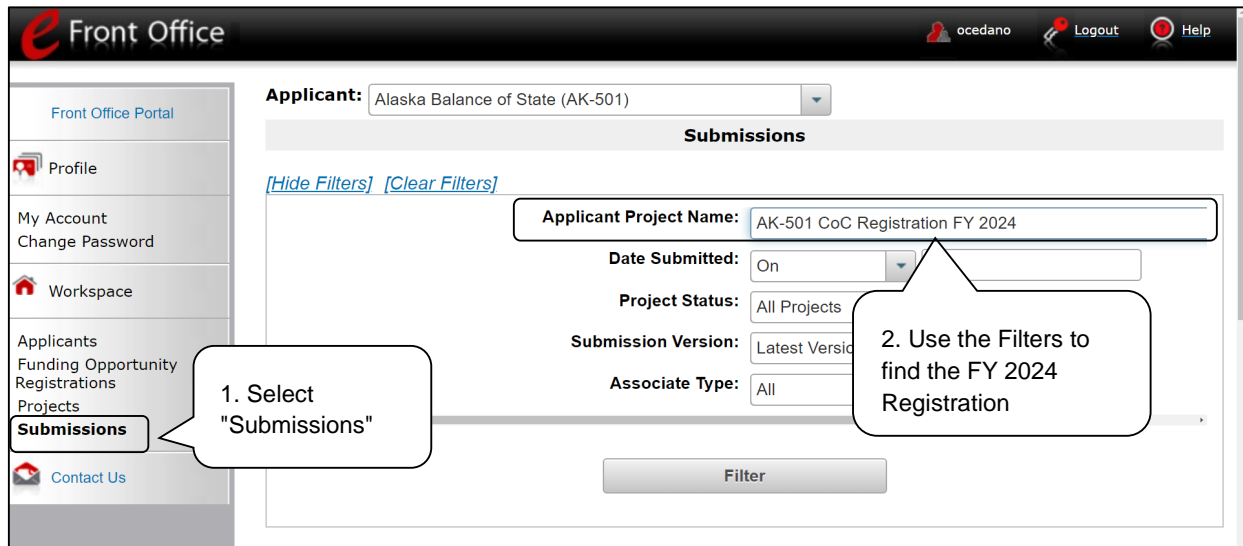
4. Select "Save & Back" to return to the "Projects" screen.

 5. The project name is listed in the menu.
 - Select the "View" icon  to view project details; however, applicants are not required to enter any notes on that page.
-

CoC Registration and CoC Review

Submissions

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



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 2024" in the Project Name field. Then select the "Filter" button to single out your project(s).Option: Select "Clear Filters" on the top left of the "Submissions Filters" box.Then, review the "Funding Opportunity Name / Step Name" column for "CoC Registration and Application FY 2024/ Registration FY 2024"
4.	Continue with the instructions in the next section for completing the CoC Program Registration.

Applicant Field Dropdown

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

CoC Registration and CoC Review

CoC Registration

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

Prepopulated Information

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

Review the pre-populated data. If it is not correct, you must edit the CoC Applicant Profile.

Be sure to select the "Complete" button after editing so that the data can be pulled forward again.

Back to Submissions List

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

Accessing the CoC Registration

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

The screenshot shows the "Submissions" screen in the e-snaps system. The top navigation bar includes "Front Office Portal", "Profile", "My Account", "Change Password", "Workspace", "Applicants", "Funding Opportunity Registrations", "Projects", "Submissions", and "Contact Us". The "Submissions" section is active, displaying a list of filters: "Applicant Project Name" (FY2024_CoCReg_3), "Date Submitted" (On), "Project Status" (Open Projects), "Submission Version" (Latest Version), and "Associate Type" (All). A "Filter" button is located below the filters. A callout box points to a folder icon in the "Actions" column of the table below, with the text "Access CoC Registration".

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	FY2024_CoCReg_3 COC_REG_2024_138331	CoC Registration and Application FY2024 Registration FY2024	Dec 11, 2023	Feb 29, 2024	Primary Applicant	1	Dec 21, 2023, 1:25:26 PM

Step

Description

1. Select "Submissions" on the left menu bar.
2. The "Submissions" screen appears.
3. Select the "Folder" icon to the left of the CoC Program Registration project you established with the Funding Opportunity Name "CoC Registration and Application FY 2024 /Registration FY 2024."
4. The "Before Starting" screen appears.

CoC Registration and CoC Review

Before Starting Continuum of Care Registration

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

The screenshot shows a web interface for CoC Registration. On the left is a sidebar with applicant information: Applicant Name: Alaska Balance of State, Applicant Number: AK-501, Project Name: AK-501 CoC Registration FY 2024, Project Number: COC_REG_2024_138334. The main content area is titled "Before Starting" and contains instructions for Collaborative Applicants, a list of documents to review (24 CFR part 578, CoC Program Registration Notice, CoC Program Unified Funding Agency (UFA) Notice, CoC Program High Performing Community (HPC) Notice, CoC Program Registration and CoC Review Instructions), and a note about HUD Listserve messages. At the bottom are "Back" and "Next" buttons. Three callout boxes are present: one pointing to the "Next" button with the text "1. Select Next", one pointing to the "Back" button with the text "Note: Return to Submissions List", and one pointing to the main text area with the text "Review this screen".

Step	Description
1.	Select "Next."

CoC Registration and CoC Review

1. Continuum of Care Organization

Collaborative Applicants that are submitting the CoC Program Registration on behalf of the CoC will have the opportunity on this form to apply for UFA and HPC designation. This form is used to identify the appropriate CoC, as well as the Collaborative Applicant responsible for applying on behalf of the entire CoC. The following is a brief description of those fields that will appear on this form. If Collaborative Applicants imported the previous year's process when setting up the FY 2024 registration form, some of these fields will be prepopulated. Collaborative Applicants should review those fields to make sure the information is still correct; if so, no changes are necessary. Collaborative Applicants must follow the directions below to make changes.

Note: Question field #4 is auto-populated with the Legal Applicant Name from the CoC Applicant Profile. This field is currently hidden from CoC view. **Please disregard the gap in numbering.**

1. Continuum of Care Organization

1. Type of CoC: CA

2. HPC Designation: No

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

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

5a. 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, Shelby Counties CoC	
AL-501 - Mobile City & County/Baldwin County CoC	
AL-502 - Florence/Northwest Alabama CoC	
AL-503 - Huntsville/North Alabama CoC	
AL-504 - Montgomery City & County CoC	
AL-505 - Gadsden/Northeast Alabama CoC	
AL-506 - Tuscaloosa City & County CoC	

5b. On what date did the CoCs merge?

6. Is the Collaborative Applicant an Indian Tribe or TDHE? -- select --

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 have access to the UFA and/or HPC screens.

Question 1.

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

CoC Registration and CoC Review

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

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

Question 3. Select or confirm the "CoC Number and Name."

The correct CoC must be identified in this field. The dropdown menu for this field contains each CoC that registered during the FY 2023 CoC Program Registration, listed according to the CoC Number (e.g. NE-502) and CoC Name (e.g. Lincoln CoC). The CoC selected from the dropdown menu will be the responsible entity for the FY 2024 CoC Program Competition. Some CoC Numbers and Names may have changed, especially CoCs that may have notified HUD of a merger since the FY 2023 CoC Program Registration process.

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

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

Question 5. Answer "Yes" or "No" to indicate if the CoC merged with one or more other CoCs after the previous CoC Program Competition or prior to this FY CoC Program Registration process.

If the CoC merged after the FY 2023 CoC Program Competition final funding announcement or prior to this FY CoC Program Registration and HUD notified the CoC that the merger is confirmed, the Collaborative Applicant should select "Yes."

For CoCs that have selected "Yes" the following applies

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

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

Question 6. Select "Yes" or "No" to indicate whether the Collaborative Applicant is an Indian Tribe or TDHE.

This is a required field, therefore, the Collaborative Applicant must either select "Yes" or "No."

If the response is yes, the Collaborative Applicant is not required to attach a Tribal Resolution.

If the response is "No" and the CoC intends to include a trust land or reservation as part of the CoC's geographic service area, the Collaborative Applicant must attach a

CoC Registration and CoC Review

tribal resolution from the tribe authorizing the applicant to do so or a written expression adopted pursuant to tribal practices.

At minimum, the Tribal Resolution must specify the name of the Tribe; the trust land or reservation to be included in the CoC's geographic service area; the name of the CoC authorized to include the trust land or reservation as part of the CoC's geographic service area; and it must indicate a time period for which the Tribal Resolution is in effect (e.g. FY 2024, FY 2024 through FY 2028, effective until it is amended, superseded, or rescinded, etc..).

NOTE: If a Tribal Resolution submitted during a previous fiscal year registration specified effective dates that did not cover future fiscal year competitions, Collaborative Applications must submit a new Tribal Resolution during the FY 2024 Registration process authorizing the CoC to continue including the trust land or reservations as part of the CoC in FY 2024 and going forward.

CoC Registration and CoC Review

2. Continuum of Care Geographic Area(s)

On the "Continuum of Care Geographic Area(s)" screen, review the geographic codes(s) that the CoC serves.

Who Completes this screen?	<p><i>All Collaborative Applicants need to complete this screen 2. CoC Geographic Area(s).</i></p> <p><i>Collaborative Applicants that are NOT applying for UFA or HPC designation will proceed to screen 5. Attachments, and to the Certification, and Submission</i></p>
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The Collaborative Applicant that is responsible for applying for funds on behalf of the CoC must identify the CoC's defined geographic code(s), including tribal geographic code(s), if applicable. Collaborative Applicants must ensure that all geographic codes in the CoC's geographic area are selected before proceeding to the next form. The geographic codes selected will determine the Preliminary Pro Rata Need (PPRN) amount available to the CoC. The PPRN amounts are posted in the [CoC Competition webpage](#) on HUD's website. If the Collaborative Applicant imported the previous year's registration, this will also be prepopulated and must be reviewed for accuracy.

Question 1. Answer "Yes" or "No" to indicate whether the CoC will include [Tribal areas](#) as part of the CoC's designated service area?

