

e-snaps Instructional Guide

CoC Registration and CoC Review Instructional Guide



Version 1, 2014

CoC Registration and CoC Review

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CoC Registration and CoC Review

Introduction

Welcome to the Continuum of Care (CoC) Registration and CoC Review instructional guide. This resource covers important information about accessing and completing the CoC Registration and CoC Review for the annual CoC Program Competition.

The FY 2014 CoC Registration period opened on July 18, 2014 and will close at 7:59:59 pm EST on August 6, 2014.

The Collaborative Applicant is responsible for completing the modified Fiscal Year (FY) CoC Registration for the FY 2014 CoC Program Competition Project Application Process and submitting the FY 2014 CoC Priority Listing and Project Application. Collaborative Applicants may also apply for Unified Funding Agency (UFA) designation.

STOP:

*Prior to using this instructional guide, Collaborative Applicants **must** have completed the Collaborative Applicant Profile. In order to meet that requirement, the Collaborative Applicant Profile's "Complete" button must be selected during the competition period. A separate Applicant Profile instructional guide is available on the CoC Program Competition Resources webpage at: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>.*

The Collaborative Applicant's name must match: 1) the CoC Applicant Profile, 2) CoC Registration and CoC Priority Listing, AND 3) the Grant Inventory Worksheet. Further, the Collaborative Applicant is also the only organization that can apply for the CoC Planning funds in the project application process.

Objectives

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

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

Overview of the Registration Process

HUD's Notice of Fiscal Year (FY) 2014 Opportunity to Register and Other Important Information for Electronic Application Submission for the FY 2014 Component of the 2013-2014 Continuum of Care (CoC) Program Competition (modified FY 2014 CoC Registration) requires each CoC to designate a Collaborative Applicant to register in advance of applying for funding under the FY 2014 CoC Program Competition Project Application Process. Collaborative Applicants must complete the annual registration using *e-snaps*, a web-based portal accessible at www.hud.gov/esnaps.



CoC Registration and CoC Review

Each Collaborative Applicant must complete and submit a registration on behalf of the CoC in *e-snaps*. Registration in *e-snaps* allows for all the following:

- Collaborative Applicants to review the CoC geographic area approved in the FY 2013 CoC Registration; however, Collaborative Applicants will not be able to change the geographic code(s) listed in *e-snaps* as the screen is read-only.
- HUD to apportion Preliminary Pro Rata Need (PPRN) dollars associated with the CoC's geographic area
- Collaborative Applicants to identify grants that are eligible for renewal funding with FY 2014 funds and record the Annual Renewal Demand (ARD) through the use of the Grant Inventory Worksheet (GIW)
- HUD to calculate the Collaborative Applicant's Final Pro Rata Need amount for FY 2014 funds
- HUD to inform each CoC of the amount available for CoC Planning funds
- Collaborative Applicants to apply for UFA designation
- HUD to inform Collaborative Applicants designated as UFA of the amount available for UFA costs
- Collaborative Applicants to confirm their intent to submit project applications for FY 2014 funds on behalf of the CoC

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 see the following resource on the CoC Program Competition Resources webpage and contact HUD Exchange Ask A Question, both located on the HUD Exchange:

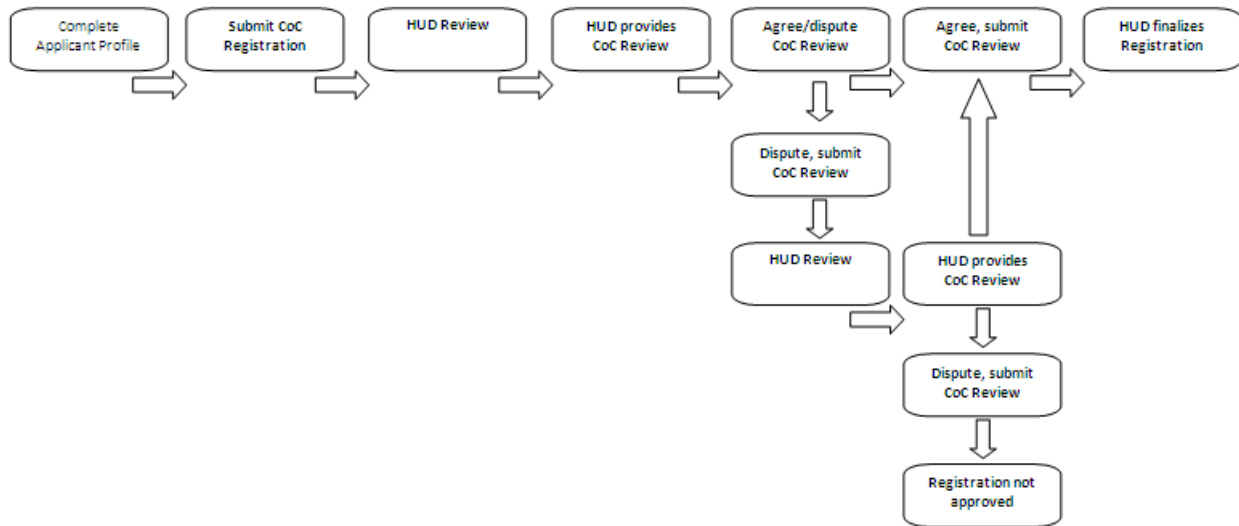
- *Updating CoC Primary Contacts, at: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>*
- *HUD Exchange Ask A Question, at: <https://www.onecpd.info/ask-a-question/my-question/>*

CoC Registration Flow Chart

The following flow chart depicts the CoC Registration process. After HUD announces the opening of the CoC Registration period, the initial Registration process will be open to Collaborative Applicants for 20 days. During the 20-day period, Collaborative Applicants will review and complete, as required, the registration forms in *e-snaps*, including the UFA forms if a Collaborative Applicant is requesting UFA designation.

As part of the Registration process, HUD requires Collaborative Applicants to update the CoC Applicant Profile to ensure that contact information and organizational documentation is up-to-date. Then, the Collaborative Applicant submits the Registration, HUD reviews it, and, through *e-snaps*, HUD provides the Collaborative Applicant with its determinations in the CoC Review. The Collaborative Applicant may either agree with or dispute the determinations, and then HUD finalizes the CoC Registration.

CoC Registration and CoC Review



Overview of this Instructional Guide

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

- **Accessing *e-snaps*.** All *e-snaps* users require usernames and passwords in order to log in to the online *e-snaps* system. In order to see an organization's Applicant Profile, CoC Registration, etc., the *e-snaps* user must be associated as a "registrant" with the organization's *e-snaps* account. This section identifies the steps to create user profiles and add/delete registrants.
- **CoC Applicant Profile.** The Collaborative Applicant must review the Applicant Profile, update the information as necessary, and select the "Complete" button in order to proceed with the CoC Registration process. This section provides an overview of this requirement. Detailed instructions are provided in the Collaborative Applicant Profile instructional guide on the CoC Program Competition at: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>.
- **Accessing CoC Registration.** After the Collaborative Applicant Profile is completed, Collaborative Applicants must follow a series of steps in order to access the CoC Registration forms. The steps discussed in this section include registering the Collaborative Applicant for the FY 2014 funding process under the modified FY 2014 CoC Program Registration Notice and later access to the FY 2014 CoC Priority Listing.
- **CoC Registration.** After accessing the modified FY 2014 CoC Program Registration Notice, Collaborative Applicants must complete a series of screens to provide information about the CoC. This section provides instructions for each screen. Once the Collaborative Applicant has

CoC Registration and CoC Review

provided all required information, the Collaborative Applicant then submits the CoC Registration for HUD review.

- **CoC Review.** After the CoC Registrations are submitted, HUD reviews the registrations from all CoCs and then sends a listserv message announcing when Collaborative Applicants can log in to *e-snaps* to access the CoC Review on the "Submissions" screen. At that point, the Collaborative Applicant must review HUD's determination of its maximum funding needs, and UFA designation, if requested. This section provides instructions on how to agree with or dispute these determinations.
- **Next Steps.** This section discusses what occurs after the Collaborative Applicant submits the CoC Review. Collaborative Applicants that agree with and submit the CoC Review will then be finished with the CoC Registration. HUD will review for a second time Registrations that Collaborative Applicants dispute and submit the CoC Review.

After HUD conducts the second review, the determination is final and Collaborative Applicant must agree and submit the CoC Review, and then the CoC will be finished with CoC Registration. If a Collaborative Applicant fails to agree and submit the CoC Review, the Collaborative Applicant will not have access to the FY 2014 CoC Priority Listing and will not be able to submit project applications on behalf of the CoC for the FY 2014 CoC Program Competition.

Highlights for the FY 2014 CoC Program Competition

There are several items to highlight FY 2014.