If the answer is "Yes" the Collaborative Applicant must complete Questions 1a. and 1b, before proceeding to Question 2. If the answer is "No" the Collaborative Applicant may proceed to Question 2.

Question 1a. Select the State(s) in which the Tribal areas are located.

Some Tribal areas may cross state boundaries and county lines. Therefore, such Tribal areas may have multiple geographic codes associated with them. Where Tribal areas cross state boundaries, CoCs may select more than one state if the CoC intends to

CoC Registration and CoC Review

select Tribal areas that are located in more than one State. The Indian Tribe or TDHE could also approve the subdivision of a trust land or reservation among more than one CoC through a tribal resolution (see Section V.F.2.c of Notice CPD-22-02 CoC Registration). CoCs are expected to collaborate with the Indian Tribe or TDHE in making determinations concerning the adequacy of serving specific Tribal areas, including those that cross state lines.

After selecting the State(s), click “Save” so that the tribal geographic codes associated with the selected State(s) appear in the following question (Question 1b.)

Question 1b.

Select the Tribal/AIAN area geographic code(s) which will be included in the CoC’s designated service area.

The information selected should include all the tribal/AIAN geographic codes that will be part of the CoC’s designated service area. The tribal geographic codes will contain the following information: 1. the tribal AIAN code; 2. the tribal geography name; and 3. in parenthesis, the geographic code and county name associated with the tribal geographic code. For example, “3090291110 Flathead Reservation (309029 Flathead County).”

See the Attachments Section of this Guide for more information concerning attachment requirements for CoCs that are selecting tribal areas as part of its geography.

* 2. Select the State(s) in which the CoC’s non-tribal geographic area(s) are located
For multiple state selections, hold the CTRL key and select the applicable states.

* 2a. Select the non-tribal geographic code(s) which will be included in the CoC’s designated service area.
To select multiple geographic areas, hold the CTRL key and select the applicable area(s).

Back Next

This eForm has been submitted

Question 2. Select or confirm the “State(s) in which the CoC non-tribal geographic areas are located.”

The state that is selected must be the state where the CoC’s selected non-tribal geographic area(s) are located. Ensure the selected state is correct before proceeding.

Question 2a.

Select the non-tribal geographic code(s) which will be included in the CoC’s designated service area.

CoC Registration and CoC Review

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

- CoCs that merged should ensure that all of the geographic codes for the newly merged CoC are selected.
 - Collaborative Applicants should also review the [FY 2024 CoC Geographic Code Report](#).
 - If the geographic areas listed are not correct, make sure that the correct state is selected in Question 2 of this form.
-

CoC Registration and CoC Review

UFA Forms

The next four forms are only applicable for Collaborative Applicants requesting UFA designation from HUD as outlined in Notice CPD-22-01: *CPD Notice Unified Funding Agency*. Collaborative Applicants must fully answer all questions and attach all required documents (for more information on specific required documents that Collaborative Applicants must upload, review the 'Attachments' section of this document) BEFORE submitting the Registration in *e-snaps*.

Please be advised, if 'NO' is selected for any of the questions on the UFA forms this might impact whether HUD designates the Collaborative Applicant as a UFA for the FY 2024 CoC Program Competition. Before submitting the Registration in *e-snaps*, make sure that all information is captured correctly.

Collaborative Applicants that received UFA designation in the FY 2023 CoC Program Registration process must review, update, attach required forms, and submit the FY 2024 CoC Program Registration by the submission due date for HUD review and assessment. If a current UFA designated Collaborative Applicant does not complete and submit the FY 2024 CoC Program Registration forms with the UFA information updated and completed, it will lose its UFA designation for the FY 2024 CoC Program Competition.

NOTE

Existing Collaborative Applicants with a UFA designation will not be able to bring forward information from the previous FY.

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

Answering Multi-Part Narrative Questions

Some questions require you to address multiple elements in a single text box. Number your responses to correspond with multi-element questions using the same numbers in the question. This will help you organize your responses to ensure they are complete and help us to review and score your responses.

Attachments

Questions requiring attachments to receive points will instruct Collaborative Applicants to submit an attachment. Such attachments must be uploaded to the **3D. UFA Attachments Screen**. Only upload documents responsive to the questions posed. Do not include other material because this slows the review process, which ultimately slows the funding process. Include a cover page with the attachment name.

Attachments must match the questions they are associated with. HUD does not award points for evidence if the attachment is associated with the wrong question, and this **is not** a valid reason to appeal HUD's designation determination.

About the FY 2024 UFA Application

1. 70 total points available.
2. We will only consider responses provided to individual questions unless otherwise stated in this guidance.
3. For narrative responses, we recommend you draft responses in a word processing program with a character counter to ensure responses do not exceed the character limit allowed in the text field—then carefully copy and paste your response to the correct response field in *e-snaps*.

CoC Registration and CoC Review

3A. UFA Capacity – CoC Responsibilities

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

3A. UFA Capacity

Collaborative Applicants requesting UFA designation must complete all questions on this form.

Instructions: [Show Instructions](#)

1. Using Performance and Outcome Data to Determine Allocation of Resources to End Homelessness.
(24 CFR 578.7(a)(6), UFA Notice Section III.A.1.a.)

Describe in the field below how your CoC uses performance and outcome data to determine allocation of resources from CoC Program and ESG Program funds to reduce or end homelessness for all homeless populations.
(Limit 2,000 characters)

2. Using Housing First Approach to Remove Barriers.
(24 CFR 578.7(c)(1), UFA Notice Section III.A.1.b.)

Describe in the field below how your CoC implemented a housing and service system that meets the needs of individuals and families experiencing homelessness by using a Housing First approach that: (1) removes barriers to housing; (2) removes service participation requirements or preconditions for program participation; and (3) prioritizes rapid placement and stabilization in permanent housing.
(Limit 2,000 characters)

3. Establishing Performance Targets.
(24 CFR 578.7(a)(6), UFA Notice Section III.A.1.c.)

Describe the process your CoC used to consult with recipients and subrecipients to establish performance targets appropriate for populations and program types.
(Limit 2,000 characters)

4. Evaluating Outcomes of CoC and ESG Program-funded Projects.
(24 CFR 578.7(a)(7), UFA Notice Section III.A.1.e.)

Describe in the field below how your CoC evaluates outcomes of: (1) CoC Program recipients; and (2) ESG Program subrecipients.
(Limit 2,000 characters)

Question 1. Using Performance and Outcome Data to Determine Allocation of Resources to End Homelessness. (24 CFR 578.7(a)(6), UFA Notice Section III.A.1.a.)

Describe how your CoC uses performance and outcome data to determine allocation of resources from CoC Program and ESG Program funds to reduce or end homelessness for all homeless populations.

Question 2. Using Housing First Approach to Remove Barriers. (24 CFR 578.7(c)(1), UFA Notice Section III.A.1.b.)

Describe how your CoC implemented a housing and service system that meets the needs of individuals and families experiencing homelessness by using a Housing First approach that:

- A. Removes barriers to housing;
 - B. Removes service participation requirements or preconditions for program participation; and
 - C. Prioritizes rapid placement and stabilization in permanent housing.
-

CoC Registration and CoC Review

Question 3. Establishing Performance Targets. (24 CFR 578.7(a)(6), UFA Notice Section III.A.1.c.)

Describe the process your CoC used to consult with recipients and subrecipients to establish performance targets appropriate for populations and program types.

Question 4. Evaluating Outcomes of CoC and ESG Program-funded Projects. (24 CFR 578.7(a)(7), UFA Notice Section III.A.1.e.)

Describe how your CoC evaluates outcomes of both CoC and ESG Program subrecipients.

***5. Written Standards for Prioritizing Assistance—Policies and Procedures.**
(24 CFR 578.7(a)(9)(i.-vi.), UFA Notice Section III.A.1.)

You must upload to the 3D_UFA Attachments screen a copy of your CoC's Written Standards for Prioritizing Assistance.

Indicate whether your CoC's written standards included in the following elements and enter the page number where the policy is located (if "Yes" is selected below, the page number is required):

Written Standards for Prioritizing Assistance			Page Number
5a.	Policies and procedures for evaluating individuals' and families' eligibility for assistance	-- select --	<input type="text"/>
5b.	Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance (these policies must include the emergency transfer priority required under 24 CFR 578.99(j)(8)).	-- select --	<input type="text"/>
5c.	Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance (these policies must include the emergency transfer priority required under 24 CFR 578.99(j)(8)).	-- select --	<input type="text"/>
5d.	Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;	-- select --	<input type="text"/>
5e.	Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance (these policies must include the emergency transfer priority required under 24 CFR 578.99(j)(8)), and	-- select --	<input type="text"/>
5f.	If the Continuum is designated a high-performing community, as described in subpart E of the CoC Program Interim Rule, policies and procedures set forth in 24 CFR 576.400(e)(3)(vi), (e)(3)(vii), (e)(3)(viii), and (e)(3)(ix).	-- select --	<input type="text"/>

***6. Centralized or Coordinated Entry System—Implementation.**
(24 CFR 578.7(a)(8), UFA Notice Sections III.A.2.a.A.2.b.)

You must upload to the 3D_UFA Attachments screen a copy of your CoC's Coordinated Entry System Tool.

Describe in the field below how your CoC's centralized or coordinated assessment system: (1) matches services and housing to participant needs; and (2) was successfully implemented.
(Limit 2,000 characters)

***6a. Centralized or Coordinated Entry System—Protocols.**
(24 CFR 578.7(a)(8), UFA Notice Sections III.A.2.a.A.2.b.)

Describe in the field below how your CoC's centralized or coordinated assessment system protocols assist those experiencing homelessness in obtaining necessary referrals for housing and services.
(Limit 2,000 characters)

Question 5. Written Standards for Prioritizing Assistance—Policies and Procedures. (24 CFR 578.7(a)(9)(i.-vi.)), UFA Notice Section III.A.1.)

The Collaborative Applicant must upload a copy of the CoC's written standards. Complete the chart to indicate whether the CoC's written standards include the elements listed.