- **CoC Application.** Collaborative Applicants will **NOT** submit a CoC Application as part of the CoC Consolidated Application for the FY 2014 CoC Program Competition—except in the case of a Competing CoC. See the modified FY 2014 CoC Registration Notice for registration requirements if this occurs in your CoC. The FY 2013/FY 2014 CoC Application that was submitted during the FY 2013 portion of the FY 2013 - FY 2014 CoC Program Competition applies to FY 2013 and FY 2014 funding years. HUD has moved the reallocation forms from the FY 2013/FY 2014 CoC Application to the FY 2014 CoC Priority Listing to allow Collaborative Applicants the ability to identify any eligible renewal projects that will be reduced or eliminated to create new projects.
- **Grant Inventory Worksheet (GIW).** Collaborative Applicants are **NOT** required to attach the CoC's GIW to CoC Registration in *e-snaps* during the FY 2014 CoC Program Competition. Nevertheless, Collaborative Applicants still must use the final HUD-approved GIW to enter the CoC's Annual Renewal Demand (ARD) amount. The GIW will be a required attachment for the CoC Priority Listing.
- **Importing Data.** Collaborative Applicants and Project Applicants will be able to import data from the previous CoC Registration and Project Applications. Collaborative Applicants **MUST** import the FY 2013 CoC Registration information for the modified FY 2014 CoC Registration process.

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- **Unified Funding Agency (UFA).** A Collaborative Applicant may apply for UFA designation. If approved by HUD, the UFA-designated Collaborative Application will be eligible to apply for UFA costs. Collaborative Applicants must submit their request for UFA designation during registration in *e-snaps*. In *e-snaps*, the terms "CA," means Collaborative Applicant and "UFA," means the Collaborative Applicant requesting or designated as UFA.

Regardless of whether a Collaborative Applicant was designated as a UFA for FY 2013, it must apply for UFA designation in the FY 2014 CoC Program Competition if it intends to seek the UFA designation during the FY 2014 funding cycle.

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Accessing *e-snaps*

HUD requires applicants to use *e-snaps* to access the CoC Registration, CoC Priority Listing, and associated application forms that must be submitted electronically during the annual CoC Program Competition under the CoC Registration Notice and Funding Notice for the CoC Program.

The screenshot shows the 'Front Office Portal' for 'e-snaps'. At the top left, there is a 'Front Office' header. Below it, a 'Front Office Portal' box contains a login form with fields for 'Username:' and 'Password:', a 'Login' button, and a link for 'Forgot your password?'. Below the login form is a 'Create Profile' button. A callout bubble points to the login form with the text 'Log in here'. Another callout bubble points to the 'Create Profile' button with the text 'Create a user profile here'. The main content area of the page is titled 'Welcome to e-snaps' and contains several paragraphs of text, including a welcome message, instructions for authorized users, information about OMB approval, and details about the CoC Registration process. The text includes: 'Welcome to **e-snaps!** **E-snaps** is the new application and grants management system for HUD's Homeless Programs. It supports the collaborative application process known as the Continuum of Care (CoC) Homeless Assistance Competition. **E-snaps** is to be used by authorized persons only. If you are an authorized user, please log in by entering a valid user name and password. If you have any difficulty with this process please contact the System Administrator. You may also use the Links on the left menu to navigate through the system, and access application forms and other related links. If you need assistance in navigating the system please access the Help instructions in each section. If you are not yet an authorized user, and need access to this system on behalf of your Continuum of Care or as a project applicant, you may request a user name through the Registration process. The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts. Selection of applications for funding under the Continuum of Care Homeless Assistance are based on rating factors listed in the Notice of Fund Availability (NOFA), which is published each year to announce the Continuum of Care Homeless Assistance funding round. The information collected in the application form will only be collected for specific funding competitions. CoC Registration: OMB Approval No. 2506-0182 (exp. 12/31/2014) The burden for this collection is estimated to average 0.50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and needed, and completing and reviewing the collection of information.'

NOTE:

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

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Existing Users

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

New e-snaps Users

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



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

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Adding and Deleting Registrants

Having a user profile enables individuals to access *e-snaps*; however, only individuals who have been associated with the organization as a Registrant (also referred to as a registered user) have the ability to enter information in the Applicant Profile, Registration, and applications associated with the organization.

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

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

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

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

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

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

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Add a Registrant

The screenshot shows the 'Front Office' interface. On the left is a navigation menu with options like 'training', 'Front Office Portal', 'Profile', 'My Account', 'Change Password', 'Workspace', 'Applicants', 'Funding Opportunity Registrations', 'Projects', and 'Submissions'. The main content area shows 'Applicant: Name of CoC (ST-101)'. Below this is the 'Applicant Details' section with 'Applicant Name: Name of CoC' and 'Applicant Number: ST-101'. A table titled 'Registrants' contains two rows: 'McGinn, Lena' with user 'lmcginn' and email 'lmcginn@icfi.com', and 'training, training' with user 'training' and email 'training@email.com'. A red chain-link icon is highlighted with a callout box labeled 'Add a Registrant'. A 'Back to List' button is at the bottom.

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

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Front Office

training

Applicant: Name of CoC (ST-000)

Applicant Details

Applicant Name: Name of CoC

Applicant Number: ST-000

Add a Registrant

* User Name:

* Email Address:

* Group: Administrator

Add Registrant Back to List

| Step | Description |
|------|---|
| 1. | Enter the user name and email address of the registrant. <ul style="list-style-type: none">There is a new "Group" field. Because this item is NOT being used during the FY 2014 CoC Program Competition no action is required by you. |
| 2. | Select the "Add Registrant" button. |
| 3. | Select the "Back to List" button to return to the "Registrants" screen, where you will see the person added to the list. |
| 4. | On the "Registrants" screen, select the "Back to List" button to return to the "Applicants" screen. |



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

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Delete a Registrant

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

Front Office

Logout Help

training

Applicant: Name of CoC (ST-101)

Front Office Portal

Profile

My Account

Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

Applicant Details

Applicant Name: Name of CoC


Applicant Number: ST-101

Registrants

| Name | User Name | Email | Group |
|--------------------|-----------|--------------------|---------------|
| McGinn, Lena | lmcginn | lmcginn@cfi.com | Administrator |
| training, training | training | training@email.com | Administrator |


"Delete" icon

Back to List

- | Step | Description |
|------|---|
| 1. | Select the "Delete" icon  next to the person's name. |
| 2. | Select the "Back to List" button to return to the "Applicants" screen. |

Edit Registrant Information

To edit a Registrant's information, delete the person first and then add the person again.

- | Step | Description |
|------|---|
| 1. | Select the "Delete" icon  next to the person's name. |
| 2. | Follow the instructions on page 10 for adding the person again with the correct information. |

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Accessing CoC Registration

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

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

CoC Registration and CoC Review

CoC Applicant Profile

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

The Collaborative Applicant name in the CoC Applicant Profile **MUST** match the Collaborative Applicant name listed on the GIW, as well as the Collaborative Applicant name under which the CoC Registration and CoC Priority Listing are submitted. The Collaborative Applicant must be designated by the CoC to complete the CoC Registration and all other competition related activities.

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

NOTE:

The Collaborative Applicant Profile instructional guide provides detailed, step-by-step instructions for completing the Applicant Profile. It is available at <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>.

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

Important: The Collaborative Applicant **MUST** select the CoC process from "Applicants," not the Project Applicant. In most cases, a Collaborative Applicant will have two different "Applicants:" 1) CoC Applicant (e.g., CoC Name-Number) for the CoC Registration and CoC Priority Listing, and 2) Project Applicant for the CoC Planning, UFA Costs (if designated UFA) and any other types of projects for which the Collaborative Applicant is also the Project Applicant.

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

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Funding Opportunity Registration

All Collaborative Applicants must register the CoC for the funding opportunity. During CoC Registration, registering for the funding opportunity indicates to HUD that the CoC will be applying for funds during the CoC Program Competition.



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 Registration forms in e-snaps.

Front Office

Logout Help

jsкарlett

Front Office Portal

Profile

My Account

Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

Contact Us

Applicant: Dearborn/Dearborn Heights/Westland/Wayne County CoC (MI-502)


Confirm the correct Applicant listed in the field

| Register | View | Funding Opportunity Name | Applicants Registered | Start Date | End Date |
|----------|------|--|-----------------------|--------------|--------------|
| | | CoC Full Annual Performance Report | 1 | Jul 19, 2010 | Jun 20, 2015 |
| | | CoC Registration and Application FY2014 | | Jun 24, 2010 | Dec 31, 2014 |
| | | Test CoC Registration FY2014 Application | 0 | Apr 1, 2008 | Apr 30, 2020 |

"Register" icon

Note Funding Opportunity Name

Select "Funding Opportunity Registrations"

| 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 FY2014." |
| 4. | The "Funding Opportunity Details" screen appears. |

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Funding Opportunity Details
Funding Opportunity Name: CoC Registration and Application FY2014
Start Date: Jun 24, 2010
End Date: Jan 1, 2015

Funding Opportunity Registration
Dearborn/Dearborn Heights/Westland/Wayne County CoC (MI-502) has b

Back

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

Step Description

1. When the question appears asking if you want to register the applicant for the funding opportunity, select "Yes."
2. The screen will then indicate that the CoC has been registered for the funding opportunity. **Remember, this is only registering for the funding opportunity; the CoC is NOT registered for the FY 2014 process at this point.**
3. Select the "Back" button to return to the "Funding Opportunity Registrations" screen and proceed to the next page for the next required steps to register.



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

Please ensure you are working in the correct one.

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Creating the CoC Registration Project



Collaborative Applicants must create a project for the CoC Registration in *e-snaps* on the "Projects" screen. Once the Collaborative Applicant "creates" the project, it will appear on this screen and the term "CoC Registration and Application FY2014" will appear under the "Funding Opportunity Name" column.



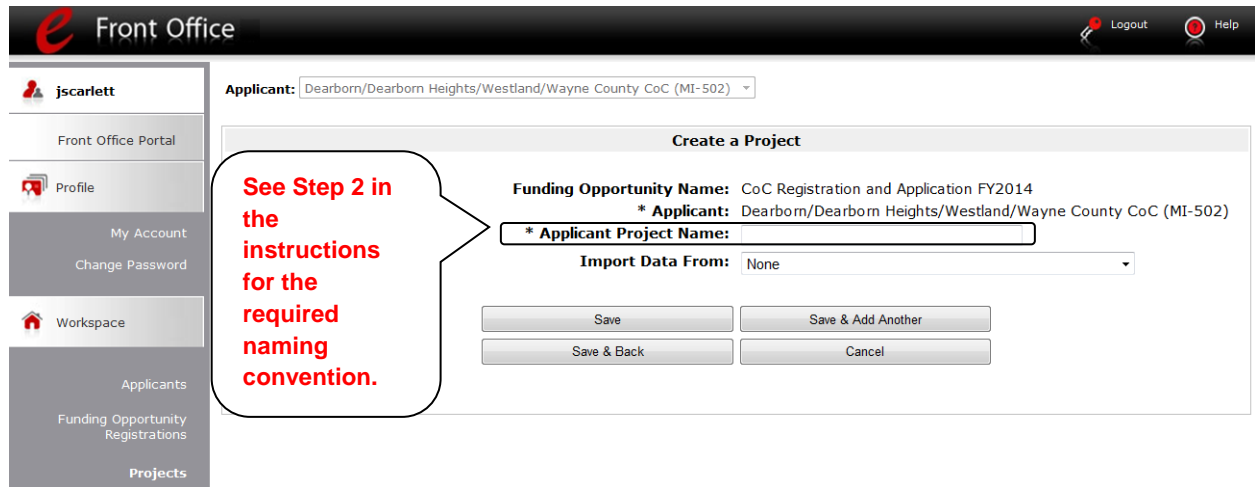
Returning Collaborative Applicants MUST import the previous year's CoC Registration.

The screenshot shows the 'Front Office' interface. The left sidebar has 'Projects' selected under 'My Account'. The main area shows a 'Funding Opportunity Name' dropdown set to 'CoC Registration and Application FY2014'. Below it is a table of projects with columns: Project Name, Project Number, Funding Opportunity Name, Applicant Name, Applicant Number, and Step Status. A callout points to the 'Add' icon in the table header, stating: '"Add" icon appears after selection in dropdown menu.' Another callout points to the 'Projects' menu item, stating: 'Select "Projects"'. A third callout points to the 'Funding Opportunity Name' dropdown, stating: 'Select FY2014 funding opportunity'.

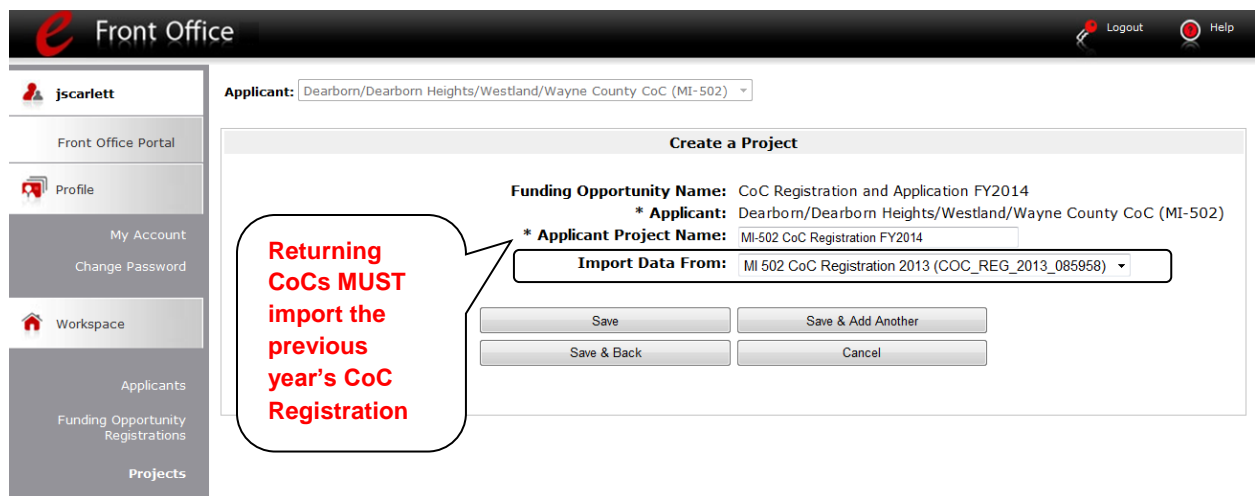
| Project Name | Project Number | Funding Opportunity Name | Applicant Name | Applicant Number | Step Status |
|------------------------------|---------------------|---|---|------------------|-------------|
| MI-502 CoC Registration 2014 | COC_REG_2013_103523 | CoC Registration and Application FY2014 | Dearborn/Dearborn Heights/Westland/Wayne County CoC | MI-502 | In Progress |

| Step | Description |
|------|--|
| 1. | Select "Projects" on the left menu bar. |
| 2. | The "Projects" screen appears. |
| 3. | Select "CoC Registration and Application FY2014" from the "Funding Opportunity Name" dropdown. |
| 4. | The screen refreshes and an "Add" icon  appears on the left side of the screen above the column headings. |
| 5. | Select the "Add" icon.  |
| 6. | The "Create a Project" screen appears. |

CoC Registration and CoC Review



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




Returning CoCs MUST import the previous year's CoC 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 FY2014."</p> <ul style="list-style-type: none"> For example, the Scranton/Lackawanna County CoC should enter: PA-508 CoC Registration FY2014 |
| 3. | <p>In the "Import Data From": field, select the CoC Registration 2013. This will ensure that your CoC's FY 2013 CoC Registration information is imported and will decrease the amount of information that must be entered for the modified FY 2014 CoC Registration process.</p> <p>If a Collaborative Applicant does not import the previous year's CoC Registration, it</p> |

CoC Registration and CoC Review

must fully complete the modified FY 2014 CoC Registration, which may cause a delay in HUD review.

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, it is not necessary to enter any notes on that page.



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

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

CoC Registration and CoC Review

Submissions

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

Submissions Filters

Applicant Project Name: MI-503 CoC Registration FY2014 Test
 Date Submitted: On
 Project Status: Open Projects
 Submission Version: Latest Version
 Associate Type: All

Filter

| Submissions | | | | | | |
|---|---|--------------|--------------|-------------------|---------|-------------------|
| Project Name Project Number | Funding Opportunity Name Step Name | Start Date | End Date | Associate Type | Version | Date Submitted |
| MI-503 CoC Registration FY2014 Test COC_REG_2013_103564 | CoC Registration and Application FY2014 Registration FY2014 | Aug 31, 2012 | Sep 30, 2014 | Primary Applicant | 1 | |

- | Step | Description |
|------|--|
| 1. | Select "Submissions" on the left menu bar. |
| 2. | The "Submissions" screen appears. |
| 3. | Locate the CoC Registration project you established. <ul style="list-style-type: none"> Option: Use the "Submissions Filters." Select "CoC Registration 2014" 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 FY2014 / Registration FY2014." |
| 4. | Continue with the instructions in the next section for the completing the CoC Registration. |



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

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

CoC Registration and CoC Review

CoC Registration

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

NOTE:

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


Review the pre-populated data. If it is not correct, you must edit the CoC Applicant Profile making sure to select the "Complete" button after editing so that the data can be pulled forward again.

Accessing the CoC Registration

Access the CoC Registration through the "Submissions" screen.

The screenshot shows the 'Front Office' interface. On the left is a navigation menu with 'Submissions' selected. The main area displays 'Submissions Filters' with dropdowns for Applicant Project Name, Date Submitted, Project Status, Submission Version, and Associate Type. Below the filters is a 'Submissions' table with columns for Project Name, Funding Opportunity Name, Start Date, End Date, Associate Type, Version, and Date Submitted. A callout points to the 'Submissions' menu item, and another callout points to a folder icon next to a row in the table.

| Project Name | Funding Opportunity Name | Start Date | End Date | Associate Type | Version | Date Submitted |
|--|--|--------------|--------------|-------------------|---------|----------------|
| MI-503 CoC Registration FY2014 Test COC_REG_2013_103564 | CoC Registration and Application FY2014 Registration FY2014 | Aug 31, 2012 | Sep 30, 2014 | Primary Applicant | 1 | |

- | Step | Description |
|------|---|
| 1. | Select "Submissions" on the left menu bar. |
| 2. | The "Submissions" screen appears. |
| 3. | Select the "Folder" icon  to the left of the CoC Registration project you established with the Funding Opportunity Name "CoC Registration and Application FY2014 / Registration FY2014." |
| 4. | The "Before Starting" screen appears. |

CoC Registration and CoC Review

Before Starting Continuum of Care Registration

Before you begin reviewing and completing the modified FY 2014 CoC Registration, review the following information highlighted on this "Before Starting Continuum of Care Registration" screen.