- For each element where "Yes" is selected, you must enter the page number where the policy is located in the attachment.
- If the written standards referenced in the chart are contained in several documents, combine all documents, and upload a single document. Reference the page number of the combined document.
- Name the attachment "**Written Standards for Prioritizing Assistance.**"

CoC Registration and CoC Review

Question 6. Centralized or Coordinated Entry System–Implementation. (24 CFR 578.7(a)(8), UFA Notice Sections III.A.2.a, A.2.b.)

Describe how the CoC’s centralized or coordinated assessment system:

- A. Matches services and housing to participant needs; and
- B. Was successfully implemented.

The Collaborative Applicant must upload a copy of the CoC’s coordinated entry system document and name the attachment “**Coordinated Entry System Assessment Tool.**”

Question 6a. Centralized or Coordinated Entry System–Protocols. (24 CFR 578.7(a)(8), UFA Notice Sections III.A.2.a, A.2.b.)

Describe how your CoC’s centralized or coordinated assessment system protocols assist those experiencing homelessness in obtaining necessary referrals for housing and services.

The response must address each population listed. If you have a single protocol for all populations include a statement that the protocol applies to all four populations in this question.

7. CoC Structure–Governance.
(24 CFR 578.7(a), 7(b)(2), 7(d), UFA Notice Sections III.A.3.a, A.3.b, A.3.c, A.3.d, III.A.4.a, A.4.b, A.4.c, A.5.a, A.5.d, A.6.f.)

You must upload to the 3D, UFA Attachments screen a copy of your CoC’s Governance Charter and a copy of your CoC’s Meeting Minutes and Agendas.

Complete the chart below to indicate your CoC’s documented Policies and Procedures (if “Yes” is selected below, a date and page number are required).

Written Policies and Procedures		Approval Date	Page Number
7a.	Does your CoC’s governing document(s) require meetings of the full membership of the CoC at least semi-annually? (24 CFR 578.7(a)(1))	-- select --	
7b.	Does your CoC’s governing document(s) require a public invitation of new members to join within the geographic area at least annually? (24 CFR 578.7(a)(2))	-- select --	
7c.	Does your CoC’s governing document(s) include a written process to select a Board to act on behalf of the CoC, with the process being reviewed, updated, and approved by the CoC at least once every 5 years? (24 CFR 578.7(a)(3))	-- select --	
7d.	Does your CoC’s governing document(s) list all committees, subcommittees, and workgroups that are active in your CoC? (24 CFR 578.7(a)(4))	-- select --	
7e.	Does your CoC update its governance charter annually? (24 CFR 578.103(a)(1)(ii))	-- select --	
7f.	Does your CoC’s governance charter include a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board for conflicts of interest? (24 CFR 578.7(a)(5))	-- select --	
7g.	Does your CoC’s governance charter include an emergency transfer plan that meets the requirements under 24 CFR 578.99(j)(8). (24 CFR 578.7(d))	-- select --	

8. Homeless Management Information System (HMIS) Structure.
(24 CFR 578.7(b)(3), (b)(4), (b)(5), UFA Notice Sections III.A.5.a, A.5.b, A.5.c, A.5.d, A.5.e, A.5.f.)

You must upload to the 3D, UFA Attachments screen a copy of your CoC’s HMIS Policies and Procedures.

Complete the chart below to indicate your CoC’s documented procedures (if “Yes” is selected below, a date and page number are required).

Written Policy or Procedure		Approval Date	Page Number
8a.	Does your CoC’s governing document(s) include the designation of a single HMIS for its Geographic Area? (24 CFR 578.7(a)(9)(b)(1))	-- select --	
8b.	Has your CoC implemented policies and procedures to ensure consistent participation of recipients and subrecipients in your CoC’s designated HMIS? (24 CFR 578.7(b)(4))	-- select --	

Question 7. CoC Structure–Governance. (24 CFR 578.7(a), 7(b)(2), 7(d), UFA Notice Sections III.A.3.a, A.3.b., A.3.c., A.3.d., III.A.4.a., A.4.b., A.4.c., A.5.a., A.5.d., A.6.f.)

The Collaborative Applicant must upload a copy of the CoC’s Governance Charter– which could be referred to by other names (e.g., by-laws, articles of incorporation, etc.). Complete the chart to indicate your CoC’s documented Policies and Procedures. For each element where “Yes” is selected, you must enter the date of the policy and the page number where the policy is located in the attachment.

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- Name the attachment “**Governance Charter.**”
- If any policy listed in the chart is contained in another document:
 - combine that document with the Governance Charter document and upload as a single document, and
 - reference the page number in the combined document.
- Combine and upload copies of agenda and meeting minutes for the 12-month period immediately preceding submission of the UFA designation request and label the attachment Agenda and Meeting Minutes.

Question 8. Homeless Management Information System (HMIS) Structure. (24 CFR 578.7(b)(3), (b)(4), (b)(5), UFA Notice Sections III.A.5.a., A.5.b., A.5.c., A.5.d., A.5.e., A.5.f.)

Complete the chart to indicate your CoC’s documented procedures and enter the date of approval and the page number where the policy is located in the attachment.

The Collaborative Applicant must upload a copy of the CoC’s HMIS policies and procedures.

- Name the attachment “**HMIS Policies and Procedures.**”
- If information is contained in other documents, combine excerpts from those documents containing the policies and procedures with your HMIS policies and procedures attachment and reference the page number in the combined document.

9. CoC Coordination–Point-in-Time Count–Gaps Analysis. (24 CFR 578.7(c)(2), (c)(3), UFA Notice Section III.A.6.a., A.6.b.)

9a. How frequently does your CoC conduct a sheltered Point-in-Time count? -- select --

9b. How frequently does your CoC conduct an unsheltered Point-in-Time count? -- select --

9c. How frequently does your CoC conduct a gaps analysis? -- select --

If other is selected, you must click Save and enter the frequency of Point-in-Time Count/Gaps Analysis.

Save

10. Participation in Consolidated Plan in Your CoC’s Geographic Area. (24 CFR 578.7(c)(4), UFA Notice Section III.A.6.d.)

Describe in the field below: (1) specific activities your CoC performs during the development or update of information your CoC provides to the jurisdiction(s) within its geographic area required to complete the Consolidated Plan. (Limit 2,000 characters)

11. CoC Consultation with ESG Program Recipients–Plan for Joint Reporting. (24 CFR 578.7(c)(5), UFA Notice Section III.A.6.e.)

You must upload to the 3D, UFA Attachments screen a copy of your CoC’s Plan for Joint Reporting.

Describe in the field below how the CoC consults with ESG Program recipients within the CoC’s geographic area on the plan for allocation of ESG funds and evaluating and reporting on the performance of ESG recipients and subrecipients that includes:

(1) reporting on the performance of ESG recipients and subrecipients;

(2) evaluating the performance of ESG recipients and subrecipients; and

(3) if the collaborative applicant is also the ESG program recipient:

(a) include a statement that the UFA is the Collaborative Applicant for the CoC Program and the ESG Program recipient;

(b) indicate whether the UFA conducts planning activities as outlined in both the CoC and ESG Programs interim rules; and

(c) include a description of those planning activities

(Limit 2,000 characters)

If “Other” is selected, click Save and type the frequency in the text box.

Question 9. CoC Coordination–Point-in-Time Count–Gaps Analysis. (24 CFR 578.7(c)(2), (c)(3), UFA Notice Section III.A.6.a., A.6.b.)

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Complete the chart to indicate the frequency of each of the identified elements. For each element where “Other” is selected, you must click save to enable the textbox and manually enter the frequency of the identified element(s).

Question 10.

Participation in Consolidated Plan in Your CoC’s Geographic Area. ([24 CFR 578.7\(c\)\(4\)](#), [UFA Notice Section III.A.6.d.](#))

Describe the following:

- A. Specific activities your CoC performs during the development or update of the jurisdiction(s) Consolidated Plan; and
 - B. Information your CoC provides to the jurisdiction(s) within its geographic area required to complete the Consolidated Plans(s).
-

Question 11. CoC Consultation with ESG Program Recipients–Plan for Joint Reporting. ([24 CFR 578.7\(c\)\(5\)](#), [UFA Notice Section III.A.6.e.](#))

Describe how the CoC consults with ESG Program recipients within the CoC’s geographic area on the plan for allocation of ESG funds that includes:

- A. Reporting on the performance of ESG recipients and subrecipients
- B. Evaluating the performance of ESG recipients and subrecipients; and
- C. If the Collaborative Applicant is also the ESG Program recipient:
 - 1. include a statement that the UFA is the Collaborative Applicant for the CoC Program and the ESG Program recipient;
 - 2. indicate whether the UFA conducts planning activities as outlined in both the CoC and ESG Programs interim rules; and
 - 3. include a description of those planning activities.

The Collaborative Applicant must upload a copy of the CoC’s plan for joint reporting and name the attachment “**Plan for Joint Reporting.**” Consultation must be at the ESG Program recipient level, not at the subrecipient level.

CoC Registration and CoC Review

3B. UFA Financial Management

This form contains questions specifically focused on the financial management processes already established and in use by the Collaborative Applicant. The Collaborative Applicant must demonstrate (by answering the questions below) it has met the requirements outlined at 24 CFR 578.11.

3B. UFA Financial Management

Collaborative Applicants requesting UFA designation must complete all questions on this form.

Instructions: [Show Instructions](#)

1. UFA Financial Management–Policies and Procedures.
([24 CFR 578.7\(c\)\(5\)](#), [2 CFR 200.302](#), [UFA Notice Section III.B.1.a\(1\)](#), [B.1.b.](#), and [B.1.c.](#))

You must upload to the 3D. UFA Attachments screen a copy of your CoC's Financial Management Policies and Procedures.

Complete the chart below to indicate whether your CoC's has the following policies and procedures and enter the page number where the policy is located in the attachment. (If "Yes" is selected below, a page number is required.)

Written Policies and Procedures		Page Number
1a. to ensure that CoC Program funds are drawn down from LOCCS within 45 days of a subrecipient providing source documentation of eligible costs/expenditures	-- select --	
1b. to ensure CoC Program funds are drawn at least every 90 days	-- select --	
1c. include an organizational chart that sets forth the lines of responsibility	-- select --	
1d. ensure accurate and complete disclosure of the financial results of each federal award or program in accordance with the reporting and monitoring requirements for each federal award	-- select --	
1e. to identify accounts of all federal awards received and expended and the federal programs under which they were received	-- select --	
1f. to ensure disclosure of the financial results of each federal award or program in accordance with the reporting requirements set forth in §§200.328 and 200.329 are accurate, current, and complete	-- select --	
1g. that adequately identify the source and application of funds for federally-funded activities	-- select --	
1h. for internal controls that provide effective control over, and accountability for, all funds, property, and other assets	-- select --	
1i. that provide comparison of expenditures with budget amounts for each award	-- select --	
1j. to minimize the time elapsing between the transfer of funds to the recipient from the U.S. Treasury or the pass-through entity and the disbursement by the non-federal entity	-- select --	
1k. for advance payment procedures, whenever advance payments are made	-- select --	
1l. 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	-- select --	
1m. for accounting that include recording cost accounting supported by source documentation	-- select --	

***2. Federally Required Audit.**
([2 CFR 200.302](#), [UFA Notice Section III.B.1.a.2.](#))

Question 1. UFA Financial Management–Policies and Procedures. ([24 CFR 578.7\(c\)\(5\)](#), [2 CFR 200.302](#), [UFA Notice Section III.B.1.a\(1\)](#), [B.1.b.](#), and [B.1.c.](#))

The Collaborative Applicant must upload the CoC's Financial Management Policies and Procedures and label the attachment "**Financial Management Policies and Procedures.**"

Complete the chart to indicate whether the CoC has the policies and procedures identified in each element. For each element where "Yes" is selected, you must enter the page number where the policy is located in the attachment.

If there are multiple documents combine them into one document and reference the page number of the combined document.

Question 2. Federally Required Audit. ([2 CFR 200.302](#), [UFA Notice Section III.B.1.a.2.](#))

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

The Collaborative Applicant must upload:

- A copy of the audit and name the attachment "**Federal Audit.**"
- If the audit indicated weaknesses, deficiencies, or concerns relevant to the financial management of the Collaborative Applicant, upload your documented response describing actions the Collaborative Applicant has taken to address

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them or that indicate they have been removed. Name the attachment “**CoC Response to Federal Audit.**”

Question 2a. Federally Required Audit—Explanation of Material Weaknesses, Deficiencies, or Concerns. ([2 CFR 200.302](#), [UFA Notice Section III.B.1.a.](#))

In some instances, material weaknesses, deficiencies, or concerns apply to a part of the audited entity that operates as a separate office from the applicant and does not have an impact on the overall grant administration. For example, a port authority is found to have a weakness but the office administering the CoC Program grants has nothing to do with port administration.

If you answered ‘Yes’ to question 2, describe why you believe the material weaknesses, deficiencies, or concerns are not relevant to the administration of HUD-funded CoC Program grants.

CoC Registration and CoC Review

3C. Subrecipient Responsibilities

As the sole HUD recipient awarded CoC Program funds, the Collaborative Applicant designated as a UFA will be responsible for, and should already have in place, fiscal controls and accounting procedures, in order to successfully manage its subrecipient portfolio. This form contains questions regarding those processes that the Collaborative Applicant has established to demonstrate that it meets the requirements outlined at 24 CFR 578.11.

3C. UFA Subrecipient Responsibilities

Collaborative Applicants requesting UFA designation must complete all questions on this form

Instructions: [Show Instructions](#)

1. Written Agreements with Subrecipients.
(24 CFR 578.7(c)(5), UFA Notice Section III.B.2.a.)

If your CoC is requesting UFA designation for the first time, you must upload to the 3D. Attachments screen a copy of your CoC's Written Agreements with all subrecipients and signed by their Authorized Officials to allow the Collaborative Applicant to become the recipient of all grant funds.

If your CoC is seeking to be redesignated as a UFA, upload to the 3D. Attachments screen a statement that includes the CoC Program Competition year that the Collaborative Applicant originally received written agreements with all subrecipients to become the single recipient of all grant funds.

Written Agreements with Subrecipients.

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 as a UFA, to become the recipient of grant funds?

2. Monitoring Performance.
(24 CFR 578.11(b)(3), 24 CFR 578.7(a)(6), UFA Notice Section III.A.1.d.)

You must upload to the 3D. UFA Attachments screen a copy of your CoC's Subrecipient Monitoring Policies and Procedures.

Describe in the field below how your CoC: (1) monitors performance of recipients; and (2) evaluates outcomes.
(Limit 2,000 characters)

3. Non-Compliant-High-Risk Recipients.
(24 CFR 578.7(c)(5), UFA Notice Section III.B.2.c.)

You must upload to the 3D. UFA Attachments screen a copy of your CoC's Written Policies and Procedures to bring "high risk" and noncompliant subrecipients into compliance.

Complete the chart below to indicate your CoC's documented agreements, policies, procedures. (If "Yes" is selected below, a page number is required.)

Written Agreements, Policies and Procedures	Page Number
3a. Does the CoC have written policies and procedures in place to bring noncompliant subrecipients into compliance?	-- select --
3b. Does the CoC have written procedures to ensure that "high risk" subrecipients receive appropriate oversight and monitoring?	-- select --

Question 1. **Written Agreements with Subrecipients. (24 CFR 578.7(c)(5), UFA Notice Section III.B.2.a.)**

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

- A. If your CoC is seeking to be redesignated as a UFA, based on HUD designating your CoC a UFA in the 2023 CoC Program Competition registration process, upload a statement that includes the CoC Program Competition year that the Collaborative Applicant originally received written agreements from all of the then CoC Program-recipients to become the single recipient of all grant fund—name the attachment **"Written Agreements with Subrecipients."**
- B. If your CoC is requesting UFA designation for the first time, combine and upload a copy of your CoC's Written Agreements in place with all subrecipients **and** signed by their Authorized Officials to allow the Collaborative Applicant, if designated as a UFA, to become the recipient of all grant funds and name the attachment **"Written Agreements with Subrecipients."**

CoC Registration and CoC Review

Selecting “No” will prevent the CoC to apply for UFA designation

Questions 2 **Monitoring Performance.** ([24 CFR 578.11\(b\)\(3\)](#), [24 CFR 578.7\(a\)\(6\)](#), [UFA Notice Section III.A.1.d.](#))

Describe how your CoC monitors performance of recipients and evaluates outcomes.

The Collaborative Applicant must combine and upload the following documents:

- Your CoC’s monitoring manual for subrecipients.
- Examples of monitoring forms used.
- Sample monitoring letters used to notify subrecipients of findings and concerns that contain guidance on how to resolve the findings and concerns.
- Name the attachment “**Subrecipient Monitoring Policies and Procedures.**”

The screenshot shows a web form with a sidebar on the left containing navigation links: "Certification", "Submission Summary", "View Applicant Profile", "Export to PDF", "Get PDF Viewer", and "Back to Submissions List". The main content area displays question 3, "Non-Compliant–High-Risk Recipients", with a red instruction: "You must upload to the 3D, UFA Attachments screen a copy of your CoC’s Written Policies and Procedures to bring “high risk” and noncompliant subrecipients into compliance." Below this is a table for recording responses. Question 3a asks if the CoC has written policies and procedures in place to bring noncompliant subrecipients into compliance, and question 3b asks if the CoC has written procedures to ensure that "high risk" subrecipients receive appropriate oversight and monitoring. Each question has a dropdown menu and a "Page Number" input field. Below the table is question 4, "Conflict of Interest", with a red instruction: "You must upload to the 3D, UFA Attachments screen a copy of your CoC’s Conflict of Interest and Recusal Policies." It asks if the CoC has written policies and procedures for conflicts of interest between the Collaborative Applicant and the subrecipient and between subrecipients and their contractors. At the bottom of the form are buttons for "Save & Back", "Save", "Save & Next", "Back", and "Next". A note at the bottom states: "Note: This formlet contains mandatory fields for which no value has been saved." The Grantium logo is visible in the bottom right corner.

Question 3. **Non-Compliant–High-Risk Recipients.** ([24 CFR 578.7\(c\)\(5\)](#), [UFA Notice Section III.B.2.b. and III.B.2.c.](#))

Complete the chart to indicate the CoC’s documented agreements, policies, procedures. For each element where “Yes” is selected, you must enter the page number of the CoC written policies and procedures.

Combine and upload excerpts from the CoC’s Written Policies and Procedures:

- To bring “high risk” and noncompliant subrecipients into compliance.
- To ensure that "high risk" subrecipients receive proper oversight and monitoring.
- Name the attachment “**Noncompliant & High-Risk Recipients.**”

CoC Registration and CoC Review

Question 4. **Conflict of Interest and Recusal Policy.** ([24 CFR 578.95\(c\) and \(d\)](#), [UFA Notice Section III.B.2.d](#))

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

The Collaborative Applicant must upload a copy of written policies and procedures that prohibits conflict of interest, either between the UFA and subrecipient or between the subrecipient and its contractor(s) and label the attachment “**Conflict of Interest Policy.**”

CoC Registration and CoC Review

3D. UFA – Attachments Screen

The screenshot displays the '3D. UFA Attachments' screen. On the left, there is a sidebar with application details for 'Everett/Snohomish County CoC' and a navigation menu. The main area contains a table with columns: Delete, Document Type, Required?, Download, Document Description, and Date Attached. The table lists 14 items, most of which are required and have no attachments. At the bottom, there are 'Back' and 'Next' buttons.