Instructional Guides (CoC and GIW)

The modified FY 2014 CoC Registration process will be open for 30 days from the date that e-snaps is available. Applicants must choose to register as either a Collaborative Applicant (CA) or a Unified Funding Agency (UFA). The UFA forms will be visible only for those Collaborative Applicants who request HUD approval for UFA designation. CA will not see the UFA forms. HUD will make the final determination of the Collaborative Applicant's designation as CA or UFA, during HUD's assessment of the modified Registration process and provide the final determination via e-snaps. The Collaborative Applicants designated as UFA must re-apply each year in order to retain UFA status.

To prepare for the completion and submission of the modified FY 2014 CoC Registration, Collaborative Applicants are strongly encouraged to review the following documents, in their entirety, BEFORE completing the modified FY 2014 CoC Registration in e-snaps:

- [24 CFR part 578](#)
- [FY 2014 modified CoC Registration Notice](#)
- [Training Modules \(CoC and GIW\)](#)
- [HUD guidance and FAQs](#)

Pro Rata Need calculations will only be used in this year's competition to establish the CoC UFA costs amounts.

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

Buttons: Back, Next

Callouts:

- If needed, review Applicant Profile (points to 'View Applicant Profile')
- Return to Submissions List (points to 'Back to Submissions List')
- Read this screen (points to the main content area)

The CoC Registration process will be open for 20 calendar days from the date that e-snaps opens on July 18, 2014. HUD will assess and provide notice of approval for each registration submitted by the registration deadline.

The "Before Starting Continuum of Care Registration" screen also contains quick links to the following: HUD's Homeless Assistance Program Listserv, modified FY 2014 CoC Registration Notice, the HUD Exchange, and HEARTH training and resources.

| Step | Description |
|------|-------------|
|------|-------------|

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

NOTE:

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

CoC Registration and CoC Review

1. Continuum of Care Organization

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

NOTE:

Collaborative Applicants designated as UFAs in the FY 2013 CoC Program Competition that want to continue as UFAs MUST request UFA designation in the FY 2014 CoC Program Competition. They will not automatically be designated as UFAs.

The screenshot shows the '1. Continuum of Care Organization' form. The left sidebar contains the following information: Applicant Name: Dearborn/Dearborn Heights/Westland/Wayne County CoC; Applicant Number: MI-502; Project Name: MI-503 CoC Registration FY2014 Test; Project Number: COC_REG_2013_103564. The main form area includes: 'Instructions: [show]'; '1. Type of CoC: -- Select --'; '* 2. CoC Number and Name: -- Select --'; '3. Legal Name of Organization: Wayne Metropolitan Community Action A'; '* 4. Select the State(s) in which the CoC claims geography: For multiple state selections, hold the CTRL key and select the applicable states. Available Items: Alabama, Alaska, American Samoa, Arizona, Arkansas, California; Selected Items: (empty); '* 5. Is the CoC composed of two or more CoCs approved by HUD to merge during the FY 2013 Competition or prior to the FY 2013 Competition? (If yes, the Merger Worksheet is required.) No; Buttons: Save, Save & Back, Save & Next, Back, Next, Check Spelling.

NOTE:

The left menu bar will populate with the appropriate forms AFTER selecting the Type of CoC.

Collaborative Applicants that are requesting UFA designation will have access to the additional UFA screens that must be completed in full. Collaborative Applicants that are not applying for UFA designation will not see the UFA screens.

NOTE:

Throughout e-snaps, you will see "Instructions" listed at the top left of most screens. Select "show" to open additional instructions for the screen. Select "hide" when you no longer need the instructions.

CoC Registration and CoC Review

| Step | Description |
|------|---|
| 1. | Select the "Type of CoC" as either CA (Collaborative Applicant) or UFA (Collaborative Applicant requesting UFA designation). |
| 2. | If a Collaborative Applicant imported: The "CoC Number and Name" is read-only for those Collaborative Applicants who imported their information from FY 2013. If a Collaborative Applicant is a competing CoC (and therefore would not have imported a prior registration): Competing CoCs will select the "CoC Number and Name" in which you are competing from the dropdown. |
| 3. | The "Legal Name of Organization" field is pre-populated based on the name entered in the CoC Applicant Profile. |
| 4. | The State in which the CoC claims geography is read-only. Competing CoCs will select the state(s) in which your CoC is located. <ul style="list-style-type: none">• If your CoC spans more than one state, select the Ctrl button on your keyboard as you make your selections and then select the single right arrow button to move your state(s) into the "Selected Items" list.• Reminder: As stated in the modified FY 2014 CoC Program Registration Notice, competing CoCs must claim the entire CoC geographic area. See the modified FY 2014 CoC Program Registration Notice for further guidance. |
| 5. | The CoC merged question is read-only and based on the selection made in the FY 2013 CoC Registration process. The merger process is not allowed in the FY 2014 CoC Program Competition. |
| 6. | Select "Save & Next." |

CoC Registration and CoC Review

2. Continuum of Care Claimed Geographic Area(s)

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

2. Continuum of Care Claimed Geographic Area(s)

Instructions: [show]

*** 1. Select the geographic area(s) claimed by the CoC.**
To select multiple geographic areas, hold the CTRL key and select the applicable area(s).

Available Items:

- 012268 Tuscaloosa
- 011218 Huntsville
- 010216 Bessemer
- 019047 Dallas County
- 019033 Colbert County
- 019119 Sumter County

Selected Items:

Save Save & Back Save & Next Back Next

| Step | Description |
|------|-------------|
|------|-------------|

| | |
|----|--|
| 1. | If a Collaborative Applicant imported: This screen is read-only. |
|----|--|

If a Collaborative Applicant is a competing CoC and therefore would not have imported a prior registration:
Competing CoCs will select the geographic area(s) claimed by the CoC.

- If your geo code is not on the list, check to be sure you have selected the correct state(s) on the "CoC Organization" screen.

To select more than one geographic area at once, select the Ctrl button on your keyboard as you make your selections and then select the single right arrow button to move the geographic areas into the "Selected Items" list.

Reminder: Competing CoCs must claim all of the geographic codes for which they will compete. See the modified FY 2014 CoC Program Registration Notice for further guidance.

| | |
|----|-----------------------|
| 2. | Select "Save & Next." |
|----|-----------------------|

CoC Registration and CoC Review

3. Maximum Funding Need

This is the form used by Collaborative Applicants to enter the CoC's ARD amount, if the CoC merged in the FY 2013 CoC Registration process, enter the FY 2013 merged amount, and indicate if the CoC intends to reallocate projects in the FY 2014 funding process.

NOTE:

Annual Renewal Demand (ARD)

The ARD is the CoC's total amount for all of the eligible renewal grants that can apply for renewal funding in the FY 2014 funding process. It includes funds only for those eligible activities (operating, supportive services, leasing, rental assistance, HMIS and administration) that were funded in the original grant (or the original grant as amended), less the non-renewable activities (new construction, acquisition, rehabilitation and any administrative costs related to these activities).

The screenshot shows the '3. Maximum Funding Need' form in the eForms system. On the left is a sidebar with the user's name 'jscarlett' and a list of navigation links including 'CoC Registration and Application FY2014', 'CoC Registration FY2014', and 'Instructional Guides (CoC and GIW)'. The main content area contains the following fields and instructions:

- Instructions:** [show]
- * 1. Total CoC's Annual Renewal Demand (ARD):** (From the HUD-approved Grant Inventory Worksheet) [input field]
- * 2. CoC's FY 2013 Merged Need Amount:** [input field]
- 3. Preliminary Pro Rata Need (PPRN) Total:** [input field]
- 4a. Maximum Amount Available for Planning:** \$0 [input field] [help icon]
- 5. Maximum Amount Available for UFA Cost:** (Required only for UFA applicants.) \$0 [input field] [help icon]
- * 6. For this year's competition, is the CoC planning to participate in the reallocation process?** -- select -- [dropdown menu]

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

NOTE:

The "Maximum Amount Available for UFA Costs" field is only visible to Collaborative Applicants who marked "UFA" on screen 1.

| Step | Description |
|------|---|
| 1. | Enter the Total CoC's Annual Renewal Demand (ARD) identified on the Grant Inventory Worksheet. |
| 2. | Enter the CoC's FY 2013 merged need amount as approved by HUD, if applicable. As the modified FY 2014 Registration Notice states, there are no new HUD recognized merges in |

CoC Registration and CoC Review

the FY 2014 registration process.

- If not applicable, enter a "0."

3. The Preliminary Pro Rata Need (PPRN) Total is read-only.

4. Maximum Amount Available for Planning is read-only and based on 1.25 percent of the CoC ARD or PPRN, whichever is higher.

5. **Maximum Amount Available for UFA Cost will only be available for Collaborative Applicants requesting UFA designation.** This field is read-only and based on .50 percent of the CoC ARD or PPRN, whichever is higher.

6. Select "Yes" or "No" to the question, "For this year's competition, is the CoC planning to participate in the reallocation process?"

- If you select "No," select "Save & Next" and continue to the next screen.
- If you select "Yes" an additional question will appear. The Collaborative Applicant must enter an amount that is expected to be reallocated from eligible renewal projects.

Because the question of reallocation and the associated estimated amount is for planning purposes only, HUD will not hold Collaborative Applicants and CoCs to their responses.