Delete	Document Type	Required?	Download	Document Description	Date Attached
	3A-11. Plan for Joint Reporting	Yes		--	No Attachment
	3A-5. Written Standards for Prioritizing Assistance	Yes		--	No Attachment
	3A-6. Coordinated Entry System Assessment Tool	Yes		--	No Attachment
	3A-7. Agenda and Meeting Minutes	Yes		--	No Attachment
	3A-7. Governance Charter	Yes		--	No Attachment
	3A-8. HMIS Policies and Procedures	Yes		--	No Attachment
	3B-1. Financial Management Policies and Procedures	Yes		--	No Attachment
	3B-2. Federal Audit	Yes		--	No Attachment
	3B-2a. CoC Response to Federal Audit	No		--	No Attachment
	3C-1. Written Agreements with Subrecipients	Yes		--	No Attachment
	3C-2. Subrecipient Monitoring Policies and Procedures	Yes		--	No Attachment
	3C-3. Noncompliant & High-Risk Recipients	Yes		--	No Attachment
	3C-4. Conflict of Interest Policy	Yes		--	No Attachment
	Other	No		--	No Attachment

This is the Attachment screen for Collaborative Applicants applying for UFA designation for the CoC. The UFA Attachments Screen includes the following 14 items (as also shown in the screenshot below). All these items are required, except “Other” and the “CoC Response to Federal Audit” is only required if the audit indicated weaknesses, deficiencies, or concerns relevant to the financial management of the Collaborative Applicant.

1. Subrecipient Monitoring Policies and Procedures
2. Written Standards for Prioritizing Assistance
3. Coordinated Entry System Assessment Tool
4. Governance Charter
5. Agenda and Meeting Minutes
6. HMIS Policies and Procedures
7. Plan for Joint Reporting
8. Financial Management Policies and Procedures
9. Federal Audit
10. CoC Response to Federal Audit
11. Written Agreements with Subrecipients
12. Noncompliant & High-Risk Recipients
13. Conflict of Interest Policy
14. Other

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

CoC Registration and CoC Review

HPC Forms

The next four forms are only applicable for Collaborative Applicants that are requesting HPC designation for the CoC. Collaborative Applicants applying for HPC designation for the CoC must fully answer all questions and attach all required documents BEFORE submitting the Registration in *e-snaps*. For more information on the specific required documents that must be uploaded, review the '4.D HPC Attachments' section of this document.

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

NOTE

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

Collaborative Applicants requesting HPC designation for the CoC must complete each question on the HPC forms and attach the information required by the [Notice CPD-22-03: Applying to be a High Performing Community](#).

Collaborative Applicants that complete the HPC forms for the CoC during the CoC Program Registration process will have their CoC Registration HPC forms posted to the HUD Exchange for public comment. HUD will issue a listserv message to the national CoC, HMIS, and ESG contacts registered with the HUD Exchange to receive email messages alerting all stakeholders that the HPC information is available for review. The HPC forms will be posted and available for public comment for a period of 7 days. The CoC, through its designated Collaborative Applicant, will have a 5-day period to respond to public comments received by HUD. HUD will provide the Collaborative Applicant with any public comments it received and provide further instructions as outlined in Notice CPD-22-03: *Applying to be a High Performing Community*.

Per 24 CFR part 578, HUD can only select up to 10 CoCs that fully meet the HPC requirements. The HPC designation shall only be for grants awarded in the FY 2024 CoC Program Competition. Additionally, a CoC designated as an HPC must cooperate with HUD in distributing information about its successful efforts.

CoC Registration and CoC Review

4A. HPC Requirements

The screenshot shows a web application interface for CoC Registration and Application FY2024. The main content area is titled "4A. HPC Requirements" and contains the following text:

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

Instructions: [Show Instructions](#)

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

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

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

Navigation buttons: Save & Back, Save, Save & Next, Back, Next.

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

Question 1. Describe the priorities established in the FY 2023 CoC Program funding process that included how a fair and open process was used by the CoC to determine which types of projects were submitted to HUD in the previous FY CoC Program Competition. The previous FY GIW must be attached with the additional column added per the CoC Program HPC Notice.

HPC designation requires a report generated by CoCs that demonstrates how CoC Program funds received in the preceding year were expended. As most recipients of FY 2023 CoC Program funds begin operating after the FY 2024 Registration submission deadline, CoCs will be unable to report on previous year expenditures. Therefore, to satisfy this requirement, HUD will require CoCs to generate this report based on the FY 2022 awarded CoC Program funds. Collaborative Applicants will be required to provide a narrative describing the priorities established for the FY 2022 CoC Program funding process and attach the FY 2023 GIW (which lists the FY 2022 projects that were awarded funds plus any first-time renewal projects). To pass this requirement, Collaborative Applicants must clearly describe the priorities established that include how the CoC used a fair and open process to determine which types of projects were submitted to HUD in the FY 2023 CoC Program Competition and attach the FY 2023 GIW that must include a column added by the CoC that reports the amount of funds expended during the grant period for each project listed.

Question 2. Describe how the CoC intends to use FY 2024 available funding to carry out activities related to housing, relocation, and stabilization services, as well as short-term and/or medium-term rental assistance to individuals and families at risk of homelessness.

Collaborative Applicants must clearly describe if the CoC intends to use any of the FY 2024 CoC Program funds for which it will apply, through renewal or new projects, to carry out activities related to housing relocation and stabilization services as well as short-term and/or medium-term rental assistance to individuals and families at risk of homelessness. The Collaborative Applicant must describe how the CoC will determine

CoC Registration and CoC Review

the needs, services, and rental assistance for those at risk of homelessness to ensure individuals and families served by these types of projects will be prevented from falling into homeless situations. The narrative must also include the types of projects that the CoC intends to reduce and/or eliminate in order to create one or more new projects under the HPC designation.

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

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

CoC Registration and CoC Review

4B. HPC - HMIS Coverage/Mean Length of Homelessness

CoC Registration and Application FY2024

Applicant Name: Everett/Snohomish County CoC

Applicant Number: WA-504

Project Name: WA-504 FY 2024 CoC Registration Draft

Project Number: COC_REG_2024_138339

CoC Registration FY2024

Before Starting

1. CoC Organization

2. CoC Geographic Area(s)

3A. UFA Capacity

3B. UFA Financial

3C. UFA Subrecipient Responsibilities

3D. UFA Attachments

4A. HPC Requirements

4B. HPC Data

4C. HPC - Reduce/Outreach

4D. HPC - Attachments

5. Attachments

Certification Submission Summary

[View Applicant Profile](#)

[Export to PDF](#)

[Get PDF Viewer](#)

[Back to Submissions List](#)

4B. HPC - HMIS Coverage/Mean Length of Homelessness

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

Instructions: [Show Instructions](#)

*

1. What is the CoC's mean length of time homeless individuals and persons in families experience homelessness within the CoC's geographic area in between October 1, 2022 and September 30, 2023?

	FY 2022 Client Universe (Persons)	FY 2023 Client Universe (Persons)	FY 2022 Average Length of Time Homeless (Days)	FY 2023 Average Length of Time Homeless (Days)	Difference
Individuals Sleeping in a Place Not Meant for Human Habitation, Emergency Shelter, and Safe Haven	[Input Field]	[Input Field]	[Input Field]	[Input Field]	0.00%
Persons in Families Sleeping in a Place Not Meant for Human Habitation, Emergency Shelter, and Safe Haven	[Input Field]	[Input Field]	[Input Field]	[Input Field]	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	[Input Field]	[Input Field]	[Input Field]	[Input Field]	0.00%
Persons in Families Sleeping in a Place Not Meant for Human Habitation, Emergency Shelter, Safe Haven, and Transitional Housing	[Input Field]	[Input Field]	[Input Field]	[Input Field]	0.00%

Question 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, 2022 and September 30, 2023?

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

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

The reporting period includes any individual or person in a family who was recorded in HMIS in an emergency shelter bed, transitional housing bed, or safe haven bed during the period of October 1, 2022, to September 30, 2023. The number of days must also include days that a person in the applicable project types (listed above) reported in HMIS data element 3.917 as described in [HMIS Data Standards: HMIS Data Dictionary](#) during the period of October 1, 2022, to September 30, 2023.

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

CoC Registration and CoC Review

must include all of the consecutive days homeless prior to the first day of that 365 day period.

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

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

4B. HPC - HMIS Coverage/Mean Length of Homelessness (continued)

*

2. For each bed type and year listed below, what is the percentage of the bed coverage as recorded in HMIS.

Bed Type	2020 Bed Coverage	2021 Bed Coverage	2022 Bed Coverage	2023 Bed Coverage
Emergency Shelter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Safe Haven	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Transitional Housing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Permanent Supportive Housing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Question 2. For each bed type listed below, what is the percentage of the bed coverage as recorded in HIC for 2020, 2021, 2022, and 2023?

Collaborative Applicants must demonstrate that the CoC's bed coverage rate is at least 80 percent for emergency shelters, transitional housing, safe haven, and permanent supportive housing for 2020, 2021, 2022, and 2023.

Do not include rapid re-housing in the form.

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

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

For purposes of the service volume coverage, divide the total number of persons served in the CoC and ESG Program funded projects who received at least one service by the total number of persons served in those projects. The information provided by Collaborative Applicants must match the data provided on the Housing Inventory Count (HIC) for each of the calendar years as submitted in HUD's [Homelessness Data Exchange \(HDX\)](#).