5. Select "Save & Next."

CoC Registration and CoC Review

4. UFA Capacity - CoC Responsibilities

NOTE:

Collaborative Applicants that are not applying for UFA designation will not be able to see UFA screens and should proceed to the 4. "Attachments" screen.

However, Collaborative Applicants who may request UFA designation in the future are invited to review the questions and criteria to become familiar with the requirements. If this is the case, return to the first screen "Continuum of Care Organization" and change the "Type of CoC" from "CA" to "UFA." Though questions may change from year to year, applicants can get the general idea of what is being asked.

Once you have finished reviewing the questions, be sure to return to "Continuum of Care Organization" and change the "Type of CoC" back to "CA" in order to complete and submit registration.

Collaborative Applicants requesting UFA designation are required to complete the following screens:

- 4. UFA Capacity - CoC Responsibilities*
- 5. UFA Financial Management*
- 6. UFA Sub-recipients Management*
- 6a. UFA Sub-Recipients List*
- 7. Attachments*

On the "UFA Capacity - CoC Responsibilities" screen, enter information about how the CoC meets its responsibilities related to CoC governance, written policies and meetings, HMIS, performance targets and monitoring, centralized or coordinated assessment systems, written standards, coordination with recipients, and more. These questions are in the context of the CoC and are not UFA-specific.

CoC Registration and CoC Review

jscalett

Applicant Name:
Dearborn/Dearborn Heights/Westland/Wayne County CoC

Applicant Number:
MI-502

Project Name:
MI-503 CoC Registration FY2014 Test

Project Number:
COC_REG_2013_103564

CoC Registration and Application FY2014

CoC Registration FY2014

Instructional Guides (CoC and GTW)

1. CoC Organization
2. CoC Geographic Area(s)
3. Maximum Funding Need
- 4. UFA Responsibilities**
5. UFA Financial
6. UFA Sub-recipients Management
7. Attachments

Certification
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

4. UFA Capacity – CoC Responsibilities

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

Instructions: [show]

*** 1. Does the CoC hold meetings of the full membership with published agendas at least semi-annually (24 CFR 578.7(a)(1))?**
(If yes, the Collaborative Applicant is required to attach a zip file that contains copies of the published agendas for meetings that occurred July 1, 2012 through July 1, 2013.) -- select --

*** 2. Does the CoC have a publically open invitation process for new members to join within the geographic area that occurs at least annually (24 CFR 578.7(a)(2))?** -- select --

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

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

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

*** 6. How does the CoC establish performance targets for the CoC-funded projects? (Limit 750 characters)**

*** 6a. Specifically describe the process used to gather input from recipients and sub-recipients to establish performance targets appropriate for population and program type, monitor performance, evaluate outcomes, and actions against poor performers (24 CFR 578.7(a)(6)): (Limit 750 characters)**


*** 7. Describe how outcomes for projects funded under the Emergency Solutions Grants and CoC Program are evaluated (24 CFR 578.7(a)(7)): (Limit 750 characters)**

| Step | Description |
|------|--|
| 1. | Select "Yes" or "No" from the dropdown menu to indicate whether the CoC holds at least semi-annual full membership meetings with a published agenda. If "Yes" is selected, the Collaborative Applicant must attach a zip file that contains copies of the published agendas for meetings that occurred July 1, 2013 through July 1, 2014.) |
| 2. | Select "Yes" or "No," from the dropdown menu to indicate whether the CoC has an open |

CoC Registration and CoC Review

invitation process for new members.

- If "Yes", indicate the page(s) where this information can be found in the attached CoC Governance Agreement. There is a 350 character limit.
- If "No", skip the next field.

-
3. Select "Yes" or "No" from the dropdown menu to indicate whether the CoC has a written process to select the board.
- If "Yes", identify in the next field the date the written process was approved by the CoC. Use the calendar icon  to enter the date.
 - If "No", skip the next field.
-
4. Select "Yes" or "No" from the dropdown menu to indicate whether the CoC Governance Agreement lists the committees, subcommittees, or workgroups appointed by the CoC.
- If yes, indicate the page(s) where this information can be found in the CoC Governance Agreement. There is a 250 character limit.
 - If "No", skip the next field.
-
5. Select "Yes" or "No" from the dropdown menu to indicate whether the governance charter, in consultation with the Collaborative Applicant and HMIS lead, has been developed, followed, and updated with all required procedures and policies annually.
- If "Yes", identify "Yes" or "No" in the next field to indicate whether the charter complies with Subpart B of the CoC Program interim rule and with the HMIS requirements.
 - If "No", skip the next field.
-
6. Enter text describing how the CoC establishes performance targets for the CoC-funded projects. Be specific. There is a 750 character limit.
-
- 6a. Enter text describing the applicant's process for gathering input from recipients and subrecipients. Be specific. There is a 750 character limit.
-
7. Enter text describing the applicant's process for the evaluation of outcomes of projects funded under the ESG and CoC Programs. Be specific. There is a 750 character limit.
-

CoC Registration and CoC Review




4. UFA Capacity - CoC Responsibilities (continued)

* 8. Does the CoC have a centralized or coordinated assessment system? -- select --
If yes, attach the protocol for the system.


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

10. Name the HMIS lead (24 CFR 578.7(a)(9)(b)(2)): Wayne Metropolitan Community Action Ag

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

| Plan | Reviewed and Approved | Date Approved |
|-------------------|-----------------------|--|
| Privacy Plan | -- select -- |  23 |
| Security Plan | -- select -- |  23 |
| Data Quality Plan | -- select -- |  23 |

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

| Step | Description |
|------|--|
| 8. | Select "Yes" or "No" from the dropdown menu to indicate whether the CoC has a centralized or coordinated assessment system. If "Yes" is selected, the protocol for the system must be attached. |
| 9. | Select "Yes" or "No" from the dropdown menu to indicate whether the CoC designated a single HMIS for its geographic area. |
| 10. | Enter the name of the HMIS lead. |
| 11. | Select "Yes" or "No" from the dropdown menu for each plan to indicate which HMIS plans (privacy, security, and data quality) have been reviewed and approved by the CoC. <ul style="list-style-type: none"> If "Yes", identify in the next field the date the plan was approved by the CoC. Use the calendar icon  to enter the date. If "No", skip the next field. |
| 12. | Enter text describing the process the CoC uses to ensure consistent participation of recipients and sub recipients in HMIS. Be specific. There is a 750 character limit. |

CoC Registration and CoC Review

4. UFA Capacity - CoC Responsibilities (continued)

* 13. Describe the process the CoC utilizes to ensure HMIS is administered in compliance with the 2010 Data Standards (24 CFR 578.7(a)(9)(b)(5)):
(Limit 750 characters)

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

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

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

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

* 17a. Specifically describe the process utilized by the CoC to conduct the gaps analysis:
(Limit 750 characters)

* 18. Specifically describe how the CoC is participating in the Consolidated Plan(s) for the jurisdiction(s) within the CoCs geographic area:
(Limit 750 characters)

* 19. Describe the extent to which the CoC consults with State and local government ESG program recipients within the CoC's geographic area on the plan for allocating Emergency Solutions Grants program funds (for FY2012 and FY2013):
(Limit 750 characters)

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

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

Save Save & Back Save & Next
Back Next
Check Spelling

CoC Registration and CoC Review

| Step | Description |
|------|--|
| 13. | Enter text describing the process the CoC uses to ensure HMIS is administered in compliance with the 2010 Data Standards. There is a 750 character limit. |
| 14. | Enter text describing the CoC's coordination efforts to implement a housing and service system within the claimed geographic area that meet the needs of homeless individuals (including unaccompanied youth) and families. Be specific. There is a 750 character limit. |
| 15. | Indicate how frequently the CoC conducts a sheltered point-in-time count by selecting "Bi-monthly", "monthly", "quarterly", "semi-annually", "annually", "biennially", or "never" from the dropdown menu. |
| 16. | Indicate how frequently the CoC conducts an unsheltered point-in-time count by selecting "Bi-monthly", "monthly", "quarterly", "semi-annually", "annually", "biennially", or "never" from the dropdown menu. |
| 17. | Indicate how frequently the CoC conducts a gaps analysis by selecting "Bi-monthly", "monthly", "quarterly", "semi-annually", "annually", "biennially", or "never" from the dropdown menu. |
| 17a. | Enter text describing the process for conducting the gaps analysis. There is a 750 character limit. |
| 18. | Enter text describing how the CoC is participating in the applicable Consolidated Plan(s). There is a 750 character limit. |
| 19. | Enter text describing the consultation with the ESG recipient's process for allocating ESG FY 2013 and FY 2014 funds. There is a 750 character limit. |
| 20. | Select "Yes" or "No" from the dropdown menu to indicate whether the CoC and ESG recipient developed a plan for joint reporting guidelines for ESG recipients and subrecipients. |
| 21. | Select "Yes" or "No" from the dropdown menu to indicate whether the CoC and ESG recipient developed performance measurements that will be used to measure ESG recipients and subrecipients within the CoC's geographic area. |
| 22. | Select "Save & Next." |

CoC Registration and CoC Review

5. UFA Financial Management

NOTE:

Collaborative Applicants that are not requesting UFA designation will not see this screen and are not required to complete 5. UFA Financial Management. Instead, they will proceed to the 4. "Attachments" screen.