CoC Registration and CoC Review

4C. HPC - Reduced Returns to Homelessness & Street Outreach

CoC Registration and Application FY2024

Applicant Name: Everett/Snohomish County CoC
Applicant Number: WA-504
Project Name: WA-504 FY 2024 CoC Registration Draft
Project Number: COC_REG_2024_138339

CoC Registration FY2024

Before Starting
1. CoC Organization
2. CoC Geographic Area(s)
3A. UFA Capacity
3B. UFA Financial
3C. UFA Subrecipient Responsibilities
3D. UFA Attachments
4A. HPC Requirements
4B. HPC Data
4C. HPC - Reduced Returns to Homelessness & Street Outreach
4D. HPC - Attachments
5. Attachments
Certification
Submission Summary

View Applicant Profile
Export to PDF
Get PDF Viewer
Back to Submissions List

4C. 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 2022 (2 years prior)	Number of Leavers that Return to Homelessness within 2 years in FY 2022	% of Leavers from that Return to Homelessness within 2 years in FY 2022	Total Leavers to permanent housing destinations in FY 2023 (2 years prior)	Number of Leavers that Return to Homelessness within 2 years in FY 2023
Exit was from SO	<input type="text"/>	<input type="text"/>	0%	<input type="text"/>	<input type="text"/>
Exit was from ES	<input type="text"/>	<input type="text"/>	0%	<input type="text"/>	<input type="text"/>
Exit was from TH	<input type="text"/>	<input type="text"/>	0%	<input type="text"/>	<input type="text"/>
Exit was from SH	<input type="text"/>	<input type="text"/>	0%	<input type="text"/>	<input type="text"/>
Exit was from PH	<input type="text"/>	<input type="text"/>	0%	<input type="text"/>	<input type="text"/>
Total Returns to Homelessness (unduplicated)	<input type="text"/>	<input type="text"/>	0%	<input type="text"/>	<input type="text"/>

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

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

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

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

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

1. Of the homeless individuals and families who exited homelessness programs for a permanent destination in the fiscal year ending September 30, 2021, fewer than 5 percent had a subsequent experience of homelessness in the 24 months following their exit; or
2. There was a 20 percent reduction in returns to homelessness for homeless individuals and families who exited emergency shelters, safe havens, or transitional housing for a permanent housing destination in the fiscal year ending September

CoC Registration and CoC Review

30, 2021 compared to individuals and families who exited an emergency destination in the fiscal year ending September 30, 2023.

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

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

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

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

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

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

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

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

CoC Registration and CoC Review

4C. HPC - Reduced Returns to Homelessness & Street Outreach (continued)

4. Identify the number of unsheltered homeless from the 2023 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.

Save & Back Save Save & Next

Back Next

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

Question 4. Identify the number of unsheltered homeless from the 2023 PIT count.

Collaborative Applicants will enter the number of unsheltered persons experiencing homelessness as submitted to the HUD HDX in 2023.

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

Collaborative Applicants will enter the number for all clients who entered emergency shelters, safe havens, transitional housing, and permanent housing—including permanent supportive housing and rapid re-housing—projects in 2023. To determine the number that should be entered in the response field, Collaborative Applicants should compare the number of unsheltered persons experiencing homelessness counted during the 2023 PIT and data from the HMIS, specifically, Universal Data Element 3.9 – Residence Prior to Program Entry.

CoC Registration and CoC Review

4D. HPC - Attachments

4D. HPC - Attachments					
Delete	Document Type	Required?	Download	Document Description	Date Attached
	CoC Street Outreach Plan	Yes	--	--	No Attachment
	Final Grant Inventory Worksheet	Yes	--	--	No Attachment
	Other	No	--	--	No Attachment

This "Attachment" screen is for Collaborative Applicants requesting HPC designation for the CoC. The screen includes three items:

1. CoC Street Outreach Plan - required
2. FY 2023 GIW – required with additional column added for expenditures by project
3. Other

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

CoC Registration and CoC Review

5. Attachments for Collaborative Applicants

5. Attachments					
Delete	Document Type	Required?	Download	Document Description	Date Attached
	Other	No		--	No Attachment
	Tribal Resolution	No		--	No Attachment

This "Attachment" screen applies to all registration types. It only includes a tribal resolution, which is only required if the Collaborative Applicant (other than an Indian Tribe or TDHE selecting their own formula area) is selecting a trust land or reservation as part of the CoC's geography.

Attachments – General Guidance

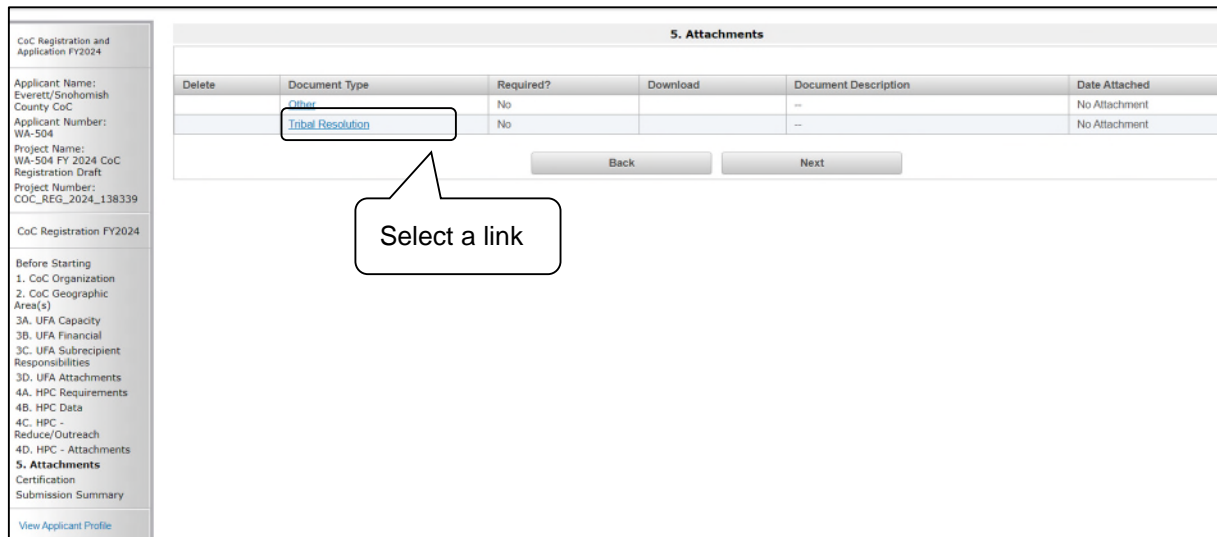
Additional Attachments screens will be displayed depending on the "Type of CoC" and designation selected on the "1. CoC Organization" screen. The following scenarios apply:

1. If the Collaborative Applicant is requesting HPC designation for the CoC, the HPC Attachments are included in screen 4D. See the HPC Forms – 4D. HPC Attachments section of this guide for more information.
2. If "UFA" is selected by the Collaborative Applicant, the UFA Attachments are included on screen 3D. See the UFA Forms – 3D. UFA Attachments section of this guide for more information.
3. Attachments Screen 5 is available for all CoC and designation types. Collaborative Applicants, who are not an Indian Tribe or TDHE, that include a trust land or reservation as part of the CoC's geography must attach a tribal resolution from the applicable Indian Tribe authorizing the CoC to select that trust land or reservation. This must be attached using Screen 5. Indian Tribes and TDHEs are not required to include a tribal resolution to select their own trust land or reservation or to site a project on their own formula area.

CoC Registration and CoC Review

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

<p>Required or Not Required?</p>	<p><i>There is a difference between a system requirement and a HUD CoC Registration requirement.</i></p> <p><i>On the Submission Summary screen, the “No Input Required” status indicates that no additional information for that screen is required for the applicant to select the “Submit” button.</i></p> <p><i>On the “Attachment” screen, the “No” under the “Required” column indicates that no attachment is required to proceed to the next step in e-snaps.</i></p> <p><i>Nevertheless, HUD may require an attachment for the CoC Registration submission.</i></p> <p><i>Read the instructions carefully.</i></p>
---	---



Step

- 1.
- 2.

Description

-
- Select the document name under Document Type.
-
- The "Attachment Details" screen appears.
-

CoC Registration and CoC Review

CoC Registration and Application FY2024

Applicant Name: Everett/Snohomish County CoC
Applicant Number: WA-504
Project Name: WA-504 FY 2024 CoC Registration Draft
Project Number: COC_REG_2024_138339

CoC Registration FY2024

Before Starting
1. CoC Organization
2. CoC Geographic Area(s)
3A. UFA Capacity
3B. UFA Financial
3C. UFA Subrecipient Responsibilities
3D. UFA Attachments
4A. HPC Requirements
4B. HPC Data
4C. HPC - Reduce/Outreach
4D. HPC - Attachments
5. Attachments
Certification
Submission Summary

[View Applicant Profile](#)

Export to PDF
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[Back to Submissions List](#)

Attachment Details

Document Description:

File Name: No file chosen

Document Type: Tribal Resolution
Maximum Size: 5 MB
Allowable Formats: jpg, zip, xlsx, ZIP*, rtf, MDB, mpp, ACCDB, zipx, docx, pptx, txt, pdf, ppt, xlsx, doc, jpeg, .*, xls

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://files.hudexchange.info/resources/documents/FY2012CreatingZipFile.pdf>

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

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.
 - zip, xls, xlsx, pdf, mpp, rtf, pptx, ppt, txt, jpg, MDB, xlsx, zipx, doc, docx, ZIP*, ACCDB
 - 5MB
3. Select "Save & Back to List" to return to the "Attachments" screen.
4. On the "Attachments" screen, select "Next."

Delete Attachments

To delete an uploaded attachment.

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

Resource

For instructions on how to zip a file that may be too large to upload, refer to the *Creating a Zip File* document on the CoC Program Competition Resources webpage on the HUD Exchange: [Creating a Zip File \(hudexchange.info\)](https://files.hudexchange.info/resources/documents/FY2012CreatingZipFile.pdf)

CoC Registration and CoC Review

Certification

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

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

The screenshot shows a web form titled "Certification" for "CoC Registration and Application FY2024". The form is divided into a sidebar on the left and a main content area. The sidebar contains navigation links such as "View Applicant Profile", "Export to PDF", and "Get PDF Viewer". The main content area displays three certification items, each with a checked checkbox. A callout box labeled "Select all boxes" points to these checkboxes. Below the certification items, there is a red warning message: "To submit this application, all items must be certified." At the bottom of the form, there are five buttons: "Save & Back", "Save", "Save & Next", "Back", and "Next".