On the "UFA Financial Management" screen, enter information about the financial management procedures and internal controls of the Collaborative Applicant applying for UFA designation. These are activities that the Collaborative Applicant already has in place. **Do not include information about any financial management procedures or internal controls the Collaborative Applicant is planning to implement.**

| Step | Description |
|------|--|
| 1. | Select "Non-profit" or "State" to indicate the UFA designation the Collaborative Applicant is requesting. "State" encompasses not only a State, but also units of local government. The selection is dependent on which OMB circular is used by the Collaborative Applicant: 24 CFR part 84 (nonprofit) or 24 CFR part 85 (State or unit of local government). |
| 2. | Select "Yes" or "No" from the dropdown menu to indicate whether the Collaborative Applicant has procedures to ensure that CoC Program funds are drawn down from LOCCS within 45 days of a subrecipient providing source documentation of eligible costs/expenditures. |
| 3. | Select "Yes" or "No" from the dropdown menu to indicate whether the Collaborative Applicant Recipient has procedures in place to ensure CoC Program funds are drawn a minimum of every 90 days. |

CoC Registration and CoC Review

5. UFA Financial Management (continued)

6a. UFA Sub-Recipients List

7. Attachments Certification Submission Summary

View Applicant Profile

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Back to Submissions List

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

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

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

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

| Step | Description |
|------|---|
| 4. | Select "Yes" or "No" from the dropdown to indicate if the Collaborative Applicant has an organizational chart that sets forth the lines of responsibilities. If "Yes" a copy of the organization chart must be attached. |
| 5. | Select "Yes" to see the series of questions related to written financial management policies and procedures addressing various areas. Once these have been viewed, if they do not apply, select "No" and the questions will be hidden. |
| 5a. | Enter the name of the document attached and the page(s) that include the policy and procedures for ensuring complete disclosure of the financial results of each federally-sponsored project or program. There is a 250 character limit. |
| 5b. | Enter the name of the document attached and the page(s) that include how the source and application of federally sponsored activities are adequately identify the source and application of funds for federally sponsored activities. There is a 250 character limit. |
| 5c. | Enter the name of the document attached and the page(s) that include the internal controls that provide effective control and accountability for all funds, property, and other assets. There is a 250 character limit. |

CoC Registration and CoC Review

5. UFA Financial Management (continued)

| | |
|--|--|
| | <p>* 5d. What page(s) include a comparison of expenditures with budget amounts for each award? <small>(Limit 250 characters)</small></p> <input type="text"/> |
| | <p>* 5e. What page(s) include the written procedures to minimize the time elapsing between the transfer of funds to the recipient from the U.S. Treasury and the issuance or redemption of checks, warrants, or payments by other means for program purposes by the recipient? <small>(Limit 250 characters)</small></p> <input type="text"/> |
| | <p>* 5f. What page(s) include the procedures that are followed whenever advance payment procedures are used? <small>(Limit 250 characters)</small></p> <input type="text"/> |

| Step | Description |
|------|---|
| 5d. | Enter the name of the document attached and the page(s) that include a comparison of expenditures with budget amounts for each award. There is a 250 character limit. |
| 5e. | Enter the name of the document attached and the page(s) that include the written procedures to minimize the time elapsing between the transfer of funds to recipients and the issuance or redemption of checks, warrants, or payments by other means for program purposes by the recipient. There is a 250 character limit. |
| 5f. | Enter the name of the document attached and the page(s) that include the procedures that are followed whenever advance payment procedures are used. There is a 250 character limit. |

CoC Registration and CoC Review

5. UFA Financial Management (continued)

*** 5g. What page(s) include the procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the provisions of the applicable Federal cost principles and the terms and conditions of the award?**
(Limit 250 characters)

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

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

Save Save & Back Save & Next
Back Next
Check Spelling

| Step | Description |
|------|---|
| 5g. | Enter the name of the document attached and the page(s) that include the procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the provisions of the applicable Federal cost principles and the terms and condition of the award. There is a 250 character limit. |
| 5h. | Enter the name of the document attached and the page(s) that include the accounting procedures that include recording cost accounting supported by source documentation. There is a 250 character limit. |
| 6 | Select "Yes" or "No" to indicate if the Collaborative Applicant has written procurement procedures. If "Yes" is selected, the Collaborative Applicant must attach the procedures. |
| 7. | Select "Save & Next." |



CoC Registration and CoC Review


6. UFA Sub-recipients Management

NOTE:

Collaborative Applicants that are not applying for designation as a UFA are not required to complete 6. UFA Sub-recipients Management. Instead, proceed to 4. Attachments.

On the "UFA Sub-recipients Management" screen, enter information about the oversight of subrecipients by the Collaborative Applicant applying for UFA designation. In order to qualify for UFA designation, the Collaborative Applicant must already be implementing these practices.



 jscarlett

Applicant Name:
Dearborn/Dearborn Heights/Westland/Wayne County CoC

Applicant Number:
MI-502

Project Name:
MI-503 CoC Registration FY2014 Test

Project Number:
COC_REG_2013_103564

CoC Registration and Application FY2014

CoC Registration FY2014

Instructional Guides (CoC and GIW)

- 1. CoC Organization
- 2. CoC Geographic Area(s)
- 3. Maximum Funding Need
- 4. UFA Responsibilities
- 5. UFA Financial
- 6. UFA Sub-recipients Management**
- 6a. UFA Sub-Recipients List
- 7. Attachments

Certification

Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

6. UFA Sub-recipients Management

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

Instructions: [show]

*** 1. Does the Collaborative Applicant have written agreements in place with all subrecipients to which CoC funds will be allocated, documenting that each organization will allow the Collaborative Applicant, if designated, to become the recipient of grant funds?** Yes

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

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

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

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

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

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





CoC Registration and CoC Review

| Step | Description |
|------|--|
| 1. | Select "Yes" or "No" to indicate whether the Collaborative Applicant has executed written agreements with all of its subrecipients to whom CoC Program funds are allocated. <ul style="list-style-type: none">• If "Yes", additional mandatory questions will appear on screen.• If "No", the applicant cannot be considered for UFA designation. Access 1. CoC Organization form and change CoC Type to "CA", in order to continue with CoC Registration submission. |
| 2. | Select "Yes" or "No" to indicate if the Collaborative Applicant has written policies and procedures in place to bring noncompliant subrecipients into compliance. If "Yes," enter the page(s) and the name of the attached document where this information can be found. There is a 250 character limit. |
| 3. | Select "Yes" or "No" to indicate whether the Collaborative Applicant has written procedures to ensure that "high risk" subrecipients receive proper oversight and monitoring. |
| 4. | Enter the name of the document attached and indicate the page(s) where the information can be found that describes what plan of action the Collaborative Applicant has in place for subrecipient monitoring, how it will determine performance, evaluate outcomes, and take action against poor performers. Also, include the page(s) where that describes action will be taken if the subrecipient does not comply with corrective actions. There is a 250 character limit. |
| 5. | Select "Yes" or "No" to indicate if the Collaborative Applicant reviews subrecipients for evidence of conflicts of interest. |
| 6. | Enter text to describe the Collaborative Applicant's closeout procedures for its subrecipient recipient grants and how unspent funds are recaptured. There is a 750 character limit. |
| 7. | Select "Save & Next." |

CoC Registration and CoC Review

6a. UFA Sub-Recipients List

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

| Step | Description |
|------|---|
| 1. | Select the "Add" icon.  to add a new subrecipient. |
| 2. | The "Sub-Recipients List Details" screen appears. |
| 3. | Enter the name of the subrecipient. |
| 4. | Enter the date on which the written agreement was executed between the subrecipient and the Collaborative Applicant. Use the calendar icon  to enter the date. |
| 5. | Enter the date on which the Collaborative Applicant last monitored or assessed the subrecipient. Use the calendar icon  to enter the date. |
| 6. | Select "Yes" or "No" indicating whether the subrecipient is required to comply with OMB Circular A-133. <ul style="list-style-type: none"> If "Yes", enter the date compliance with OMB Circular A-133 was confirmed. Use the calendar icon  to enter the date. |
| 7. | Select "Save & Back to List" or "Save & Add Another" as appropriate. |
| 8. | From the "Sub-Recipient List" screen, select "Next." |

CoC Registration and CoC Review

4. Attachments (#7 for UFA Attachments)

The screen number for Attachments depends on the "Type of CoC" selected on the "1. CoC Organization" screen.

- If "CA" is selected, Attachments is screen 4. There are a few possible attachments, none of which is required unless the CoC merged in FY 2013 and the CoC is attaching the merger worksheet.
- If "UFA" is selected, Attachments is screen 7. There are 16 attachments, 13 of which are required by HUD.

The instructions for uploading and deleting an attachment are the same for all documents. The steps are provided for the GIW and can be applied to the other attachments.

NOTE:

This year, attachments that were uploaded in last year's CoC Registration will not be available. Collaborative Applicants must upload the required attachments.

CoC Registration and CoC Review

Attachments for Collaborative Applicants

The "Attachment" screen for Collaborative Applicants that selected "CA" as the type of CoC has three items:

- **Merger Worksheet.** If CoCs were approved to merge in FY 2013, the Collaborative Applicant should submit the CoC Merger Worksheet that determined the Final Pro-Rata Need available to the merged CoC.
Note: The screen states that the Merger Worksheet is not required, which means that the attachment is not required for the Applicant to proceed to the next step in *e-snaps*.
- **Grant Inventory.** The GIW is **not** a required attachment for the modified FY 2014 CoC Registration.
- **Other Attachment(s).** At this time, there are no additional attachments required.

4. Attachments

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

| Document Type | Required | Download | Document Description | Date Attached |
|---|----------|----------|----------------------|---------------|
| FY 2013 Merger Worksheet | No | -- | | No Attachment |
| Grant Inventory Worksheet | No | -- | | No Attachment |
| Other | No | -- | | No Attachment |

Back Next

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

CoC Registration and CoC Review

Attachment Details

* Document Description:

* File Name: No file selected.


Document Type: FY 2013 Merger Worksheet

Maximum Size: 5 MB

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

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

- | Step | Description |
|------|--|
| 1. | Enter the name of the document in the "Document Description" field. |
| 2. | Select "Browse" to the right of the "File Name" field to upload the file from your computer. <ul style="list-style-type: none">For the Grant Inventory Worksheet, the allowable formats are: zipx, ZIP*, zip, xls, and xlsx. |
| 3. | Select "Save & Back to List" to return to the "Attachments" screen. |
| 4. | On the "Attachments" screen, select "Next." |

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



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

CoC Registration and CoC Review

Attachments for Collaborative Applicants Applying for a UFA designation

The "Attachment" screen for Collaborative Applicants that selected "UFA" has 16 items:

- Audit Policy and Procedures for Subrecipients
- Centralized or Coordinated Assessment System
- CoC Governance Charter
- CoC Housing and Service System/Coordination Plan
- CoC Meeting Agendas/Minutes
- ESG-CoC Standards
- Financial Management Systems Policies and Procedures
- **FY 2013** Merger Worksheet
- Grant Inventory Worksheet
- List of Board Leaders and Members
- LOCCS Drawdown Procedures
- Monitoring Guide for Subrecipients
- Organizational Chart/Policies and Procedures
- Procedures for High-Risk Subrecipient Management
- Procurement Policies and Procedures
- Other Attachment(s)

The only attachments that are NOT required are the following:

- Grant Inventory Worksheet (GIW)
- Merger Worksheet.
- Other Attachments

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

CoC Registration and CoC Review

jscarlett

Applicant Name:
Dearborn/Dearborn
Heights/Westland/Wayne
County CoC
Applicant Number:
MI-502
Project Name:
MI-503 CoC
Registration FY2014
Test
Project Number:
COC_REG_2013_103564

CoC Registration
and Application
FY2014

CoC Registration
FY2014

- Instructional Guides
(CoC and GIW)
1. CoC Organization
 2. CoC Geographic Area (s)
 3. Maximum Funding Need
 4. UFA Responsibilities
 5. UFA Financial
 6. UFA Sub-recipients Management
 - 6a. UFA Sub-Recipients List
 - 7. Attachments**
- Certification
Submission Summary

7. Attachments

In addition to completing the UFA forms, all required attachments must be uploaded to the CoC Registration submission. The Merger Worksheet is only required if two or more CoCs are merged.

If the document does not apply, the applicant must attach a blank document with the words "Does not Apply."

| Document Type | Required? | Download | Document Description | Date Attached |
|--|-----------|----------|----------------------|---------------|
| Audit Policy and Procedures for Subrecipients | Yes | -- | | No Attachment |
| Centralized or Coordinated Assessment System | Yes | -- | | No Attachment |
| CoC Governance Charter | Yes | -- | | No Attachment |
| CoC Housing and Services System/Coordination Plan | No | -- | | No Attachment |
| CoC Meeting Agendas/Minutes | Yes | -- | | No Attachment |
| ESG-CoC Standards | Yes | -- | | No Attachment |
| Financial Management Systems Policies and Procedures | Yes | -- | | No Attachment |
| FY 2013 Merger Worksheet | No | -- | | No Attachment |
| Grant Inventory Worksheet | No | -- | | No Attachment |
| List of Board Leaders and Members | Yes | -- | | No Attachment |
| LOCCS Drawdown Procedures | Yes | -- | | No Attachment |
| Monitoring Guide for Subrecipients | Yes | -- | | No Attachment |
| Organizational Chart/Policies and Procedures | Yes | -- | | No Attachment |
| Procedures for High-Risk Subgrantee Management | Yes | -- | | No Attachment |
| Procurement Policy and Procedures | Yes | -- | | No Attachment |
| UFA - Other Attachments | No | -- | | No Attachment |

Back

Next

CoC Registration and CoC Review

11. Certification

On the "Certification" screen, the Collaborative Applicant Primary Contact must certify that he or she is an authorized representative of the CoC and that data entered is truthful. It also serves as an acknowledgement that false statements may be subject to penalty.

Applicant Name:
Dearborn/Dearborn Heights/Westland/Wayne County CoC
Applicant Number:
MI-502
Project Name:
MI-503 CoC Registration FY2014 Test
Project Number:
COC_REG_2013_103564

CoC Registration and Application FY2014

CoC Registration FY2014

Instructional Guides (CoC and GIW)

1. CoC Organization
2. CoC Geographic Area(s)
3. Maximum Funding Need
4. Attachments

Certification

Submission Summary

Certification

*** I certify to 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 Save & Back Save & Next

Back Next

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

CoC Registration and CoC Review

12. Submission Summary

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

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

- A date if the screen is complete
- "No Input Required" if there is no input required
- "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.

NOTE:

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

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.

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.

e.Forms Logout

jscarlett

Applicant Name:
Dearborn/Dearborn Heights/Westland/Wayne County CoC

Applicant Number:
MI-502

Project Name:
MI-503 CoC Registration FY2014 Test

Project Number:
COC_REG_2013_103564

CoC Registration and Application FY2014

CoC Registration FY2014

Instructional Guides (CoC and GIW)

1. CoC Organization
2. CoC Geographic Area(s)
3. Maximum Funding Need
4. Attachments

Certification

Submission Summary

| Page | Last Updated |
|---------------------------|-------------------|
| 1. CoC Organization | Please Complete |
| 2. CoC Geographic Area(s) | Please Complete |
| 3. Maximum Funding Need | Please Complete |
| 4. Attachments | No Input Required |
| Certification | Please Complete |

Notes:

- To submit this application, all items must be certified.

Back Next

Export to PDF

Get PDF Viewer

Submit

Review "Last Updated" column

Inactive "Submit" button

CoC Registration and CoC Review

Submitting the CoC Registration

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

NOTE:

Collaborative Applicants that selected "UFA" as the "Type of CoC" on the CoC Organization screen will have the UFA Capacity – CoC Responsibilities, UFA Financial Management, UFA Sub-recipients Management, and UFA Sub-recipients List formlets listed here.

Submission Summary

| Page | Last Updated |
|------------------------------|---------------------------------|
| 1. CoC Organization | 06/19/2014 |
| 2. CoC Geographic Area(s) | 06/19/2014 |
| 3. Maximum Funding Need | 06/19/2014 |
| 4. Attachments Certification | No Input Required 06/19/2014 |

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

Message: This e.Form has been submitted

Message: e.Form has been submitted

| Step | Description |
|------|--|
| 1. | If you are not already on the "Submission Summary" screen, select it on the left menu bar. |
| 2. | Select the "Submit" button. |
| 3. | The "Submit" button 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 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 the Collaborative Applicant submits the CoC Registration, the organization cannot make changes. The next steps include the following:

- HUD receives notification that the CoC Registration is ready for HUD review.
- HUD staff reviews and approves, modifies, or rejects maximum funding needs.
- HUD staff reviews and assesses the information and attachments submitted by Collaborative Applicants requesting UFA designation.
- HUD will issue a listserv message to its mailing lists notifying Collaborative Applicants when they should log-in to *e-snaps* to review HUD's determinations provided in the CoC Registration Review.
- The Collaborative Applicant reviews and agrees with or disputes HUD's determinations regarding the CoC type and funding needs amounts.

NOTE:

Mailing Lists

HUD uses mailing lists (listserv) to distribute up-to-date information to homeless service providers, Continuums of Care, Technical Assistance providers, and other stakeholders about HUD's homeless assistance programs, competitions, awards, policy updates, and other vital information. HUD has numerous lists to more effectively target information that is pertinent to a particular audience.


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

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

NOTE:

Reference Submissions

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

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

CoC Registration and CoC Review

Accessing CoC Review

After HUD completes the review of the CoC 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 Registration Review. The Collaborative Applicant will look for the "CoC Registration and Application FY2014 / CoC Review" project on the "Submissions" screen.