CoC Registration and Application FY2024

Applicant Name: Everett/Snohomish County CoC
Applicant Number: WA-504
Project Name: WA-504 FY 2024 CoC Registration Draft
Project Number: COC_REG_2024_138339

CoC Registration FY2024

Before Starting
1. CoC Organization
2. CoC Geographic Area(s)
3A. UFA Capacity
3B. UFA Financial
3C. UFA Subrecipient Responsibilities
3D. UFA Attachments
4A. HPC Requirements
4B. HPC Data
4C. HPC - Reduce/Outreach
4D. HPC - Attachments
5. Attachments

Certification
Submission Summary

[View Applicant Profile](#)

Export to PDF
[Get PDF Viewer](#)

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

Select all boxes

CoC Registration and CoC Review

Submission Summary

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

After HUD reviews and approves the CoC registration, the CoC will have the opportunity to review HUD’s decision and either agree or dispute any or all of HUD’s review. If the applicant agrees with HUD’s review, click “Submit” on the Submission Summary form. Once the FY 2024 CoC Program Competition opens, the Collaborative Applicant will have access to the CoC Consolidated Application in *e-snaps*.

If the Collaborative Applicant disputes any or all of HUD’s review, clearly specify those items that are being disputed and return the registration to HUD for final review and approval. If for any reason, the Collaborative Applicant still disputes any or all of HUD’s final review and approval, the Collaborative Applicant will need to contact their local CPD field office to reconcile any further issues outside of *e-snaps*. HOWEVER, even if Collaborative Applicants still disagree with HUD’s review the Collaborative Applicant MUST submit the final CoC Review in *e-snaps* by the deadline provided by HUD in the listserv message in order to have access to the FY 2024 CoC Consolidated Application when the FY 2024 CoC Program Competition opens.

CoC Registration and CoC Review

Submitting the CoC Registration

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

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

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

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

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

No Input Required

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

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

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

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

CoC Registration and CoC Review

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

Submission Summary

Complete	Page	Last Updated	Mandatory
✓	1. CoC Organization	01/06/2024	Yes
✓	2. CoC Geographic Area(s)	01/06/2024	Yes
✗	3A. UFA Capacity	Please Complete	Yes
✗	3B. UFA Financial	Please Complete	Yes
✗	3C. UFA Subrecipient Responsibilities	Please Complete	Yes
✗	3D. UFA Attachments	Please Complete	Yes
--	5. Attachments	No Input Required	No
✓	Certification	01/06/2024	Yes

Buttons: Back, Next, Export to PDF, [Get PDF Viewer](#), Submit

Callouts: "Review 'Complete' column" (points to the Complete column), "Inactive 'Submit' button" (points to the Submit button)

Left sidebar: CoC Registration and Application FY2024, Applicant Name: Everett/Snohomish County CoC, Applicant Number: WA-504, Project Name: WA-504 FY 2024 CoC Registration Draft, Project Number: COC_REG_2024_138339, CoC Registration FY2024, Before Starting: 1. CoC Organization, 2. CoC Geographic Area(s), 3A. UFA Capacity, 3B. UFA Financial, 3C. UFA Subrecipient Responsibilities, 3D. UFA Attachments, 5. Attachments, Certification, Submission Summary, View Applicant Profile, Export to PDF, Get PDF Viewer

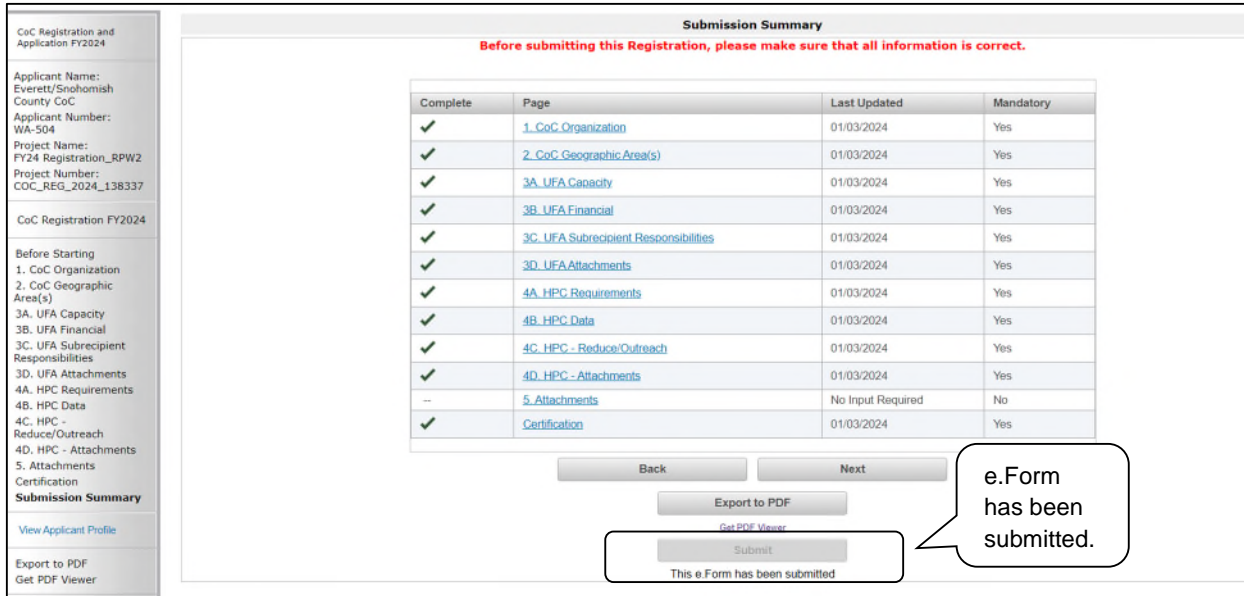
CoC Registration and CoC Review

Successful Submission

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

NOTE:

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

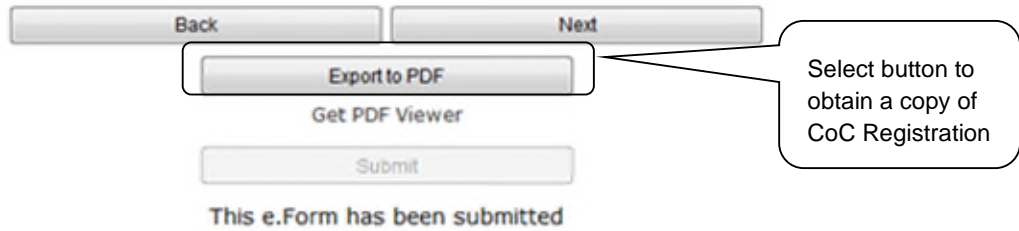


- | Step | Description |
|------|---|
| 1. | If you are not already on the "Submission Summary" screen, select it on the left menu bar. |
| 2. | Select the "Submit" button. <ul style="list-style-type: none">Once Collaborative Applicants select the "Submit" button, it will be grayed out. Below it there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

CoC Registration and CoC Review

Exporting to PDF

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



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

CoC Registration and CoC Review

CoC Review

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

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

NOTE:
Mailing Lists


HUD uses mailing lists (listserv) to distribute up-to-date information regarding the CoC Program. Get the latest news from HUD on Notices, funding, memos, and other official HUD guidance.

- [Sign up for SNAPS Competition Information](#)
- [Sign up for SNAPS Program Information](#)

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 Registration and CoC Review

Accessing CoC Review

After HUD completes the review of the CoC Program Registrations submitted by the Collaborative Applicants, HUD will send a listserv message notifying Collaborative Applicants when they should log in to *e-snaps* and review HUD's determinations provided in the CoC Program Registration Review. The Collaborative Applicant will look for the "CoC Registration and Application FY 2024/CoC Review" project on the "Submissions" screen.

The screenshot shows the Front Office portal interface. The top navigation bar includes the Front Office logo, user name 'ocedano', and links for Logout and Help. The left sidebar contains a navigation menu with items: Front Office Portal, Profile, My Account (Change Password), Workspace, Applicants, Funding Opportunity Registrations, Projects, Submissions (highlighted), and Contact Us. The main content area is titled 'Submissions' and features a search bar for 'Applicant' (set to 'Alaska Balance of State (AK-501)'). Below this are filter options: 'Applicant Project Name' (AK-501 CoC Registration FY 2024), 'Date Submitted' (On), 'Project Status' (All Projects), 'Submission Version' (All Versions), and 'Associate Type' (All). A 'Filter' button is located below these options. A table of submissions is displayed at the bottom, with columns for Action, Funding Opportunity Name / Step Name, Start Date, End Date, Associate Type, Version, and Date Submitted. Two rows are visible, with the second row containing a folder icon and the text 'AK-501 CoC Registration FY 2024 CoC REG_2024_138334'. Callouts with numbered steps are overlaid on the screenshot: 1. Log in and Confirm the Applicant (pointing to the Applicant dropdown), 2. Select 'Submissions' (pointing to the sidebar menu), 3. Confirm Applicant Project Name (pointing to the Applicant Project Name dropdown), and 4. Access CoC Review (pointing to the folder icon in the table).

Step	Description
1.	Log in to <i>e-snaps</i> .
2.	Select "Submissions" on the left menu bar.
3.	Confirm the Applicant Project Name
4.	Select the "Folder" icon  next to the Project where the Step Name is "CoC Review." <ul style="list-style-type: none">Option: Use the "Submissions Filters" to single out your project.Option: Select "Clear Filters" on the top left of the "Submissions Filters" box. Then, review the "Funding Opportunity Name / Step Name" column to locate "CoC Registration and Application FY 2024 / CoC Review."

CoC Registration and CoC Review

1. Approved CoC Type Designation

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

The screenshot shows the 'Approved CoC Type Designation' form. Callouts include: 'If needed, refer back to CoC Registration' pointing to the 'View' button; 'Return to Submission List' pointing to the sidebar; 'This CoC was designated as a UFA and has not applied for HPC status.' pointing to the 'Approved CoC designation' dropdown; and 'Select "Yes" or "No"' pointing to the 'Does the CoC agree with the approved CoC Designation?' dropdown.

Step	Description
1.	Review the pre-populated information and HUD's comments, if any.
2.	<p>Select "Yes" or "No" to indicate whether you agree with the approved CoC designation as "CA" or "UFA" and, if applicable, HUD's decision regarding HPC designation.</p> <ul style="list-style-type: none"> If you select "No," you will be required to enter a detailed comment in the comment box to be considered by HUD. <div data-bbox="467 1465 1344 1633" data-label="Form"> <p>7. Does the CoC agree with the approved CoC Designation? No</p> <p>8. In the text box below, clearly enter any comments to be considered by HUD (be specific): (Limit 1500 characters)</p> </div>
3.	Select "Save & Next."