Front Office | Logout | Help

Applicant: Dearborn/Dearborn Heights/Westland/Wayne County CoC (MI-502)

[Hide Filters] [Clear Filters]

Submissions Filters

Applicant Project Name: MI-502 CoC Registration 2014
 Date Submitted: On
 Project Status: Open Projects
 Submission Version: Latest Version
 Associate Type: All

Filter

Submissions

| Project Name Project Number | Funding Opportunity Name Step Name | Start Date | End Date | Associate Type | Version | Date Submitted |
|---|---|--------------|--------------|-------------------|---------|--------------------------|
| MI-502 CoC Registration 2014 COC_REG_2013_103523 | CoC Registration and Application FY2014 Registration FY2014 | Aug 31, 2012 | Sep 30, 2014 | Primary Applicant | 1 | Jun 19, 2014 10:32:03 AM |
| MI-502 CoC Registration 2014 COC_REG_2013_103523 | CoC Registration and Application FY2014 CoC Application FY2014 | Jun 24, 2010 | Dec 31, 2014 | Primary Applicant | 1 | |
| MI-502 CoC Registration 2014 COC_REG_2013_103523 | CoC Registration and Application FY2014 CoC Reviews HUD Final Decision | Aug 31, 2012 | Dec 31, 2014 | Primary Applicant | 1 | Jun 19, 2014 10:52:41 AM |
| MI-502 CoC Registration 2014 COC_REG_2013_103523 | CoC Registration and Application FY2014 CoC Review | Aug 31, 2012 | Dec 31, 2014 | Primary Applicant | 1 | Jun 19, 2014 10:46:22 AM |

| Step | Description |
|------|---|
| 1. | Log in to <i>e-snaps</i> . |
| 2. | Select "Submissions" on the left menu bar. |
| 3. | Select the "Folder" icon next to the Project where the Step Name is "CoC Review." <ul style="list-style-type: none"> Option: Use the "Submissions Filters" to single out your project. Option: Select "Clear Filters" on the top left of the "Submissions Filters" box. Then, review the "Funding Opportunity Name / Step Name" column to locate "CoC Registration and Application FY2014 / 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 or not with the approved CoC designation.

The screenshot shows the 'Approved CoC Type Designation' screen in the eForms system. The left sidebar contains navigation options: 'View Applicant Profile', 'Export to PDF', 'Get PDF Viewer', and 'Back to Submissions List'. The main content area includes a 'Reference Submissions' table with one entry: 'Registration FY2014' with a score of 'N/A'. Below this is a form with the following fields:

- 1. CoC Number and Name:** MI-502 - Dearborn/Dearborn Heights/Westland/Wayne County CoC
- 2. Legal Name of Organization:** Wayne Metropolitan Community Action Agency
- 3a. Approved CoC designation:** CA
- Comments from HUD:** (Empty text area)
- * 4. Does the CoC agree with the approved CoC Designation?** No (Selected)
- * 5. In the text box below, clearly enter any comments to be considered by HUD (be specific):** (Limit 1500 characters) asdf

Callouts provide instructions: 'If needed, refer back to CoC Registration' points to the 'View' button; 'If needed, review Applicant Profile' points to the 'View Applicant Profile' link; 'Return to Submission List' points to the 'Back to Submissions List' link; and 'Select "Yes" or "No"' points to the dropdown for question 4.

| Step | Description |
|------|---|
| 1. | Review HUD's comments, if any. |
| 2. | Select "Yes" or "No" whether you agree with the approved CoC designation. <ul style="list-style-type: none"> If you select "No", you will be required to enter a comment in the comment box to be considered by HUD. |
| 3. | Select "Save & Next." |

CoC Registration and CoC Review

2. CoC Geographic Area(s)

On the "CoC Geographic Area(s)" screen, indicate you agree with the geographic areas. As stated in the modified FY 2014 CoC Registration, geographic area changes are not permitted.

2. CoC Geographic Area(s)

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

Available Items:

- 264962 Pontiac
- 269107 Mecosta County
- 264302 Muskegon Hts
- 269003 Alger County
- 269063 Huron County
- 269031 Cheboygan County

Selected Items:

- 266378 Westland
- 265148 Redford
- 261644 Dearborn Heights
- 261638 Dearborn
- 269163 Wayne County
- 263588 Lincoln Park

2. Comments from HUD:

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

Select "Yes" or "No"

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

asdif

Back Next

| Step | Description |
|------|--------------------------------|
| 1. | Review HUD's comments, if any. |
| 2. | Select "Yes." |
| 3. | Select "Save & Next." |

CoC Registration and CoC Review

3. CoC Maximum Funding Need Amounts

On the "Maximum Funding Need Amounts" screen, read the available HUD comments and indicate whether you agree or disagree with approved funding amounts.

3. CoC Maximum Funding Need Amounts

Instructions [show]

Funding Need Amounts

| | CoC Request | HUD Approval | Updated CoC Request |
|--|-------------|--------------|---------------------|
| 1. Total Preliminary Pro Rata Need (PPRN): | | \$5,347,135 | |
| * 2. Does the CoC agree with the total ARD? If 'No', click the 'Save' button to update page. | | | No |
| * 2b. Total Annual Renewal Demand Amount: | \$1,500,000 | \$1,500,000 | \$15,000,001 |
| * 3. Does the CoC agree with the total CoC merged need amount? If 'No', click the 'Save' button to update page. | | | No |
| 3b. Total CoC Merged Need Amount: | \$0 | \$0 | \$15,000,001 |
| 4. Total CoC's Proposed Reallocation Amount: | | | |
| 5. Maximum amount available for CoC planning costs: | | \$66,839 | |

7. Comments from HUD:

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

zxcv

Back Next

NOTE: A Collaborative Applicant with UFA designation will also see question 6 maximum amount available for UFA costs.

| Step | Description |
|------|--|
| 1. | Review HUD's comments, if any. |
| 2. | Select "Yes" or "No" whether you agree with the approved Annual Renewal Demand (ARD) amount. <ul style="list-style-type: none"> If you select "No" you will be required to enter a comment in the comment box to be considered by HUD. |
| 3. | Select "Yes" or "No" whether you agree with the approved total merged need amount. <ul style="list-style-type: none"> If this field is not applicable to your CoC, the amount will be "0." If you select "No", you will be required to enter a comment in the comment box to be considered by HUD. |
| 4. | 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.

4. Attachments

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

Back Next

- | Step | Description |
|------|---|
| 1. | If an attachment is requested, upload it the same way that attachments were provided in the CoC Registration. |

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:

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

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

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

CoC Registration and CoC Review

Submitting the CoC Review

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

5. Submission Summary

| Page | Last Updated |
|----------------|-------------------|
| 1. CoC Type | 06/19/2014 |
| 2. Geo Area(s) | 06/19/2014 |
| 3. Max Funding | 06/19/2014 |
| 4. Attachments | No Input Required |

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

Message: This e.Form has been submitted

Message: e.Form has been submitted

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

CoC Registration and CoC Review

Exporting to PDF

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

The screenshot shows the 'Configure PDF Export' interface. On the left, there is a sidebar with user information for 'jscarlett' and application details for 'CoC Registration and Application FY2014'. The main area contains a list of formlets to be exported, each with a checked checkbox. At the bottom, there are three buttons: 'Select All Formlets', 'Unselect All Formlets', and 'Export to PDF'. A callout box points to the 'Export to PDF' button with the text 'Select button to obtain a copy of CoC Review'.

| 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 or Disputing CoC Review

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

- The Collaborative Applicant can no longer make changes to its CoC Review.
- When available, HUD will announce the opening of the FY 2014 funding process via listserv message.

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

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

Front Office

Logout Help

Applicant: Dearborn/Dearborn Heights/Westland/Wayne County CoC (MI-502)

[Hide Filters] [Clear Filters]

Submissions Filters

Enter, review, and submit HUD's final determination

Applicant Project Name: MI-502 CoC Registration 2014
Date Submitted: On
Project Status: Open Projects
Submission Version: Latest Version
Associate Type: All

Filter

Submissions

| Project Name Project Number | Funding Opportunity Name Step Name | Start Date | End Date | Associate Type | Version | Date Submitted |
|---|---|--------------|--------------|-------------------|---------|--------------------------|
| MI-502 CoC Registration 2014 COC_REG_2013_103523 | CoC Registration and Application FY2014 Registration FY2014 | Aug 31, 2012 | Sep 30, 2014 | Primary Applicant | 1 | Jun 19, 2014 10:32:03 AM |
| MI-502 CoC Registration 2014 COC_REG_2013_103523 | CoC Registration and Application FY2014 CoC Application FY2014 | Jun 24, 2010 | Dec 31, 2014 | Primary Applicant | 1 | |
| MI-502 CoC Registration 2014 COC_REG_2013_103523 | CoC Registration and Application FY2014 CoC Reviews HUD Final Decision | Aug 31, 2012 | Dec 31, 2014 | Primary Applicant | 1 | Jun 19, 2014 10:52:41 AM |
| MI-502 CoC Registration 2014 COC_REG_2013_103523 | CoC Registration and Application FY2014 CoC Review | Aug 31, 2012 | Dec 31, 2014 | Primary Applicant | 1 | Jun 19, 2014 10:46:22 AM |

- When available, HUD will announce the opening of the FY 2014 funding process via listserv message.
- Only Collaborative Applicants with a HUD-approved registration will have access to the FY 2014 CoC Priority Listing in *e-snaps*.

CoC Registration and CoC Review

Next Steps

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

Additional instructional guides will be available when the FY 2014 funding process is available to assist Collaborative Applicants and individual Project Applicants in completing the CoC Priority Listing and the New, Renewal, CoC Planning, and UFA Costs Project Applications.

Please check the CoC Program Competition Resources webpage on the HUD Exchange at: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/> for these instructional guides.