CoC Registration and CoC Review

2. CoC Geographic Area(s)

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

CoC Registration and Application FY2024

Applicant Name: Everett/Snohomish County CoC
 Applicant Number: WA-504
 Project Name: FY24 Registration_RPW2
 Project Number: COC_REG_2024_138337

CoC Agree/Disagree

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

[View Applicant Profile](#)

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

[Back to Submissions List](#)

2. CoC Geographic Area(s)

1. HUD has approved the following Tribal/AIAN area(s):

Available Items:

5390190760 Colville Reservation and Off-Reservation Trust Land (539019 Ferry County)

Selected Items:

5390470760 Colville Reservation and Off-Reservation Trust Land (539047 Okanogan County)
 5390091855 Jamestown S'Klallam Reservation and Off-Reservation Trust Land (539009 Clallam County)
 5390614000 Stillaguamish Reservation and Off-Reservation Trust Land (539061 Snohomish County)
 5390774690 Yakama Nation Reservation and Off-Reservation Trust Land (539077 Yakima County)
 5390313040 Quinalt Reservation (539031 Jefferson County)

2 HUD has approved the following non-tribal geographic area(s):

Available Items:

530514 Federal Way
 531688 Vancouver
 530840 Longview
 539005 Benton County
 539077 Yakima County
 531488 Spokane
 539049 Pacific County
 539047 Okanogan County
 539075 Whitman County
 539021 Franklin County

Selected Items:

539051 Pend Oreille County
 530726 Kent City
 539033 King County
 530396 East Wenatchee City
 539065 Stevens County
 530036 Anacortes
 530480 Everett

3. Comments from HUD:

4. Does the CoC agree with the HUD-approved Tribal and geographic area(s)? -- select --

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

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

Page Generation Time: 0.516s



Step	Description
1.	Review the pre-populated information and HUD's comments, if any.
2.	Select "Yes" or "No" to indicate whether you agree with the HUD-approved Tribal and geographic area(s).

CoC Registration and CoC Review

- If you select "No," you will be required to enter a comment describing the areas that should be added to or removed from the HUD-approved areas in the comment box to be considered by HUD. The comment should list the geocode name and number and include detailed information that supports the Collaborative Applicant's request.

* 4. Does the CoC agree with the HUD-approved Tribal and geographic area(s)?

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

3. Select "Save & Next."

CoC Registration and CoC Review

4. Attachments

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

The screenshot shows the 'e.Forms' interface for '4. Attachments'. The sidebar on the left contains the following information:

- CoC Registration and Application FY2024
- Applicant Name: Alaska Balance of State
- Applicant Number: AK-501
- Project Name: AK-501 CoC Registration FY 2024
- Project Number: COC_REG_2024_138334
- CoC Agree/Disagree
- 1. CoC Type
- 2. Geo Area(s)
- 4. Attachments**
- Submission Summary

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 Registration and CoC Review

5. Submission Summary

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

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

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

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

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

No Input Required status

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

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

CoC Registration and CoC Review

Successful Submission

The following image shows the "Submission Summary" screen.

Complete	Page	Last Updated	Mandatory
✓	1. CoC Type	12/22/2023	Yes
✓	2. Geo Area(s)	12/22/2023	Yes
--	4. Attachments	No Input Required	No

Back Next

Export to PDF

[Get PDF Viewer](#)

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."

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

Complete	Page	Last Updated	Mandatory
✓	1. CoC Type	12/22/2023	Yes
✓	2. Geo Area(s)	12/22/2023	Yes
--	4. Attachments	No Input Required	No

Back Next

Export to PDF

[Get PDF Viewer](#)

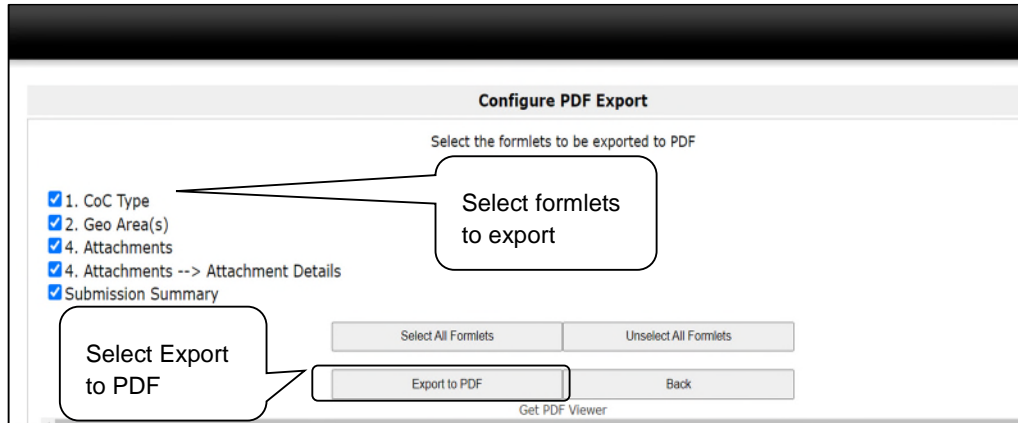
Submit

This e.Form has been submitted

CoC Registration and CoC Review

Exporting to PDF

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



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

CoC Registration and CoC Review

Agreeing With CoC Review

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

1. The Collaborative Applicant can no longer make changes to its CoC Review.
2. When available, HUD will announce the opening of the FY 2024 CoC Program Competition via listserv message.
3. Only Collaborative Applicants with a HUD-approved registration will have access to the FY 2024 CoC Application and CoC Priority Listing in *e-snaps*.

CoC Registration and CoC Review

Disagreeing With CoC Review: HUD Final Decision

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

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

The screenshot displays the 'Front Office' portal interface. On the left is a navigation menu with options like Profile, My Account, Workspace, Applicants, Funding Opportunity Registrations, Projects, Submissions, and Contact Us. The main content area is titled 'Submissions' and shows a filter panel for 'Applicant Project Name' (FY2024_CoCReg_3), 'Date Submitted' (On), 'Project Status' (Open Projects), 'Submission Version' (Latest Version), and 'Associate Type' (All). Below the filter panel is a table of submissions. A callout box points to the 'HUD Final Decision' step in the table. Another callout box points to the 'HUD Final Decision' step in the table. A third callout box points to the 'HUD Final Decision' step in the table.

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

Select the HUD Final Decision

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type
	FY2024_CoCReg_3 COC_REG_2024_138331	CoC Registration and Application FY2024 CoC Reviews HUD Final Decision	Dec 11, 2023	Dec 31, 2025	Primary Applicant
	FY2024_CoCReg_3 COC_REG_2024_138331	CoC Registration and Application FY2024 CoC Review	Dec 11, 2023	Dec 31, 2025	Primary Applicant
	FY2024_CoCReg_3 COC_REG_2024_138331	CoC Registration and Application FY2024 Registration FY2024	Dec 11, 2023	Feb 29, 2024	Primary Applicant

CoC Registration and CoC Review

Continuum of Care (CoC) Final Registration Summary

View Step
CoC Review

THE COC FINAL REVIEW STEP MUST BE SUBMITTED, IN ORDER TO BE ELIGIBLE TO APPLY FOR FUNDS IN THE COC PROGRAM COMPETITION, IF THERE ARE STILL ISSUES WITH THE HUD-APPROVED COC TYPE, AND GEO AREA(S) PLEASE CONTACT YOUR LOCAL CPD FIELD OFFICE TO RECONCILE ANY OF THESE OUTSTANDING ISSUES OUTSIDE OF e-snaps.

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

2. Legal Name of Organization: Alaska Balance of State

3. Approved CoC Designation: CAC Submission: UFA, DO Review: UFA, DO Review: UFA, DO Final Review: UFA

5. HUD has approved the tribal area(s):

Available Items:

- 0200137029 Nelson Lagoon ANVSA (020013 Aleutians East Borough)
- 0200137410 Carol Point ANVSA (020013 Aleutians East Borough)
- 0200168150 Akka ANVSA (020016 Aleutians West Census Area)
- 0200167078 Nikolai ANVSA (020016 Aleutians West Census Area)
- 0200167340 St. George ANVSA (020016 Aleutians West Census Area)

Selected Items:

- 0200138020 Audan ANVSA (020013 Aleutians East Borough)
- 0200138050 False Pass ANVSA (020013 Aleutians East Borough)
- 0200167255 King Cove ANVSA (020016 Aleutians East Borough)

6. HUD has approved the geographic area(s):

Available Items:

- 020018 Aleutians West Census Area
- 020020 Bethel Census Area
- 020002 Bethel Bay Borough
- 020008 Central Borough
- 020010 Dillingham Census Area
- 020007 Fairbanks North Star Borough
- 020005 Haines Borough
- 020005 Moonah-Angoon Census Area
- 020010 Juneau City and Borough
- 020012 Ketchikan Borough

Selected Items:

- 020010 Anchorage
- 020013 Aleutians East Borough

7. Comments from HUD:

Comments from CoC Type Designation:
HUD Final Review (12/01/2022 11:13:58): consent comments here
HUD Review (12/01/2022 10:54:08): Review:ELA:nealrigh

8. Does the applicant agree with the final Registration Information? Yes No
Click 'Save' to submit.

Export to PDF

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

If the Collaborative Applicant **agrees** with all items in the HUD Final Review and submits, it will have access to the FY 2024 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 2024 CoC Application and CoC Priority Listing.

CoC Registration and CoC Review

Next Steps

Congratulations on submitting your CoC Program Registration!

Additional information regarding the CoC Program Competition will be posted to the [CoC Competition Webpage](#) on HUD's website once the FY 2024 CoC Program Competition is open; including instructional guides and resources to assist Collaborative Applicants and Project Applicants in completing the CoC Consolidated Application and individual Project Applications.